



## Meeting of the Parish Council held on Monday 14<sup>th</sup> April 2025 in Chilmington Cabin at 7.00pm **MINUTES**

<b>Councillors Present:</b>	Cllrs P Barker, Y Barker, Darvill (from Item 4.3), Gathern, Heathcote, Herring, McClintock (from Item 4.3), Mercer, Sullivan, Wiffen
<b>Number of Seats</b>	11
<b>Number of Cllrs Present</b>	10
<b>Number of Cllrs Absent</b>	1
<b>Also Present:</b>	Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Cllr Blanford (ABC), Cllr S Gathern (ABC), Peter New (Neighbourhood Watch) and six members of public.

### 1. Apologies for Absence

Cllr Tate.

Cllr Barrett (ABC), Cllr Hallett (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

- Cllr Y Barker - Items 6.1, 6.4, 6.6, 6.7
- Cllr McClintock - Items 6.2, 6.5, 6.7
- Cllr Sullivan - Items 6.4
- Cllr Wiffen - Items 6.2, 6.3, 6.4, 6.6, 6.7
- Cllr P Barker - Items 6.3, 6.5, 6.6, 6.7
- Cllr Mercer - Item 6.3
- Cllr Gathern - Items 6.3, 8, 11.2
- Cllr Herring - Item 6.3

### 3. Minutes of the Previous Meeting

The council resolved to approve the minutes of the meeting held on Monday 10<sup>th</sup> March 2025 as a true record.

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

### 4. Reports from Borough Councillors and other organisations

#### 4.1. Cllr Bill Barrett – Singleton East Ward

Not present. No report received.

#### 4.2. Cllrs Jessamy Blanford – Weald Central Ward

Cllr Blanford noted that the ABC planning committee sat to make a decision on the undetermined Court Lodge appeal. The committee refused the

planning application but this will still go to the Planning Inspectorate for a final decision.

The S106 Appeal by Hodsons has also restarted.

The Hoads Wood illegal dumping site now has an operational depot opposite the site entrance and clearance work has now started.

A decision is still due from the Environment Agency regarding the Waste Water Treatment Works permit.

**4.3. Cllr Sally Gathern- Singleton West Ward**

Cllr S Gathern has been receiving emails from residents regarding children accessing the Chilmington secondary school site from September, especially from residents who do not have access to cars and therefore can't get to the school through any safe route.

Cllr S Gathern has suggested closing the road outside Chilmington primary school for the hour of drop off and pick up.

**4.4. Cllr Clive Hallett - Washford Ward**

Not present. Reported a quiet month with just a straight forward planning application in his ward.

**5. Reports from County Councillors**

None

**6. Reports from Committees/Groups**

To receive reports from committees

**6.1. Planning Committee**

**6.1.1. To receive reports on planning decisions.**

ABC are not currently sending out weekly planning update emails as a system upgrade has stopped this happening. This is being worked on. The planning comments and decisions can be seen at Appendix One.

**6.2. Singleton Spaces**

A quiz was held on Saturday night and was well attended.

**6.3. Environment Committee**

No meeting held, the next meeting is scheduled for 16<sup>th</sup> April.

**6.4. Stronger Communities**

No meeting held.

**6.5. Finance Committee**

Year End virement has been completed. Other items will be discussed under later agenda items.

**6.6. Devolution Working Group**

No meeting held.

**6.7. Parish Building**

Discussions have been held with an architect and costings have been provided for three options of feasibility study.

The Council resolved to choose Option 1 as it will give the most information at this early stage to allow more detailed plans to be made.

<b>Proposed:</b>	Cllr McClintock	<b>Seconded:</b>	Cllr Herring
<b>Vote In Favour: 9</b>	<b>Vote Against: 0</b>	<b>Abstain: 1</b>	<b>MOTION CARRIED</b>

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

- The very poor state of the Wooden Horse on the A28 was raised. Maintenance has repeatedly been requested from ABC but has not been forthcoming. It was

suggested that if a Ward Member grant was applied for materials, Cllr Mercer may be able to paint it subject to the structures condition.

