

# Great Chart with Singleton Parish Council

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## Notice of Meeting

### FOR THE ATTENTION OF:

**Cllrs: McClintock, Sullivan, Tate, Wiffen, Y Barker, Darvill, P Barker, Gathern, Alexander, Wilford and Ackrill**

### All Members are summoned to attend

the monthly meeting of the Parish Council to be held on  
Monday, 11<sup>th</sup> January 2021

### Remotely via Microsoft Teams

The Agenda is attached

### Supporting Documents:

Item 3	Draft Minutes of the meeting held on 14 December 2020
Item 8.3	KCC Traffic Report
Item 9	Planning Decisions update
Item 10	St Mary's in Great Chart
Item 11.1.	Items for Payment and Bank reconciliation
Item 12.	Clerk's Report
	General supporting comments from the Chair relating to the following items on the agenda, Planning Application Number 20/01306 and Ashford Community Woodland. Also additional comments on the parish council logo.



Date: 06 January 2021

Aniko Szocs

Clerk to Great Chart with Singleton Parish Council

# Great Chart with Singleton Parish Council

*Founded in December 1894*

## Meeting of the Parish Council to be held on Monday 11 January 2021 Held remotely Starting at 7.30pm AGENDA

### 1. Apologies for Absence

To receive and approve apologies for absence.

### 2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

#### 2.1. Disclosable Pecuniary Interests

Under Localism Act 2011 relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

#### 2.2. Other Significant Interests

Under the Kent Code of Conduct for members relating to items on this agenda. The nature as well as the existence of any such interests must be declared.

#### 2.3. Other Interests

Not required to be disclosed under 2.1 or 2.2, eg stated for transparency reasons alone such as membership of other bodies who may be affected by decisions on agenda items or where Councillors themselves or their family or close associates may be affected by such decisions.

### 3. Minutes of the Previous Meeting

To approve the minutes of the meeting held on 14 December 2020 as a true record

### 4. PCSO Report

To receive a report from the PCSO

### 5. Reports from Borough Councillors

#### 5.1. Cllr Barrett – Singleton East Ward

#### 5.2. Cllr Blanford – Weald Central Ward

#### 5.3. Cllr Howard-Smith- Singleton West Ward

#### 5.4. Cllr Shorter -Washford Ward

### 6. Reports from County Councillors (when in attendance)

#### 6.1. Cllr Farrell

#### 6.2. Cllr Simkins

### 7. Reports from Committees/Groups

To receive reports from committees

#### 7.1. Chilmington Green Planning Working Group

#### 7.2. Great Chart Playing Fields

#### 7.3. Singleton Spaces

**Public Participation:** There will be 15 minutes of the meeting to hear public questions and comments.

### 8. Planning Applications for Consideration this Month

#### 8.1. Planning application number [20/01755/AS](#)

Keepers Lodge, Vitters Oak Lane, Great Chart, Ashford, TN26 1JX, Rear storey kitchen extension – **Cllr Y Barker**

**8.2. Planning application number [20/01702/AS](#)**

Site Office on Parcel B, Land at Chilmington Green, Ashford Road, Great Chart, Ashford, Kent, TN23 3DH

Variation of delivery of planning conditions 27 and 29 of outline planning approval, reference: 12/00400/AS dated 06/01/2017 relating to 'Access C - the southern access roundabout' to be provided in accordance with the proposed details shown on drawing 131065/A/02 and be fully constructed and open for use by traffic, and, agree a plan by the Local Planning Authority following consultation with the Highway Authority, showing how Chilmington Green Road is to be closed to all vehicular traffic at the location shown on drawing 'OPA05R1: Access & Strategic Vehicular Routes Plan' prior to the occupation of the 2000th residential dwelling on site.

**8.3. Planning application number [20/01306/AS](#)**

Erection of free-standing restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Display (COD), goal post height restrictor and play frame – **Cllr McClintock**

**9. Planning Decisions**

To note planning decisions

**10. St Mary's in Great Chart**

To agree support, in principle, the concept of St Mary's becoming a building for use by the wider community.

**11. Finance**

**11.1. Items for Payment and bank reconciliation**

To agree items for payment in January and acknowledge bank reconciliation.

**11.2. Ashford Community Woodland**

To consider part funding the excavation of the ditch and building a bund at ACW to improve security

**12. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda**

Report on recent or ongoing activities.

**13. Correspondence**

Review of correspondence received since the last meeting.

**14. Items for Information or Agenda for Next Meeting**


To receive items of information from members and/or for inclusion on next agenda.

**15. Date and Venue of Next Meeting**

The next scheduled Council Meeting will be held on

**Monday 08 February 2021 at 7.30pm**

Signed



Aniko Szocs- Clerk to Parish Council

If you wish to attend the meeting, please email to the Clerk to request an invite to the remote meeting [theclerk@greatchartsingleton-pc.gov.uk](mailto:theclerk@greatchartsingleton-pc.gov.uk)

# Great Chart with Singleton Parish Council

*Founded in December 1894*

**Meeting of the Parish Council held on  
Monday 14 December 2020  
Via Microsoft Teams  
Starting at 7.30pm  
AGENDA**

**PRESENT:** Cllrs Ackrill, Alexander, P Barker (from Item 11.2), Y Barker, Darvill, Gathern, Tate (from Item 5.1), Wiffen

**ALSO PRESENT:** Aniko Szocs (Clerk), Paula Cowperthwaite (Assistant to Clerk), Cllr Barrett (ABC), Cllr Blanford (ABC), 5 members of public

## 1. Apologies for Absence

Cllrs McClintock, Sullivan, Wilford  
Cllr Howard-Smith (ABC)

## 2. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

### 2.1. Disclosable Pecuniary Interests

None

### 2.2. Other Significant Interests

None

### 2.3. Other Interests

Item 12.3 – Cllrs Ackrill, Y Barker, Darvill, Wiffen  
Item 12.5.1 – Cllr Darvill

## 3. Minutes of the Previous Meeting

The minutes from the 09 November 2020 meeting were agreed to be accurate, and the council resolved to accept them as a true record.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr Darvill
<b>Vote In Favour: 6</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

## 4. PCSO Report

The new PCSO for Washford ward, Anne Martin introduced herself. She will be working with PCSO Stevens for cross over, and will send a monthly report.

## 5. Reports from Borough Councillors

### 5.1. Cllr Barrett – Singleton East Ward

Cllr Barrett has completed walkabouts at Ashford Community Woodland to look at problems with incursions on to the area. The ditches dug 10 years ago to prevent this have now been filled with mud, silt, fly tipping etc. A plan has been developed to re-dig these ditches, but the rubbish needs to be removed from the area the day before the ditches are dug. The funding is being discussed later and Cllr Barrett is providing £500 towards it. A new bollard has been installed at the entrance from Wesley School Road.



Walkabouts have been carried out around Singleton Lake. A group of young fishermen were reminded of the PSPO rules regarding BBQ's and tents when approached by Kent Police.

The lake car park is looking in a poor state again and Cllr Barrett would definitely like to see the car park properly resurfaced. The bridge also needs significant work, but this is a large and expensive project so will need to wait. It was noted that the concrete blocks on the Mock Lane/Chart Road junction have been moved and there are increased levels of fly tipping on the KCC owned land. Cllr Barrett is in conversation with various parties about what can be done to the site. Cllr Ackrill noted that he has been in contact with KCC Highways about the poor state of Chart Road as it is collapsing around the edges. This could be looked at alongside the fly tipping issue.

**5.2. Cllr Blanford – Weald Central Ward**

Cllr Blanford noted that she is happy to continue to chase about the fly tipping issues near Chart Road.

Cllr Blanford is following up planning issues for Great Chart, but council staffing can be an issue at the moment.

Stodmarsh issue is still a concern re pollutants in the water table around the Stour. This may impact planning permissions, but the borough still needs to meet house building targets.

Cllr Blanford wished attendees merry Christmas and a happy new year

**5.3. Cllr Howard-Smith - Singleton West Ward**

Not present

**5.4. Cllr Shorter - Washford Ward**

Not present

**6. Reports from County Councillors (when in attendance)**

**6.1. Cllr Farrell**

Cllr Farrell is lobbying to get more support for hospitality under Tier 3.

There is currently a £20m gap in next year's budget so cuts will need to be made.

No further active travel schemes planned in Ashford under tranche 2.

Sevington Inland Border Facility is not going to be ready until 6-8 weeks after the transition period ends, this will impact all areas of Ashford. KCC have been given more powers to ticket those lorries illegally parked but there is no extra funding for officers to do this.

A request was made that Cllr Farrell help to locate the driver welfare plan that has been referred to in communications and to find out what it contains.

The Clerk noted that KALC were also trying to obtain a copy of the plan.

**6.2. Cllr Simkins**

Not present

**7. Reports from Committees/Groups**

To receive reports from committees

**7.1. Chilmington Green Planning Working Group**

A meeting is due to be held tomorrow. No current issues. The new Jarvis homes currently have a high % of reservations.

**7.2. Great Chart Playing Fields**

No meetings held since last council meeting. Still need to sort out the malfunctioning alarm. A further grant has been received from ABC for business restrictions during the last lockdown.

### 7.3. Singleton Spaces

Building work continues, currently doing internal fittings. New Year is the scheduled finish date.

Reduced cafe hours and takeaway carvery have been well received, by isolating people or people delivering to elderly relatives. Whilst the numbers are breaking even they will continue, but this will be monitored regularly. Exempt groups are able to book the conference rooms now.

It was asked if there were adverts outside of SEC to advertise the takeaway service. This has only been done on social media so this is worth looking into.

**Public Participation:** There will be 15 minutes of the meeting to hear public questions and comments.

Received reports of drug taking in the underpass between Great Chart and Singleton this evening, this has been reported to the police.

### 8. Planning Applications for Consideration this Month

None to discuss

### 9. Planning Decisions

Please see Appendix 1

The rectory application has been withdrawn following a number of objections from ABC and it will be updated and resubmitted.

### 10. Parish Council meeting dates 2021

Dates were circulated and the council resolved to accept the dates proposed.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 7	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 11. Policies for approval documents to review

#### 11.1. Action Plan

The action plan was circulated, and the council resolved to accept it.

<b>Proposed:</b>	Cllr Ackrill	<b>Seconded:</b>	Cllr Y Barker
<b>Vote In Favour:</b> 7	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

#### 11.2. Tree Charter

The tree charter information was circulated.

It was noted that planting trees is a great idea but there should be equal effort given to maintaining it.

The council resolved to accept the tree charter.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour:</b> 8	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 12. Finance

### 12.1. Items for Payment and bank reconciliation

The cost of the dog poo bags has gone up – this may have been the number of boxes ordered.

The council resolved to accept the items for payment.

Method	Items for Approval for Payment in December 2020	Description	Total payable	VAT
Bacs	HMRC	December Contribution	£1,410.38	
Bacs	Salary	December salaries	£4,918.76	
Bacs	Kent Pension fund	November Pension Contribution	£909.40	
Bacs	Cllr Sullivan	Reimburse fabric paint for scarecrow	£5.00	£1.00
Bacs	JRB Enterprise Ltd	Economy dog glove	£215.94	£35.99
Bacs	Rialtas	Setting up accounts to comply with external auditor request -Income and expenditure	£420.00	£70.00
Bacs	Lister Wilder	Stihl one shot	£30.94 (28.56 if paid before 28/12/2020)	£4.76
Bacs	Lister Wilder	Backpack blower	£574.19 (£530.02 if paid by 28/12/2020)	£88.33
Bacs	KCS Professional Services	Photocopier rental	£127.51	£21.25
Bacs	Burden Bros Agri	Maintenance	£38.98	£6.50
Bacs	Kalkwik	Newsletter printing	£969.00	
Bacs	SLCC	ILCA Fees	£118.80	£19.80
Bacs	SLCC	Assistant Clerk's membership	£173.00	
Bacs	SLCC	Webinar- Make your writing grab attention	£36.00	£6.00
Bacs	Voipfone	Annual line rental for Playing Fields Association	£43.20	
Bacs	Great Chart Motors	Installation of reverse camera in Van	£336.00	£56.00
Bacs	Great Chart Cricket Club	Electricity Bill- (Part of Grant payment)	£152.35	
Bacs	ADM Computing	Annual Microsoft 365 licence renewal	£324.72	
<b>Bacs*</b>	<b>TimberPlay</b>	<b>Replacement seat for digger at Cuckoo Park</b>	<b>£153.60</b>	<b>£25.60</b>
		<b>Total</b>	<b>£10,352.64</b>	<b>£335.23</b>

Income				
Method	From	Description	Total received	VAT (if applicable)
Bacs	Ashford Borough Council	S106 Payment towards SEC ext.	£28,000.00	
Bacs	NatWest	Interest	£1.97	
Bacs	Metro Bank	Interest	£2.61	
		<b>Total</b>	<b>£28,005.58</b>	<b>£0.00</b>

Singleton Extension Project- S106 Funds				
		No expenditure		

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Y Barker
<b>Vote In Favour:8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

	Credit card payment items for information	Description	Total paid	VAT
<b>Account Number: 19079376</b>				
	FuelGenie	October Fuel usage	£103.06	£ 16.78
	Plusnet	Broadband and telephone	£59.76	£ 9.96
	Guangzhourunzimanoyiyouxiangongsi	12 V Car DC Power extension	£9.49	£ 1.59
	Amazon EU	Colour balloons	£5.08	£ 0.85
<b>Credit card Account: 24056805</b>				
	Dial Direct	Van insurance	£50.40	
	Martin Mccoll	Stationary	£2.00	
		<b>Total</b>	<b>£229.79</b>	<b>£29.18</b>

The council resolved to accept the credit card payments.

<b>Proposed:</b>	Cllr Y Barker	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			£7,170.56	
200	Metro Bank Current Account			£15,310.98	
210	Metro Bank Instant Access			£53,833.25	
230	Nationwide Business 1 Yr Fixed			£203,304.03	
240	Metro Bank Credit Card				£306.50
250	NatWest Current Account			£100.00	
260	NatWest Reserve Account			£239,707.44	
305	Contingency Reserves				£30,000.00
310	General Reserves				£66,554.71
320	EMR - Cuckoo Park				£194,060.00
321	EMR - The Viewing Point				£33,877.00
1076	Precept	100	Income		£266,623.00
1090	Interest Received	100	Income		£71.92
1100	Grants & Donation Received	100	Income		£22,629.02
1900	Other Income	100	Income		£5.98
4000	Staff Salary	110	Administration	£33,470.22	
4010	PAYE & NI	110	Administration	£10,489.47	
4030	Pension	110	Administration	£4,547.61	
4080	Training	110	Administration	£123.10	
4090	Chairman's Allowance	110	Administration		£6.05
4110	Bank Charges	110	Administration	£150.34	
4120	Audit Fees	110	Administration	£480.00	
4130	Professional Fees	110	Administration	£796.00	
4140	Subscriptions & Memberships	110	Administration	£4,414.00	
4150	Insurance	110	Administration	£6,549.86	
4160	Postage	110	Administration	£26.60	
4170	Office Supplies & Admin	110	Administration	£598.09	
4180	Telephone & Broadband	110	Administration	£455.50	
4200	Photocopier & Printer	110	Administration	£56.22	
4210	ICT Infrastructure	110	Administration	£1,981.38	
4240	Parish Grants	110	Administration	£2,428.90	
4260	Newsletter	110	Administration	£1,348.40	
4400	Vehicle Maintenance	140	Caretaker	£1,996.48	
4410	Vehicle Fuel	140	Caretaker	£245.76	
4420	Equipment	140	Caretaker	£17,382.80	
4500	Repairs/Maintenance	150	Maintenance	£7,054.18	
4510	Yellow Land Maintenance	150	Maintenance		£2,192.88
4520	Cuckoo Park 10Yr Maint	150	Maintenance		£14,300.00
4550	PCC Churchyard Maint Grant	150	Maintenance	£4,000.00	

4605	SVH Extention Loan Repayment	160	Projects	£3,060.77	
4650	Parish Projects	160	Projects	£43.00	
4710	PFA Maintenance	170	PFA		£2,192.88
4750	Singleton Environment Centre	175	Singleton Environment Centre	£11,695.00	
			Trial Balance Totals	£632,819.94	£632,819.94
			Difference	£0.00	

A discussion took place on the problems raising credit limits on the credit cards. Cllr Darvill will visit Metro Bank to discuss the issues. Cllr P Barker suggested setting up more credit accounts with regular suppliers.

### 12.2. Ashford Community Woodland

There are ongoing issues at the woodland with fly tipping, quad and rally bikes in the area. It was proposed that the ditches were excavated to build bunds to prevent access to the woodland and that the parish council part fund the project.

It was noted that there are problems with bikes on both sides of the woodland. The tracks can be seen on google maps. Bollards could be put alongside the road, and the ditches dug further into the woodlands so that they can't get vehicles in to tip rubbish.

There was concern that the money will be spent but the follow up actions will not be carried out, and the parish council may well end up being approached to fund further measures when there is no budget.

Cllr P Barker counter proposed that a long-term plan from ABC is provided before the money is committed.

Cllr Barrett will approach ABC to get a basic plan of what could be done and where across the woodlands.

<b>Proposed:</b>	Cllr P Barker	<b>Seconded:</b>	Cllr Tate
<b>Vote In Favour: 5</b>	<b>Vote Against: 3</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

### 12.3. Defibrillators for Great Chart Playing Fields Pavilion and new Singleton Environment Centre extension

It was questioned why a defibrillator would be put in a business premises that is shut to the public outside of business hours. The SEC one would be able to be kept inside in a publicly accessible part of the building so would not need an outside cabinet.

It was questioned where the defib would be placed at the playing fields in relation to security. Pilgrims FC have their own machine.

It was agreed that this would be discussed again in January.

### 12.4. Budget 2021-2022

The budget was circulated, and the council resolved to accept it.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Ackrill
<b>Vote In Favour: 8</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

## 12.5. Grant Application

### 12.5.1. Great Chart Pre-School

The pre-school has never applied to the parish for funding for as long as they have been using the village hall, and they have the permission of the village hall for any improvements they make.

It was proposed that of the £9K requested, £7K was granted as there are other avenues that can be explored for funding the remaining money. This includes a ward member grant from Cllr Barrett, or from their own profits.

It was agreed that the renovation be included on the pre-school insurance as a condition of the grant being awarded.

<b>Proposed:</b>	Cllr Darvill	<b>Seconded:</b>	Cllr Tate
<b>Vote In Favour:7</b>	<b>Vote Against: 0</b>	<b>Abstain: 1</b>	<b>MOTION CARRIED</b>

## 13. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda

Please see Appendix 2

Over the Christmas and New Year break the Clerk will be working w/c 21<sup>st</sup> December. Her assistant will be working w/c 28<sup>th</sup> December. The Clerk remains contactable in an emergency.

The Clerk thanked the councillors and members for their support over her 5 years in service.

## 14. Events Attended

- Cllr Y Barker - Ashford health & wellbeing reference group. Attended as asked by Ashford KALC. Chilmington and planning meeting.

