

# BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.org.uk



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5 January 2015

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

There will be a meeting of the **Environment Committee** on **Monday 12 January 2015** 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 Interests, dispensations, predetermination or Lobbying** (7.31)  
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.
3. **Minutes of the Meetings of 1<sup>st</sup> and 8<sup>th</sup> December 2015** (7.32)  
To consider the minutes of the meetings (pages 3-6) and if in order to sign as a true record.
4. **Matters Arising From Minutes** (7.34)
  - 4.1 Minute 2700/7 Boxley Warren gate. Responses received from Cllrs carter and Brazier (pages 6-7).
  - 4.2 Minute 2700/7 Pilgrims Way/Lidsing Road junction. Road safety investigation see report (page 7).
  - 4.3 Minute 2700/8.1 Running Horse Roundabout. Response awaited from KCC.
  - 4.4 Minute 2700/8.2 Clearway Sandling. Erection of posts and signage see report (page 7).
  - 4.4 Minute 2712/806 KCCH, T & W survey. After taking into account responses from Cllrs Brooks, Hinchliffe and Bob Hinder the consultation was submitted to KCC. Rather than identify, as requested by KCC one example of a hot spot and where action needed to be taken the various examples submitted by the councillors were included. This meant that problems areas were identified including: Running Horse Roundabout, Walderslade Woods Road, junction 7 and Grove Green and Gleamingwood Drive/Lordswood Lane.
  - 4.5 Any other matters arising, not on the agenda.
- To adjourn to allow members of the public to address the meeting** (7.40)
5. **Planning Applications and Appeals for Consideration** (7.50)  
See attached list (page 6). For decision.
6. **Planning Decisions, Appeals and Appeals Decisions** (7.58)  
To receive any information.

7. **Volunteer Groups** (8.00)  
 To receive any reports from volunteer groups associated with the parish council. For information.  
 7.1 WWG report (pages 7-8)
8. **Highways and Byways** (8.08)  
 8.1 Clearway Chatham Road, Sandling draft letter to MP see report (pages 8-9).  
 8.2 KCCH&T meeting 19/11/14. Deferred from December meeting see report (pages 9-10).  
 8.3 PROW Round Wood Valley, review the original request to KCC PROW, and the subsequent refusal, for it to be made a PROW.  
 8.4 Drop kerb near Harvester Inn, Sandling see report (pages 10 - 11).
9. **Policy and procedures review** (8.28)  
 9.1 Review of policies and procedure calendar 2015/16 see report (pages 11-12).
10. **MBC Local Plan** (8.35)  
 To receive an update on any progress or issues.
11. **Matters for information** (8.37)  
 To consider any received.
12. **Next Meeting** (8.38)  
 Next full environment meeting 9<sup>th</sup> February 2015 at Beechen Hall commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 2<sup>nd</sup> February 2015.

*Pauline Bowdery*

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:

Dec 2014 Minute 2600/10.4 PROW Round Wood Valley, review the request to KCC PROW for it to be made a PROW. Minute 2639/4.1 Grovewood Drive North crossing improvements.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**REPORTS ATTACHED TO ENVIRONMENT COMMITTEE AGENDA 12 January 2015**

**Members are reminded that the Chairman will assume that these papers have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy document or procedure in this agenda should notify the office, in writing, at least three working days in advance of the meeting. This will allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 3 Minutes of the Meetings of 1<sup>st</sup> and 8<sup>th</sup> December 2015**

**Minutes of the Environment Committee on Monday 1 December 2014 at St John's School, Provender Way, commencing at 8.33 p.m.**

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

The Chairman informed members that due to health reasons Cllr Spain had resigned from the committee. A vote of thanks for many years of hard work and commitment was passed by the meeting.

**1. Apologies and absences**

None as all members were present.

**2. Declaration of Interests, Dispensations, Predetermination or Lobbying**

14/504151 Cllrs Ivor Davies and Hollands declared that they had been lobbied.