- A Chilmington resident raised the severe lack of play areas for the approximately 45 children in the area who live on his part of the development. If they play in the Sales Office car park they are moved on, so they are playing on the roads. The resident asked what would happen if Hodsons are successful in their S106 appeal, where will infrastructure come from, and how can residents communicate with the Parish Council? It was explained that a newsletter is posted through every letterbox four times a year, is also available online and has contact details of all councillors and parish council staff in it. That we have two way communication through social media, and that there is a grant pot for all residents to access for events or projects held anywhere in the parish, including Chilmington. It was also noted that the planning committee comment on every Chilmington application that is submitted.
- A resident from Great Chart raised that the trees in the Great Chart Playing Fields are growing over the gardens of those living in Singleton Road, and pulling their fences down. There is also a bench near their fences that attracts drinking and drug taking activity and leaves broken bottles behind where children play on Pilgrims FC days.
- Peter New spoke for Neighbourhood Watch. He suggested getting permission from ABC to place stickers on bins (Item 11.3) as they are technically ABC property. PN's work against catapults has generated nearly 20,000 signatures on his petition which will soon start a discussion with the police.  
PN raised the risks of allowing doorstep traders to carry out work on your property. He also highlighted the issues of new build estates and the dangers they pose in relation to Violence against Women and Girls, such as narrow streets, recessed doorways, alleyways, and no streetlights. He will write to Angela Rayner to request that these design features are routinely rejected in planning applications.  
PN stated that he is committed to getting the Chilmington Development to where it should be.

## 7. Review of Policies

To approve policies and procedures (if applicable)

### 7.1. [Project request form](#)

This will be an internal document to prompt thinking about a proposed project before it is brought to Council meetings. The Council resolved to accept the project request form.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Herring
<b>Vote In Favour: 9</b>	<b>Vote Against: 0</b>	<b>Abstain: 1</b>	<b>MOTION CARRIED</b>

## 8. Grant applications

To consider and approve grant applications (if applicable)

### 8.1. [Singleton Community Church](#)

The Finance committee recommended to refuse this application as it lacked sufficient information on timelines and the costs incurred for numbers attending.

The Council resolved to reject this grant application.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Herring
<b>Vote In Favour: 10</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

## 9. Strategic Growth Plan

The Council resolved to accept the [council's mission and vision statement](#), along with its core values.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Darvill
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 10. Planning

### 10.1. To agree comments on [Amendment 10](#) a Speed Limit Order on Mock Lane

The Council resolved to support the reduction in speed limit, but to also comment that the speed limit reduction should be increased to cover the whole of Mock Lane.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr P Barker
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

### 10.2. To agree comments on [Amendment 6](#) a Waiting Restriction Order in Great Chart

The Council resolved to support the introduction of the Waiting Restriction Order outside Ashford School, but noted that it should also be introduced outside Chilmington Green Primary School.

<b>Proposed:</b>	Cllr P Barker	<b>Seconded:</b>	Cllr Wiffen
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

## 11. Finance

### 11.1. Items for Payment

A list of additional payments to be approved were read out:

Playdale - £408.60

KCC – second SID – £8727.73

Hosted – £75.85

The Council resolved to agree the items for payment in April, including the items listed above. The Council acknowledged the bank reconciliation, and the list of items was checked and signed.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Sullivan
<b>Vote In Favour:</b> 10	<b>Vote Against:</b> 0	<b>Abstain:</b> 0	<b>MOTION CARRIED</b>

Method	Items for Approval for Payment	Description	VAT	Total payable
Bacs	Kent Pension	Pension Contribution		£2,361.27
Bacs	HMRC	Employer		3034.25
Bacs	Salaries	April Salaries		7292.61
Bacs	EMAPSITE	Utilities search on land	£65.00	£390.00
Bacs	Uprising	Churchyard Maintenance		£360.00
Bacs	Aspire	Grass cutting Playing Fields		
Bacs	University of Birmingham	University Module		£1,125.00
Bacs	ADM	Monthly support contract, Domain name 2 years	£69.23	£415.37
Bacs	KALC	Membership renewal	£374.00	£2,244.00
Bacs	Zurich	Policy update		£63.87
Bacs	Rialtas	Annual licence renewal	£40.60	£243.60
Bacs	Ashford Volunteer Centre	DBS check for steward		£60.00
Bacs	Procurement Services Digital	Photocopier rental	£21.25	£127.51

