

# BOXLEY PARISH COUNCIL

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7 January 2014

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

There will be a meeting of the **Environment Committee** on **Monday 13 January 2014** 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, dispensations, lobbying or changes to the Register of Interests.
3. **Minutes of the Meetings of 2, 9 & 19 December 2013.** (7.33)  
To consider the minutes of the meetings and if in order to sign as a true record (pages 3-9).
4. **Matters Arising From Minutes.** (7.35)
  - 4.1 Minute 2600/4.2 Vegetation removal Grovewood Drive South: KCCH&T has put this work out to tender which closes on 13/1/2014 and the office will be notified of costs by 15/1/2013.
  - 4.2 Minute 2600/4.3 Junction improvements at Lordswood Lane/Gleamingwood Drive: Pedestrian warning signs have been erected on lamp posts by KCCH&T. As no paperwork was submitted to the parish office and no costs agreed then it is likely KCCH&T will have paid for the work.
  - 4.3 Minute 2600/4.5 Pedestrian crossing on Sandling Lane east of the Running Horse public house. KCCH&T response was that due to lack of crashes and no pedestrian casualties in the past three years there is no evidence to support the need for a crossing. The location "*would not be suitable for a pedestrian crossing (signalised due to approach speeds in excess of 35mph) as there is insufficient forward visibility due to the bend*".
  - 4.4 Minute 2600/4.6 Microchipping for Dogs, a date has been set for Saturday 10 May, 2014 between 11am – 4pm at WDJO the Dogs Trust. The Parish Council may want to consider using this as a PR exercise by setting up gazebo and stand. This could also be an opportunity for MBC's enforcement team to attend to promote litter and dog related issues.
  - 4.5 Minute 2602/10.2 Inconsiderate parking at Grove Green - Geoff Miles, Maidstone Studios has been informed and the office is awaiting a response.
  - 4.6 Minute 2602/10.5 Grovewood Drive North crossing improvements: Awaiting a response from County Councillor Carter concerning design and costs.
  - 4.7 Minute 2602/10.6 Sandling Village Hall parking on the verge. The parish office will visit the site to ascertain what is required to solve this problem and once costs have been established a request will be submitted to County Councillor Paul Carter for consideration.

**To adjourn to allow members of the public to address the meeting.** (7.38)

5. **Planning Applications and Appeals for Consideration.** (7.48)  
See attached list (pages 9-10).
  6. **Planning Applications and Appeals Decisions** (8.05)  
To receive details of any information received.
  7. **Neighbourhood Development Plans.** (8.07)  
Contact with companies is being made this week, it is unlikely these companies will be available to attend this environment meeting and suggestions for a suitable date will be circulated to members to meet in due course.
  8. **Maidstone Borough Local Plan.** (8.08)  
The Green and Blue Infrastructure Consultation. Clerk's briefing note is enclosed for committee members and has been e-mailed to non-committee members but a paper version can be supplied on request.
  9. **Volunteer Groups.** (8.20)  
To receive any verbal reports on the various groups.
  10. **Highways and Byways.** (8.22)
    - 10.1 Salt Bin, top of Saracen Fields. The office has received several complaints from a resident regarding the bin again not being filled with salt for the winter months. As a result of several requests and conversation KCCH&T has finally recognised that it owns the bin and arranged for it to be filled, unfortunately it has only been filled half way.
    - 10.2 Resurfacing Running Horse roundabout – Notification has been received by the parish office from KCC that proposed resurfacing and new road marking will take place on the Running Horse roundabout at night between the hours of 2100 – 0500 hours over a two week period commencing Sunday 6 April, 2014 though to Wednesday 16 April, 2014. Closure will not take place on Friday or Saturday nights during this period following advice from the Police and highways agency.
  11. **Policy and procedures review.** (8.28)
    - 11.1 Policies and procedures 2014/15 calendar review see report (page 10).
  12. **Matters for information.** (8.30)
    - 12.1 Newnham Court Shopping Village Redevelopment see report (page 11).
  13. **Next Meeting.** (8.35)  
Next full environment meeting 10 February 2014 at Beechen Hall commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 3 February 2014.
- 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.** (8.36)  
To consider, if any received, confidential updates.

Pauline Bowdery  
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 2558/5.3 Community Infrastructure Levy: Dec. 2014 Minute 2600/10.4 PROW Round Wood Valley, review the request to KCC PROW for it to be made a PROW.

