

Minutes of the meeting of Westbere Parish Council held on Monday 17 November 2025 in Westbere Village Hall at 7.00pm.

Present: Parish Councillors:

Paul Glover (Chairman), Sylvia Harlow (Vice Chairman), Granville Glover, Georgina Glover, Dave Wilson and Ken Dekker.

Clerk to the Council, Amanda Sparkes.

3 residents

1. The Chairman's opening remarks

Cllr P Glover welcomed everyone.

2. Apologies for absence

Apologies for absence were received from Parish Cllr Kathy Fielding (leave) and CCC Cllrs Harry McKenzie and Keji Moses. And belated apologies were received from KCC Cllr Mark Mulvihill.

3. Declarations of Interests

Cllr Dave Wilson gave a voluntary announcement – he is now on the Executive Committee of the Canterbury Society.

4. Minutes of the last meeting held 15 September 2025

Cllr Harlow proposed, and Cllr Dekker seconded and all councillors agreed they were a true record of the meeting, and the Chairman duly signed them.

5. Canterbury Area KALC

RECEIVED the Minutes of the Canterbury Area KALC meeting held 30 September 2025.

6. Broad Oak reservoir

NOTED the next Broad Oak reservoir Stakeholder meeting is to be held virtually on 11 December from 2pm-4pm.

Find out more about the Ground Investigation works, and the Broad Oak reservoir project as a whole at www.southeastwater.co.uk/broad-oak.

7. Adjournment of the meeting for Parishioners' questions and comments.

A resident drew attention to a resident's blocked drain in a property in Church Lane that has been blocked for over a week. Cllr P Glover advised it is not a water leak and he has reported it – although it is not a public drain. Cllr P Glover offered to knock on the resident's door.

The meeting continued.

8. Parish Councillors' reports

Cllr Harlow

Cllr Harlow had nothing to report.

Cllr Ken Dekker

Cllr Dekker advised he'd noticed two streetlights not working on Westbere Lane on driving to the meeting and he will report these on 18 November 2025.

He also advised of a planning application for 127 houses on fields on Calcott Hill, Herne Bay Road.

Cllr Granville Glover

Cllr Granville Glover commented on two vehicles parked at the village green making turning at the junction very difficult – they must be residents parking on-street. Strictly they are parked illegally that close to junctions. A resident present commented that one had received a ticket last week. Cllr P Glover commented that the road closure of Church Lane for the last two weeks for gas main replacement has exacerbated the issue and hopefully it will improve.

Cllr Georgina Glover

Cllr Georgina Glover advised that overgrown vegetation along Westbere Lane is badly overgrown again. The convent boundary vegetation needs cutting back – this was done well in the Spring but has grown again. The Clerk will email the convent.

Cllr Georgina Glover also advised that there will be a service in Westbere Church at 10am on Christmas morning. Reverend Sullivan will lead this.

Also, the advert for a part-time vicar for Westbere and district is now out.

Cllr Dave Wilson

As one of two Canterbury Area KALC Executive representatives, Cllr Wilson advised he attended a KALC Executive meeting two weeks ago. A Dover district Local Government Reorganisation proposal had been proposed for inclusion at the KALC AGM, but the Executive decided not to add it to the KALC AGM incase it upset West Kent.

The KALC fees structure was discussed too – Cllr Wilson felt that the structure discriminates against smaller parishes as everyone bases a base level fee and then there is a capped limit which only benefits larger parishes.

Cllr Wilson commented that when we have a Unitary Authority structure this might alter the KALC coverage.

Local Government Reorganisation options have recently been published. There are 5 business cases. Cllr Wilson commented that at least 3 don't comply with the government criteria around numbers of electorate, including KCC who want just one Unitary.

Cllr P Glover

Cllr P Glover had nothing to report.

9. Canterbury City Councillor Harry McKenzie report

Cllr McKenzie had sent a apologies to the meeting but also sent the following report:

Councillor Report for Westbere Parish Council SEP-OCT 2025
Councillors Harry McKenzie and Keji Moses

Regulation 18 – Overview

Last month, the Cabinet agreed another round of Regulation 18 consultation for new proposals in the Draft Local Plan. There was only one new proposal in this ward and that is in Hersden. At an Overview Committee meeting, Harry was called in as a substitute to share feedback from residents on the consultation, and he spoke about increased traffic pressure on the A28 and on the junction of Bredlands Lane, concerns about whether people will be listened to and rural representation in the process. Leo Whitlock agreed to meet with Parish Councils to discuss your views if that is something you want.