Bacs	Singleton Environment Centre	Educational Team		£1,500.00
Bacs	Medash	New signs for Cuckoo Park	£59.20	£355.20
DD	Hosted	Telephone and Broadband	£12.64	£75.85
DD	RAC	Van recovery insurance		£16.39
<b>SUBTOTAL</b>				£9,338.06
<b>TOTAL</b>				<b>£9,338.06</b>

#### PREVIOUS PAYMENT FOR INFORMATION

DATE OF PAYMENT	PAYMENT METHOD	AMOUNT	DESCRIPTION
14.03.25	Bacs	£ 3,000.00	Screen- SVH
19.03.25	Bacs	£ 346.80	Tylers SportsWear
28.03.25	Plastic Data Card	£ 99.30	ID cards
14.03.25	Bacs	£ 50.00	Grant application-ACW

Credit card payment items for Information	Description	VAT	Total Paid
<b>Account Numbers:19079376 &amp; 24056805</b>			
Sainsbury's	Fuel for van	£6.67	£40.00
GiffGaff	Mobile Phone top up	£1.66	£10.00
Lily's Social Kitchen	Refreshment	£1.68	£10.05
Morrisons	Refreshment		£5.00
Landregistry	Landsearch - Singleton Lake		£7.00
Morrisons	Refreshment		£5.00
GiffGaff	Mobile Phone top up	£1.00	£6.00
Amazon	Key tags with labels	£1.25	£7.49
Amazon	Key organiser	£2.67	£15.97
Amazon	Keyring S biner	£1.66	£9.98
Amazon	A4 Lever Arch folders	£4.77	£28.47
Amazon	A4 laminating pouches		£8.99
Amazon	Brown paper bags		£28.96
Amazon	Address labels	£4.50	£27.00
GiffGaff	Mobile Phone top up	£1.66	£10.00
Amazon	Plastic Sandwich bags	£2.06	£11.75
GiffGaff	Mobile Phone top up	£1.33	£8.00
Amazon	Screwdriver kit	£4.48	£26.89
Amazon	Greeting card	£0.66	£3.98
Amazon	Printer Paper	£3.00	£17.99
Amazon	Ring binder	£2.27	£13.60
<b>Total:</b>		<b>£41.32</b>	<b>£302.12</b>

Great Chart with Singleton Parish NEW			
Bank - Cash and Investment Reconciliation as at 28 February 2025			
Confirmed Bank & Investment Balances			
Bank Statement Balances			
28/02/2025	Metro Bank Current Account	35,438.01	
28/02/2025	Metro Bank Instant Access	59,283.46	
28/02/2025	Metro Bank Credit Card 6934	-175.92	
28/02/2025	Metro Bank Credit Card 8589	-8.00	
28/02/2025	NatWest Current	100.00	
28/02/2025	NatWest Reserve Account	104,562.12	
31/01/2025	Nationwide Business 1 Yr Fixed	184,670.64	
28/02/2025	Dudley	114,730.00	
28/02/2025		99,998.80	
28/02/2025		100,000.00	
			698,597.11
Receipts not on Bank Statement			
			0.00
Closing Balance			698,597.11
All Cash & Bank Accounts			
1	Metro Bank Current Account	35,438.01	
2	Metro Bank Instant Access	59,283.46	
3	Metro Bank Credit Card	-183.92	
4	NatWest Current Account	100.00	
5	NatWest Reserve Account	104,562.12	
6	Nationwide Business 95 Day	184,670.64	
7	Dudley Building Society	114,730.00	
8	Barclays	99,998.80	
9	RedWood Bank	100,000.00	
	Other Cash & Bank Balances	0.00	
	Total Cash & Bank Balances		698,597.11

## 11.2. Aspire

To consider and approve [quote for grass](#) cutting on the playing fields

A discussion was held over who should be responsible for the ongoing grass cutting costs. As this is a public open space the Council resolved to approve the grass cutting costs for the coming year.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Y Barker
<b>Vote In Favour: 8</b>	<b>Vote Against: 1</b>	<b>Abstain: 1</b>	<b>MOTION CARRIED</b>

## 11.3. 20 mph stickers

The Council discussed the purchase of 20mph stickers to be placed on homeowners' bins along Running Foxes Lane, as residents have raised the lack of awareness of the 20mph speed limit. A discussion began over the design and style of the stickers so costs will be sought for a variety of options and the Council resolved to defer the decision to the next meeting.