## 15. Correspondence

- ABC briefings are circulated regularly to all councillors and are a useful short report

## 16. Items for Information or Agenda for Next Meeting

- Defibrillators
- Logo
- Ashford Community Woodland barrier plan
- Feedback on grants given – e.g. pictures of cricket club before and after for social media use. The annual meeting is a formal way of doing this, but this was cancelled in 2020 due to COVID-19

## 17. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on

**Monday 11 January 2021 at 7.30pm**

Public meeting closed at 10pm – the Chair thanked all those who have attended our meetings this year a very Merry Christmas and Happy New Year.

### **Closed session**

*That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

### 18. Training

It was proposed that the council fund the Clerk's study towards Community Governance Certificate of Higher Education Level 4.

There will be retention clauses should she leave shortly after qualification of:

Year 1 – 75% of costs

Year 2 – 50% of costs

Year 3 – 25% of costs.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Ackrill
<b>Vote In Favour:</b> 8	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

The meeting closed at 22:10.

Signed as a true record by:

Cllr McClintock \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT



## Appendix 1 - Planning Decisions December 2020

### **Planning application Number 17/01170/CONC/AS**

Land at Chilmington Green, Ashford Road, Great Chart, Kent Discharge of condition 3. **ABC: Refuse**

### **Planning application Number 20/01335/AS**

10 Old Orchard, Singleton, Ashford, Kent, TN23 4PY Single storey rear extension and conversion of integral garage. **ABC: Permit PC: Comments submitted regarding concerns about parking in the area**

### **Planning application number 20/01189/AS**

4 Stowell Close, Singleton, Ashford, Kent, TN23 5HS Lawful Development certificate – proposed – rooflights and upper floor side window to facilitate loft conversion – **ABC: Proposed Use/Development Would be Lawful**

### **Planning application number 20/01070/AS**

Chatsworth, Singleton Road, Great Chart, Ashford, Kent, TN23 3BA Erection of single storey carriage house garage, replacing existing single garage **ABC: Permit – PC: Support**

### **Planning application number 20/01370/AS**

Buxford Mill, Bucksford Lane, Singleton, Ashford, Kent, TN23 4TZ Installation of roof mounted photovoltaic panels on existing garage/workshop **ABC: Permit – PC: Support**

### **Planning application number 20/00303/AS**

#### **Buxford Mill, Bucksford Lane, Singleton, Ashford, Kent, TN23 4TZ**

Alterations to attic including construction of new ashlar walls, raising ceilings, addition of insulation, repair of attic staircase & guarding, construction of new box room floor and walls, installation of boilers + boiler flues. Removal and replacement of plastic rainwater goods with metal gutters and downpipes, construction of rainwater drains. Removal of old boiler flues and making good brickwork. New flues. Repointing and replacement of damaged brickwork. **ABC: Grant Consent**

### **Planning application number 20/01479/AS**

25 Ribston Way, Singleton, Ashford, Kent, TN23 5JQ Lawful development certificate – proposed – loft conversion with rear dormer and front roof lights **ABC: Proposed Use/Development Would be Lawful**

### **Planning application number 20/00516/AS**

The Rectory, Ashford Road, Great Chart, Ashford, Kent TN23 3AY Erection of 3 detached dwellings – **Withdrawn by applicant**

### **Planning Application number 20/01361/AS**

32 Millbrook Meadow, Singleton, Ashford, TN23 4XL Lawful development certificate – proposed- removal of existing timber clad front porch and rear conservatory, the erection of a replacement front porch and single storey rear extension. **ABC: Proposed use/development would be Lawful**

### **Planning Application number 20/01407/AS**

Daniels Water Farm, Vitters Oak Lane, Great Chart, Ashford, TN26 1JY Single storage unit 9mx20m **ABC: Permit PC: Support**



## Appendix 2 – Clerks Report

**Pop-Up Café:** Sadly, the Pop-Up Café on the 16<sup>th</sup> December had to be cancelled. Matthew Scott Police and Crime Commissioner was due to attend but postponing the event until next year felt like the best option. There is still no confirmed date when the Pop-up Café can reopen its doors.

**Training:** Please regularly check Kent Association of Local Councils for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place on an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. Also, can I remind you to reset your login details with your new email if you have not already done so? Please email to Laura Dyer at [manager@kentalc.gov.uk](mailto:manager@kentalc.gov.uk) and she will be able to assist you.

**Social Media:** Please keep liking and sharing our posts on social media so it can reach a wider audience. If you are on Twitter, Facebook or Instagram ensure you give us a like 😊

**Office opening times:** Please note over the Christmas period the office will be open but only limited hours. If you need assistance, please email me or send a message on the WhatsApp group as I will be monitoring those over the holidays.

**Thank you:** The 7<sup>th</sup> December marked the 5<sup>th</sup> year of my services at Great Chart with Singleton Parish Council. I just wanted to take this opportunity and thank you all, members and non- members of the council for the continued support over the years. I look forward to the next years ahead of us and I hope we can continue the excellent work together.

#StaySafe

Wishing you all a Merry Christmas and a very happy New Year





**Ashford Borough Council**

Civic Centre  
Tannery Lane  
Ashford  
Kent  
TN23 1PL

**Highways and Transportation**

Ashford Highway Depot  
4 Javelin Way  
Ashford  
TN24 8AD

**Tel:** 03000 418181  
**Date:** 19 November 2020

**Application - 20/01306/AS**

**Location - Site south of roundabout at, Bridge Road, Ashford, Kent**

**Proposal - Erection of a freestanding restaurant with drive-thru facility, car parking, landscaping and associated works, including Customer Order Displays (COD), Goal Post Height Restrictor and Play Frame.**

Thank you for your consultation in relation to the above planning application. I have the following comments to make with respect to highway matters :-

Due to existing congestion and the sensitivity of the Tank Roundabout on the A28 which serves the proposed development, Kent Country Council Highways and Transportation have employed our consultant WSP to review the provided Transport Assessment and ensure the traffic modelling and impact on the roundabout is fully examined.

Several key issues have arisen which require additional information, revision and/or clarification from the applicant's transport consultant. Headline issues are as follows:

Several of the input figures for the roundabout modelling as well as highway geometry dimensions need revision as well as a change to the methodology for trip rate analysis.

When cross referencing the information as provided by the applicant, the modelled queues as predicted do not agree with the current observed queues. So the predicted queues cannot be accurate.

I bring your attention one paragraph from the recommendation section of the report's initial summary which states:

*"The assessment, as submitted, also confirms that the proposed scheme would have an unacceptable impact on the Tank Roundabout, with flows exceeding the theoretical capacity of the junction. It is also likely that once the errors (as identified throughout) have been addressed (e.g. correct trip generation methodology, correct TEMPro growth factors applied and base model correctly calibrated to reflect recorded queueing), the impact of the proposals could be worse. It is also noted that no additional mitigation measures have been proposed by the Applicant".*

In addition to the many queries raised in the report which need to be addressed, I would like to add another in relation to the site layout. Item 2.19 of the attached WSP report states that the capacity of the drive through lane is 19 vehicles which is acceptable. However the location of the remote ordering points only allows for what appears to be a queue of 4 vehicles before the



access road to the car park becomes obstructed. Queues of more than 4 vehicles at order points can be commonly seen at McDonalds drive through restaurants. With the proposed one way internal road layout, this would then prevent access to the car parking area, which as additional queuing then risks blocking the footway/cycleway crossing at the site access, with potential for obstructing the operation of Bridge Road. This is not sensible design and requires revision.

I should add that on the specific issue raised in item 2.7 of the WSP report (capacity assessment of the site access), I do not expect the applicant to provide additional information. This was discussed at pre-application stage as unnecessary and is not seen as problematic considering the traffic volumes and flows involved.

The attached report includes required actions at the end of each section. Each action requires more information, clarification or an action from the applicant before we can reach a stage of being able to accurately assess the proposal.

I will be happy to provide further comment when the above information has been provided. Until this time, the proposal represents an unacceptable impact on highway capacity at the Tank Roundabout.

**INFORMATIVE:** It is the responsibility of the applicant to ensure , before the development hereby approved is commenced, that all necessary highway approvals and consents where required are obtained and that the limits of highway boundary are clearly established in order to avoid any enforcement action being taken by the Highway Authority.

Across the county there are pieces of land next to private homes and gardens that do not look like roads or pavements but are actually part of the road. This is called 'highway land'. Some of this land is owned by The Kent County Council (KCC) whilst some are owned by third party owners. Irrespective of the ownership, this land may have 'highway rights' over the topsoil. Information about how to clarify the highway boundary can be found at

<https://www.kent.gov.uk/roads-and-travel/what-we-look-after/highway-land/highway-boundary-enquiries>

The applicant must also ensure that the details shown on the approved plans agree in every aspect with those approved under such legislation and common law. It is therefore important for the applicant to contact KCC Highways and Transportation to progress this aspect of the works prior to commencement on site.

Yours faithfully

**Tony Jenson**  
Senior Development Planner





Kent County Council

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**PROPOSED MCDONALDS  
RESTAURANT, CHART ROAD,  
ASHFORD, TN23 1BB**

Transport Assessment Review



**PROJECT NO. 70076320**

**DATE: NOVEMBER 2020**

**Prepared for**

Highways and Transportation

Kent County Council

Ashford

Kent

TN24 8AD





# QUALITY CONTROL

Issue/revision	First Issue	Revision 1	Revision 2	Revision 3
Remarks				
Date	19/11/2020			
Prepared by	Kashic Umasankar / Supraja Krishnan			
Signature	PP Mamoojee, Zanah (UKFXM017) <small>Digitally signed by Mamoojee, Zanah (UKFXM017) DN: cn=Mamoojee, Zanah (UKFXM017), ou=London (Chester) Lane, email=Kashic.Umasankar@wsp.com Date: 2020.11.19 11:39:53</small>			
Checked by	Farzanah Mamoojee			
Signature	Mamoojee, Zanah (UKFXM017) <small>Digitally signed by Mamoojee, Zanah (UKFXM017) DN: cn=Mamoojee, Zanah (UKFXM017), ou=London (Chester) Lane, email=Kashic.Umasankar@wsp.com Date: 2020.11.19 11:39:53</small>			
Authorised by	Nick Cottman			
Signature				
Project number	70076320			
Report number	V.01			
File reference	<a href="\\uk.wspgroup.com\Central Data\Projects\70076xxx\70076320 - KCC-Yr1-Transport Development and planning Support\03 WIP\TP Transport Planning\05 Reports\03 McDonalds Ashford\Draft Report\201104 Chart Road McDonalds_KCC TA Review Draft_NC.docx">\\uk.wspgroup.com\Central Data\Projects\70076xxx\70076320 - KCC-Yr1-Transport Development and planning Support\03 WIP\TP Transport Planning\05 Reports\03 McDonalds Ashford\Draft Report\201104 Chart Road McDonalds_KCC TA Review Draft_NC.docx</a>			



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# INTRODUCTORY SUMMARY

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A comprehensive review has been undertaken of the Transport Assessment (TA) and supporting appendices submitted as part of planning application 12/01306, on behalf of Kent County Council. The details of the audit and planning application have been set out below:

**Planning Application:** 12/01306

**Local Planning Authority:** Ashford Borough Council

**Local Highway Authority:** Kent County Council

**Site:** Erection of a freestanding restaurant with drive-thru facility, car parking, landscaping, and associates works, including Customer Order Displays (COD), Goal Post Height Restrictor and Play Frame, on land south of the Tank Roundabout, Chart Road, Ashford. Kent.

**Audit Reference Number:** 70076320\_004

Each chapter of the TA has been reviewed and categorised using a RAG (Red-Amber-Green) scale, to easily identify whether a particular section within the TA is not acceptable and needs further revision (Red), is acceptable with some minor issues which would not change the overall conclusions (Amber) or is fully acceptable (Green).

In addition to the RAG scale, a full and detailed commentary of each aspect of the TA is provided in the following sub-sections.

A summary of the main findings in provided below.



<b>Summary for Development Planning Officer</b>	TA Not Acceptable – revisions required
	TA Acceptable – minor issues highlighted
	TA Acceptable
<p>A Transport Assessment (TA) has been produced by ADL Traffic and Highways Engineering Ltd on behalf of McDonald's Restaurants Ltd, in support of planning application 12/01306 for the development of a McDonald's drive-thru Restaurant on land at Chart Road, Ashford.</p> <p>In terms of general review, it is noted that the TA, as submitted, is incomplete with the following additional information required:</p> <ul style="list-style-type: none"> <li>• The full traffic survey results for the junction turning counts and ATC surveys undertaken.</li> <li>• Appendices 1-5, as these have not been submitted as part of the initial TA.</li> </ul> <p>Following a review of the submitted documents, the key issues, as listed below, have been identified. Detailed commentary on the TA is also provided below.</p> <ul style="list-style-type: none"> <li>• The proposed scheme will be accessed via a new T-junction access on Bridge Road. The accompanying access arrangement drawing at Appendix 9.2 does not provide sufficient details to support a full planning application. Further details in regard to junction width, radii and gradients is requested.</li> <li>• A 'first-principles' approach has been adopted in terms of trip generation for the proposed McDonalds Restaurant, using an average derived from comparable sites to the proposal. However, the calculated 'average' is lower than the calculated trip rate per sqm GFA (which is how trip rates are usually calculated using the industry-standard TRICS database). Further clarification and justification on the trip rate methodology is required.</li> <li>• The TA has not included the raw traffic survey data as an appendix. Therefore, it has not been possible to verify peak hour and Base Year traffic flow diagrams. These need to be provided for review.</li> <li>• The distribution of trips is based on the turning proportions derived from the raw traffic survey data. As above, the raw traffic survey data has not been provided and therefore it has not been possible to review trip distribution calculations.</li> <li>• The TRACK analysis of the proposed servicing vehicle presented in Appendix 10.2 shows that the vehicle cannot manoeuvre safely and efficiently within the site layout and overruns the accessible parking bays within the site. It is recommended that a Delivery Management Plan be prepared and submitted for approval to confirm that the appropriate arrangements are in place, as part of the planning application.</li> <li>• The Applicant has stated that growth factors have been derived from TEMPro, although it is not stated which version of TEMPro was used, or what road and area types were selected. Further clarification of TEMPro calculations and adjustments is required. There also appears to be some errors in the adjustments applied to account for committed development in the area.</li> </ul>	



- There appears to be some variation in junction geometries for the Tank Roundabout compared to on-the-ground conditions, particularly entry lane widths and approach road half-widths. The Applicant is requested to review this.

Based on the summary provided above, the TA has been categorised as Red i.e. 'Not Acceptable - Revisions Required'. It is recommended that the Applicant addresses the issues outlined above and in detail below, in order to robustly demonstrate that the proposed development will not have a severe impact on the operation of the local highway network.

**Recommendation:**

The information provided in the Transport Assessment relating to trip generation, future growth scenarios, vehicular access and operational capacity / highway operation is incomplete. Further information would be required to support the proposed scheme.

The assessment, as submitted, also confirms that the proposed scheme would have an unacceptable impact on the Tank Roundabout, with flows exceeding the theoretical capacity of the junction. It is also likely that once the errors (as identified throughout) have been addressed (e.g. correct trip generation methodology, correct TEMPro growth factors applied and base model correctly calibrated to reflect recorded queueing), the impact of the proposals could be worse. It is also noted that no additional mitigation measures have been proposed by the Applicant.

Based on the above, it is recommended that the application should be refused on the grounds of i) non-compliance with the key objectives of the NPPF in demonstrating non-severe cumulative impact and ii) non-compliance with Policy TRA7 'The Road Network and Development' of the Ashford Local Plan in regards to sufficiently mitigating severe cumulative impact.



# 1 BACKGROUND

## Overview of Scheme

- 1.1 A Transport Assessment, dated September 2020, has been produced by ADL Traffic and Highways Engineering Ltd on behalf of McDonald's Restaurants Ltd, in support of planning application 12/01306, for the development of a McDonald's drive-thru Restaurant on land at Chart Road, Ashford.
- 1.2 The proposed McDonald's restaurant will comprise of:
  - a single-storey McDonald's restaurant accommodating approximately 402sqm GIA. The restaurant will include a 119sqm dining area with 139 seats; and
  - side-by-side 'drive thru' facilities.
- 1.3 The restaurant and drive-thru facilities will be operational 24-hours a day.
- 1.4 The proposed scheme has an anticipated opening year of 2022.
- 1.5 The supporting documents confirm that the scheme could employ up to 65 Full Time Equivalent (FTE) employees. The TA has stated that up to 20 staff would be on-site at any one time.
- 1.6 Vehicular access to the site will be provided via a new priority T-junction from Bridge Road, approximately 30m to the west of the Carlton Road / Bridge Road junction.

## Existing Site

- 1.7 The existing site measures approximately 0.48 hectares and is currently vacant. There is no existing access to the site from the highway.
- 1.8 The site is located to the northwest of Ashford town centre, within a mixed residential and industrial area. The application site is bound by the A28 Chart Road to the north, Carlton Road to the east, Bridge Road to the south and an existing off-road footpath and cycle path to the west. The Tank Roundabout is located immediately north of the site.
- 1.9 The surrounding area has been subject to a number of recent planning applications and permissions including a permitted and allocated mixed-use development at Chilmington Green for 5,750 residential units and employment uses (application reference: 12/00400/AS); retail development on land north of John Lewis including a Costa Coffee drive-thru (application reference: 18/00405/AS); and a permitted 120 space car park on Bridge Road (application reference: 17/00894/AS).
- 1.10 As part of the Chilmington Green development, the existing A28 Chart Road is proposed to be upgraded to provide dual carriageway working. The scheme includes enlarging the Tank Roundabout. Funding for the scheme is proposed to be secured by bond as part of the development's Section 106 Agreement, which would be released following occupation of the 400th unit on site (previously expected to be achieved by 2024). Current occupation levels on site in November 2020 are reported at 70-80 units only.