2026/27 Budget Consultation

The Cabinet have approved a consultation period for the next budget that will take place at Full Council in February. All proposals in the Draft Budget are publicly available on the council website, and you will soon be able to respond to the consultation. We encourage you to make your views known and let us know what you think, too. At this stage, we are in listening mode and will not be commenting on the proposals. The budget consultations are the first 5 links on this website: https://news.canterbury.gov.uk/latest-consultations/?_gl=1*1y4gm9e*_ga*MTI0NzAzMjAwNi4xNzQzMDg5NDQ4*_ga_6MTT8J065V*czE3NjI4NTczNTEkbzE1NSRnMCR0MTc2Mjg1NzM1MSRqNjAkBDaKaDA.

Local Government Reorganisation

- On Wednesday, there will be an important all-councillors briefing.
- On Thursday, there will be a Full Council meeting followed by a Cabinet meeting.

The submission that Canterbury City Council makes to the government on LGR will be decided by those meetings. In the council leaders' words: 'The submission will be Full Council-led, and the Full Council will be resident-led'.

This is our opportunity to represent you on this issue. WPC has already sent us a view, but we still welcome any further thoughts or feelings you have on the matter before Thursday's meeting.

Annual Parking Review

In March, the Joint Transportation Board (which Harry is now a member of) will conduct the Annual Parking Review where we decide on changes to parking restrictions across the district. The deadline to make proposals for parking restrictions to be considered is 1st December. Please get proposals to us as soon as possible so we can propose them.

Dog groomers

Cllr Dave Wilson raised the issue with the dog groomers on Walnut Tree Lane with us. We arranged for Planning Officers to write to the business to remind them of the conditions on their planning permission and they are collecting a log of incidents for potential enforcement. If you have any complaints, please let us know.

Overhanging trees

A resident contacted us about large trees overhanging their property on Westbere Lane. As CCC doesn't own anything on that road, we have directed the resident to KCC.

10. KCC Community Warden report

Roger Lithgow's report for the Sturry Ward is as follows:

Sturry Ward

During October I have been Deputy Team Leader for Canterbury and Thanet's KCC Community Wardens and conducted visible presence across my two wards. I have also taken a considerable amount of annual leave during this month due to fitting in with my new warden role which starts next month.

I need to make you aware, this will be my last Community Warden Report for the time being, as I am on a Team Leader Secondment for Ashford and Swale team between December 2024 – to the end of March 2025. I will no longer be contactable as your warden during this time. My colleague Keeley Taylor (who covers Nailbourne Ward) will be dealing with any calls for your ward area. Keeley will be working in her own areas as well.

Highlights of October are:

Sturry Parish Council Office – request I review lack of reflective stripes on black bollards outside the motorcross site at the bottom of Shallock Hill, Sturry. KCC Highways contacted for them to review. Reference: 905354 Refers.

Resident concerned about work needed on Public Right of Way Stiles in at points near Bus Shelter at Sweechgate on Herne Bay Rd and Popes Lane opposite Hillbrow Ave, Sturry. Referral sent in by me to KCC's Public Rights of Way Team – currently awaiting allocation for site visit.

Witnessed faulty rear brake lights and indicators on local bus Herne to Sturry – reported it to Stage Coach during office hours. I was thanked for letting them know.

Ford Kuga (Black) in Cedar Rd, Sturry - Kent Police Vehicle Recovery Team contacted to find out the vehicle's location as I had made enquires about it weeks earlier. I then liaised with Mobility Finance who owned the vehicle and they arranged for recovery as it had front end RTA damage.

Heath Close, Sturry – resident rang about the state of the pathway outside multiple houses at the end of the road. I attended, met resident. I contacted KCC Highways to review on reference 909945.

Coffee Morning at St Nicholas' Church, Sturry – I attended where possible during this month. Sturry Parish Council Office – I visited to see if there were any community issues to deal with.

Roger Lithgow | Community Warden – Sturry Ward & Little Stour Ward including Adisham | Canterbury & Thanet Districts | Kent Community Warden Service | Economy & Community Protection | Growth & Communities | Kent County Council | Mob: 07812 089485

Councillors discussed the above report and were concerned about the temporary loss of Roger the warden as he is a very valuable and useful resource. They would not like this to become a permanent situation.

The Clerk was asked to write to that effect.

