

# **Aylesford Parish Council**

## **Annual Meeting of the Council**

### **Minutes of the Meeting held at the Aylesford Football Club Pavilion, Aylesford on 13 May 2025**

**Present:** Councillors Ms Dorrington (Chair), Balcombe, Mrs Birkbeck, Craig, Mrs Eves, Fuller, Mrs Gadd, Gledhill, Ludlow, Mrs Ogun, Rillie, Sharp, Shelley, Smith and Sullivan.

**In Attendance:** Mrs Randall (Clerk)

**Apologies:** Councillors Chapman and Ms Oyewusi.

Apologies also received from Borough Councillors Dalton, Davis, Keers, McDermott and Williams and County Councillor Kennedy.

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#### **1. Election of Chair of the Council**

There was one nomination for Chair, Councillor Ms Susan Dorrington who was proposed by Councillor Balcombe. Councillor Ludlow seconded  
A show of hands took place and Councillor Ms Susan Dorrington was unanimously elected.

#### **2. Declaration of Acceptance of Office**

Councillor Ms Dorrington made her Declaration of Acceptance of Office before the Clerk.

#### **3. Apologies for absence**

Apologies of Absence from Councillors Chapman and Ms Oyewusi and Borough Councillors Dalton, Davis, Keers, McDermott and Williams were received, and the reasons for absence agreed.  
County Councillor Kennedy also gave his apologies which were agreed.

#### **4. Declarations of Interest additional to those contained in the Register of Members' Interests**

There were no declarations of interest additional to those contained in the Register of Members Interests, except Councillor Fuller declared an interest in item 31 and took no part in the discussion or decision.

## **5. Election of Vice Chair of Council**

There was one nomination for Vice Chair, Councillor Iain Craig who was proposed by Councillor Sullivan. Councillor Balcombe seconded  
A show of hands took place and Councillor Iain Craig was unanimously elected.

## **6. To confirm as a correct record the Minutes of the Council Meeting held on 18 March 2025**

It was **Resolved** that the Minutes of the meeting held on 18 March 2025 be approved as a correct record and signed.

## **7. Matters Arising from the previous minutes (including those which required Member's action)**

There were no Matters Arising from the previous minutes.

## **8. Chair's Announcements**

The Chair thanked the outgoing Chair and Vice Chair for their superb leadership, which will help the Council to move forward over the coming year.  
She thanked fellow councillors for electing her as Chair and is looking forward to taking on the role.

## **9. Adjournment of the meeting to allow for public participation (pursuant to Standing Order 3 e & g Members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A member of the public shall not speak for more than the time set in the Standing Orders).**

There were no Members of the Public present.

### **9.2 Kent Police**

Pc David Warner and PC Jenson Rowley were in attendance and issues discussed were

- Parked cars along Rochester Road – advised this is for TMBC to deal with unless they are causing an obstruction in which case it would be Kent Police.
- Robin Hood Lane, Blue Bell Hill seems to be suffering with motorbikes often late afternoons Sunday's. They come down Common Road and go through to Burham.
- Anti-Social Behaviour in general across the Parish, including the increase of electric scooters causing a nuisance and a danger as many are ridden on the public footpaths.

- Although not in our Parish the vehicles racing across Peters Village Bridge, speeding up the A228 where MacDonalds is and around Snodland were discussed.
- PC Warner said if anyone has any issues in their areas please report them to the Clerk and she can pass them on to him.

### **9.3 To receive the report of the County Councillor**

No report received.

### **9.4 To receive the report of the Borough Councillors**

See attached report at Appendix A.

## **10. To review and approve the Standing Orders**

It was **Resolved** to approve the Standing Orders

## **11. To review and approve the Annual Risk Assessment**

It was **Resolved** to approve the Annual Risk Assessment

## **12. To review and approve the Financial Regulations**

It was **Resolved** to approve the Financial Regulations.

## **13. To review and approve the Financial Risk Assessment**

It was **Resolved** to approve the Financial Risk Assessment

## **14. To review and approve the S101 Delegation of Powers**

It was **Resolved** to approve the S101 Delegation of Powers. Membership to be agreed at Policy & Resources Committee.

## **15. To review and approve the Terms of Reference of Committees and Sub Committees**

It was **Resolved** to approve the Terms of Reference

## **16. To review and adopt the Kent Code of Conduct for Members**

It was **Resolved** to adopt the Kent Code of Conduct for Members

## **17. To review the Asset Register**

It was **Resolved** to approve the Asset Register

## **18. To review the Grant Award Policy**

It was **Resolved** to approve the Grant Award Policy including the highlighted amendments as submitted.