<b>Proposed:</b>	Cllr Wiffen	<b>Seconded:</b>	Cllr Darvill
<b>Vote In Favour: 10</b>	<b>Vote Against: 0</b>	<b>Abstain: 0</b>	<b>MOTION CARRIED</b>

## 12. Speed Indicator Device

A second Speed Indicator Device has been delivered and a new location has been set up on Bucksford Lane. However, there is space for one more location.

A discussion was held about suitable venues, according to the requirements set out by KCC and the Council resolved to choose a site on Knoll Lane between Tithe Barn Lane and Millbrook Meadow.

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

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

The Clerk's report was read to the room and can be seen at Appendix Two.

**14. Correspondence**

None

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

- Bin Stickers

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

The next scheduled Council Meeting will be held on **Monday 12<sup>th</sup> May 2025 starting at 7.00pm at Great Chart Village Hall and Monday 19<sup>th</sup> May 2025 starting at 7.00 pm at Great Chart Village Hall the Annual Meeting of the Electors**

The meeting ended at 9:15pm

Signed as a true record by:

Cllr Wiffen \_\_\_\_\_

Date: \_\_\_\_\_



## Appendix One

# Planning Comments

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## March

### **Planning Application [PA/2024/2350](#)**

**28 Harvest Way, Singleton, Ashford, TN23 5WP**

Proposed single garage conversion (Retrospective)

This is a retrospective application of several years, which the parish council does not support.

There is not enough parking for 4 bedrooms under TRA3.

The Council request that a planning officer visit the site to ascertain what the property is being used for.

The relevant ABC councillor will be notified to discuss whether the application should be called in.

If the application is approved, the Council ask that a condition is applied to prevent the property from being used as a HMO via an Article 4 directive

The committee resolved to object to this application.

### **Planning Application [NOT/2025/0288](#)**

**11, Long Beech, Singleton, TN23 4XU**

Prior Approval - Larger Home Extension - Erection of a single-storey rear extension (Depth 4.70m x Eaves 2.20m x Ridge 3.20m)

The committee had no planning related concerns and support this application.

### **Planning Application [PA/2025/0436](#)**

**3 Quarry View, Singleton, TN23 5WD**

Conversion of existing double garage into habitable accommodation.

There were no planning related concerns. The Committee support this application but ask that an Article 4 Directive is applied to the dwelling.

### **Planning Application [PA/2025/0473](#)**

**15 Bartlets Lane, Chilmington Green, Ashford, TN23 8AB**

Extension to existing garage.

There were no planning related concerns, and the committee resolved to support this application.

### **Planning Appeal - [APP/E2205/W/25/3358518](#)**

**Land at Court Lodge Farm**

Great Chart with Singleton Parish Council have concerns about how much extra traffic this development will bring through its own parish. It also raises concerns about the state of the roads which have been, and will continue to be, designated as country lanes. Long Length, Bartlets Lane and Mock Lane are all in poor condition, but Chilmington Green Road in particular, is already declining to a dangerous state. The closure of Chilmington Green Road will not alleviate this problem as Chilmington access roundabouts A and B will channel traffic



along The Avenue instead, and will merge on to Chilmington Green Road in the direction of the Court Lodge development.

This increase in traffic levels, along with the increase from the Chilmington development will further damage these roads. Improvements have been designed for a number of roundabouts and access roads across the Kingsnorth parish, but there are no improvements identified on the Great Chart with Singleton parish side of the development. Given there is a current appeal to reduce the existing S106 commitments by the main Chilmington developer, this is of concern to the parish council.

The Court Lodge developer is relying on the Chilmington developer for provision of green space. However, as mentioned above, these commitments are currently under appeal.

With an increase in housing, will come an increase in older children travelling to the new secondary school site. There is currently no safe passage on foot for any children within Great Chart, Singleton or Kingsnorth. The country lanes mentioned above all have a national speed limit making cycling a dangerous mode of transport and any vehicular journeys will increase the traffic travelling through our parish.

