



BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk

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Beechen Hall
Wildfell Close
Walderslade
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Kent ME5 9RU

To All Members of the Council, press and the public.

4th March 2013

There will be a meeting of the **Environment Committee** on **Monday 11th March 2013** at **Beechen Hall, Wildfell Close, Walderslade** commencing at 7.30 pm when it is proposed to transact the following business;

1. **Apologies and absences** (7.30)
To receive and accept apologies for absence.
2. **Declaration of Interest or Lobbying.** (7.31)
Members are required to declare any interests or lobbying on items in this agenda.
3. **Minutes of the Meeting of 1th February 2013.** (7.32)
To consider the minutes (previously circulated) of the meetings and if in order to sign as a true record.
4. **Matters Arising From Minutes.** (7.35)
 - 4.1 Minute 2506/4.1 sign at Cossington Lane, see report (page 3).
 - 4.2 Minute 2506/4.4 Saracen Fields open area, see report (page 3).
 - 4.3 Minute 2506/4.7 Maidstone Studios; the issues has been escalated to the Chairman.
 - 4.4 English Heritage site meeting at St Andrew's Chapel see report (page 3).

To adjourn to allow members of the public to address the meeting. A resident may be attending to a planning application that he is considering submitting. He has been advised of the pre application procedure.

5. **Planning Applications and Appeals for Consideration.** (8.05)
To consider planning applications. Members' are reminded to consider possible section 106 requests or to suggest any conditions.
Full details are attached (pages 3 - 4).
6. **Planning Applications and Appeals Decisions** (8.15)
Attendance at MBC Planning Committee on 21st February 2013 for Hillah application.
7. **Neighbourhood Development Plans** (8.20)
A working group meeting will be arranged.
8. **Volunteer Groups.** (8.21)
To receive a report/update on the activities of any volunteer group supported by the parish council see report (page 4 - 5).
9. **Highways and Byways.** (8.25)
To consider any issues raised by Councillors or the residents.
 - 9.1 Speed Limit Appraisal Tool, see report (page 5).
 - 9.2 Quad bikes, Lordswood see report (page 5) and meeting notes (an enclosure with this agenda). A resolution to release funding may be placed before members.
 - 9.3 KIMS roundabout landscaping see report (page 5).

10. **Policy and procedures review.** (8.35)
10.1 Terms of Reference Review, see report (page 5 - 6).
10.2 Sale of public land policy, see report (page 6 - 7).
10.3 Planning information regarding decisions, see report (page 7).
11. **Calls for sites submissions.** (8.42)
To consider the sites submitted for consideration for development within the core strategy; see report (pages 7 - 8)
12. **Matters for information.** (8.52)
For members to be notified of any information or for members to request agenda items see report (page 11)
13. **Next Meeting.** (8.55)
Next full environment meeting 15th April 2013 at Beechen Hall commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 24th March 2013.
- In view of the confidential nature (personal details and data) on the Enforcement item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.
14. **Enforcement and Section 106 updates from MBC.** (8.56)
To consider, if any received, confidential updates.

Clerk to Boxley Parish Council.

In accordance with policy the meeting should close no later than 9.30 pm but the Chairman has devolved powers to extend it by 30 minutes.

Items to be returned to agenda: Minute 2492/4.2 (10/12/12) PRow Round Wood valley, return to agenda December 2013.

Item 4 Matters Arising From Minutes. *Purpose of report: information and decisions if required.*

- 4.1 Sign at Cossington Lane. The resident arranging for the sign has been informed that the committee did not wish to see a sign with a size larger than 450 x 300.
- 4.2 Saracen Fields open area. The following costs have been received. Any expenditure agreed would come from the street maintenance budget.
- | | |
|---|--------|
| Option 1. Single cut and let fly [<i>no collection of cut material</i>] | £30.00 |
| Option 2. Single cut and collection of grass | £60.00 |
| Option 3. A follow up cut after one month and let the grass fly | £30.00 |
- 4.3 Maidstone Studios. Contact has been made to arrange a meeting between councillors and the studio to try to resolve the issue of parking on Grove Green. The studio representative agreed to supply suitable date but failed to do so and has been 'chased' on a number of occasions. The issue of no reply has been escalated to the chairman.
- 4.4 English Heritage meeting and site visit – 14th February 2013.
St Andrew's Chapel.
[Clerk's written notes of the visit] Andy White and David John (of EH) came to the office due to the parish council's enquiry about the chapel and it being at risk. It had already been included on the EH At Risk Register but our enquiry had prompted a review of the situation.
We chatted about what the legislation was, MBC's role, what MBC could do if they wanted, future concerns about the site and how to try to engage MBC and the current owner. It was agreed that EH would contact MBC to try to get a dialogue going between the owner etc. EH will keep the PC in touch.
Site visit. I took them down to the site. EH thought it was a gem and worth the effort to try to get its future secured. Potentially it could be developed into a great holiday let (even that close to the motorway). We could see that some garden work had been done in the past 2 years but it was agreed that it was likely to deteriorate if nobody lived in it etc.