11. Hersden Under 5's

NOTED that Quinn Estates invited the council to the ribbon cutting ceremony to celebrate the completion of the Hersden Under 5s Nursery by Quinn Estates, as part of the wider Hoplands development on 09 October 2025 at 4.15pm at the Hersden Under 5s Nursery in Shaftesbury Road – Cllr Paul Glover and Cllr Georgina Glover attended this.

12. Actions from the annual inspection of the parish council's Assets undertaken on 01 and 02 August 2025.

- i) The Churchyard walls - these are owned by the Church but the maintenance of the closed churchyards is WPC responsibility – the flint walls are on the WPC Insurance schedule with a value of £22,050 at 01 June 2025 insurance renewal. Walls are in fair condition. There is a question about whether there is any documentation from the diocese setting out what the parish council is and is not responsible for.
C/fwd - Cllr Georgina Glover has advised she has no knowledge of when the churchyard closed and has offered to speak to the Diocese about this.
The Clerk explained that it is quite a common situation for parish councils to have responsibility for closed churchyards. The Churches usually maintain grave yards while they are open for burials and the burial fees bring in an income to cover required maintenance however when the churchyards become full and therefore closed, a request can be submitted to the nearest local authority for future maintenance – often the parish council where one exists. There is only a very small window (the Clerk believes 3 months) for the parish to ask the higher tier authority to take it over instead. Westbere Parish Council has had responsibility for the maintenance of the two closed churchyards for many years now.
- ii) COMPLETED – The Picnic bench on the village green required work to provide stability for a middle leg. The Chairman and the Clerk attended to this on 11 October 2025 – but see also capital grant application detailed below.
- iii) COMPLETED: The Bench seat at Shrubbery Corner has been re-oiled.
- iv) COMPLETED – the Clerk refreshed the faded location information on the defibrillator sign on the railings at the Level crossing at Walnut Tree Lane on 22 September 2025.
- v) Broken Green bin at Walnut Tree Lane level crossing:
This is not on parish council's insurance or asset register and has a cracked lid so it may need replacing. The Clerk emailed Canterbury City Council on 13 October 2025 to ask if it is theirs and if so could it be replaced. The officer checked with CANENCO -although the litter bin is not on the system or recorded anywhere, the operative that empties this litter bin has been doing this for some time. The officer has added it to the system. CCC is happy for the parish council to replace this with a new litter bin if councillors wish to do so, and CANENCO will keep emptying this. There is a dog bin at this location also. Councillors felt that the bin although cracked is not unusable – and Cllr P Glover offered to look at this again to see if it needs replacing imminently or whether a watching brief would suffice.

13. Planning matters

Canterbury City Council Focus Group for local people to help shape the vision for a new Design Code for Canterbury District.

Volunteers were invited to join a Focus Group to help develop this vision for Canterbury District. The aim is for the code to reflect local people's preferences around the character and design of developments, helping to deliver buildings that have the support of local communities. Focus Group members will take part in two in-person workshops, to help develop a vision and identify priorities for the Design Code on Saturday 27th September and 22 November 2025.

The Focus Group's findings and feedback will help shape the overall vision of the Design Code – covering a range of topics from street design, to building materials, to energy efficiency measures, to parking and bin design.

The Clerk's application to be part of this Focus Group was accepted. Her writeup from Workshop One held 27 September 2025 is attached to these Minutes as an appendix.

New planning applications:

CA/25/01288 - 27 Church Lane, Westbere, Kent, CT2 0HA

Erection of car port together with cladding and render to all elevations of dwelling.

The parish council had no comments.

CA/25/01982 - Brandsby, 2 Walnut Tree Lane, Westbere, CT2 0HG

Single-storey rear extension, raised decking area to rear together with extension of existing vehicular access following demolition of existing rear extension.

Cllr Wilson and Cllr Harlow looked at this application and had no comments or concerns.

Notifications: None.

CA/22/01388 - Walnut Tree Livery, Bushy Hill Road, Westbere, CT2 0HE – application still undetermined by CCC for Retrospective application for change of use of land to campsite in addition to existing use for livery/horse keeping. There is no update.

14. **Use of Section 101 Scheme of Delegation** to the Clerk in conjunction with a minimum of two councillors since the last meeting: None.

15. **Finance**

RECEIVED the bank statements and bank reconciliation for September 2025 and October 2025 and RESOLVED the signature of a councillor other than the Chairman thereon – and two councillors to initial the invoices.