### Pre-Application Advice

1.11 The Highway Authority provided pre-application advice (reference PAP/2019/182) to the Applicant's highways consultant on 6<sup>th</sup> February 2020 and 20<sup>th</sup> March 2020. The main concerns raised can be summarised as follows:

- An opening year of 2022 and future year of 2027 was agreed to in terms of modelling scenarios.
- The Highway Authority requested further clarification on the trip generation methodology, particularly in regard to comparable McDonalds sites. It was noted that an existing drive-thru restaurant is operational in Ashford at Orbital Park which is comparable due to its proximity to a well-used Trunk Road, adjacent employment and easy reach to residential areas.
- The TA should consider committed and approved planning applications within its assessment including Chilmington Green and the retail development on land north of John Lewis. This includes the full 5,750 units proposed at Chilmington Green. To reduce the risk of double-counting, it was accepted that the TEMPro growth factor for Ashford should be adjusted to remove Chilmington Green from overall growth. Development traffic, as set out in the approved TA for this application would then be applied.
- It was agreed that approved development at Repton Park would be included in background traffic growth calculated by TEMPro, based on the supporting TA for the scheme no longer being available.
- As the approved Bridge Road Car Park is proposed to accommodate existing on-street car parking, no additional trips are associated with this scheme and will not need to be included in Committed Development Flows as part of the TA.
- The TA should include vehicle swept path analysis for a 16.5m long articulated vehicle and an 11.4m refuse vehicle to confirm that access for deliveries and servicing can be adequately accommodated within the site. Service vehicles should not need to stop on the public highway to serve the development.
- The Tank Roundabout junction would need to be assessed in 2022 (opening year) and 2027 (5 years from opening) with the existing layout and proposed improvement layout to confirm operational capacity. Any modelling undertaken should consider the existing signalised pedestrian crossings on A28 Chart Road and A28 Templer Way arms.
- The timing of the delivery of the A28 and Tank Roundabout improvements cannot be guaranteed, as this relies on occupational levels at the approved Chilmington Green development. The A28 corridor is also already experiencing capacity issues. As a result, the scheme may need to consider additional mitigation measures (in addition to those already committed to by Chilmington Green) to ensure that additional movements generated by the proposed drive-thru restaurant can be accommodated without severely impacting the existing highway network.



### Accessibility

- 1.12 The site is well located to provide access to the site by car. The adjacent Tank Roundabout provides direct access from the A28 onto the A20 and M20 Motorway, northbound.
- 1.13 Southbound, the A28 Chart Road provides access to the Great Chart Bypass and residential and employment areas in South Ashford. Bridge Road also provides vehicular access connections over the railway line to Sackville Crescent and residential areas at the edge of Ashford town centre.
- 1.14 In terms of non-car modes, the site is reasonably well-located. A dedicated off-road footpath and cycle path is located immediately west of the site providing pedestrian access from nearby residential and employment land uses. The adjacent network also accommodates footways along main carriageway and crossing facilities. Existing bus stops are also located along Bridge Road providing one to two services per hour between Faversham and Willesborough.

### Baseline Traffic Flows

- 1.15 To ascertain existing baseline traffic conditions, the TA confirms that a manual turning count and queue surveys were undertaken at the Tank Roundabout and Bridge Road / Carlton Road junctions on Friday 7<sup>th</sup> February 2020 between 16:00 and 19:00 and Saturday 8<sup>th</sup> February between 11:00 and 15:00 hours. An ATC survey was also undertaken on Bridge Road for a 7-day period from 5<sup>th</sup> to 11<sup>th</sup> February 2020.
- 1.16 Table 7A of the TA confirms that the busiest surveyed period was between 16:00 and 17:00 on a weekday and between 12:00 and 13:00 on a Saturday. However, the raw traffic survey data has not been appended to support the TA findings or calculations. It has therefore not been possible to verify these. It is requested that the Applicant provide the raw traffic survey data files for review.
- 1.17 Traffic flow diagrams for surveyed data are provided at Appendix 15. The diagrams show the total number of HGVs travelling through the Tank Roundabout, during the weekday PM period, by turning movement, however, no original survey data has been provided to ascertain turning proportions by HGV type.
- 1.18 The TA does not provide any further detail or results of the associated ATC survey, nor does it provide any commentary or results of recorded speeds.
- 1.19 The lack of raw traffic survey data provided has meant that a full and detailed review of the subsequent traffic flow diagrams and modelling inputs has not been possible at this stage. It is requested that the Applicant provide the raw traffic survey data files for review.
- 1.20 The raw queue survey results have been provided at Appendix 16.0 which confirm that queues on the A28 Templer Way arm of the Tank Roundabout exceeds 25 vehicles (sum of both lanes) in the weekday peaks, with 'Lane 2' experiencing queues of 17 vehicles. Based on an average car length of 5.75m, existing queuing extends approximately 98m



from the roundabout junction, which would mean queues would extend through the existing pedestrian crossing.

- 1.21 Pedestrian and cycle counts have also been undertaken at the signalised crossing points. The surveys recorded an average 17 pedestrians at the Templer Way crossing point on a Friday and Saturday, and a maximum 21 pedestrians recorded on Chart Road.
- 1.22 The Chart Road crossing was called up to 16 times an hour on a weekday. Queuing at the roundabout caused the crossing to be blocked for up to a total of four minutes and 15 seconds during a one-hour period. The Templer Way crossing was less used, being called up to 10 times an hour on a weekday. Queuing at the roundabout caused the Templer Way crossing to be blocked for up to a total of 17 seconds during a one-hour period, on a Saturday.



<h2 style="margin: 0;">2 DEVELOPMENT PROPOSALS</h2>	Major Issues – Need Addressing
	<p>Minor Issues – Conclusions Unaffected</p> <p>Accepted</p>
<p><b><u>Overview</u></b></p> <p>2.1 The proposed development is a drive thru McDonald’s restaurant, on land located to the north of Bridge Road and south of the Tank Roundabout. The development is a single-storey restaurant of 402sqm GIA, with a dining area of 119sqm and 139 seats. The site will be operational 24-hours a day with up to 20 staff present at any time.</p> <p>2.2 The proposed opening year is 2022.</p> <p><b><u>Access Arrangements</u></b></p> <p>2.3 The development is proposed to be accessed via a new T-junction from Bridge Road. The proposed access location is approximately 30m west of the Carlton Road / Bridge Road junction and will be located directly opposite the proposed access to the Bridge Road Car Park. The proposed junction spacing is considered in line with MfS guidance</p> <p>2.4 A drawing of the proposed access is provided at Appendix 9.2, which illustrates achievable visibility splays of 43m to the right and 30m to the left, at a setback of 2.4m. The achievable visibility splays are commensurate with a 30mph speed limit and / or provide adequate visibility to the subsequent main road junction. This is considered acceptable and in line with MfS design guidance.</p> <p>2.5 There is existing on-street parking located along the southern side of the carriageway of Bridge Road, with space to accommodate 10 cars. In order to ensure visibility splays remain unobstructed, it is proposed to provide double yellow line markings to restrict parking along the length of Bridge Road. It is noted that these on-street parking spaces would be replaced as part of the Bridge Road Car Park proposals. This is considered acceptable. Whilst accepted in principle, any such proposals would be subject to a separate application and consultation through the TRO process.</p> <p>2.6 However, no further design details of the proposed access junction have been provided including but not limited to proposed junction width, kerb radii, gradients, etc. This information is required considering that the application is for full planning permission. The Applicant is requested to provide further details of the proposed access.</p> <p>2.7 It is also noted that no junction capacity assessments have been undertaken to confirm acceptability of the proposed site access junction to accommodate development traffic. Considering that the proposed site access junction will also effectively create a priority crossroads junction with the Bridge Road Car Park proposals, a capacity assessment is required.</p>	



### Parking

- 2.8 Ashford Council's car parking standards for non-residential development are set out at Policy TRA3b of the Local Plan. The standards state that "at least" 1 space per 6sqm should be provided for Use Class A3 land uses, and 1 space per 8sqm for Use Class A5 land uses. The policy also states that "these use classes are also required to deliver 1 space per 2 staff, in addition to the standards as set out above".
- 2.9 Based on an average of both land uses proposed and the statement that up to 20 staff would be on-site at any one time, the proposed restaurant would need to provide at least 59 car parking spaces for customers and 10 car parking spaces for staff, in order to be considered policy compliant. Policy TRA3b does state that in exceptional cases "where an operator or potential occupier requires fewer parking spaces to cater for their specific operational needs, such requirements can be clearly evidenced and where their presences has wider planning benefits", proposals may depart from the standards.
- 2.10 A total 53 car parking spaces have been proposed, which is 16 spaces fewer than the minimum standards required by Policy TRA3b. The TA provides a number of comparable McDonalds sites already in operation. The comparative exercise confirms that 53 parking spaces for a 402sqm site is high when compared to other similar developments cited in the TA. A justification for this has been provided by a graph in Appendix 12.0 that notes no relationship between the number of parking spaces and the visitors traffic. This is considered acceptable.
- 2.11 The Applicant has not provided any vehicle tracking to confirm whether the proposed car parking design is able to accommodate manoeuvres into and out of proposed spaces by car – particularly the proposed reserve bays. Swept path assessments should be provided to confirm that vehicles are able to access and egress from these spaces in a forward gear, without conflict and enable traffic from the drive-thru lanes to remain unobstructed.
- 2.12 The Council's cycle parking standard require one cycle parking space per 10 seats for Use Classes A3/A5. Based on the proposed restaurant providing 139 seats, a total 14 cycle parking spaces would need to be provided to ensure the scheme is policy-compliant.
- 2.13 The proposal includes 14 cycle parking spaces, which will be provided via seven Sheffield stands and located to the south of the buildings entrance, as shown on the proposed site layout provided at Appendix 9.1. This is considered acceptable.

### Servicing and Deliveries

- 2.14 The Applicant has provided a summary of existing servicing and delivery arrangements provided by Martin Brower – which is the same for all McDonalds restaurants in the UK. The information provided within the TA confirms that there would be up to three deliveries per week. Whilst a specific time slot has not been specified in the TA, it is understood that a two-hour delivery slot is allocated to each store with further updates provided within 30-minutes of expected arrival – using a tool called Paragon. The system used is tried-and-tested and considered acceptable.



- 2.15 A swept path analysis of the proposed servicing vehicle is provided at Appendix 10.2. However, the vehicle specification has not been confirmed. As set out in the pre-application advice, a 16.5m articulated lorry needs to be tracked. The size of the vehicle needs to be confirmed.
- 2.16 The tracking exercise at Appendix 10.2 illustrates that the delivery vehicle would overrun the two proposed accessible parking spaces within the site as well as up to six standard parking spaces, to enable it to access and egress in a forward gear. Further details need to be provided to confirm the Delivery Management Strategy proposed and ensure that these spaces remain unoccupied when deliveries are scheduled.
- 2.17 With regard to refuse vehicles, section 4.5.12 of the submitted TA confirms that refuse collection will be undertaken by a private contractor up to three times per week and would occur outside of peak hours. It is not clear whether efforts will be made to ensure deliveries and servicing time slots will not overlap. This should be confirmed.
- 2.18 The TA confirms that a 9.6m refuse vehicle would be used to service the site. However, a swept path analysis, as requested as part of the pre-application advice, has not been provided to confirm refuse vehicle tracking for the proposed site. This information is required.

#### Internal Queuing / Drive-Thru Capacity

- 2.19 The capacity of the proposed drive thru lane is 19 vehicles. The length of the proposed drive-thru lane is longer than those provided at existing comparable McDonalds sites cited in the TA. The TRACK analysis for the drive thru vehicles presented in Appendix 10.2 shows that cars can manoeuvre safely within the site layout without tailing back onto Bridge Road. It is noted that the spare capacity would allow for any fluctuations during the peak hours. This is considered acceptable.

#### **Actions:**

- 2.20 Further details of the proposed site access arrangements should be provided, as detailed above.
- 2.21 It is recommended that the Applicant revisits the design of the site layout to ensure that the proposed delivery vehicle can manoeuvre within the site without conflicts. Otherwise, a Delivery Management Strategy should be provided for review, as part of the TA. The size of the delivery vehicle used should also be confirmed.
- 2.22 Additional swept path assessments to confirm parking arrangements are requested.
- 2.23 It is understood that the timing of proposed deliveries cannot be confirmed as these may change week to week. However, further details should be provided to confirm how timings will be managed to ensure deliveries and refuse collection does not occur at the same time and avoids peak hours.



<h3 style="margin: 0;">3 TRIP GENERATION AND DISTRIBUTION</h3>	Major Issues – Need Addressing
	Minor Issues – Conclusions Unaffected
	Accepted
<p><b><u>Trip Generation Methodology</u></b></p> <p>3.1 The assessment has adopted a ‘first principles’ approach to trip generation, using ATC and survey data from comparable McDonalds sites. The sites chosen for this TA are located in Kidderminster, Rawtenstall and Ripley. All three sites are located off of a suburban roundabout with side-by-side drive thru facilities, similar population catchments within 5km and accessed via a well-used main A-road. It is understood that the Applicant has chosen not to include other McDonalds restaurants in Ashford, for example the Orbital Park restaurant, at this premises is over-trading and is part of the rationale for a new restaurant in the town.</p> <p>3.2 The average number of trips from the three comparable sites has been used as the trip generation of the proposed restaurant in Ashford, as set out in Table 5B of the TA. This has been based on the average of surveyed arrivals and departures recorded for the three comparable sites, as set out at Appendix 11. The TA states that the proposed McDonald’s restaurant in Ashford could be associated with a total 258 two-way trips in the Friday peak period, from 17:00 to 18:00 (128-In and 130-Out), and a total 277 two-way trips in the Saturday peak period from 13:00 to 14:00 (141-In and 136-Out).</p> <p>3.3 This has been sense-checked against a trip rate generated using the industry-standard TRICS database for robustness. The sites selected using TRICS have been summarised in Table 5C. The Applicant has selected McDonalds drive-thru sites in TRICS database within England located outside Greater London. The resultant TRICS trip rates and associated trips for a new 402sqm restaurant and drive-thru is shown to generate fewer trips than the trip generation methodology based on comparable McDonalds sites, during the Friday and Saturday peak periods.</p> <p>3.4 A few issues are raised here with regards to the sites selected in TRICS, primarily that sites located at the ‘Edge of Town Centre’ have been selected which is not considered comparable. The resulting trip rates are considered unrepresentative due to the inclusion of survey sites in town and neighbourhood centres. These locations are generally better connected by public transport and active travel and will have a lower vehicle trip rate.</p> <p>3.5 The TA has also identified peak hours at McDonalds as 17.00 - 18.00 on Fridays and 13.00 - 14.00 on Saturdays. However, when extracting the trip rates from TRICS database, the Applicant appears to have considered trips rates for hours 16.00 -17.00 (Friday) and 12.00 - 13.00 (Saturday). The Applicant is requested to confirm the peak hours for the restaurant.</p> <p>3.6 The TRICS sensitivity check, as presented in the submitted TA, appears to confirm that the first-principles assessment used (by averaging surveyed trips from comparable sites) is the most robust and worst-case assessment. However, it is noted that the first principles assessment is based on averages only.</p>	



3.7 To provide an actual “like-for-like” comparison, it would be considered more appropriate to calculate actual trip rates per 100sqm GFA from the surveyed comparable sites (as would be calculated by TRICS). See Table 1 below which provides an example for the Friday peak hour (17:00 to 18:00).

**Table 1 – Trip Rates per 100sqm for Comparable McDonalds Sites (Friday 1700-1800)**

	Rawtenstall	Kidderminster	Ripley	Total	Calculated trip rate per 100sqm	Trips for 402sqm site	Average used in TA
sqm GFA	418	279	305	1,002	100	402	402
Arrivals	117	135	131	383	38.3	159	128
Departures	117	151	123	391	39.1	156	130

3.8 As set out in Table 1, a higher number of trips could be associated with the proposed new 402sqm restaurant, when calculating the total number of trips based on trips per 100sqm from the comparable surveyed sites.

3.9 The Applicant has stated that the surveyed site and proposed site will be like-for-like in terms of trip generation. There is a concern that this trip generation methodology is not robust. It is recommended that the trip generation methodology is updated so that a trip rate (based on GFA) is derived from the three McDonalds traffic surveys and then used for the proposed development.

**Trip Generation Methodology Summary**

3.10 On the basis of the information discussed in the sections above, the methodology for the trip generation is not considered robust. It is recommended that the trip generation methodology should be changed from the current ‘like-for-like’ approach, to producing a trip rate (based on GFA) which can be derived from the three survey sites. This recommended methodology would be more representative of the proposed development site (as it would take into account the GFA) and would therefore be considered robust.

**Trip Generation - Trip Types**

3.11 The TA has split the trip generation into the following trip types: Additional Trips, Diverted Trips, Pass-By-Trips, and Shared Trips.

3.12 The TA states that to calculate the trip types, customer interview surveys were undertaken at the three surveyed McDonald restaurants.

3.13 Evidence of these interviews have not been provided and therefore the split between trip types cannot be confirmed as accurate. It is requested that the Applicant provide evidence of the splits between trip types.



3.14 The TA at 6.1.2 also suggests that, based on the interview surveys for trip types, up to 9% of customers park within the associated car parks but do not use the restaurant. This 9% has been described as 'non-McDonalds traffic' and excluded from the assessment. This is not considered correct as these trips would still be classed as an 'arrival' and 'departure' and whilst they do not use the restaurant, the associated car park would still be generating these trips. Further clarification / justification on this point is requested.

#### Trip Distribution

3.15 As set out within the TA, Additional, Existing (Diverted and Pass-by) and Shared trips have been distributed onto the local highway network based on the existing turning proportions as recorded by the junction turning count at the Tank Roundabout.

3.16 This approach is considered suitable however the raw traffic survey data has not been provided in order to check the calculations.

3.17 It is also noted that the distribution of additional trips, as shown in Table 8A, does not explain how the location of the existing McDonald's restaurants has been accounted for while proportioning the traffic onto each arm of the Tank Roundabout junction.

#### **Actions:**

3.18 The trip generation methodology should be changed from the current 'like-for-like' approach using direct averages, to producing a trip rate (based on GFA) which can be derived from the three survey sites. This recommended methodology would be more representative of the proposed development site (as it would take into account the GFA) and would therefore be considered robust.

3.19 Evidence of the interviews undertaken to determine the trip types must be provided.

3.20 The distribution of trips is based on the turning proportions derived from the raw traffic survey data. The raw traffic survey data has not been provided and therefore it has not been possible to check if the distribution was correctly calculated.