Item 5 Planning Applications and Appeals for Consideration. *Purpose of report: To consider planning applications. Members' are reminded to consider possible section 106 requests or to suggest any conditions.*

MA/12/2285 demolition of existing garage and workshop and erection of an annexe at 78 Chatham Road, Sandling. To ratify the Clerk's decision, after consultation with members, *Do not wish to object however there are concerns that it will become a separate property so could an informative be included stating that any change to its use as an annexe should be notified to the LPA.*

MA/12/2314 AMENDED DETAILS, erection of class A1 retail development (with ancillary café) and associated serving, car parking, landscaping and access arrangements at plot 4, Eclipse Park, Sittingbourne Road. To ratify Clerk's decision, after contacting members *"The amended details have been noted and the parish council makes the following comments.*

No objection to the new position of the building.

The parish council has been made aware that there is a major issue concerning parking in the local residential area (East Ward) opposite the proposed development. This is due to the inadequate provision of car parking for the existing businesses on the site; it is also believed that many staff and visitors to Eclipse Park use spaces in the park and ride. It is noted that only four car parking spaces have been designated for staff at the proposed NEXT development and the parish council would like assurances that this problem has been thoroughly investigated so to ensure that NEXT employees do not add to the problems of vehicles parked in the neighbouring residential areas; on verges in the old part of Sittingbourne Road and in the park and ride. It is acknowledged that there is a green travel produced for this site and it is requested that MBC ensures that it is adequate for the purpose and if so that it is rigorously enforced.

MA/13/0218 Scoping opinion sought in respect of an Environment Statement to be submitted in relation to a proposed development being 1. Up to 135,000sqm of additional floorspace for medical campus uses. 2. On and off site highway infrastructure works. 3. Landscaping including possible additional woodland planting at KIMSD, Bearsted Road. Weavinging. 14/03/13

MA/13/0211 Loft conversion with insertion of front and rear dormers and laying of new driveway at Glen Isla, Weavinging Street, Weavinging ME14 5JR. 14/03/13

MA/13/0109 Installation of temporary surface for car parking for a temporary period of 24 months at White Cottage, Grange Lane, Boxley, ME14 3DA. 20/03/13

MA/13/0266 Installation of replacement roof with profiled steel roofing and installation of replacement cladding at Unit G & H Securicor Vehicles, Forstal Trading Estate, St Michael's Close, Aylesford, ME20 7BU. 22/03/13

MA/13/0172 Erection of a first floor side extension over existing garage (amendment to that previously permitted under MA/11/1970) at 49 Lombardy Drive, Maidstone, ME14 5TB. 12/03/13

TA/0027/13 Application for consent for works to 1no Holm Oak being to reduce crown height to 12m from ground level and a radial crown spread of 5m including cutting back of branches to suitable branch collars/junctions at 44 Lombardy Drive, Maidstone, ME14 5TB. 18/03/13

TA/0185/12 application for consent to undertake the following works: reduction of crown by 50% of 5no Cypress trees and cut back to boundary fence and reduction of crown by 40% of 2no sycamore trees and 2no Field Maple trees at Sandhurst, Grove Green Road, Weavinging ME14 5JT. 28/02/13. To ratify Clerk's decision, after contacting the chair and vice chair *Do not wish to object defer to the views of the Landscape Officer.*

Item 8 Volunteer Groups. *Purpose of report: To receive a report/update on the activities of any volunteer group supported by the parish council.*

WWG report (e-mail 24/02)

Our Task Day of 10/2/2013 was postponed until 24/2/2013, so we had two Pre Task Day cuts prior to Sunday's Task Day. These cut days involve the two chainsaws and two 'lookouts' going out and performing the dangerous cutting and felling prior to a normal Task Day, when the group tidy up the mess!

Having completed Cossington valley, we have now embarked on Tunbury valley, and have commenced work at the Woodlands end. As this valley is quite a bit larger than Cossington, I anticipate it taking quite a bit longer. Also with this valley, we have the added complication of needing to talk to both Maidstone and Tonbridge & Malling authorities about any work we do. In deed, in the name of safety, we had to perform certain emergency fells, which were seen to be too dangerous to leave. Both authorities have been informed.