NOTED that Unity Trust Bank reduced the interest rate on the parish council's saving account from 23 November 2025 from 2.25% (gross) / 2.27% (AER) to 2.10% (gross) / 2.12% (AER).

RECEIVED an End of Quarter 2 Income and Expenditure report and NOTED that this was uploaded to the parish council's website on 07 October 2025 to satisfy the Transparency Regulations.

Outcome of the consultation on the potential pooling of parish and town councils for LGPS funding purposes

Further to the consultation on the potential pooling of parish and town councils for LGPS funding purposes, this matter was considered by the Fund's Pension Fund Committee at their meeting on 23 September 2025. The Committee's decision is to fully pool parish and town councils for LGPS funding purposes from 1 April 2026.

The pooled employer contribution rate as certified by the Fund actuary will be communicated as soon as possible, with new LGPS employer contributions effective from 1 April 2026 to 31 March 2029.

CCC Capital Grants 2026-2027

NOTED that the Clerk submitted a capital grant application to CCC on 08 October 2025 to the Parish Capital Grants scheme for projects to be delivered in 2026-2027. This applies for the removal and replacement hedging of the dead section of hedging at the village green. If successful, the grant would be for £278.40, and the parish council's own contribution would be £201.60. (Total £480)

NOTED that when the Chairman and Clerk dealt with the picnic table unstable middle leg, they found that one of the legs has sheared in half (this will need a repair) – so the Clerk competed and submitted a second capital grant application to CCC on 12 October 2025 for a replacement picnic table plus installation costs. If successful, the grant would be for £952 (74%) and the parish council's own contribution would be £335 (26%) – total cost £1,287.

16. **Precept/budget for 2026-2027**

Cllr P Glover explained that he and Cllrs Harlow, Dekker and Wilson had held a separate informal meeting where they went through the budget headings line by line and three options were worked up. These were then presented.

Option 1 to keep the precept the same received no votes, Option 2 for a small increase received one vote, and five councillors voted for Option 3, a 10.2% increase, and which

includes contingencies of £1,765 – so it was RESOLVED to set a budget and precept of £19,078 for 2026-2027. It is highly likely that concurrent function funding will end under the new Unitary structure.

17. Quotes for felling and removing dead Scots Pine tree in the churchyard

Councillors considered two quotes and resolved to appoint The Kent Tree Company to fell the dead Scots Pine tree. NOTED that the Clerk gave notice to CCC of exempt works to a tree in a conservation area on 13 October 225 for permission to undertake this work: Application CA/25/01859 refers – CCC has determined No Objection to the felling of the tree.

18. Authorisation of online payments

The payments were listed on the agenda. The Chairman signed the Finance Appendix x2 for the Minute book and Invoice file.

19. Website Accessibility

The 2025 edition of the Practitioner's Guide has a new requirement for 2025-2026 that the parish council's website should meet the new minimum accessibility standard WCAG 2.2 AA – The Clerk has attended a training session on this. She explained she is watching the sector information on this. She tried to book on to a free event offered by NALC however it was fully booked. She hopes a second one will be offered. She commented that she is hopeful that most of the council's documents do already comply with accessibility and explained that if anybody struggled with one of the parish council's documents she would try and supply it in a different format.

20. Clerk report

Nothing not noted elsewhere.

21. New residents for a Welcome Pack

None this month.

The meeting closed at 7.58pm.

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Signed: Cllr Paul Glover, Chairman

Date:

Please note these Minutes remain as draft Minutes until they are approved by the parish council at their next parish council meeting.

The parish council meets bi-monthly on the third Monday of each month: Next meeting dates are 19 January, 16 March, 18 May, 20 July, 21 September and 16 November 2026.

Appendix – Clerk writeup of the CCC Workshop 1 re Canterbury Design Codes held 27 September 2025.

Design Codes were introduced in 2021 by the government.

A design code is a planning document that sets out specific design requirements for new development. For example:

- the layout of new development, including street pattern
- how landscaping should be approached including the importance of streets being tree-lined
- the height of buildings and façade materials

Canterbury City Council, along with four other neighbouring councils in East Kent (Ashford Borough Council, Canterbury City Council, Dover District Council, Folkestone & Hythe District Council and Thanet District Council), has been awarded government funding through the Planning Skills Delivery Fund for the first stage of preparing a design code – developing a vision. This is ground-breaking across five local authorities of East Kent. Well-designed places bring social, environmental and economic benefits. The project aims are to:

- strengthen the partnership working between the East Kent authorities
- Establish a consistent Design Code Framework across East Kent
- Deliver stages 1 and 2 (of 3) of the design coding process. Stage 3 will be for the five local authorities to work together to finalise the coding.