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

14/503576/TPO. TPO No. 1 of 1969: An application for consent to

- fell to ground level 1 no. Silver Birch tree indicated T1 on the plan.
- Crown lift to a maximum of 4 metres above ground level and crown thin by approximately 15% 1 no. Hornbeam tree indicated T2 on the plan.
- Reduce in height to a minimum of 11 metres above ground level and crown reduce to a minimum of 3 metres diameter 1 no. Sweet Chestnut tree indicated T3 on the plan.
- Pollard to a minimum height of 2.5 metres above ground level 1 no. Sweet Chestnut tree indicated T4 on the plan.
- Reduce in height to a minimum of 9.5 metres above ground level and crown reduce to a minimum of 4 metres diameter 1 no. Hornbeam tree indicated T5 on the plan.
- Reduce in height to a minimum of 17.5 metres above ground level and crown reduce to a minimum of 7.5 metres diameter 1 no. Oak tree indicated T6 on the plan.

Location: 1 Brockbank Close Boxley Kent ME5 9US.

*Do not wish to object defer to the views of the Landscape Officer.*

14/504151/FULL – Extension of garden and erection of two bay single storey oak framed wagon shed at Court Lodge Farm, The Street, Boxley.

*Do not wish to object.*

The Clerk was asked to notify MBC that some of the scans on its site were in black and white only and so, in this case, it was not possible to see the boundary lines on the OS sitemap. **Action: Clerk.**

14/504207/FULL Proposal: Proposed erection of a timber Summerhouse at The Pump House, The Street, Boxley.

*Do not wish to object but concern is raised about the possible adverse impact on the setting of the listed building.*

14/504862/FULL – Proposed side extension with mezzanine floor at 10 Violet Close,

Walderslade.

*Do not wish to object*

Cllr Bob Hinder notified members of the value of keeping their eyes open for unauthorised development and reporting it to MBC. A recent report to MBC is likely to result in enforcement and hopefully the removal of a potential eyesore.

Meeting closed at 8.41 pm.

**Minutes of the Environment Committee on Monday 8 December 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.**

Councillors present: Mrs Wendy Hinder, Mrs P Brooks, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr A Springate and Mrs M Waller together with the Clerk.

**1. Apologies and absences**

Cllr Hinchliffe (Maidstone Churches Winter Shelter training) and Cllr Hollands (family commitment).

**2. Declaration of Interests, dispensations, predetermination or Lobbying**

Cllr Wendy Hinder declared that she had been lobbied on item 8.2. All councillors declared that they had been lobbied on item 6.

**3. Minutes of the Meetings of 3<sup>rd</sup> & 10<sup>th</sup> November 2014**

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

**4. Matters Arising From Minutes**

4.1 Minute 2690/4.3 Retention of planning applications. **Agreed** that, except for controversial, complex or for development that is identified as likely to need its application retained, planning applications will only be retained for one year.

**Action: office.**

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

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

14/504806/FULL. Renewal of planning permission MA/11/0626 to extend temporary use of land for the siting of tents for retail display for a temporary period of time of not more than 80 days between May and August each year for a further five years until August 2019 at Notcutts Garden Centre Newnham Court Farm Bearsted Road.

*Do not wish to object.*

14/502542/FULL. Conversion of garage to living accommodation at 28 Orache Drive Weaving.

*Do not wish to object.*

14/505386/LBC. Listed Building Consent for insertion of new stair case from first floor to attic within bedroom 4, involving creation of a new wall and door in the attic space at The Old Vicarage The Street Boxley.

*Do not wish to object defer to Conservation Officer's views.*

14/504931/OUT. Outline application (all matters reserved) for the erection of one 4 bedroom dwelling at Medway Cottage Forstal Road Forstal.

*Do not wish to object.*

14/504793/FULL. Replacement of, and extension to rear elevated decking. Construction of retaining wall structures to allow for regrading of rear garden at 11 Round Wood Close Walderslade.

*Do not wish to object.*

14/505697/FULL. Single storey rear extension to replace existing conservatory, including a new window to the existing ground floor flank wall at 11 Harrow Way Weaving.