## **19. To review and adopt the Information and Data Protection Policy**

It was **Resolved** to adopt the Information and Data Protection Policy

## **20. To review and adopt the Privacy Notice**

It was **Resolved** to adopt the Privacy Notice

## **21. To review and adopt the Code of Practice for Handling Complaints**

It was **Resolved** to adopt the Code of Practice for Handling Complaints

## **22. To review and adopt the Cyber Security Policy**

It was **Resolved** to adopt Cyber Security

## **23. To appoint representatives to Outside Bodies**

All members automatically serve on Policy and Resources, Environmental Services and Finance Advisory Sub Committee.

The Chair and Vice Chair of Policy & Resources will be the Chair and Vice Chair of the Council.

The Chair and Vice Chair of Finance Advisory Sub Committee will be the Vice Chair and Chair of the Council.

Environmental Services and Planning will elect their Chair and Vice Chair at the first meeting after the Annual Meeting.

The appointments to the Outside Bodies were **Agreed** as follows

<b>Aylesford Village Community Centre</b>	Gillian Birkbeck
<b>Blue Bell Hill Village Hall</b>	Mrs Lorna Eves, Barry Smith
<b>Tunbury Hall</b>	Tom Shelley
<b>KALC</b>	Tom Shelley
<b>TMBC Parish Partnership Panel</b>	Tom Shelley
<b>United Charities of Burham</b>	Smith
<b>Climate Change</b>	Tom Shelley

**S101 Delegation of Powers membership to be agreed at Policy & Resources but will include the Chair and Vice Chair of the Council plus three other members**

## **24. Casual Vacancies**

There is currently one vacancy for Eccles Ward

### **24.1 To consider co-opting a resident for Aylesford South Ward**

This was a recommendation from Policy & Resources to co-opt Samantha Anderson. Councillor Sullivan proposed and Councillor Mrs Birkbeck seconded. There was a show of hands and Samantha Anderson was co-opted. She will sign her Declaration of Acceptance of Office on Thursday 15 May 2025.

The Clerk reported that a resignation had been received from Bunmi Ogun representing Aylesford South Ward. **Noted**

## **25. Decisions taken under S101 Delegated Authority**

The Clerk reported that no decisions had been taken.

## **26. Committee Reports/Minutes: to consider and adopt; to deal with any matters arising**

### **Policy and Resources – 8 April and 6 May 2025**

It was **Resolved** that the Minutes of the Policy & Resources Committee meeting held on 8 April 2025 and 6 May 2025 be approved as a correct record.

### **Environmental Services – 8 April and 6 May 2025**

It was **Resolved** that the Minutes of the Environmental Services Committee meeting held on 8 April 2025 and 6 May 2025 be approved as a correct record.

### **Planning – 18 March, 8 April and 6 May 202**

It was **Resolved** that the Minutes of the Planning Committee meeting held on 18 March, 8 April be approved as a correct record. It was **Resolved** that the minutes for 6 May 2025 be approved as a correct record subject to the following additional comment regarding item 5.

The Parish Council would also like to take this opportunity to reiterate that the A229 Blue Bell Hill (BBH) Improvements Scheme is essential to local traffic networks and part of the Lower Thames Crossing (LTC) Project to migrate the impacts of LTC and maximise its potential.

Within the A229 BBH scheme scoping information there is no reference to a Programme of Works or Timeline for the Improvements completion.

It is anticipated that there will be considerable disruption to A229 and M2 / M20 junctions / local roundabouts traffic flows during these Improvements.

Therefore, it is vital that the A229 BBH Improvements are completed prior to the Lower Thames Crossing becoming operational.

Public consultation information currently indicates -

A229 BBH improvements starts mid-2029 and aims to be completed by 2031.

LTC project construction phase is expected to start 2026-27 and aims to be completed between 2032-34.

However, should for whatever reason these timelines change and LTC is operational before A229 BBH completion this would lead to major interruptions to north Kent's traffic flow / traffic system.

The Parish Council requests that Highway Agencies ensure that both A229 BBH Improvements and LTC project timing risks are fully identified, and contingency planning is in place

## **27. Accounts for Payment**

The Council considered the Payment Schedule attached to the Agenda and Councillor Balcombe proposed and Councillor Craig seconded and it was **Resolved** that 15 payments totalling £55,850.24 be made.

## **28. To approve the Annual Return for 2024-25**

### **28.1 Section 1, Annual Governance Statement 2024-25**

The Council reviewed the statements within the Annual Governance Statement and **Agreed** the document for submission to the External Auditor Mazars.

### **28.2 Section 2, Annual Accounting Statement 2024-25**

The Council reviewed the Accounting Statement and **Agreed** the document for submission to the External Auditor Mazars.

### **28.3 To approve the dates for the Exercise of Public Rights of Inspection**

The Council considered the dates for the Exercise of Public Rights of Inspection and **Agreed** to approve the dates.

## **29. To consider the renewal of the Council's Annual Insurance Policy**

The Clerk informed the Council that the cost to renew with the same insurer is £4,516.42, just £24.09 more than the previous year.