**REPORTS ATTACHED TO ENVIRONMENT COMMITTEE AGENDA 13 January 2014.  
Members are reminded that the Chairman will assume that these papers have  
been read prior to the meeting.**

**Item Minutes of the Meetings of 2, 9 & 19 December 2013.** *Purpose of report: To consider the minutes of the meetings and if in order to sign as a true record.*

**Minutes of the Environment Committee on Monday 2 December 2013 at  
St John's School, Grove Green commencing at 8.28 pm.**

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr D Hollands, Mr A Springate, and Mrs M Waller together with the Clerk, Cllr Smith and Cllr Vic Davies.

**1. Declaration of Interests or Lobbying.**

None declared.

**2. Apologies and absences**

None as all members were present.

As no members of the public were present the meeting was not adjourned.

**3. Planning Applications and Appeals for Consideration.**

3.1 TA/0167/13 Tree Preservation Order application: TPO No 1 of 1969: an application for consent to remove 2 No Ash Trees at 5 Podkin Wood, Walderslade, Chatham.

*Do not wish to object but defer to the Landscape Officer's views.*

3.2 TA/0175/13 Tree Preservation Order no 9 of 2013: An application for consent to fell to 1no Yew Tree at St Mary's and All Saints Church, The Street, Boxley, Maidstone.

*Wish to see the application approved, please see the accompanying independent structure survey which confirms that the tree is damaging the listed wall and will ultimately cause it to collapse directly into a public area used by pedestrians and vehicles. In order to be open and accountable please note that the parish council is the applicant.*

3.3 TA/0176/13 Tree Preservation Order no 1 of 1969: An application for consent to carry out works to 1no Beech Tree being to reduce crown to a minimum crown radius of 3m every three years from date of application being approved, to crown lift to give a maximum clearance at 10 Fagus Close, Boxley, Chatham.

*Wish to make the following comments but defer to the Landscape Officer's views: Concern is expressed over the extent of the work proposed for the Beech Tree and that this would be on a three yearly cycle.*

**4. Next Meeting.**

Next Environment meeting 9 December at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 8.38 pm.

**Minutes of the Environment Committee on Monday 9 December 2013 at  
Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.**

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr D Hollands, Mr A Springate, and Mrs M Waller together with the Clerk.

**1. Apologies and absences**

Cllr Holmes (absent)

**2. Declaration of Interest or Lobbying.**

Apart from Cllr Hollands members declared that they had been lobbied on MA/13/1953. Cllr Dengate reminded members that he had attended the public consultation.

**3. Minutes of the Meetings of 4 & 11 November 2013.**

The minutes were **agreed** and **signed** as a correct record.

**4. Matters Arising From Minutes.**

4.1 Minute 2590/4.1 Lordswood bike barriers: **Noted** the previous welding had been interrupted by bad weather and so a 'holding' weld, which was what the resident saw, was put in place until the weather improved when a permanent weld was made. A resident had reported that one of the barriers had been removed and MBC located it and will reinstall it with a deeper base.

4.2 Minute 2590/4.2 Vegetation removal Grovewood Drive South: **Noted** due to some confusion the Clerk is seeking clarification from KCCH&T on whether they will be designing the verge or requiring the parish council to do so. **Action: office.**

4.3 Minute 2590/4.3 Junction improvements at Lordswood Lane/Gleamingwood Drive: **Noted** due to some confusion the Clerk is seeking clarification from KCCH&T on whether they will be deciding where signs would be placed or requiring the parish council to do so. **Action: office.**

4.4 Minute 2590/4.5 Pedestrian crossing at Running Horse roundabout. **Noted** the matter has been reported to KCCH&T and a response was awaited.

4.5 Minute 2590/4.6 Microchipping for Dogs, no Saturday dates are available until April 2014 so weekday availability is being checked. **Noted.**

As no members of the public were present the meeting was not adjourned.

**5. Planning Applications and Appeals for Consideration.**

5.1 MA/13/1687 Outline application with all matters reserved for future consideration for a new 12 court sports hall and ancillary accommodation at Valley Park Community School, Huntsman Lane, Maidstone.

*Wished to see approved but saddened to see the loss of a significant green area but members understand the need to provide sports facilities for all weathers.*

5.2 MA/13/1794 Retrospective application for the erection of a front porch and replacement windows and door at 43 Orbit Close, Walderslade.