*Do not wish to object.*

TA/0085/14. Tree preservation order application for consent to:

- Reduce height to 5 metres above ground level and radial spread to 2 metres 3 no. Hornbeam trees indicated T1, T2 and T4 on the plan.
- Cut back branches overhanging garden of number eight Galena Close to boundary fence and crown thin by 15% 1 no Hornbeam tree indicated T3 on the plan.
- Reduce height to 6 metres above ground level and radial spread to 2 metres 1 no. 2 stem Hornbeam tree indicated T5 on the plan.
- Fell the smallest diameter trunk/stem to West. Reduce height to a minimum of 7 metres above ground level and radial crown spread to 2 metres 1 no. 2 stem Birch tree indicated T6 on the plan. At 2 Celestine Close, 7, 8 and 9 Galena Close Walderslade.

*Do not wish to object defer to the views of the Landscape Officer.*

14/505077/ADV. Advertisement consent for 1no. free standing internally illuminated sign to direct customers into car park at Plot 4 Eclipse Park Sittingbourne Road North.

*Do not wish to object.*

14/503150/FULL – Revised details NEW DESCRIPTION for erection of first floor extension to form new first floor to existing single-storey dwelling at Two Elms, Weaving Street, Weaving.

*Noted*

14/504888/FULL Change of use of store to 2 x dwellings, 2 storey rear extension to provide 1 x dwellings (3 dwellings total), provision of external stair cases to 3x dwellings and new door way to lower ground floor (front elevation) and raising roof height of store at The Pump House Forstal Road Aylesford. *Do not wish to object.*

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

Notification of Appeal. Outline application with all matters reserved to develop the site for residential (approx. 89 dwellings) with open space, access road and biomass heating plant at Lordswood Urban Extension, Gleaming Wood Drive. The parish council's objections will be automatically forwarded by MBC. **Noted.**

Bredhurst Nursery appeal. Cllr Bob Hinder gave a verbal report on the recent appeal hearing. **Noted.**

## 7. **Volunteer Groups**

Cllr Springate gave a report on a recent Walderslade Woodlands Group meeting and the progress of the KCC, PC and WWG agreement for volunteers to work in the woods.

Cllr Bob Hinder, Chairman Friends of Boxley Warren, notified members that the final task day before Christmas had been cancelled and they may not resume until the entrance gate is replaced. The parish office had written to County Councillor Paul Carter about progressing the parish council's wish to see the road stopped up and the entrance gate permanently locked. **Noted.**

## 8. **Highways and Byways**

8.1 Running Horse roundabout new layout and white lining changes. **Noted** a resident's complaint had been referred to Councillor Paul Carter and a response was awaited. The lack of road lane instructions from Forstal Road to the northbound A229 exit was to be reported to KCC. **Action: Clerk.**

8.2 Clearway Chatham Road, Sandling. **Received** and **noted** Cllr Wendy Hinder's report to the parish council and County Cllr Paul Carter's report to the Environment Committee.

Details on the signage proposed at the lorry layby and the predicted cost was **received.** Cllr Bob Hinder proposed Cllr Dengate seconded that £140 be

released from the street maintenance budget to fund the erecting of signage posts. **Agreed.**

Members' requested that a draft letter is submitted to the next meeting. The letter highlighting the issue at Sandling and the fact that foreign drivers do not pay fines, making enforcement of the clearway ineffective, is to be copied to all Kent MPs. **Action: Clerk and Environment Committee.**

- 8.3 Drainage investigation schedule. The information was **noted**. Members were encouraged to report any flooding or blocked drains that they see.
- 8.4 Trees The Street, Boxley. The resident's complaints were **noted** and members' were informed that the land owner had stated that the work would be undertaken by Christmas.
- 8.5 KCCH&T meeting 19/11/14. **Agreed** Cllr Hinchliffe's report would be deferred to the January meeting. **Action Environment agenda.**
- 8.6 KCCH, T & W survey. Councillors were reminded to send their thoughts to the Clerk.

## 9. Policy and procedures review

- 9.1 Funding KCC projects and services. The Clerk's report on the cost soft landscape maintenance was **received and noted**. Discussion took place covering: lack of adequate maintenance; double taxation; cost of additional maintenance and number of complaints received. Cllr Bob proposed **no further action, agreed.**

It was **agreed** that there would be no formal policy about allocating funding to ensure KCC projects went ahead. Each project would be judged on its merits and local needs and if necessary an application would be made to the F&GP Committee for contingency funds to be released.

## 10. Draft Budget 2015/2016

Code 109 Street Maintenance amended to £3,500.