It was **Unanimously Agreed** to proceed.

**Closed**

### **30. Meeting Calendar 2025/26**

It was **Agreed** to approve the Meeting dates for 2025/26.

**Closed**

### **31. Request received from Aylesford Football Club**

To host their annual Community Fun Day on Forstal Recreation Ground and Girls Football Tournament on 28<sup>th</sup> and 29<sup>th</sup> June 2025. The event is open to all; the tournament will take place on the 3G pitch. The football club also requested that the grass area to the side of the 3G pitch be used for parking to help alleviate the pressures on the two public car parks.

It was **Resolved** to permit the use as requested and to also make a charge for the hire of the recreation ground which will be the same rate as the Council charges for the annual tournament in September.

Should there be any damage to the ground, fences, bollards or gates, however caused during the event (including during set up and take down) Aylesford Football Club are fully responsible for rectifying it to the Council's complete satisfaction.

The Council reserves the right to withdraw permission (giving 48 hours' notice) if the weather forecast is such that damage would be unavoidable.

**Closed**

### **32. To consider any other items of correspondence**

On behalf of Aylesford Football Club Councillor Fuller thanked the Parish Council for the support it has shown the Football Club over the past year.

### **32. Duration of Meeting**

7.15pm to 8.08pm

## **REPORT TO AYLESFORD PARISH COUNCIL 13<sup>th</sup> May 2025**

By the Tonbridge and Malling Borough Councillors for

**Aylesford North and North Downs Ward**  
**Councillors Dave Davis, Alex McDermott and Roger Dalton**

**Aylesford South and Ditton Ward**  
**Councillors Rob Cannon, Steve Hammond and Colin Williams**

**Walderslade Ward**  
**Councillor Des Keers**

### **ALL WARDS ITEMS**

1. We will not be able to join you at your meeting because it clashes with the TMBC Annual Council.

### **FREEMAN CEREMONY**

2. Prior to our Annual Council on 13th May, TMBC will confer on Royal British Legion Industries the Freedom of the Borough. A most worthy recipient of the honour who provide a unique service to armed forces veterans across the whole of the UK.

### **LOCAL PLAN – UPDATE**

3. There have been no further updates since our last report.

### **DEVOLUTION**

4. There has been no further update on devolution since last time.

## **AYLESFORD NORTH & NORTH DOWNS ISSUES**

### **LAND AROUND ECCLES – PUBLIC MEETINGS**

5. The two meetings we reported on at your last meeting, took place on Wednesday 26th March from 18:00 to 20:00 and Sunday 30th March 11:00 to 13:00. They were successful with about 50 residents attending each meeting.

6. We now have a list of concerns during construction and some requests for facilities as part of the development.

7. We will now further explore these issues in a forth coming survey to every house and then prepare a report for TMBC planners and you.



## **ENFORCEMENT ACTIONS IN PROGRESS**

### **Nursery Rochester Road Aylesford (25/00039)**

8. You will recall that enforcement action was about to restart after the applicant lost an appeal against that enforcement. Almost immediately the owner submitted another application. This will delay enforcement action. Dave Davis and Roger Dalton had a meeting with both the case officer and the enforcement officer who are now working together on this issue. As of now this is still under consideration by the case officer and when decided will pass to the enforcement officer.

### **Land Rear of Mackenders Lane Eccles Aylesford Kent**

9. There is no change on this application.

10. There is a farm building that has been largely built. It is a building for farm use such as storing farm machinery. This building is permitted development.

11. There is also a caravan on site that is been occupied during the period of construction of the permanent building above which is permitted during that construction. A meeting has been held with the owner and TMBC Enforcement Officers and there is still work going on the approved building. As such continued use of the caravan is lawful until that work stops.

### **Land On Former Scout Camp Warren Road**

12. There is no change on this which is in the hands of the over stretched court system awaiting further prosecution.

### **Land North of Lower Warren Road and East of Warren Road**

13. The closure of this enforcement action was reported to you earlier. Since then, a new application 24/02027/PL has now been submitted for a mobile home on the site. This application is now at an advanced stage and we hope that there will be a decision before your next meeting.

### **Common Road Blue Bell Hill**

14. There has been activity where landowners are trying to sell land in this field. In itself, that is not a planning issue.

15. To date there has been no construction that requires enforcement action however this is still an active enforcement case.

## **AYLESFORD SOUTH AND DITTON**

16. It is anticipated that the application, in respect of the major development of 435 houses at Bunyards Farm 22/00409 will come to Area 3 Planning on 5th June and if that does not happen then it should come before the committee on the 10th July.

## **WALDESLADE WARD**

17. The coppicing work at Taddington Valley has been completed for this term however more may be undertaken in the Autumn. There have been new trees planted and 3 new bench seats installed along the main pathway, which local residents are enjoying.