*Do not wish to object.*

5.3 MA/13/1796 Application for an extension and alterations to existing double garage to provide ancillary accommodation and a single integral garage at The Banks, Boxley Road, Walderslade.

*Do not wish to object.*

5.4 MA/13/1836 Erection of a single storey rear extension and first floor extension above garage, part conversion of garage to habitable accommodation, alterations to front door arrangement and construction of raised terrace at 6 Chequers Close, Chatham.

*Do not wish to object however there are concerns about over development of the*

*site and the existing property and the impact on the street scene due to the many facets of the roofline.*

5.5 MA/13/1886 Erection of a two storey classroom extension comprising of 6 general classrooms and a single storey extension and refurbishment to provide new kitchen and canteen facilities at Valley Park Community School, Huntsman Lane, Maidstone. *Wished to see approved.*

5.6 MA/13/1894 Single storey front extension at 4 Exton Gardens, Weaving. *Do not wish to object.*

5.7 MA/13/1931 Demolition of existing buildings and redevelopment of site to provide new retail development comprising food store (A1), general A1 retail units, A3 cafes/restaurants and A3 conversion of existing oasthouse with associated highway works, closing up of existing site access, formation of new access via New Cut Roundabout and Newnham Park spine road, associated earthworks, parking and landscaping at Newnham Court Shopping Village, Bearsted Road, Weaving.

Members **received** the Clerk's briefing report and after lengthy discussion on design, impact on street scene and traffic issues it was **agreed**:

- The Clerk would contact the planning officer for advice.
- DHA would be approached and asked to come to a meeting to discuss various issues.
- The Clerk would produce, from the comments made at the meeting, a draft response for members to consider and approve out of meeting.

**Action: office.**

5.8 MA/13/1953 Application to remove condition 2 of MA/09/0973 which states No development hereby permitted shall be occupied unless and until completion and opening to traffic of a scheme of improvements or such other scheme of works has been approved in writing by the Secretary of State for Transport at Proposed Kent Clinic Institute, Newnham Park. *Do not wish to object.*

5.9 MA/13/1970 Roof extension including insertion of rear dormer windows to facilitate loft conversion at 76 Chatham Road, Sandling. *Do not wish to object.*

5.10 MA/13/1985 Erection of a side and rear extension and infilling for front balcony and new dormer window along with a new front porch at Millstream House, Boarley Lane, Sandling. *Do not wish to object.*

5.11 TA/0133/13 TPO No. 1 of 1969: An application for consent to cut back overhanging branches of one tree to boundary with 17 Iris Close at 15 Iris Close, Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*

5.12 TA/0169/13 intention to coppice Beech Tree to 1m in height at woodland (Wents Wood) r/o, Exton Gardens, Weaving. *Do not wish to object defer to the views of the Landscape Officer.*

5.13 TA/0189/13 conservations area notification of intention to reduce height of 28 (no) conifer trees by up to 50% at Street Farm Cottage, The Street, Boxley. *Do not wish to object defer to the views of the Landscape Officer.*

5.14 TA/0190/13 TPO No.1 of 1969 an application for consent to undertake a crown reduction of 30% to 1. No. Silver Birch at 24 Round Wood Close, Walderslade. *Do not wish to object defer to the views of the Landscape Officer.*

## **6. Planning Applications and Appeals Decisions**

**Noted** MBC notification of the removal, due to decay, of a Copper Beech tree at 48 Bargrove Road.

7. **Neighbourhood Development Plans.**

**Noted** contact with companies will be made to arrange a visit early in the New Year.

8. **Maidstone Borough Local Plan.**

**Agreed** Cllrs Bob Hinder and Ivor Davies would attend the Maidstone Borough Green and Blue Infrastructure Strategy meeting on 16 December 2013. **Noted** this will launch the public consultation which will last 6 weeks. **Action: Cllrs Bob Hinder and Ivor Davies.**

9. **Volunteer Groups.**

Reports were received from:

- Friends of Boxley Warren on their recent task days and new management plan.
- Walderslade Woods Group on their recent task day and their thanks for the parish council grant.

10. **Highways and Byways.**

10.1 Yellow Lines at Provender Way: **Noted** the response from KCCH&T that the situation will be monitored but the request for yellow lines would not currently be progressed. A copy had been passed to St John's School with a reminder that County Councillor Paul Carter had a devolved budget for highway issues.