3.21 The Applicant is requested to confirm rationale behind the distribution of additional trips onto the network.



<h2 style="margin: 0;">4 IMPACT ASSESSMENTS</h2>	Major Issues – Need Addressing
	Minor Issues – Conclusions Unaffected
	Accepted
<p><b><u>Baseline Traffic Surveys</u></b></p> <p>4.1 The Applicant appointed a third-party traffic surveying company to undertake Manual Classified Turning Counts and queue surveys at the following junctions:</p> <ul style="list-style-type: none"> <li>• Tank Roundabout; and</li> <li>• Bridge Road Junction.</li> </ul> <p>4.2 These surveys were undertaken on Friday 7th February 2020 16:00 – 19:00 hours and Saturday 8th February 2020 11:00 - 15:00 hours.</p> <p>4.3 An Automatic Traffic Count (ATC) and speed survey was undertaken on Bridge Road for the 7-day period from 5th February - 11th February 2020.</p> <p>4.4 This provision of traffic surveys undertaken is considered suitable for the impact assessment on the local highway network.</p> <p>4.5 The TA has not included the raw traffic survey data as an appendix. Therefore, it has not been possible to check whether the peak hours had been correctly calculated and if the Base 2020 traffic flow diagrams had been correctly derived from the raw traffic surveys. The Applicant is requested to provide the survey data for review.</p> <p><b><u>Assessment Years</u></b></p> <p>4.6 The Applicant has proposed that the opening year of the McDonald’s restaurant will be 2022, and have used the following assessment years for the modelling of Tank Roundabout, as agreed in the Pre-Application discussion:</p> <ul style="list-style-type: none"> <li>• 2022 Base + Committed (land north of John Lewis + 400 units at Chilmington Green) with existing Tank Roundabout layout;</li> <li>• 2022 Total (2022 Base + committed + McDonald’s) with existing Tank Roundabout layout;</li> <li>• 2027 Base + Committed (land north of John Lewis + Full Chilmington Green permitted development) with proposed Tank Roundabout improved layout; and</li> <li>• 2027 Total (2022 Base + Committed + McDonald’s) with proposed Tank Roundabout improved layout.</li> </ul> <p>4.7 To generate the 2022 and 2027 base traffic flows, the Applicant has used growth factors derived from TEMPro.</p> <p>4.8 As agreed as part of the Pre-Application discussions, the Applicant has also adjusted the growth rate to reflect the removal of Chilmington Green in both the 2022 and 2027 scenarios.</p>	



- 4.9 This has been double checked in TEMPro v7.2 and several errors have been identified.
- 4.10 The adjusted number of jobs in the 2027 adjustments calculations appear to be incorrect. Table 7G of the TA suggests that the adjustment from 66,282 jobs in 2027 (minus 1,000 to discount Chilmington Green) is 63,797. This is incorrect and should be 65,282. The Applicant should clarify adjustments, assumptions and TEMPro growth calculations.
- 4.11 The Applicant has also not stated which version of TEMPro was used as part of the TA. The TA also does not state which road and area types were selected to calculate the growth factors used. This should be confirmed.
- 4.12 A TEMPro sense-check (2020 to 2022) has confirmed that the adjusted growth factor for a Friday PM peak period for the whole Ashford area, adjusted for all urban road types is 1.0281. This is the growth factor stated at Table 7F (compared to 1.0258 growth factor which is stated will be applied in the TA at section 7.4.3). It is unclear why the lower growth factor of 1.0258 has been used. The Applicant should clarify this.
- 4.13 The calculated growth factor for a Saturday has also been calculated as 1.0305. This is the same 2022 growth factor stated at Table 7F (compared to 1.0346 growth factor which is stated will be applied in the TA at section 7.4.3). Again, it is unclear why a different growth factor has been used. The Applicant should clarify this.
- 4.14 The growth factor calculated for 2020 to 2027 also appears to be incorrect. The Applicant appears to have used the 2022 growth factors (as explained above and set out at section 7.4.6 of the TA). The actual 2027 growth factors, as extracted from TEMPro v7.2 and using the adjusted numbers to factor out Chilmington Green are 1.0365 for the Friday PM peak and 1.0444 for the Saturday (dependant on which road and area types were selected to calculate the growth factors used). The Applicant should clarify this.

#### **Committed Development Trips**

- 4.15 The TA has extracted approved trip rates from the associated TA's for Chilmington Green and John Lewis schemes. These committed development trips have then been added to the network for the growthed 2022 and 2027 scenarios. Following a review of the assessment, the following issues have been raised:
- The Applicant has used approved trip rates from the WSP TA for Chilmington Green and assumed 400 units for 2022 and the full 5,750 units for 2027. This is considered acceptable. However, there appear to be some anomalies in the associated Table 2D in the TA. The Applicant is requested to double check the figures presented.
  - Section 2.7.9 of the TA suggests that for the Saturday assessment, a 30% of total two-way traffic has been assumed to travel through the Tank Roundabout based on base traffic flows. No further justification or clarification has been provided and the Applicant is requested to confirm this assumption.



## Traffic Impact Assessments

### Tank Roundabout

4.16 The existing junction has been modelled using Junctions 9 software. A review of the model setups for the existing and proposed junction layout has found the following issues:

- A review of the existing Tank Roundabout's geometry shows significant variations in the measurement of entry radii. The Applicant should review the Entry Radius for all arms. The applicant is reminded that the Junctions 9 user guide defines the Entry Radius (m) as *"the minimum radius of curvature of the left kerb along the roundabout entry"*.
- Entry widths measured on site also differ to those input into the model for the roundabouts existing layout. For example, the entry width for the A28 (N) arm has been input at 8.2m. In reality, when accounting for hatching within the carriageway, the entry width is 7.5m. The approach road half-width (V) for the A28 (N) arm has also been measured at 7.3m compared to the 7.5m input into the model.
- The measured flare length for the Chart Road (E) has also been measured at 30.2m rather than 32.2m input by the Applicant. These factors will affect capacity and so should be as accurate as possible.
- The existing model also highlights data errors and warnings. It is noted that some of the flare lengths measured by the Applicant at the roundabout exceed the Junctions 9 modelling limits (30m). The Applicant should revise the modelling to fit the limits of the model to ensure the outputs can be relied upon.
- The Applicant has provided queue length survey data at Appendix 16.1 which shows a maximum queue of 17 vehicles in the weekday PM peak period on the A28 (N) arm, and an average maximum of 9 vehicles. The output results at Appendix 22 for the '2022 Surveyed, Friday PM Peak' do not appear to reflect queues observed on the ground, with a maximum queue of 3.3 vehicles. A revised base model should be prepared for the weekday scenarios, with the junction model correctly calibrated to reflect actual queuing.
- The proposed layout of the roundabout has not been reviewed as Appendix 1-5 which include the proposed roundabout upgrades and associated geometries have not been provided as part of the original TA submission.

4.17 The results confirm that the existing Tank Roundabout junction would operate close to theoretical capacity in the 2022 Total scenarios with a maximum RFC of 0.90 and a maximum queue of 7 vehicles. However, it is noted that the existing roundabout model will need to be recalibrated to reflect existing observed queuing and that the future scenarios will need to be retested once the correct growth factors have been applied.

4.18 The modelling results also confirm that even with the proposed improvements to the Tank Roundabout, the improved junction would be unable to accommodate additional trips associated with the proposed McDonalds restaurant. The modelling results confirm that the junction could operate with a maximum RFC of 0.97 and a queue of 10 vehicles in the 2027 Base + Committed scenarios (without McDonalds traffic). With the addition of McDonalds traffic, the RFC increases to over 1.00, with a maximum RFC of 1.07 and a queue of 19 vehicles in the Friday PM peak period.



- 4.19 The results confirm that the junction would operate over its theoretical capacity (RFC of 1.00), and well above practical capacity, even with the improvements proposed as part of the Chilmington Green scheme. It is noted that the future scenarios will need to be retested once the correct growth factors have been applied. Should the RFC continue to be over 1.00, additional mitigation should be proposed by the Applicant to ensure compliance with Policy TRA7 'The Road Network and Development' of the Ashford Local Plan in regard to sufficiently mitigating cumulative impact.

#### Bridge Road / Carlton Road Junction

- 4.20 The existing T-junction has been modelled using Junctions 9 software. There were no major issues found with the modelling inputs (with the exception for future year scenarios which will need to be recalculated based on the comments above regarding growth factors) which would affect outputs.
- 4.21 The results confirm that the junction would continue to operate within capacity, with a maximum RFC of 0.32 and a maximum queue of one vehicle in the 2027 Total scenarios tested. However, it is noted that the future scenarios will need to be retested once the correct growth factors have been applied.

#### Pedestrian Crossing Impact Assessment

- 4.22 The Applicant has undertaken a pedestrian crossing impact assessment at Section 9.6 of the TA, for the existing signalised crossing at Chart Road and Templer Way, adjacent to the Tank Roundabout. It is noted that these elements were not tested in Junctions 9 due to the limits of the modelling programme and the distance between the crossings and the roundabout junction. It is noted that the pedestrian crossing surveys undertaken by the Applicant confirm that the existing crossings are blocked by queuing traffic at the roundabout junction. The surveys confirmed that the Chart Road crossing was called up to 16 times an hour on a weekday. Queuing at the roundabout caused the crossing to be blocked for up to a total of 4 minutes and 15 seconds during a one-hour period. The Templer Way crossing was less frequently used, being called up to 10 times an hour on a weekday. Queuing at the roundabout caused the Templer Way crossing to be blocked for up to a total of 17 seconds during a one-hour period, on a Saturday.
- 4.23 Pedestrians have been distributed onto the network according to population levels in surrounding suburbs, as set out at Table 9G. This is considered acceptable.
- 4.24 The pedestrian impact assessment carried out for the crossings on the A28 Chart Road and Templer Way, as shown in Table 9H and 9I does not clearly explain the methodology used in combining the proposed additional pedestrian groups to the existing pedestrian groups on the network. The Applicant is requested to elaborate on the calculations undertaken.
- 4.25 Table 9H suggests that the impact of additional pedestrians at the A28 Chart Road crossing would result in an additional 5 groups crossing and lead to an additional 18 seconds queuing traffic. The proposed impact on a Saturday is greater with an additional 16 groups crossing but an additional queuing time of 16 seconds only. There is no correlation here between the modelled outputs for future years (and queuing) and the impact additional crossing activity would have on the junction. This needs to be explored further.



### Highway Safety Impact Assessment

- 4.26 A highway safety analysis has been undertaken and set out at Section 2.4 of the TA, using personal injury collision data provided by Kent County Council for the most recent three-year period from 1/10/2016 to 20/09/2019. It is noted that the study area only assessed the Tank Roundabout, where three slight injury and one serious injury collision have been recorded.
- 4.27 According to CrashMap, one slight injury collision has also been recorded at the site's proposed access location on Bridge Road, on 21/09/2016. Further analysis should be undertaken to confirm the circumstances and ensure provision of a site access in this location would not exacerbate any contributory factors.

#### **Actions:**

- 4.28 The TA has not included the raw traffic survey data as an appendix. Therefore, it has not been possible to check whether the peak hours had been correctly calculated and if the Base 2020 traffic flow diagrams had been correctly calculated. The Applicant is requested to provide these for review.
- 4.29 There are several anomalies in the future year assessment scenarios, particularly the TEMPro growth factors used. The Applicant is requested to clearly set out the assumptions and adjustments used to calculate growth rates – using the correct adjustments for Chilmington Green.
- 4.30 The Tank Roundabout model (existing layout) needs to be remodelled and correctly calibrated in the 2022 observed scenario to reflect actual queue lengths. Geometry inputs should also be revised to reflect on-the-ground conditions.
- 4.31 It is expected that additional mitigation measures will be required at the Tank Roundabout (in addition to those proposed as part of the Chilmington Green development) to sufficiently mitigate the impacts of the scheme and ensure the junction will continue to operate within its theoretical capacity.
- 4.32 Further review will need to be undertaken once the Applicant has provided Appendices 1-5 which include the proposed roundabout improvement layouts.
- 4.33 Further explanation and clarification on the pedestrian impact assessment is requested. There is no correlation as to how this relates to the outputs of the Tank Roundabout junction model and additional queueing.





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# The Future of St Mary's

St Mary's is the only Grade I listed building within the conservation area of Great Chart. There has been a 'rector run' church recorded on the site since at least since the mid13th. century. It has remained much in its current form since around 1490, when it was rebuilt and enlarged following a major fire.

In all of those years it has remained the visual centre of the village.

However, other than for specific major events, it is no longer the hub of the community and, from the point of view of being a place of worship, is experiencing an ever dwindling and ageing congregation. As a result our magnificent mediaeval building is under serious threat.

Our experiences over the Centenary Years of WWI and anniversaries of WWII have shown that a considerable portion of the community see the building a a place to gather on occasions where they wish to express respect in dignified manner. It is from the high numbers attending these successful events - and filling the church well in excess of the weekly services of worship - that the concept of a Heritage Centre has emerged.

The need now is to find a range of wider uses to which the building may be put - to the advantage of the wider community. Both the local congregation and the diocese recognise the need for this change and to that end have produced some initial plans. They have been bold enough to ask a non-believer like myself to become involved with these changes, in recognition of the great changes now so desperately needed and which the 'church spiritual' cannot achieve alone.

The Chair of the PC is always involved with church committees but otherwise the only member of the wider community currently involved is myself. It therefore seemed sensible to me that the parish council, being the representatives of that wider community should have a basic idea of the changes we are envisaging. It would be excellent at this stage to involve additional members of the community.

The concept is in two parts:-

Firstly there are a series of repairs and maintenance actions that need to be carried out., mainly to the tower.

Secondly a major upgrade of the interior to make it far more adaptable for a wide range of uses.

The agreed concept is to remove all the victorian pews - but leave the choir stalls in position. New flooring would be installed across this area. The main path from The Street would be upgraded and the entrance rebuilt to incorporate a permanent disabled ramp. The current vestry would be enlarged to house toilets and a smaller meeting room, which would also act as an area for children etc. The vestry will be moved into the base of the tower. The building would have a new lighting and heating system.

I attach early draft plans of the proposed changes (option 'C' is the one which has been selected), showing several different layouts of the movable furnishings. This concept allows the altar and choir stalls to remain - principally as an area suitable for continued services of worship - but also containing the most historic of the internal fittings. The tower end could then be used as a 'stage' for other events. The cleared space offers the opportunity for a really wide range of additional activities and events.

Finally we propose to follow up on the successes of the recent Centenary Year Events just past, by converting the Pest/Priest House to a local archive as a major part of the Heritage Centre project. It will be linked with the County Archive in Maidstone and at Canterbury. The major thrust is to promote the refurbished building as our local Heritage Centre - centred around the Quinton Strouts letters. This title gives us great opportunities for applying to the 'National Lottery Grants for Heritage' for funding.

We have also been in negotiation with ABC on the project and are receiving enthusiastic (rather than financial) support, especially from the Chilmington Development CMO, who see the revised building being of great potential use as a community asset, prior to their own community halls etc being constructed.

We have to start looking at St Marys in terms of the 'church physical', changing the 'church spiritual' to just one part of the practical considerations needed for moving forward. We must be able to maintain the dignity of the building whilst upgrading the interior to a far higher quality and flexibility of use.

There are some difficult points that need to be clearly agreed with the diocese with regard to their long term view of the church. They are currently comprehensively supporting the proposals. But - the diocese is in a really dire financial situation too (it could go bankrupt). I am concerned that we currently only have verbal confirmation that St Mary's will remain open for 10 years. That will have to change, as without a written statement to that effect, Heritage Lottery will not consider an application for funds. Equally the wider community will also need some form of contract with the church on the same basis. As I have said, we will need to have representatives from the community sitting on the running committees. The church has to change from being used mostly as a place of worship to mostly being a wider community used asset. If it fails to achieve that change - it will eventually close.

The question I have for the council is:- Do they support, in principle, the concept of St Marys becoming a building for use by the wider community? When we approach the Heritage Lottery Fund we will need letters of support from as many 'local interests' as possible and that of the PC will be paramount.

The object of this short paper is purely provide information. This is not a request for funds. It is far too early for such approaches - and the majority of the large amounts of funding needed will have to come from numerous sources other than the PC.