We need to make sure all volunteers have the required safety footwear with the required ankle protection, high viz jackets (and any other PPE which is deemed to be required by the specific job in hand). The high viz ware is so volunteers can be seen, as well as advertising the group, and the work they are doing.

We will soon be talking to the Parish office about how to make use of the new web site. Our secretary, Mrs Anne Josman, will liaise with the office.

We held our AGM on the 7/2/2013, at which we discussed our need to find funding opportunities, specifically for a chipper, which will enable us to reduce off-cuts to reusable product. This is needed so that we can 'recycle' the waste from our woodland management endeavours, and make use of them

as pathway material. In the short term, we will investigate hiring the required machinery, so that we can be certain that our proposals are viable, and be certain that we know our final purchases will be the most appropriate.

Item 9. Highways and Byways. *Purpose of report:* To consider any issues raised by Councillors or the residents.

Item 9.1. Speed Limit Appraisal Tool. *Clerk's suggestion:* If members are happy this item will be included on every Environment Committee agenda so that if time is available the laptop could be used to access the appraisal tool to check on local roads. The appraisal tool (as at 27/02/13) was still not on the DFT website as it was being 'virus checked'.

Item 9.2 Quad bikes. Members may be asked to consider releasing some of the street maintenance budget to pay for barriers to stop quad bikes. It is not yet clear what type of barrier will be approved but for information a mid range bottle necked type barrier (such as seen at Vinters Valley Nature Reserve) will cost approximately £950 (including delivery). Installation costs are being sought. This design will allow buggies and mobility scooters etc. to enter the area. Other designs (like the barriers in Walderslade Woods) will be costed.

Item 9.3 Minute 2509/9.7 KIMS roundabout. MBC has apparently failed to obtain any landscaping plans for the new roundabout being built, although the roadside verges have an agreed landscaping plan. MBC will attempt to use an outstanding landscaping condition to obtain landscaping but if BPC wish to have any influence on the issue it should notify MBC now. Arrangements have been made to get a copy of the roadside verges landscaping.

Cllr Harwood and County Councillor Ian Chittenden are also raising the issue with MBC.

Item 10. Review of policies and procedures. *Purpose of report:* to review if still fit for purpose.

Item 10.1 Terms of Reference - Environment Committee.

Role

The role of the Environment Committee is to represent the Parish Council on planning and highway issues and to make recommendations or take relevant action on other community issues.

Responsibilities

The Committee shall:

1. Consider and make representations as to land use.
2. Consider and make representations on planning and other related applications.
3. To make representations on appeals notified and to attend public inquiries if considered necessary.
4. Represent the Council upon all matters relating to development plans as well as district, structure and local plans and planning policy proposals.
5. Determine all matters relating to street naming.
6. Represent the Council on matters relating to highways, street furniture, roadside waste bins and bus passenger shelters.
7. Deal with all car and cycle parking matters.
8. Deal with all matters relating to public transport, postal and public utility facilities.
9. Deal with all matters relating to street and footway lighting.
10. Deal with all matters relating to the public rights of way
11. Deal with all matters relating to the preservation of trees, historic buildings and conservation areas.
12. Consider and make representations on land drainage and water transport.
13. Consider and make representations to the Borough and County Council on the ground maintenance services and schedules for the parish.
14. Consider youth issues within the parish and to make recommendations/suggestions to the relevant bodies or agencies.

15. Make requests for Section 106 payments that would benefit the Parish.
16. Undertake, to this committee, where relevant, public consultations.
17. Deal with requests for grants from community groups/organisations relevant to the role of the Environment Committee.
18. Development of policies and procedures in order to undertake all the above.

Budget

1. To draft the budget and decide priority ratings for the committee and to submit budget requirements and recommendations to the Finance Committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, the contracts and tenders for any projects within the budget of the committee.

Membership

1. The Committee shall consist of up to ten councillors, including as per standing orders the Parish Council's Chair and Vice Chair.
2. The committee may appoint working parties to undertake any specific project work as necessary

Other.

The Parish Council has the right to identify issues that will be dealt with at the full meeting of the Parish Council.

Item 10.2 Sale of public land by Kent County Council

Background.

An agreement exists with KCC that it will notify the Council if it is considering selling any of its public land. When dealing with small scale requests e.g. to extend a garden KCC has stated it will not sell the land if the Parish Council objects. Highway land can only be disposed of (legally it has to be Stopped Up) if a Parish Council agrees to it.