10.2 Inconsiderate parking at Grove Green caused by events at Maidstone Studios: After discussion it was **agreed** that Geoff Miles would be contacted to request permission for Borough Councillor Wendy Hinder and representatives of the parish council to visit the site during a production so as to witness and understand the issue. **Action: office and councillors.**

10.3 KCC Highway Survey response: **Received** the draft responses from Cllr Vic Davies and Cllr Dengate. After discussion the response to the survey was **agreed** for submission to KCCH&T. **Action: office.**

10.4 Public Right of Way, Round Wood valley: After discussion it was **agreed** to review in 12 months whether to again apply for PRoW status for this pathway. It was recognised that although KCCH&T faced financial constraints it was important to have this pathway designated a PRoW. **Action: office.**

10.5 Grovewood Drive North crossing concerns: Members **received** County Councillor Paul Carters request for support to fund an improvement to a pedestrian refuge on Grovewood Drive North. After consideration members **agreed in principle** that a financial contribution may be made but that they required further information on design and costs before they could formally decide. **Action: office.**

10.6 Sandling Village Hall parking on verge: After discussion it was **agreed** that the parish council would consider approaching County Councillor Paul Carter for funding for bollards to be placed on the verges to stop cars parking there. Prior to any approach members wished to be notified of the cost of such work and the number of bollards involved. **Action: office.**

10.7 Speeding vehicles Boxley Road, 29/11/13. **Noted** a report to the office that vehicles were speeding along the road. Further information was being sought and councillors agreed to notify the office of any incidences that they witnessed or heard. **Action: Councillors.**

10.8 Parking etc. Old Chatham Rd, Sandling. Borough Cllr Wendy Hinder's report on KCCH&T proposal for a Clearway Traffic Regulation Order that will stop lorries parking to the rear of residential properties. Cllr Hinder was still trying to progress the issue of drivers using the lorry park using the verge and countryside to relieve themselves.

11. **Policy and procedures review.**

There are none.

12. **Matters for information.**

12.1 MC/13/1549 Asbestos First: **Noted** an appeal against Medway Council's refusal had been lodged with The Planning Inspectorate.

12.2 Medway Draft Core Strategy: **Noted** the submission for approval has been withdrawn by Medway Council.

13. **Next Meeting.**

Next full environment meeting 13 January 2014 at Beechen Hall commencing at 7.30 p.m.

14. **Enforcement and Section 106 updates from MBC.**

**Noted** unauthorised tree surgery on trees at a property had been reported to MBC.

Meeting closed at 9.45 pm.

**Minutes of the Environment Committee on Thursday 19 December 2013 at Beechen Hall, Wildfell Close, Walderslade commencing at 8.28 pm.**

Councillors present: Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder and Mr A Springate, together with the Clerk, Assistant Clerk and Cllr Vic Davies. Representatives from DHA Planning Mr M Blythin and Mr J Lewis.

1. **Declaration of Interests or Lobbying.**

None declared.

2. **Apologies and absences**

Cllr Hollands (family engagement), Cllr Spain (unwell) and Cllr Waller (holiday). Cllr Holmes (absent).

As no members of the public were present the meeting was not adjourned.

3. **MA/13/1931 Development at Newnham Court Shopping Village.**

Demolition of existing buildings and redevelopment of site to provide new retail development comprising food store (A1), general A1 retail units, A3 cafes/restaurants and A3 conversion of existing Oasthouse with associated highway works, closing up of existing site access, formation of new access via New Cut roundabout and Newnham Park Spine road, associated earthworks, parking and landscaping at Newnham Court Shopping Village, Bearsted Road, Weaving.

The Chairman welcomed the representatives of DHA Planning and they were invited to give a presentation on the proposed development. In depth discussion took place on: traffic; traffic congestion; car park charges; offsite car parking; access and egress, design; and the needs of town centre.