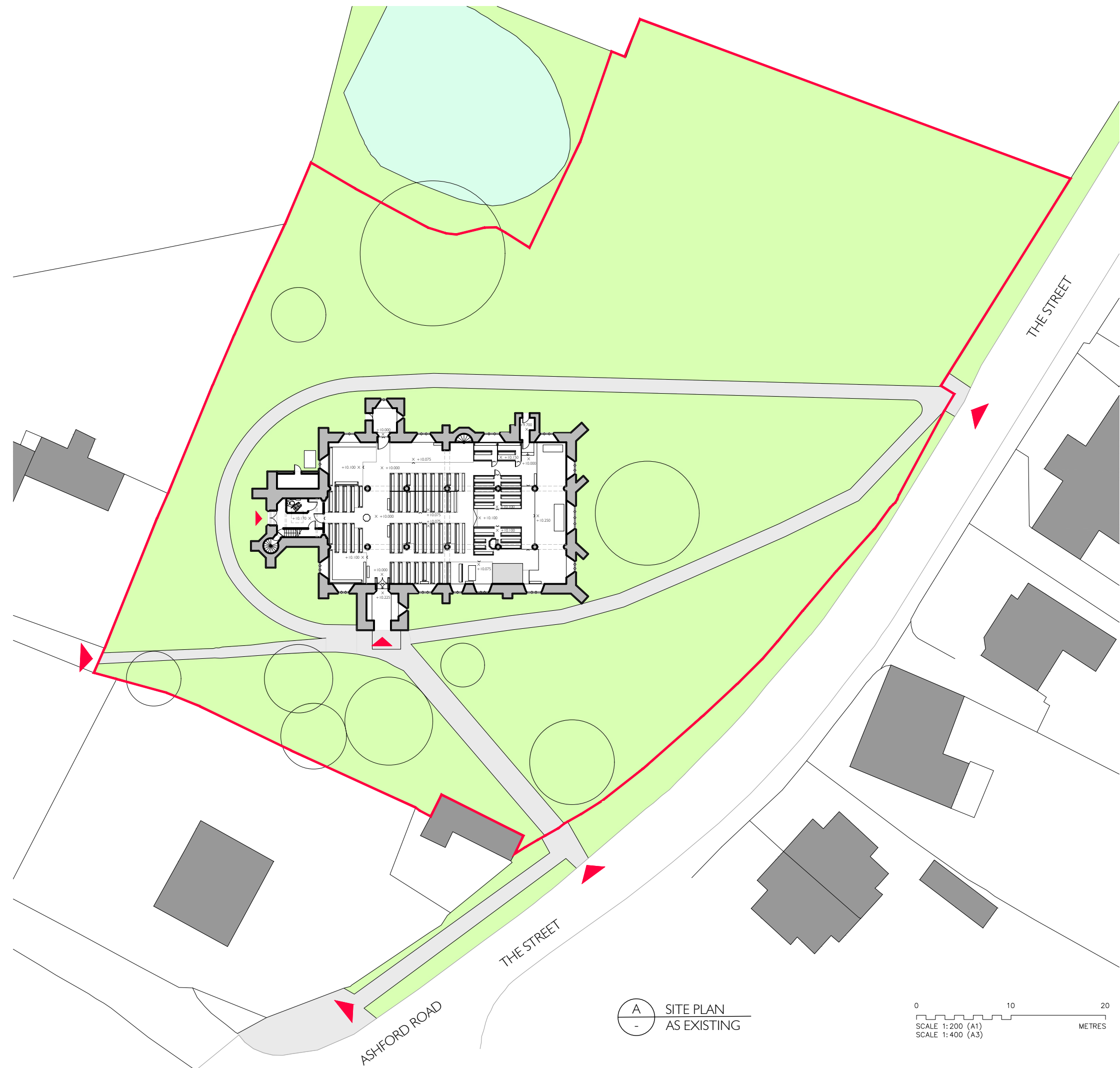
Ian Wolverson

**GREAT CHART REMEMBERS**

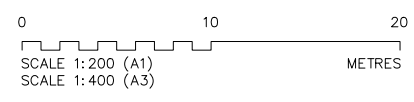
January 2021

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PRELIMINARY



A SITE PLAN AS EXISTING



PI	Preliminary	Oct '20
REV.	AMENDMENT	DATE

**THOMAS FORD & PARTNERS**  
 CHARTERED ARCHITECTS SURVEYORS

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PROJECT  
 ST. MARY'S CHURCH  
 GREAT CHART  
 FEASIBILITY STUDY

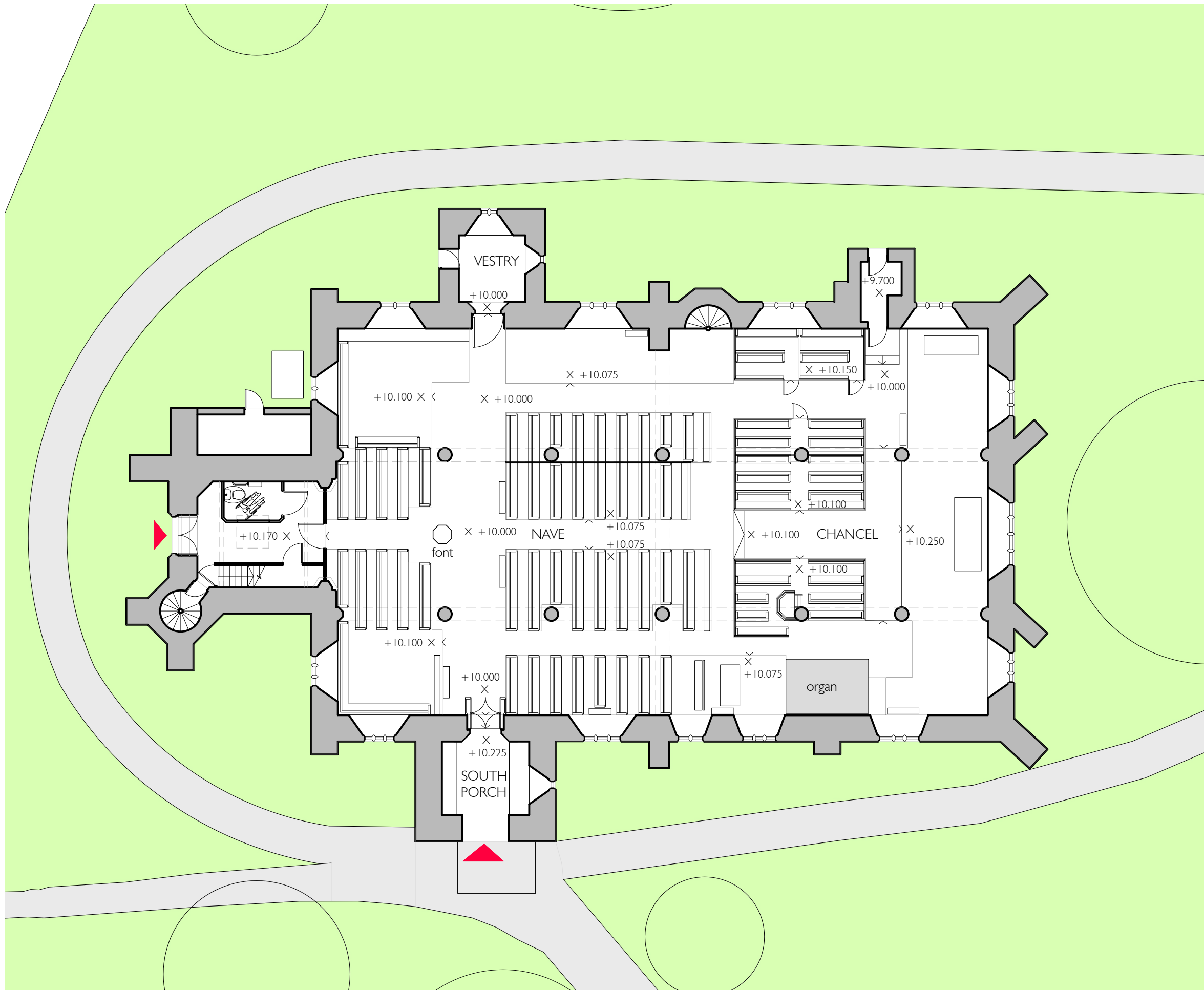
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 AS EXISTING

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PRELIMINARY

NOTE  
This drawing is not based a full survey  
- layout & all levels to be confirmed



PI	Preliminary	Oct '20
REV.	AMENDMENT	DATE

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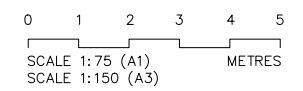
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PROJECT  
ST. MARY'S CHURCH  
GREAT CHART  
FEASIBILITY STUDY

TITLE  
GROUND FLOOR PLAN  
AS EXISTING

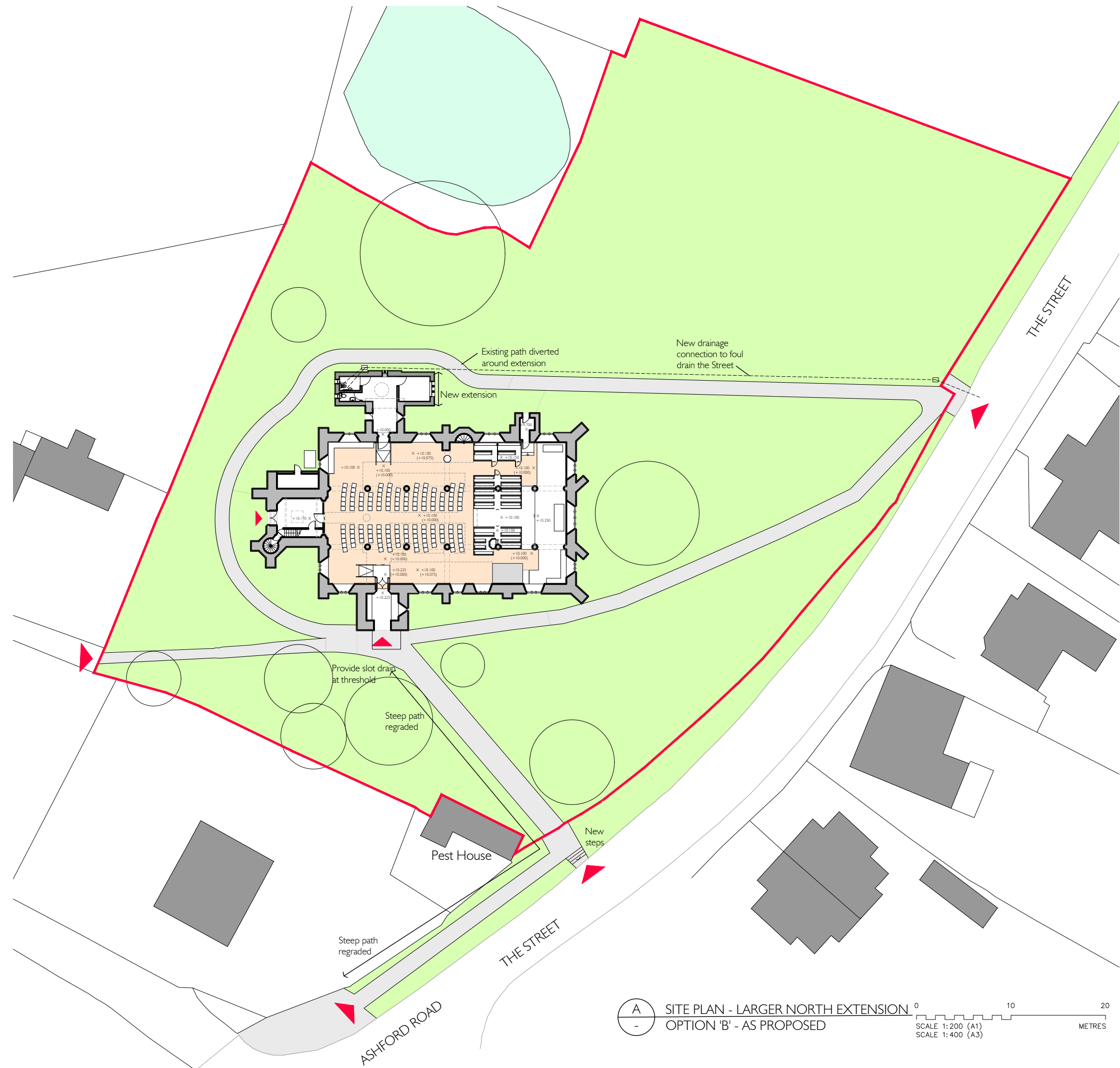
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614916	EX-100	PI	

A GROUND FLOOR PLAN  
- AS EXISTING



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PRELIMINARY



PI	Preliminary	Oct '20
REV.	AMENDMENT	DATE

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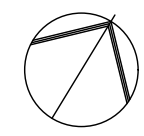
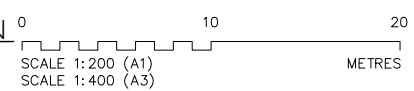
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PROJECT  
 ST. MARY'S CHURCH  
 GREAT CHART  
 FEASIBILITY STUDY

TITLE  
 SITE PLAN  
 AS PROPOSED  
 OPTION B - LARGER NORTH EXTENSION

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PROJECT REF.	DRG. No.	REV.	
614916	GA-010	P2	

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 - OPTION 'B' - AS PROPOSED

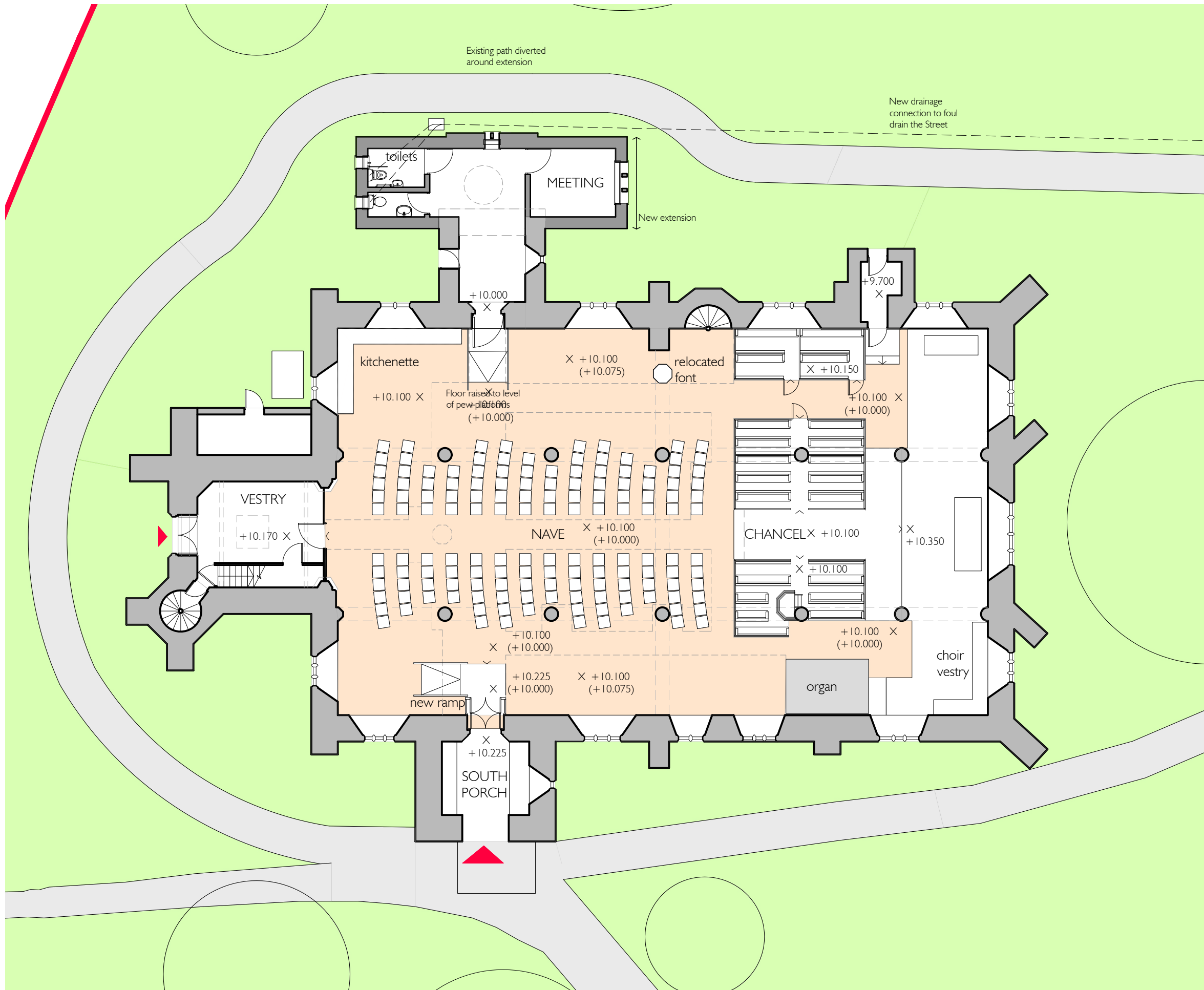




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PRELIMINARY

NOTE  
This drawing is not based a full survey - layout & all levels to be confirmed



P2	Preliminary	Nov '20
P1	Preliminary	Oct '20
REV.	AMENDMENT	DATE

**THOMAS FORD & PARTNERS**  
CHARTERED ARCHITECTS SURVEYORS

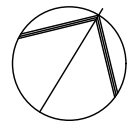
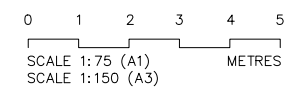
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PROJECT  
ST. MARY'S CHURCH  
GREAT CHART  
FEASIBILITY STUDY

TITLE  
GROUND FLOOR PLAN  
OPTION 'B' AS PROPOSED  
LARGER NORTH EXTENSION

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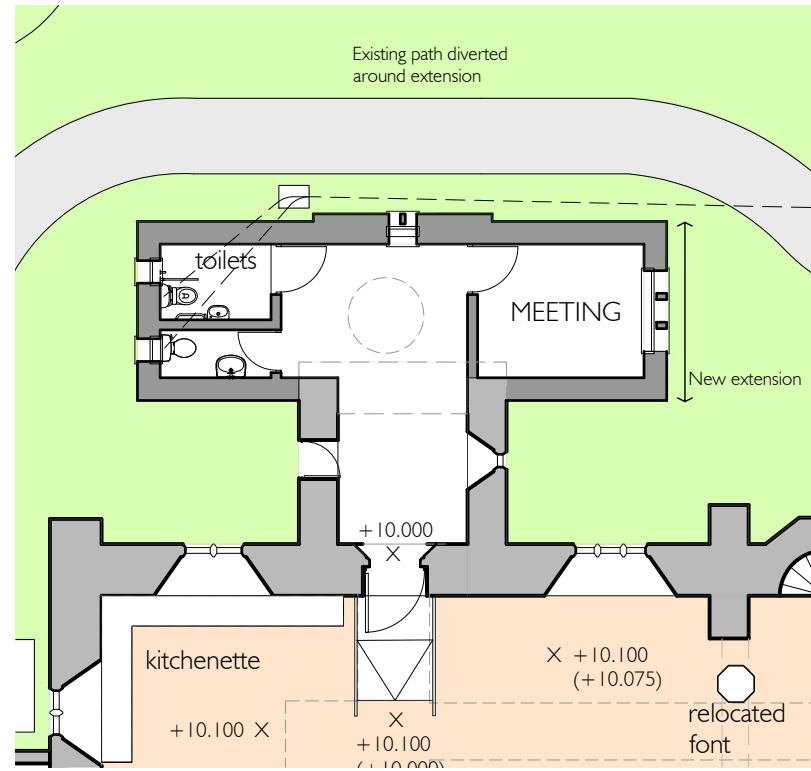
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- OPTION 'B' AS PROPOSED



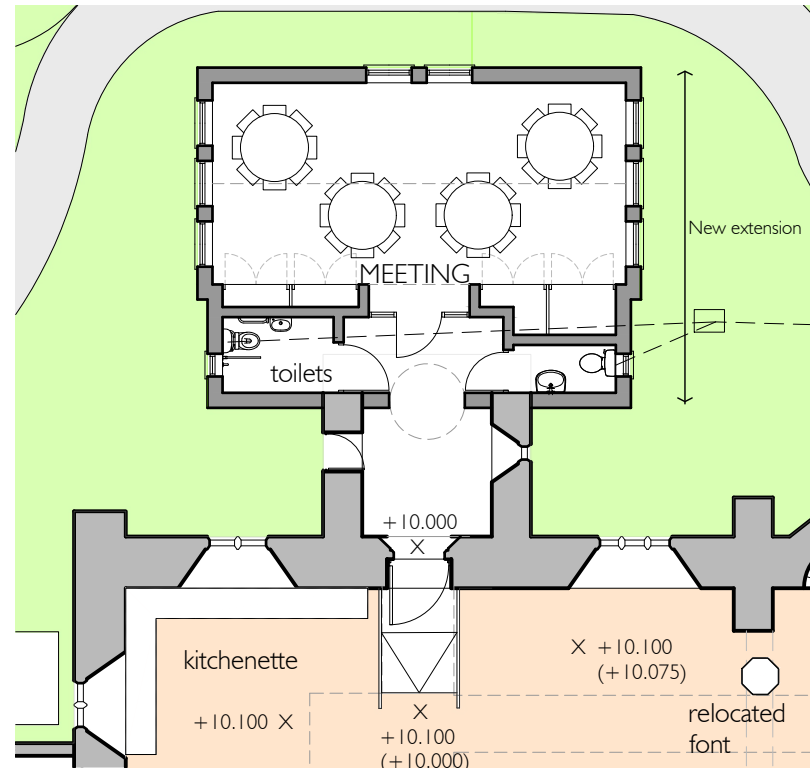
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PRELIMINARY

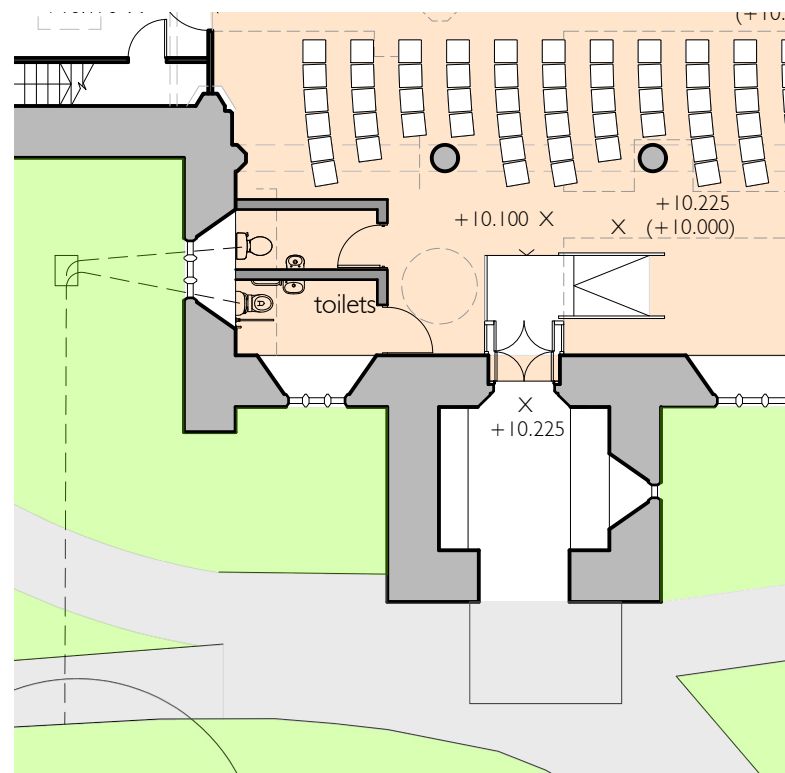
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- layout & all levels to be confirmed