As Court Lodge and the Chilmington development are part of the South Ashford Garden Community, what measures will be in place to connect the communities? Great Chart with Singleton Parish Council hope to see strong green credentials and good accessibility for all across the whole development.

# Planning Decisions

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## March

### **PA/2024/2276**

Little Black Dog, The Street, Great Chart, TN23 3AN – Temporary change of use of the ground floor and basement from former public house to flexible class E use (excluding E(d) and E(f))

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw00000103tNIAQ>

**ABC:** Approve **PC:** Support

### **PA/2024/2365**

14, Chilmington Oaks, Chilmington Green Lane, Chilmington Green, TN23 8AL – Proposed detached outbuilding.

<https://ashfordboroughcouncil.my.site.com/pr/a0hTw00000193cPIAQ>

**ABC:** Approve **PC:** Support

## Appendix Two

# Clerk's Report – April

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### Events:

The first Pop Up Café at the Pavilion had a slow start but turned out to be a good event. The next Pop Up Café is in Chilmington Cabin on the 16<sup>th</sup> of April 2025 starting from 10.00am. We hope it will be a successful event.

**Easter Trail** event is back this year with a number of routes to complete during the school holiday, the trail will be concluded with a craft activity on the 19<sup>th</sup> of April 2025 from 11:00 to 14:00 at Singleton Village Hall. Lily's will be open to serve hot drinks.

**VE 80 Day Anniversary Craft Event** will be held on 3<sup>rd</sup> May 2025, residents are invited to design their own Lamp Light of Peace for the Parade on the 8<sup>th</sup> of May. Thanks to Cllrs Wiffen and Gathern there will be BBQ.

**VE 80 Day Anniversary Parade** we will be marking this special event by a parade to the War Memorial where residents can lit and leave their Lamp Light of Peace. The event will start in Great Chart Village Hall from 8.00pm.

**Online survey:** So far, we received close to 20 responses to our survey which will run till the 10<sup>th</sup> of May. Hopefully the feedback will help the council to shape what and how it delivers its services to the residents.

**Second SID:** Members may remember that approval of a second SID. This has been communicated to KCC who confirmed at the time that they will install the post the SID is fixed to. There has been some miscommunication as the post has been installed a while ago, but no one informed us. The good news is that KCC has the second SID device ready to be delivered. Once received two SIDs can collect data at the same time in different locations.

**Steward:** The Parish Steward has been making excellent progress in the role. Residents also noted the great work the steward is doing and have received several positive feedback.

**Fundraising:** If you haven't already, please support our Snowdon fundraising efforts, money raised will help to refurbish the area around the mud kitchen at Singleton Environment Centre, providing much needed educational space for children.

### Training:

Please regularly check the Kent Association of Local Councils website 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 at an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. If you have

issues with accessing the website please email Laura Dyer at [manager@kentalc.gov.uk](mailto:manager@kentalc.gov.uk) and she will be able to assist you.

**Tabling a motion for Parish council meetings:** If you would like to request an agenda item, please send a motion at least seven clear days before the meeting via [theclerk@greatchartsingleton-pc.gov.uk](mailto:theclerk@greatchartsingleton-pc.gov.uk) with the wording you would like to appear on the agenda. Please note, if the motion's wording is not clear, it could be rejected, or you could be requested to resubmit the motion with better wording.

### **Community Heroes:**

As always, if you can, please promote the scheme with your friends and family. More information can be found on the parish council's [website](#). We are also looking for volunteers to help with the **Community Fridge**. If you know anyone who might be interested, please ask them to contact us for further information.

**National Association of Local Councils:** If you haven't already please subscribe to [NALC's newsletter](#). It has up to date information relating to the sector as well as news about the latest events.

**Reporting:** It is very important that if you see a fault, it is reported to the relevant authority immediately so works can be arranged. It is often confusing to know who to report to so if in doubt you can check the Parish Council [website](#) where all the information you need to know is available. Did you know you can use What3Words to pinpoint the exact location of a fault? You can either access it via [the website](#) or download the app to your smartphone.

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