CCC is working with experts BPTW (an architecture and urban design practice), Design South East (a not-for-profit charity), and Create Streets to deliver the project.

The aim is for the expert organisations to provide the local authorities with design advice, support and skills to deliver high quality places and deliver positive social and economic outcomes.

Possible hopes for change and growth? These could include, in no particular order:

- Improve connectivity
- Local access and
- Public transport improvement
- Proper affordable housing
- Outside space / balconies
- Adequate infrastructure (drainage/fresh water/doctors)
- Building community
- Working with nature
- Protect farmland
- Celebrate Canterbury as a World Heritage site and Canterbury's heritage
- Collaborative placemaking with all stakeholders/architects/developers
- Management and maintenance long-term
- Bring dis-used properties back into use
- Sufficient car parking per new home
- More trees
- Reflect on what's not working and learn lessons
- All new builds to have dual-water system
- Safe places
- Adequate and appropriate lighting.

The National Planning Policy Framework (NPPF) Chapter 12 "Achieving well-designed places" says that development should be refused where it fails local design policy.



10 Characteristics of Well Designed Places

(National Design Guide Extract)

The National Design Guide 2019 has “10 characteristics of well-designed places”:

1. **Movement** – accessible and easy to move around/all modes of transport
2. **Uses** – mixed and integrated, a mix of home tenures
3. **Identity** – attractive and distinctive, high quality
4. **Built form** – coherent pattern of development; appropriate building types and forms, with appropriate facilities and open spaces
5. **Nature** – enhance and optimises nature, high quality green spaces, including play, improve and enhance water management, support rich and varied biodiversity
6. **Public spaces** – safe, social and inclusive
7. **Resources** – efficient and future proofed; choice of material and construction
8. **Context** – relates well to what’s around it
9. **Homes and buildings** – functional, healthy and sustainable
10. **Lifespan** – made to last, well managed and maintained

The first 5 are considered Essential considerations.

Design Guides:	Design Codes:
- Advisory	- Rules based
- Discretionary	- Specific
- Case-based decisions	- Measurable
	- Binary
	- Visual
Eg. Heights should be in-keeping with the surroundings	Eg. Heights must be mid-rise and between 3-5 storeys

Codes can be made flexible by having wider acceptable ranges or fewer rules.

Codes support:

- Clarity of expectations
- Speed of determination of applications
- Certainty for developers and applicants
- Quality of design in the long-term.

The Canterbury District Local Plan sets out broader specific areas of development/sites.

Design Codes specify what those developments must look like – so the Canterbury District Local Plan and Design Codes run in tandem.

The Canterbury District Local Plan would require design codes to be complied with.

Neighbourhood Plans would have to comply too with both the Canterbury District Local Plan and Design Codes.

East Kent Area Types

- i) **Town Centre** – town centres are the focal points of community life, bringing together shops, homes, services, and community spaces. These are the busiest centres of activity across East Kent.
***Possible Town Centre priorities** – Movement, Public Spaces, Identity and Character – and could intensity?*
- ii) **Settlement Area** – Settlement Areas are the main built-up areas where most people live. The settlements include schools, parks, shops, and local facilities that support everyday life.
***Possible Settlement Area priorities** – Movement and connectivity, safe, walking/cycling, accessible and connectivity to local facilities; Public spaces, safe and accessible, Nature, Trees.*
- iii) **Settlement Edge** – The Settlement Edge is the transition areas between existing neighbourhoods and rural areas, often where new growth is focused.

Possible Settlement Edge priorities – *Identity/reflect or echo the local architecture; Nature, lots of planting, parks, and Uses – mixed tenures and different home sizes.*

- iv) **Rural Area** – Rural Areas are open countryside shaped by natural features and farmland, interspersed with small-scale settlements such as villages, hamlets, and farmsteads, often with fewer services and facilities.

CCC launched a visual preference survey to collect people's views on the design of new developments, to help shape the vision for a new Design Code for Canterbury District.

This work will form part of the evidence base for the draft Local Plan.

The National Planning Policy Framework (NPPF) recommends that design codes be produced for local areas as one of a suite of tools to ensure design quality in new developments. This survey closed on 09 November 2025.

The next (second and final) workshop is to be held on 22 November 2025.