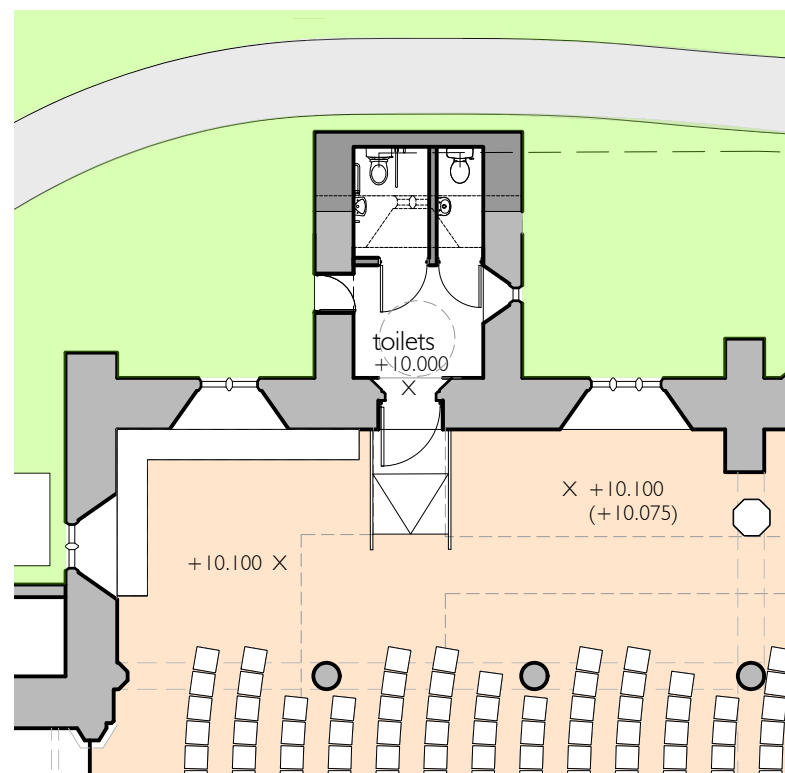
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LARGER NORTH EXTENSION



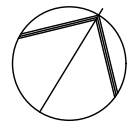
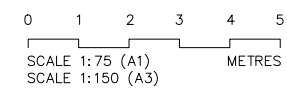
D TOILET OPTION 'D'  
LARGEST NORTH EXTENSION



A TOILET OPTION 'A'  
ADJACENT TO SOUTH PORCH



B TOILET OPTION 'B'  
SMALL NORTH EXTENSION



P2	Preliminary	Nov '20
P1	Preliminary	Oct '20
REV.	AMENDMENT	DATE

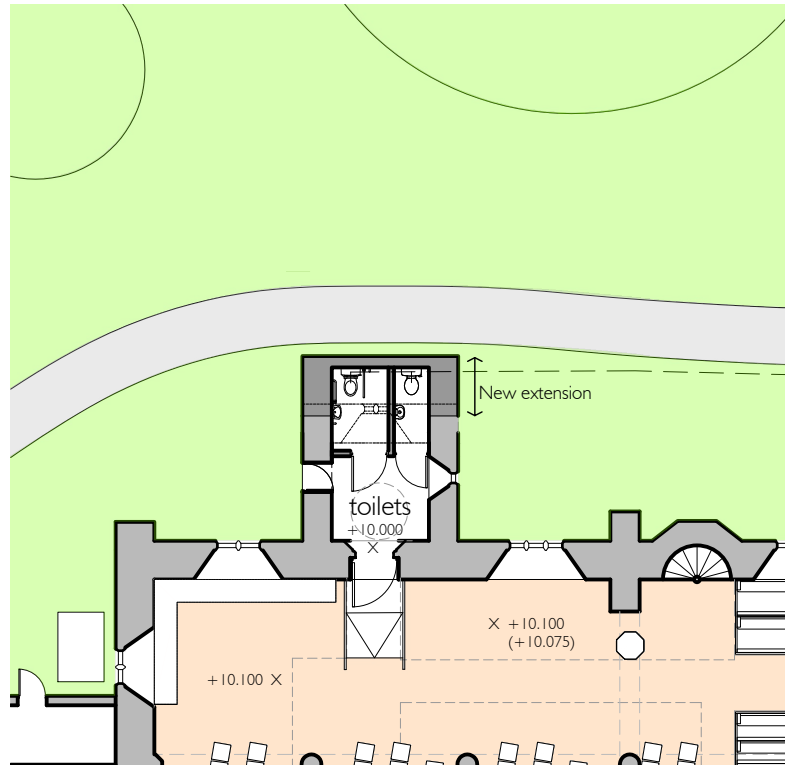
**THOMAS FORD & PARTNERS**  
CHARTERED ARCHITECTS SURVEYORS

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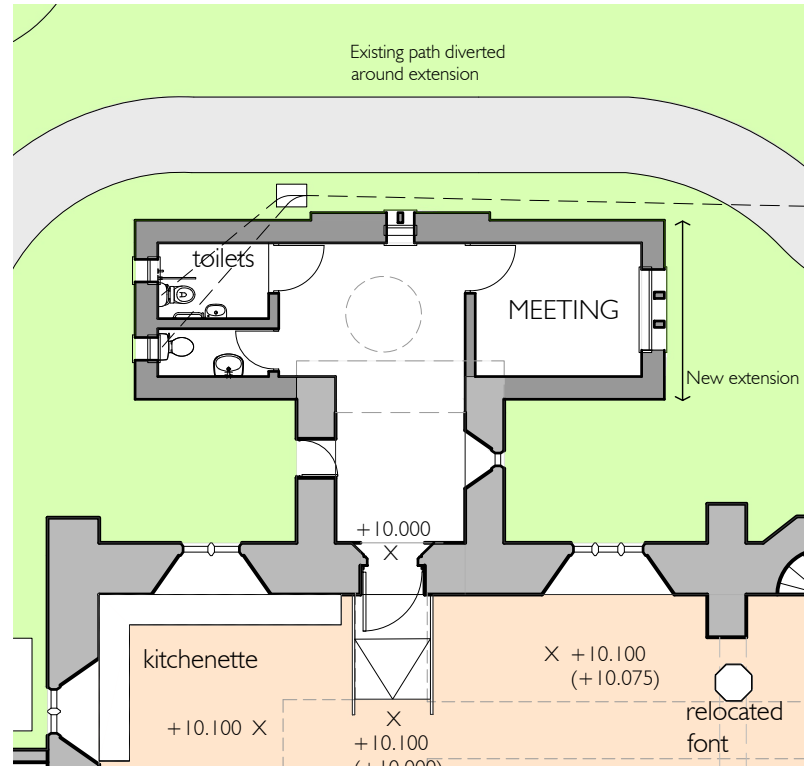
PROJECT  
ST. MARYS CHURCH  
GREAT CHART  
FEASIBILITY STUDY

TITLE  
TOILET OPTIONS 'A' - 'D'  
PLANS AS PROPOSED

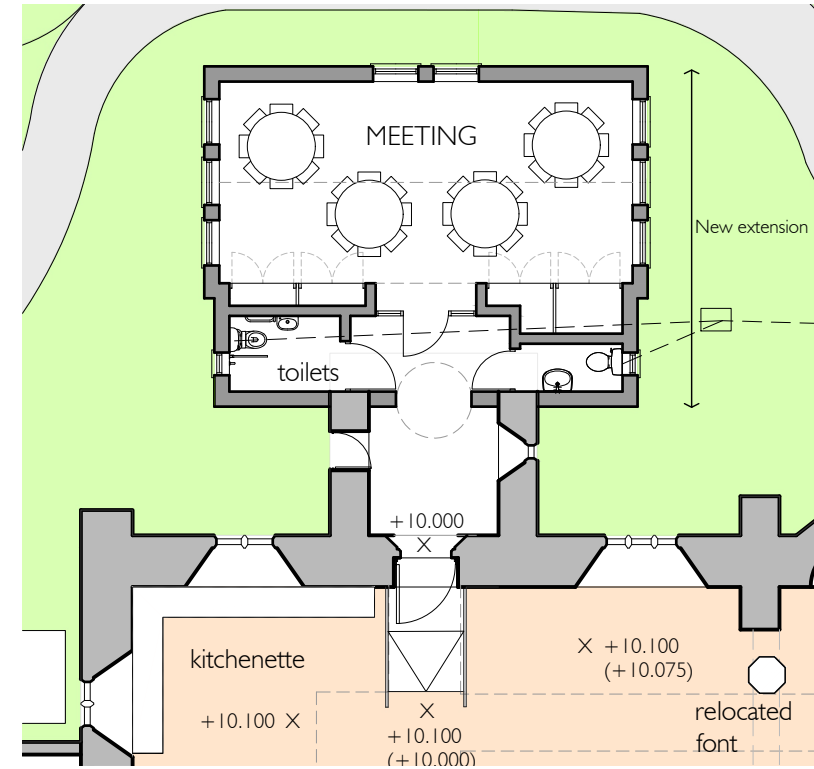
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614916	GA-120	P2	



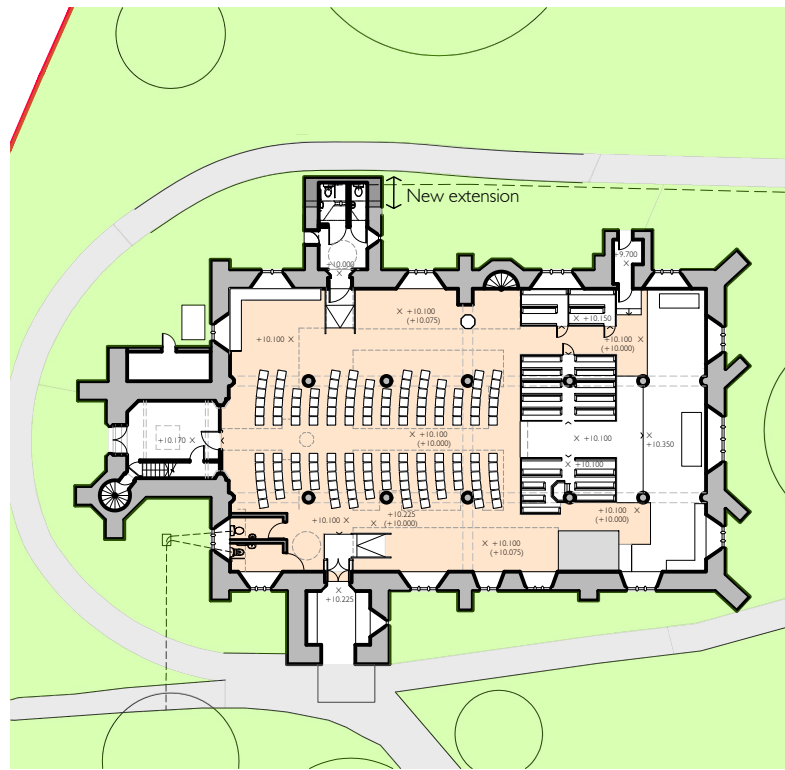
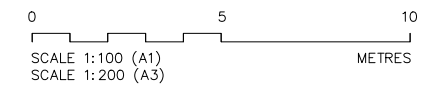
**D** OPTION 'A'  
MINOR NORTH EXTENSION



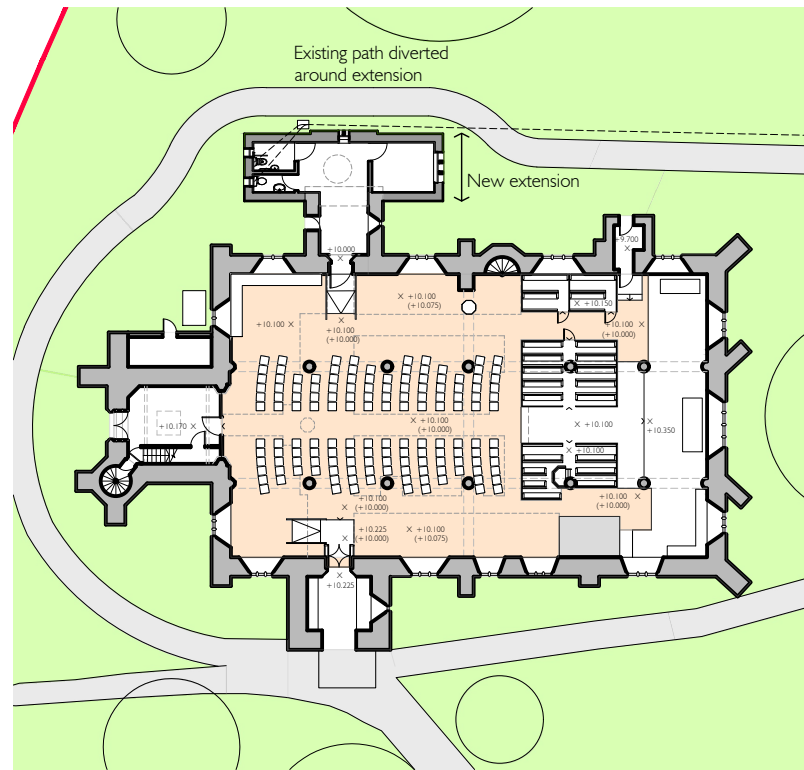
**E** OPTION 'B'  
LARGER NORTH EXTENSION



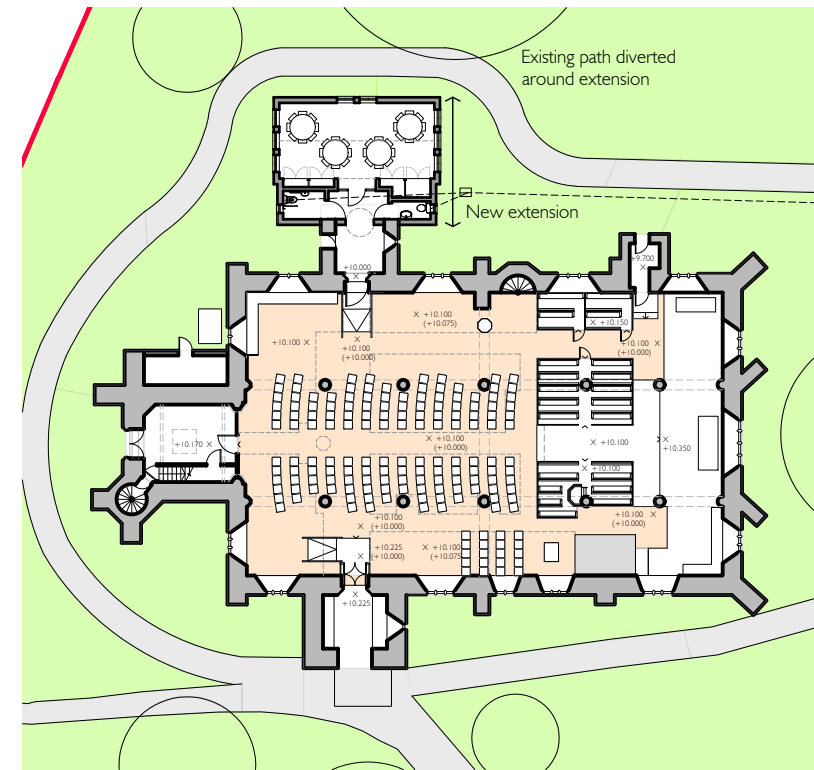
**C** OPTION 'C'  
LARGEST NORTH EXTENSION



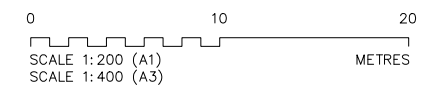
**A** OPTION 'A'  
MINOR NORTH EXTENSION



**B** OPTION 'B'  
LARGER NORTH EXTENSION



**C** OPTION 'C'  
LARGEST NORTH EXTENSION



DO NOT SCALE DRAWINGS. THE CONTRACTOR IS RESPONSIBLE FOR CHECKING DIMENSIONS & ANY DISCREPANCY IS TO BE REFERRED TO THE ARCHITECT.