Any sale of public land will probably result in a planning application for change of use and information gathered during this process can be used during the consideration of any application.

Policy

The Environment Committee will initially consider the application, and make a recommendation to the full Council which is responsible for the decision on whether to object to the sale.

Procedure

Members, when considering these applications and in the interests of being open, accountable and to encourage consistency, should

Visit each site (a map will be provided)
Consider the request to purchase the land at look at the effects on
Visual amenity from afar and the immediate visual amenity (remembering that fence lines will be moved and there may be a loss of landscaping).
Will any new fence line be adjacent to a road or footway thus preventing any further changes to these facilities?
Will the sale of the land stop the introduction of a footway at a later date, if one does not already exist? Is there a footway on the opposite side of the road?
Will the introduction of a large new fence along the boundary of any land sold interrupt the vision splay for drivers? Check if the land is near a junction, on a sharp bend or next to someone's driveway.
Are there any obvious signs (street lights, manhole covers etc.) that utilities run under or over the land?
Are there any large trees growing on the land and what is the potential loss if these were felled? Any TPO on a tree is lost if planning application is given for a change of

use and another application will have to be made.

Item 10.3 Planning information regarding decisions, members are periodically reminded of the following.

- In future when the office receives a major application just before a meeting an extension to the deadline would be requested. It was recognised that this may not be given. The purpose was to allow members to visit the site and to wait to see if any residents' objections were received.
- If members have concerns and, if the deadline allows, they do not have to make a decision at a meeting. Policy exists to delegate the decision to the office, after consultation with the Chair, Chair/Chair and Vice Chair or all members of the committee. If deciding to delegate a decision members' should be prepared to give guidance to the office.

Item 11 . Calls for sites submissions.

The following have been received from MBC.

Dear Parish Clerk,

Please find attached a spreadsheet listing all the sites that came forward in the recent Call for Sites, and an A3 map showing the location of each site. The spreadsheet has four tabs at the bottom, which correspond to the different development types that have been put forward (e.g. housing, mixed use etc.). It is best to print the map off in A3 colour format to make it easier to view the sites.

Please Note: The fact that a site has come forward in the Call for Sites does not mean that it will be proposed for allocation in the local plan. Officers will rigorously assess the suitability of all sites for development in a consistent manner using site assessment pro formas. This first stage of the assessment process is due to be completed by mid April. Please bear in mind that officers will not be in a position to respond to queries on individual sites until this work is completed.

As stated in the recent report on the Local Plan, which will be considered at SPSAG on March 5th, updated demographic forecasts demonstrate a need for 14,800 dwellings between 2011 and 2031 and the council need to find additional land for about 4,500 homes to meet this target. While the demographic data and a new Strategic Housing Market Assessment will inform the Council of its housing needs, the borough's capacity to deliver this target, and the employment need that will be generated from an increase in population, must also be thoroughly examined through new Strategic Housing and Employment Land Availability Assessments (SHLAA/SEDLAA). When this work is completed, the Council will be able to demonstrate whether it can deliver 14,800 dwellings, or if environmental constraints will lead to the setting of a lower target for Maidstone borough.

Once the initial site assessments are completed, potential sites for new housing and employment will be further tested through an independent Sustainability Appraisal and will be the subject of key stakeholder consultations (local ward Members, parish councils (particularly at the RSCs) and the development industry). This stage of the process will take place during the summer and the preferred sites for allocation will ultimately be listed in a draft SHLAA and SEDLAA, which will categorise each site proposed for allocation and rejection. The proposed site allocations will go to Cabinet for approval in September 2013.

Michael Murphy

Principal Planning Officer.

Summary.

Sites submitted are;

Housing

- Land at Westfield Sole Road, Ref no HO-12
- Lordswood urban extension, west of Sindals Lane and north of Westfield Sole Road. Ref no HO-146
- Rochester Meadow, Old Chatham Road, Sandling. Ref no HO-26
- Grove Lodge, New Cut Road. Ref no HO-86

- Land at Penenden Heath, west of Eclipse Business Park. Ref no HO-69

Economic Development

- Development proposed B1a, B1b, B1c, B2, B8. Island site, Junction 6 M20, Chatham Road ref no ED-10
- Development proposed A1, B1a, B1b. Land at Newnham Park, Bearsted Road ref no ED-15.
- Development proposed Any. Land at Eclipse Park, Sittingbourne Road ref no ED-9.