After consideration members' **unanimously agreed.**

*The parish council wishes to see part of the application refused and reported to the Planning Committee.*

*The parish council recognises that the Nottcutts site will be developed and that large stores will be attracted to the location and although it has grave concerns about the traffic and implications for the surrounding area it has no objections to the designs of the three larger units of Waitrose, Debenhams and Nottcutts.*

*The council strongly objects to the inclusion and design of the smaller retail provision adjacent to Bearsted Road and the spine road. These units will be built on a steep bank and thus will be very prominent from Weaving Heath and other areas of Grove Green and Vinters Park. The solid single roof line and lack of any relief to break the monotony of the metal cladding design makes the development look like a prison. It is felt that the design is contrary to NPPF section 7 Requiring good design as it is not*

*visually attractive, is poor architecture and cannot be softened or mitigated by landscaping. The unrelenting metal wall has no bearing with local character or history and is of such poor design that it is contrary to NPPF 7/64. If MBC is minded to approve this application then it should require a redesign of these retail units to include variable roof heights (even cosmetic structures if necessary), sympathetic cladding (to supply texture and relief), air gaps so that the current imposing structure has views through to the centre of the development.*

*The inclusion of the smaller retail units is contrary to the NPPF section 2 Ensuring the vitality of town centres as such units can easily be accommodated within the numerous empty shops that currently exist in Maidstone town centre. The Town Centre Management Unit recorded 67 vacant units in its November 2013 audit. By allowing such retail opportunity at this site MBC will effectively be encouraging small retail away from the town centre which is contrary to its current and developing local plans. It is noted that the number of small retail units (17) proposed at the site exceeds the number of small businesses located within Nottcutts (7) and so would attract more shops than currently at the site. The 10 year impact requirements of NPPF section 2/26 (second bullet point) should be considered by MBC. The fact that Section 106 funding is being requested for the town centre shows that MBC has recognised that there will be an adverse impact but rather than require a payment it should fight to attract and retain shops.*

*Newnham Court Shopping village currently has 400 car parking spaces and the proposed development will supply 901 car parking spaces and it is considered that this will be inadequate resulting in parking in residential areas that are already struggling to cope with parking problems caused by the Eclipse site and events at Maidstone Studios. Again MBC's request for Section 106 contribution towards residential parking issues indicates that it considers that this will be an issue and if MBC is minded to approve this application then this sum should be ring fenced for Grove Green and Vinters Park.*

*Whilst the extension of the park and ride service into the site is welcomed it does however raise a potential issue of abuse. The cost of using the park and ride service is £1.50 (free if you are of pensionable age) which will be considerably less than the car parking fees that will be incurred at the proposed retail area. It is anticipated that employees and visitors will therefore park at the park and ride area and then catch the bus to Newnham Court. This would drastically reduce the number of car parking spaces available for commuters and shoppers wishing to go to Maidstone Town Centre.*

*The parish council has grave concerns about the lack of supportive infrastructure as a whole but particularly the poor local highway infrastructure. The recent KIMS development resulted in a new roundabout which is now insufficient for the proposed development. KCCH&T has failed to investigate the local transport infrastructure needs beyond the Bearsted Road and A249/M20 corridor. New Cut Road and Grove Green roads experience heavy delays and congestion which can only be exacerbated by the additional traffic that will be attracted to the area by KIMS, Newnham Park Medical Campus and this proposed development. The parish council asks that sufficient S106 funds are obtained to improve the Grove Green roundabout and for the possible introduction of a mini roundabout at Grovewood Drive South/New Cut Road.*

*NPPF section 12 Conserving and enhancing the historic environment. The parish council has concerns that the proposed development will totally swamp the listed public house which will effectively be an island in the middle of a car park.*

*If MBC is minded to approve the application then the parish council would like to see the following conditions included:*

- Restrictions to delivery times for all the units. It has been recognised in the traffic information that there is congestion at peak times and so set times should be agreed and enforced so that no delivery vehicles enter or leave the site during the identified peak traffic periods.*



- *During construction a dedicated complaints line should be available to allow prompt action to deal with issues like mud on the road.*
- *MBC approval of the 'no poaching' document that Land Securities states will be in place to ensure that no retail company relocates from the town centre to the proposed development.*

*The parish council also requests that a monitoring/discussion panel is set up and asks that it is part of this panel.*

#### 4. **Planning Applications and Appeals for Consideration**

MA/13/1924 change of use of eastern part of barn to wedding and function venue with parking, vehicle access and associated works at Boxley Abbey, Boarley Lane, Sandling.