**PRELIMINARY**

NOTE  
This drawing is not based on a full survey  
- layout & all levels to be confirmed

PI	Preliminary	Nov '20
REV.	AMENDMENT	DATE

**THOMAS FORD & PARTNERS**  
CHARTERED ARCHITECTS SURVEYORS

177 KIRKDALE  
SYDENHAM • LONDON • SE26 4QH  
TEL 020 8659 3250 • FAX 020 8659 3146  
EMAIL tfp@thomasford.co.uk

PROJECT  
ST. MARY'S CHURCH  
GREAT CHART  
FEASIBILITY STUDY

TITLE  
EXTENSION OPTIONS 'A', 'B' & 'C'  
PLANS AS PROPOSED

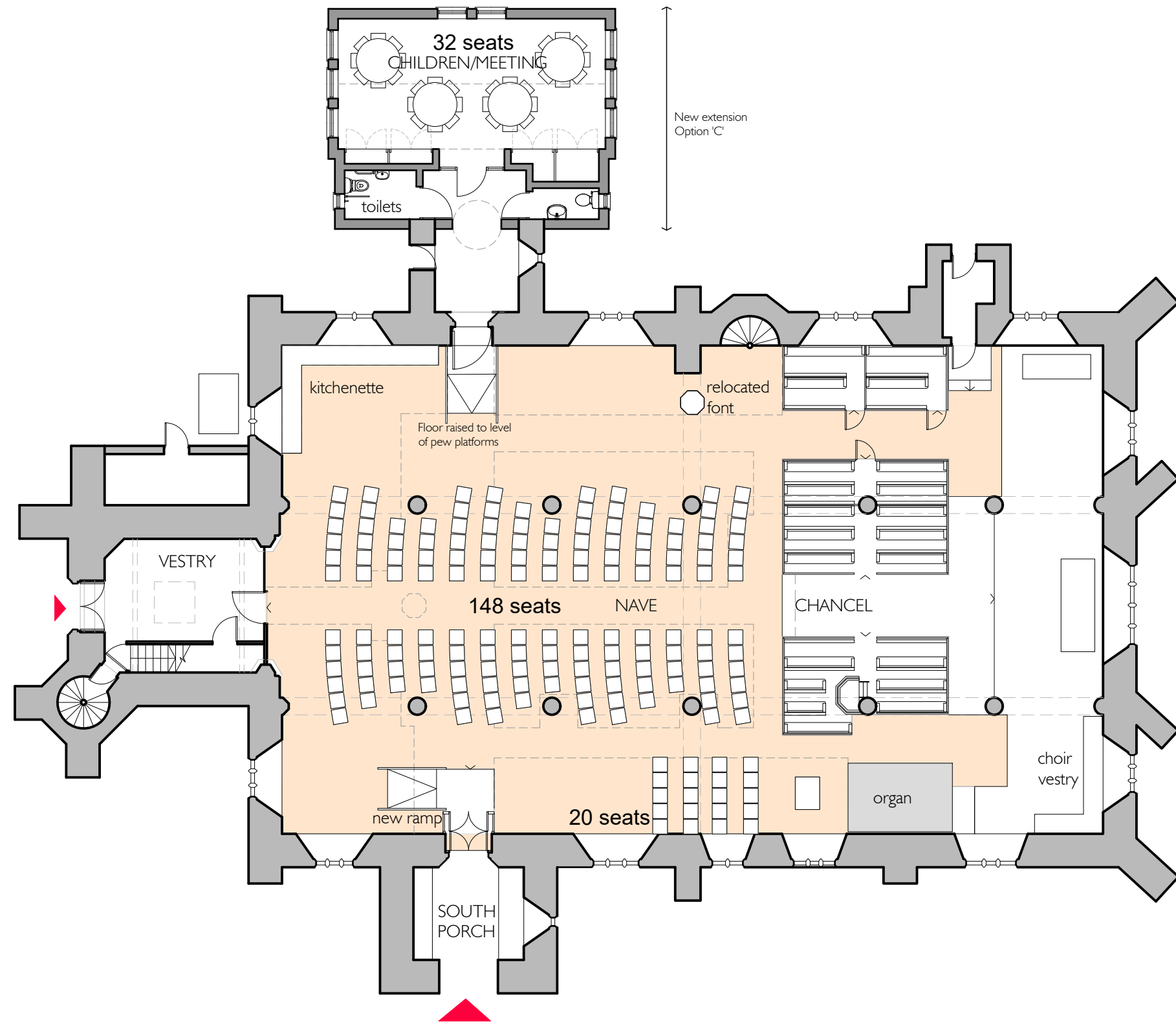
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SMcC	SEPT '20	1:200@A1	
PROJECT REF.	DRG. No.	REV	
614916	GA-121	PI	



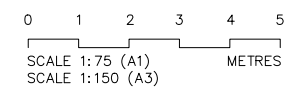
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PRELIMINARY

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A GROUND FLOOR PLAN - OPTION 'A'  
- EAST FACING WORSHIP LAYOUT



PI	Preliminary	Nov '20
REV.	AMENDMENT	DATE

**THOMAS FORD & PARTNERS**  
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PROJECT  
ST. MARY'S CHURCH  
GREAT CHART  
FEASIBILITY STUDY

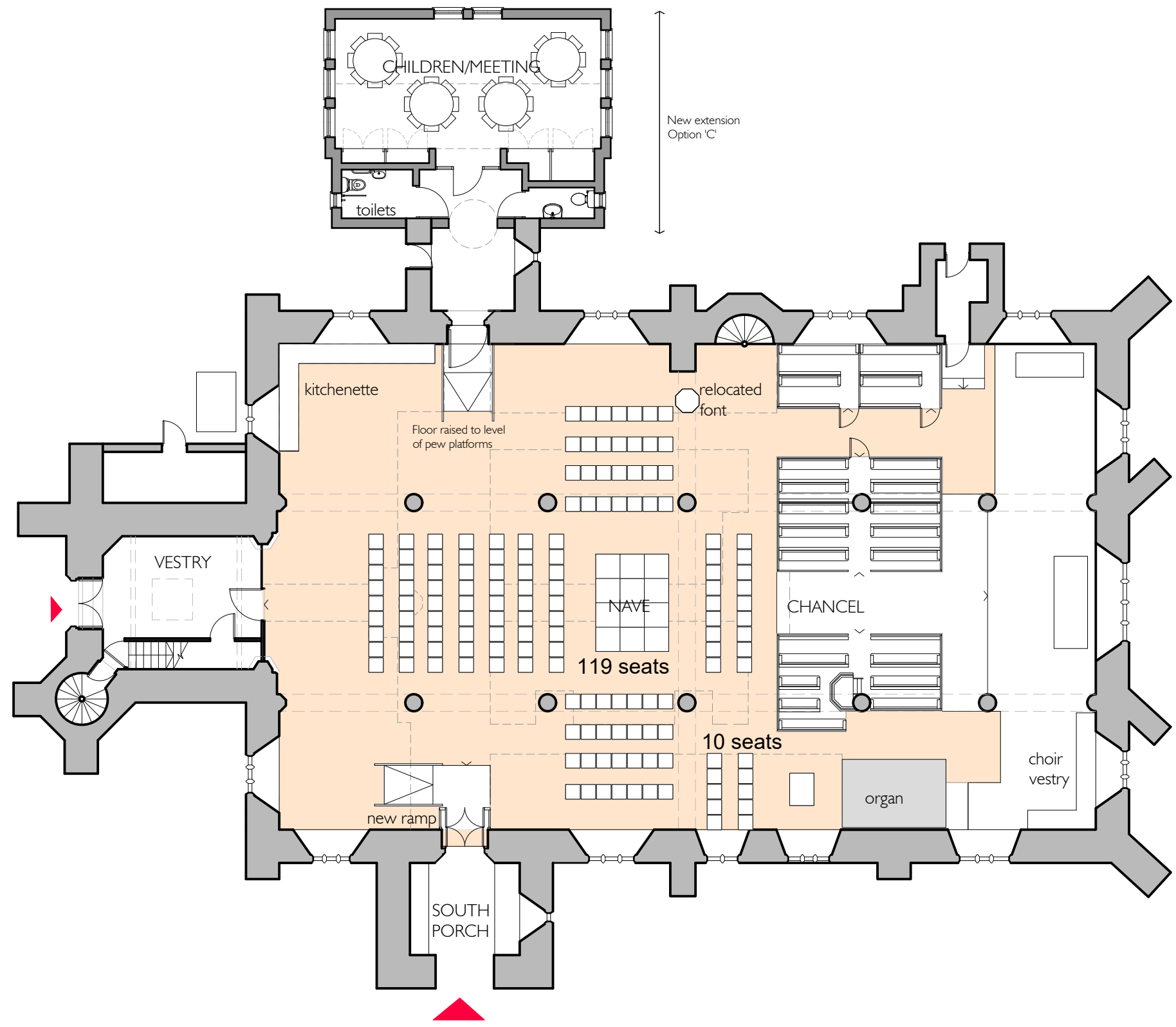
TITLE  
GROUND FLOOR PLAN  
SEATING OPTION 'A' AS PROPOSED  
EAST FACING WORSHIP

DRAWN	DATE	SCALE	CHECKED
SMcC	SEPT '20	1:75 @A1	
PROJECT REF.	DRG. No.	REV	
614916	GA-130	PI	

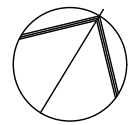
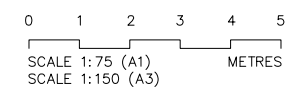
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PRELIMINARY

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A GROUND FLOOR PLAN - OPTION 'B'  
- CENTRALIZED LAYOUT



PI	Preliminary	Nov '20
REV.	AMENDMENT	DATE

**THOMAS FORD & PARTNERS**  
CHARTERED ARCHITECTS SURVEYORS

177 KIRKDALE  
SYDENHAM • LONDON • SE26 4QH  
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PROJECT  
ST. MARY'S CHURCH  
GREAT CHART  
FEASIBILITY STUDY

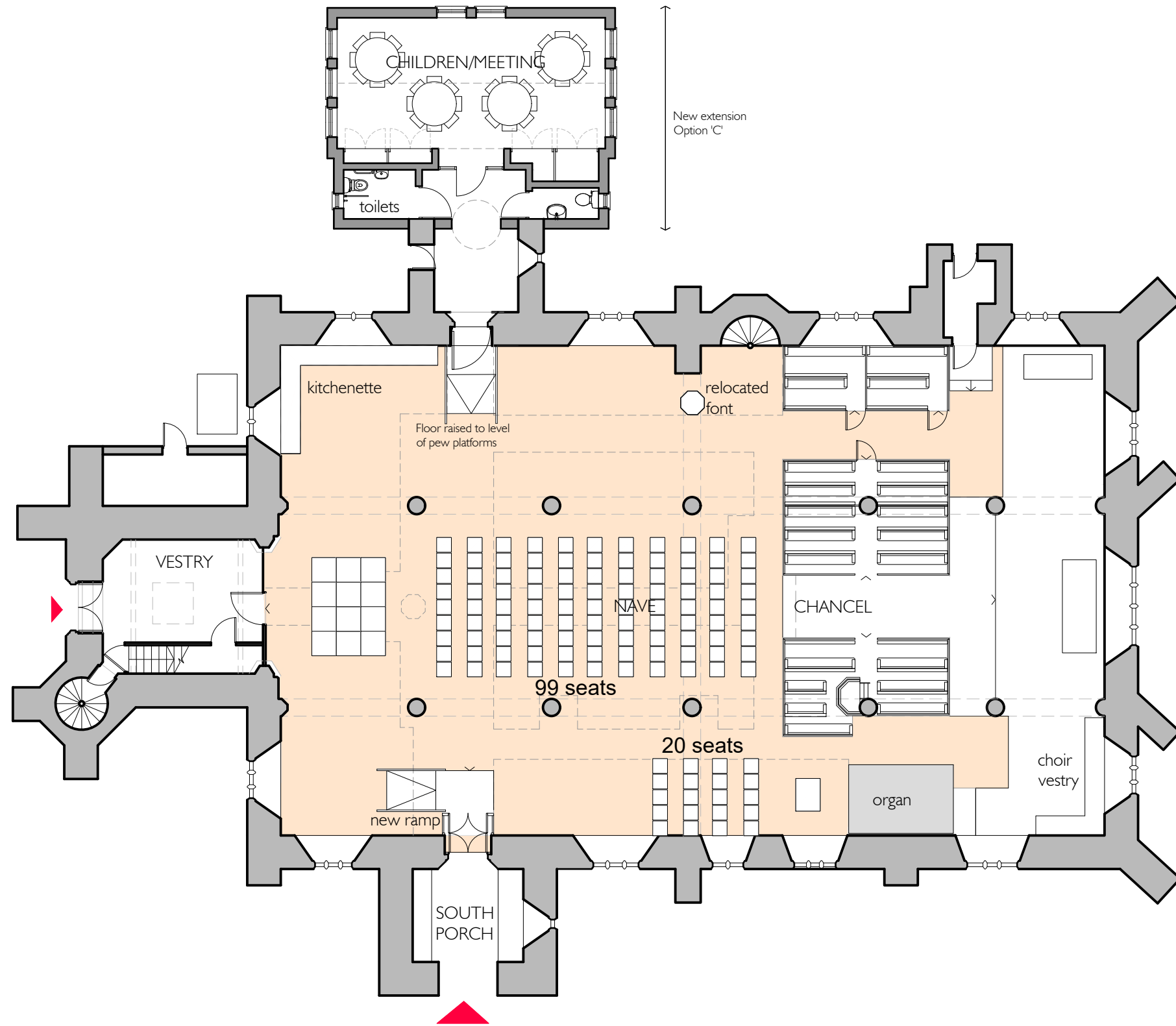
TITLE  
GROUND FLOOR PLAN  
SEATING OPTION 'B' AS PROPOSED  
CENTRALIZED LAYOUT

DRAWN	DATE	SCALE	CHECKED
SMcC	SEPT '20	1:75 @A1	
PROJECT REF.	DRG. No.	REV	
614916	GA-131	P1	

DO NOT SCALE DRAWINGS. THE CONTRACTOR IS RESPONSIBLE FOR CHECKING DIMENSIONS & ANY DISCREPANCY IS TO BE REFERRED TO THE ARCHITECT.

PRELIMINARY

NOTE  
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PI	Preliminary	Nov '20
REV.	AMENDMENT	DATE

**THOMAS FORD & PARTNERS**  
CHARTERED ARCHITECTS SURVEYORS

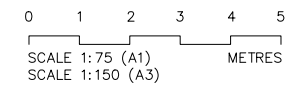
177 KIRKDALE  
SYDENHAM • LONDON • SE26 4QH  
TEL 020 8659 3250 • FAX 020 8659 3146  
EMAIL tfp@thomasford.co.uk

PROJECT  
ST. MARY'S CHURCH  
GREAT CHART  
FEASIBILITY STUDY

TITLE  
GROUND FLOOR PLAN  
SEATING OPTION 'C' AS PROPOSED  
WEST FACING LAYOUT

DRAWN	DATE	SCALE	CHECKED
SMcC	SEPT '20	1:75 @A1	
PROJECT REF.	DRG. No.	REV	
614916	GA-133	P1	

A GROUND FLOOR PLAN - OPTION 'C'  
- CENTRALIZED LAYOUT

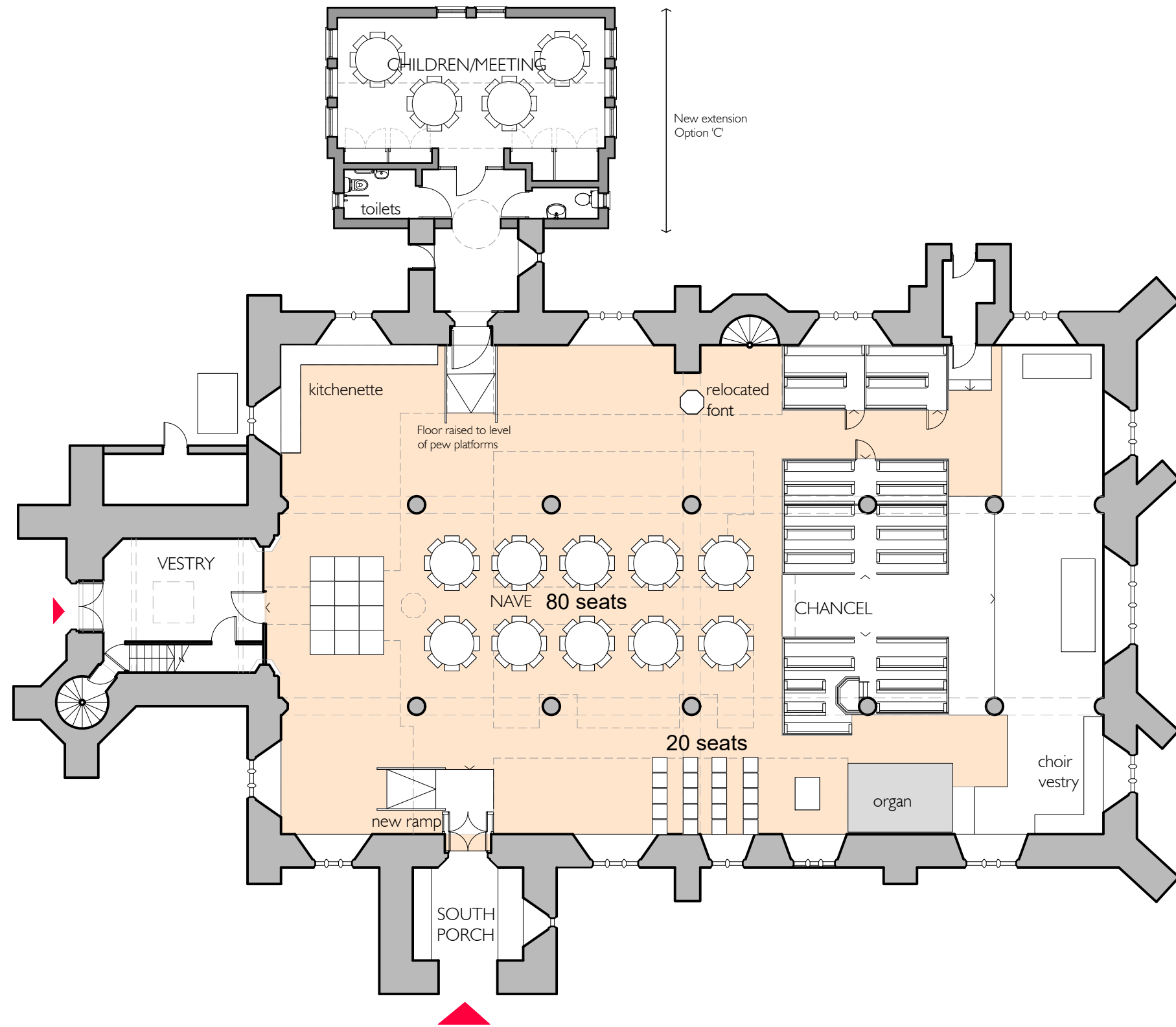




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PRELIMINARY

NOTE  
This drawing is not based on a full survey - layout & all levels to be confirmed



A GROUND FLOOR PLAN - OPTION 'D'  
- PARISH MEAL LAYOUT

0 1 2 3 4 5  
SCALE 1:75 (A1)  
SCALE 1:150 (A3) METRES



PI	Preliminary	Nov '20
REV.	AMENDMENT	DATE

**THOMAS FORD & PARTNERS**  
CHARTERED ARCHITECTS SURVEYORS

177 KIRKDALE  
SYDENHAM • LONDON • SE26 4QH  
TEL 020 8659 3250 • FAX 020 8659 3146  
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PROJECT  
ST. MARY'S CHURCH  
GREAT CHART  
FEASIBILITY STUDY

TITLE  
GROUND FLOOR PLAN  
SEATING OPTION 'D' AS PROPOSED  
PARISH MEAL LAYOUT

DRAWN	DATE	SCALE	CHECKED
SMcC	SEPT '20	1:75 @A1	
PROJECT REF.	DRG. No.	REV	
614916	GA-133	P1	



### Items for Approval for Payment January 2021

Method	Items for Approval for Payment in January 2021	Description	Total payable	VAT
Bacs	HMRC	January Contribution	£1,561.98	
Bacs	Salary	January salaries	£4,767.16	
Bacs	Kent Pension fund	December Pension Contribution	£909.40	
Bacs	Sainsbury's Fuel station	Refuelling the van (reimburse parish steward)	£50.15	£8.36
Bacs	National Association of Local Councils	Rebuilding Communities online event	£38.93	£6.49
Bacs	Leaflets Direct	Newsletter distribution	£504.00	£84.00
Bacs	ABC- Aspire	Grounds maintenance	£4,179.60	£696.60
<b>Bacs*</b>	<b>SLCC</b>	<b>Creating accessible documents</b>	<b>£36.00</b>	<b>£6.00</b>
<b>Bacs*</b>	<b>SLCC</b>	<b>Community Governance course deposit</b>	<b>£315.00</b>	

<b>Total:</b>	<b>£</b>	<b>12,362.22</b>	<b>£801.45</b>
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Approved:

Date:

\* For information only

### Income

Method	From	Description	Total received	VAT (if applicable)
Bacs	Metro Bank	Interest	£ 3.02	
Bacs	Natwest	Interest	£ 2.00	
Bacs	Lena Foot massage	Newsletter advertising	£ 55.00	

<b>Total:</b>	<b>£</b>	<b>60.02</b>	
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### Singleton Extension Project- S106 Funds

Bacs	Lancaster Builders (Kent)	SEC Extension	£24,328.51	
Bacs	Lancaster Builders (Kent)	SEC Extension	£15,232.00	

<b>Total:</b>	<b>£</b>	<b>39,560.51</b>	<b>£0.00</b>
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Credit Card Payments

	Credit card payment items for Information	Description	Total paid	VAT
<b>Account Number:19079376</b>				
	FuelGenie	Fuel-November 2020	£140.27	£ 14.68
	Plusnet	Telephone and Broadband	£61.25	£ 10.21
	Canva	Monthly subscription	£10.99	
	Amazon	1 box of 100 disposable gloves	£18.90	£ 3.15
	Amazon	100 pk 3ply face masks	£10.95	£ 1.83
<b>Credit card Account: 24056805</b>				
	Great Chart Fencing	rail fencing and fixings	£25.50	£4.25
	B&Q	Deicer 500ml x2	£3.94	£0.66
	Sainsbury's	Diesel for van	£50.27	£8.38
	B&Q	Wood paint	£11.00	£1.83
	Dial Direct	Van insurance	£50.40	

<b>Total:</b>	<b>£ 383.47</b>	<b>£ 44.99</b>
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## Great Chart with Singleton Parish Council

Up to 30 November 2020

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			£ 7,499.08	
200	Metro Bank Current Account			£ 14,253.00	
210	Metro Bank Instant Access			£ 144,037.80	
230	Nationwide Business 1 Yr Fixed			£ 203,304.03	
240	Metro Bank Credit Card				£ 310.73
250	NatWest Current Account			£ 100.00	
260	NatWest Reserve Account			£ 167,706.94	
305	Contingency Reserves				£ 30,000.00
310	General Reserves				£ 66,554.71
320	EMR - Cuckoo Park				£ 194,060.00
321	EMR - The Viewing Point				£ 33,877.00
515	DNU VAT on Payments	999	VAT Data	£ 1,000.00	
1076	Precept	100	Income		£ 260,239.00
1077	Council Tax Support Grant	100	Income		£ 3,614.00
1080	Concurrent Grant	100	Income		£ 2,770.00
1090	Interest Received	100	Income		£ 76.94
1100	Grants & Donation Received	100	Income		£ 44,830.52
1900	Other Income	100	Income		£ 5.98

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4000	Staff Salary	110	Administration	£ 38,445.20	
4010	PAYE & NI	110	Administration	£ 11,899.85	
4030	Pension	110	Administration	£ 5,273.16	
4080	Training	110	Administration	£ 123.10	
4090	Chairman's Allowance	110	Administration		£ 6.05
4110	Bank Charges	110	Administration	£ 162.84	
4120	Audit Fees	110	Administration	£ 1,080.00	
4130	Professional Fees	110	Administration	£ 796.00	
4140	Subscriptions & Memberships	110	Administration	£ 4,504.00	
4150	Insurance	110	Administration	£ 6,549.86	
4160	Postage	110	Administration	£ 26.60	
4170	Office Supplies & Admin	110	Administration	£ 664.29	
4180	Telephone & Broadband	110	Administration	£ 505.30	
4200	Photocopier & Printer	110	Administration	£ 56.22	
4210	ICT Infrastructure	110	Administration	£ 61.88	
4230	Website	110	Administration	£ 1,919.50	
4240	Parish Grants	110	Administration	£ 3,017.90	
4260	Newsletter	110	Administration	£ 1,293.40	
4400	Vehicle Maintenance	140	Caretaker	£ 2,046.88	
4410	Vehicle Fuel	140	Caretaker	£ 332.04	
4420	Equipment	140	Caretaker	£ 17,465.87	
4500	Repairs/Maintenance	150	Maintenance	£ 7,182.18	
4510	Yellow Land Maintenance	150	Maintenance		£ 2,192.88
4520	Cuckoo Park 10Yr Maint	150	Maintenance		£ 14,300.00
4550	PCC Churchyard Maint Grant	150	Maintenance	£ 4,000.00	
4605	SVH Extention Loan Repayme	160	Projects	£ 3,060.77	
4650	Parish Projects	160	Projects	£ 43.00	
4710	PFA Maintenance	170	PFA		£ 2,192.88
4750	Singleton Environment Centre	175	Singleton Environment Cent	£ 6,620.00	

<b>Trial Balance Totals :</b>	<b>£ 655,030.69</b>	<b>£ 655,030.69</b>
<b>Difference</b>	<b>£ -</b>	



## Great Chart with Singleton Parish Council

Detailed Income & Expenditure by Budget Heading

		Actual Year To Date	Current Annual Budget	Variance Annual Total	Funds Available	% Spent
100	Income					
1076	Precept	£ 260,239.00	£ 260,239.00	£ -		100.0%
1077	Council Tax Support Grant	£ 3,614.00	£ 3,614.00	£ -		100.0%
1080	Concurrent Grant	£ 2,770.00	£ 2,770.00	£ -		100.0%
1090	Interest Received	£ 77.00	£ -	£ (77)		0.0%
1100	Grants & Donation Received	£ 44,831.00	£ -	£ (44,831)		0.0%
1900	Other Income	£ 6.00	£ -	£ (6)		0.0%
	<b>Income :- Income</b>	<b>£ 311,536.00</b>	<b>£ 266,623.00</b>	<b>(44,913)</b>		<b>116.8%</b>
	<b>Net Income</b>	<b>£ 311,536.00</b>	<b>£ 266,623.00</b>	<b>(44,913)</b>		

110	Administration					
4000	Staff Salary	£ 38,445.00	£ 75,000.00	£ 36,555.00	£ 36,555.00	51.3%
4010	PAYE & NI	£ 11,900.00	£ 22,000.00	£ 10,100.00	£ 10,100.00	54.1%
4030	Pension	£ 5,273.00	£ 10,000.00	£ 4,727.00	£ 4,727.00	52.7%
4070	Travel Expense	£ -	£ 600.00	£ 600.00	£ 600.00	0.0%
4080	Training	£ 123.00	£ 4,000.00	£ 3,877.00	£ 3,877.00	3.1%
4090	Chairman's Allowance	£ (6)	£ 500.00	£ 506.00	£ 506.00	(1.2%)
4100	Parish Allowance	£ -	£ 660.00	£ 660.00	£ 660.00	0.0%
4110	Bank Charges	£ 163.00	£ 300.00	£ 137.00	£ 137.00	54.3%
4120	Audit Fees	£ 1,080.00	£ 1,400.00	£ 320.00	£ 320.00	77.1%
4130	Professional Fees	£ 796.00	£ 2,500.00	£ 1,704.00	£ 1,704.00	31.8%
4140	Subscriptions & Memberships	£ 4,504.00	£ 2,800.00	(1,704)	(1,704)	160.9%
4150	Insurance	£ 6,550.00	£ 3,800.00	(2,750)	(2,750)	172.4%
4160	Postage	£ 27.00	£ 200.00	£ 173.00	£ 173.00	13.3%
4170	Office Supplies & Admin	£ 664.00	£ 2,200.00	£ 1,536.00	£ 1,536.00	30.2%
4180	Telephone & Broadband	£ 505.00	£ 1,000.00	£ 495.00	£ 495.00	50.5%
4190	Office Rent	£ -	£ 1.00	£ 1.00	£ 1.00	0.0%
4200	Photocopier & Printer	£ 56.00	£ 1,000.00	£ 944.00	£ 944.00	5.6%
4210	ICT Infrastructure	£ 62.00	£ 2,000.00	£ 1,938.00	£ 1,938.00	3.1%
4220	Venue Hire	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	0.0%
4230	Website	£ 1,920.00	£ 2,000.00	£ 81.00	£ 81.00	96.0%
4240	Parish Grants	£ 3,018.00	£ 15,000.00	£ 11,982.00	£ 11,982.00	20.1%
4250	Section 137 Expenditure	£ -	£ 200.00	£ 200.00	£ 200.00	0.0%
4260	Newsletter	£ 1,293.00	£ 3,500.00	£ 2,207.00	£ 2,207.00	37.0%
	<b>Administration :- Indirect Expenditure</b>	<b>£ 76,373.00</b>	<b>£ 151,661.00</b>	<b>£ 75,288.00</b>	<b>£ 75,288.00</b>	<b>50.4%</b>
	<b>Net Expenditure</b>	<b>(76,373)</b>	<b>(151,661)</b>	<b>(75,288)</b>		

140	Caretaker					
4400	Vehicle Maintenance	£ 2,047.00	£ 1,500.00	(547)	(547)	136.5%
4410	Vehicle Fuel	£ 332.00	£ 1,000.00	£ 668.00	£ 668.00	33.2%
4420	Equipment	£ 17,466.00	£ 29,239.00	£ 11,773.00	£ 11,773.00	59.7%
	<b>Caretaker :- Indirect Expenditure</b>	<b>£ 19,845.00</b>	<b>£ 31,739.00</b>	<b>£ 11,894.00</b>	<b>£ 11,894.00</b>	<b>62.5%</b>
	<b>Net Expenditure</b>	<b>(19,845)</b>	<b>(31,739)</b>	<b>(11,894)</b>		
150	Maintenance					
4500	Repairs/Maintenance	£ 7,182.00	£ 4,200.00	(2,982)	(2,982)	171.0%
4510	Yellow Land Maintenance	(2,193)	£ 4,200.00	£ 6,393.00	£ 6,393.00	(52.2%)
4520	Cuckoo Park 10Yr Maint	(14,300)	£ 13,553.00	£ 27,853.00	£ 27,853.00	(105.5%)
4530	Cuckoo Park 20Yr Fund	£ -	£ 6,966.00	£ 6,966.00	£ 6,966.00	0.0%
4540	Yellow Land Play Equipment	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00	0.0%
4550	PCC Churchyard Maint Grant	£ 4,000.00	£ 4,000.00	£ -	£ -	100.0%
4570	Sign Maintenance	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	0.0%
4590	Parish Highways Issues	£ -	£ 20,000.00	£ 20,000.00	£ 20,000.00	0.0%
	<b>Maintenance :- Indirect Expenditure</b>	<b>(5,311)</b>	<b>£ 58,919.00</b>	<b>£ 64,230.00</b>	<b>£ 64,230.00</b>	<b>(9.0%)</b>
	<b>Net Expenditure</b>	<b>£ 5,311.00</b>	<b>(58,919)</b>	<b>(64,230)</b>		

160	Projects					
4600	CCTV	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	0.0%
4605	VH Extention Loan Repayment	£ 3,061.00	£ 7,000.00	£ 3,939.00	£ 3,939.00	43.7%
4610	Play Park Refurbishment	£ -	£ 10,000.00	£ 10,000.00	£ 10,000.00	0.0%
4615	Parish Office	£ -	£ 5,000.00	£ 5,000.00	£ 5,000.00	0.0%
4625	Raised Flower Bed	£ -	£ 450.00	£ 450.00	£ 450.00	0.0%
4630	Mobile Speed Limit Sign	£ -	£ 500.00	£ 500.00	£ 500.00	0.0%
4645	Allotments	£ -	£ 1,500.00	£ 1,500.00	£ 1,500.00	0.0%
4650	Parish Projects	£ 43.00	£ 5,000.00	£ 4,957.00	£ 4,957.00	0.9%
4990	Capital purchase	£ -	£ 10,000.00	£ 10,000.00	£ 10,000.00	0.0%
	<b>Projects :- Indirect Expenditure</b>	<b>£ 3,104.00</b>	<b>£ 40,450.00</b>	<b>£ 37,346.00</b>	<b>£ 37,346.00</b>	<b>7.7%</b>
	<b>Net Expenditure</b>	<b>(3,104)</b>	<b>(40,450)</b>	<b>(37,346)</b>		

170	PFA					
4700	PFA Project	£ -	£ 4,848.00	£ 4,848.00	£ 4,848.00	0.0%
4710	PFA Maintenance	(2,193)	£ -	£ 2,193.00	£ 2,193.00	0.0%
	<b>PFA :- Indirect Expenditure</b>	<b>(2,193)</b>	<b>£ 4,848.00</b>	<b>£ 7,041.00</b>	<b>£ 7,041.00</b>	<b>(45.2%)</b>
	<b>Net Expenditure</b>					

175	Singleton Environment Centre					
4750	Singleton Environment Centre	£ 6,620.00	£ 16,670.00	£ 10,050.00	£ 10,050.00	39.7%
	<b>Singleton Environment Centre :- Indirect Expenditure</b>	<b>£ 6,620.00</b>	<b>£ 16,670.00</b>	<b>£ 10,050.00</b>	<b>£ 10,050.00</b>	<b>39.7%</b>
	<b>Net Expenditure</b>	<b>(6,620)</b>	<b>(16,670)</b>	<b>(10,050)</b>		

180	Events					
4800	WW1 Maintenance	£ -	£ 2,000.00	£ 2,000.00	£ 2,000.00	0.0%
	<b>Events :- Indirect Expenditure</b>	<b>£ -</b>	<b>£ 2,000.00</b>	<b>£ 2,000.00</b>	<b>£ 2,000.00</b>	<b>0.0%</b>
	<b>Net Expenditure</b>	<b>£ -</b>	<b>(2,000)</b>	<b>(2,000)</b>		

999	VAT Data					
515	DNU VAT on Payments	£ 1,000.00	£ -	(1,000)	(1,000)	0.0%
	<b>VAT Data :- Indirect Expenditure</b>	<b>£ 1,000.00</b>	<b>£ -</b>	<b>(1,000)</b>	<b>(1,000)</b>	
	<b>Net Expenditure</b>					

<b>Grand Totals:- Income</b>	311536	266623	(44,913)		116.8%
<b>Expenditure</b>	99438	306287	206849	206849	32.5%
<b>Net Income over Expenditure</b>	212098	(39,664)	(251,762)		
<b>Movement to/(from) Gen Reserve</b>	212098				



# Clerk's Report – January 2021

**2021:** Wishing you all a very happy New Year. Let us hope 2021 will be a better year and that we can start to hold regular events and more soon.

**Thank you:** I would like to thank the Parish Council for agreeing to support me to study Community Governance and with that the trust invested in me. I am sure the additional knowledge will help us as a council to achieve more. Thank you 😊.

**Lockdown:** As of 06<sup>th</sup> January 2021 the government announced the 3<sup>rd</sup> national lockdown. The rules of this latest lockdown can be found on the government's [website](#). While it is not going to be easy, hopefully it will help to slow the spread of the virus. For the foreseeable future we are going to continue to hold the meetings remotely.

**Logo:** The proposed logo for the Parish Council has been discussed on several occasions but to date no real progress made. After careful consideration and a brief discussion with the chair it was agreed that it would help if a fresh pair of eyes looked at it again and came up with a new design. Two local graphic designers have been approached with the same brief. One of the quotes we received was £500 per day rate and suggested it would take around 2/3 days to produce a draft logo. The other designer said it would cost £200-250 to rebook the logo. It would be great to have the opportunity to have a fresh and new design that hopefully we can all agree on.

**Training:** Please regularly check Kent Association of Local Councils for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place on an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. Also, can I remind you to reset your login details with your new email if you have not already done so? Please email to Laura Dyer at [manager@kentalc.gov.uk](mailto:manager@kentalc.gov.uk) and she will be able to assist you.

**Social Media:** Please keep liking and sharing our posts on social media so it can reach a wider audience. If you are on Twitter, Facebook or Instagram ensure you give us a like or follow us 😊

## #StaySafe

Please share the Government message below to help slow the spread of the virus.



### Wash hands

keep washing your hands regularly



### Cover face

wear a face covering in enclosed spaces



### Make space

stay at least 2 metres apart - or 1 metre with a face covering or other precautions



## **McDonalds Planning Application 20/01306/AS**

Whilst I know this application is NOT within our Parish boundary, after seeing that it was live I have sent off a couple of emails to KCC Highways asking how this will affect the long delayed work to the A28, the advice of the Highways Officer was to ensure that we make a comment.

The Highways Officer has provided me with the objection comments they have submitted, (Ani, could these be sent out with this report please) I think we should make a comment along these lines, which should mention that any future traffic growth at the Tank roundabout will affect those many vehicles that already use a very much overcrowded road, especially during peak periods.

Another suggestion that we should be sure to mention is that any extra traffic should not be permitted until the widening of the A28, which is proposed after 400 dwelling has been occupied at Chilmington, we should also comment that the application should not be permitted unless the Franchisee contributes to the work on the A28.

I would urge us to vote to make an objection comment on this application and also please make your own personal comments in objection as both Ani and myself have done.

## **Ashford Community Wood – security bund funding**

I have asked Ani to add this to the Agenda for this month again as although I have not received a comprehensive plan (mainly due to the holidays at ABC), I have been copied in on several email exchanges between the various Officers that convinces me that a comprehensive plan will be put together in the fullness of time.

BUT, I do think it is vital that while the bad weather persists enough to keep the quad bikes off the field, that we fund the building of the bund before the weather breaks and they come out again, I feel this is important for several reasons: -

- A) Many of our Parishioners use the woodland area & field to exercise, especially during this lockdown period we find ourselves in again – so we should do everything we can as soon as we can, in order to protect them during their walks – we have seen several occasions when the quads have driven directly at people.
- B) Reducing the number of the sort of people that would ride bikes of any form over the woodland field will undoubtedly make the SEC more secure, we should take every precaution against the access points from the woodland to the SEC being breached.
- C) By contributing the fairly small amount of our funds to this issue, it shows to everyone who has had an issue with this, reported it to us and the police, that we are acting on these very reports.
- D) Lastly, by coming up with the funds for this very easy and quick solution should prompt ABC to action a much longer lasting and better solution for the whole area once the plan is designed and our action can be used to convince ABC to do what they have promised



## **Parish Council Logo**

We have had the PC logo on our Agenda for some months now and after every meeting when it is discussed we have some issues with the proposition as it stands, so after quite a long discussion with Ani (and Malcom I think) on a rare visit to the office – we talked over the possible option of a new set of eyes looking at our logo design, starting afresh, just to see what can be done, this may provide us with the logo we are all happy with OR it may confirm we were on the right track before. So I asked about and we found a couple of local people who do this and the first person I approached was the person who designed the logo for the Limes Community Garden on the edge of Stanhope – her cost was £200/£250 for a local request – I sent over a small design brief and the link to the web site.

The second local person runs a larger business doing this type of thing and their quote was it would take 2/3 days to design at a cost of £500 per day – a considerably larger cost.

Whilst I understand we need to get this right, I am only proposing that we spend a further £250 max on this in order to get another idea and maybe a great logo – I have added this note in order to support the Clerks report so we can just get a different perspective on this at a minimal cost to the parishioners.