*Do not wish to object but concerned about the current access and egress to the site and the additional traffic that will use the surrounding country lanes.*

MA/13/2076 & 2077 Installation of dry cleaning, key cutting, shoe and watch repairs pod within Car park. Advertisement consent for six fascia signs for proposed key cutting, dry cleaning, shoe and watch repair pod within car park at Tesco Stores Ltd, Grovewood Drive North, Grove Green. *Do not wish to object.*

MA/13/2105 erection of two storey rear extension at side at 12 Golden Wood Close, Lordswood. *Do not wish to object.*

#### 5. **Next Meeting.**

Next full environment meeting 13 January 2014 at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 9.05 pm.

**Item 5 Planning Applications.** *Purpose of report:* To consider planning applications. Members' are reminded to consider possible section 106 requests or to suggest any conditions. Members are reminded that the paper versions are available from 7.00 pm

MA/13/2070 Conversion of part of existing garage to living accommodation including new side window at 49 Harvesters Way, Weaving ME14 5SH. *15/1/2014*

MA/13/1982 Erection of an extension to existing building for veterinary use including storage of equipment and for clinical examinations at Newnham Court Equine Clinic Newnham Court ME14 5EL. *15/1/2014*

MA/13/2090 Planning application for the erection of a single storey rear extension at 9 Ploughmans Way ME5 9DE. *16/1/2014*

MA/13/1802 Single storey rear extension at 45 Bargrove Road, Maidstone ME14 5RT. *27/1/2014*

TA/0208/13 Tree Preservation Order no. 8 of 1986: An application for consent to fell 1(no) Cedar Tree at land between 50 & 52 Franklin Drive, Weaving *27/1/2014*

TA/0209/13 Tree Preservation Order application: TPO No.1 of 1969: an application for the consent to reduce crown of one Hornbeam tree by 30% and prune back overhanging branches to boundary with 11 Olivine Close at 11 Olivine Close ME5 *27/1/2014*

TA/0210/13 Tree Preservation Order application: TPO No.1 of 1969: an application for the consent to raise crowns to 6m and prune back overhanging branches to grass verge edge to three Sweet Chestnut trees and six groups of young Sweet Chestnut trees at Land off Wildfell Close, ME5. *27/1/2014*

TA/0211/13 Tree Preservation Order application: TPO No.1 of 1969: an application for the consent to carry out works to 1 (no) Fraxinus Excelsior being make safe hanging birch stem and reduce adjacent birch stem to 3.5m habitat pole (as described within tree report) at land rear of 9 Aston Close, Walderslade ME5 9JW. 28/1/2014

TA/0213/13 Tree Preservation Order no. 1 of 1969: An application for consent to reduce crown of 1(no) Oak tree at 14 Quinion Close, Walderslade ME5 9JS. 27/1/2014

**Item 11 Policy and Procedures Review.** *Purpose of report: review and decision.*

### 11.1 Review of policies and procedures 2014/2015.

The purpose of this document is to ensure that the parish council and its office meets its duties and manages its risk effectively and efficiently. It is a rough timescale and will be subject to change as needed. The annual review of this document reminds members and the public of the existence of the policies and procedures and also allows for members to make amendments.

Members' may be asked whether, in the future, a report to a committee can be completed either as 'housekeeping' or biannually rather than annually. If this has been agreed then either **H** or a date will be added to the list on the understanding that members can require it is returned to them for consideration.

January	Review of this document to allow adjustments.
February	Street Maintenance policy and pro forma
March	Sale of public land. Terms of Reference (to go to April PC mtg) – are there any amendments that the committee wish to request?
<i>Office note</i>	<i>Reminder A onto agenda.</i>
April	BPC Planning information leaflet
May	Traffic Management informative note <b>H</b> .
June	Are laminated planning advices (used at meetings) still fit for purpose?
July	Review response comments that are available for responding to planning applications. Annual Competency review/statement
August	
September	Pre application discussions
<i>Office note</i>	<i>Remind members about need to notify office of any budget ideas. Reminder A onto agenda.</i>
October	
November	Section 106 wish list
December	

#### Reminder A.

- 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 12 Matters for information.**

- 12.1 Newnham Court Shopping Village Redevelopment – Land Securities has commissioned its first newsletter on this redevelopment. A hard copy is in the office and is available upon request. Alternatively this can be received electronically by visiting [www.supportnewnhamcourt.co.uk](http://www.supportnewnhamcourt.co.uk) comments and feedback from local people and organisations on the proposals are welcomed at [newnham@edwardsharvey.com](mailto:newnham@edwardsharvey.com)