## 11. MBC Local Plan

**Received and noted** Cllr Bob Hinder's report on the Gypsy and Traveller training.

## 12. Matters for information

None received.

## 13. Next Meeting

Next full environment meeting 12 January 2015 at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 8.51 pm.

**Item 4 Matters Arising From Minutes.** *Purpose of report:* Information.

**Item 4.1 Minute 2700/7 Boxley Warren gate.** E-mail (12.12.14) from Paul Carter's office

"Mr Carter has asked David Brazier, Cabinet Member for Environment & Transport to look into the issue of road safety on this bend in Boxley Road and to advise him when a new gate will be installed. Mr Carter will write to you in due course as soon as he has received Mr Brazier's response which I hope to have early next week."

"Just to let you know I have asked Highways Officers to look into the issue of no lane instructions and will come back to you shortly when I have received their response".

E-mail from Cllr Brazier (31.12.14).

*"Further to your call yesterday to Paul Carter's office, I have this matter in hand and will be meeting the PROW officers next week to discuss the way forward. I am all too aware of the difficulties there are with Boxley Warren, Bredhurst Woods and other SSSIs and whereas I think that the problems cannot be perfectly*

and permanently resolved, it has to be made possible for volunteers to work safely. The matter of the unlocked gate is particularly vexing and I shall certainly try to see a solution to it.

As soon as I have progress to report I will let you know. Obviously I shall be keeping Paul updated as I know he will want to write to you personally”.

**Item 4.2 Minute 2700/7 Pilgrims Way/Lidsing Road junction. Road safety investigation.** An officer has contacted the office confirming that they are investigating signage and will update the parish council asap.

**Item 4.4 Minute 2700/8.2 Clearway Sandling. Erection of posts and signage.** No urinating signs (vision plus words) are being purchased for erection.

**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.

14/505593/TPO. Tree preservation order application for consent to remove to ground level 3 no. Chestnut stools at Woodland Adjacent To 14 Exton Gardens Weaving Kent. *Deadline* 31 December 2014. To ratify Clerk’s decision, after consultation with Chairman/Vice-chairman, replying *There are strong concerns. It is preferred that the Chestnut stools are not removed unless it is totally necessary. The parish council will defer to the Landscape Officer’s views.*

14/506040/FULL. First floor level side extension forming new bedroom over existing garage at 1 Fallowfield Close Weaving Kent ME14 5TW. *Deadline* 1 January 2015. To ratify Clerk’s decision, after consultation with Chairman/Vice-chairman, *Do not wish to object.*

14/504931/OUT. Outline application (all matters reserved) for the erection of one 4 bedroom dwelling. Medway Cottage Forstal Road Sandling Kent ME14 3AR. *Deadline* 12 January 2015. To ratify Clerk’s decision, after consultation with Chairman/Vice-chairman, *Noted.*

**Item 7 Volunteer Groups.** *Purpose of report:* for information.

**Rob Burrows, Chairman WWG. Our Status Report for December 2014.**

I attended meetings of both the Financial and Estates Committees of Boxley Parish Council (BPC), in order to represent the group and put forward our proposal to buy another store, and to place it next to our existing one. Both committees accepted our plans and agreed to let us proceed with them.

The next steps are -

- place the order for the new store
- raise required felling licences for the two trees impacted
- build required footings
- design and install required ramp.

We held our Quarterly Meeting on the 2/12, at which we discussed the way forward for the group. The minutes of this meet will be issued soon.

On our Task Day, we cleared the path across Tunbury valley from Tunbury Avenue to Impton Lane. With two teams working from either side of the valley with blowers and trimmers, we made short work of clearing and tidying of this well used thoroughfare. This left us more time to savour our bacon sandwiches! We also covered the rest of our pallet pathway with wire, in preparation for further cold weather.

**Our Financial report for December 2014.**

Expenditure for this month to date is as follows (ex VAT)-

Refreshments for quarterly meeting and Task Day	£30.00
Stihl leaf blower	£205.00

Petrol for machines	£11.79
Mileage for pick up of blower and Task Day	£25.20.

Regards.  
Rob Burrows (Chairman).

**Item 8. Highways and Byways.** *Purpose of report:* Information.

**Item 8.1 Clearway Chatham Road, Sandling.**

Draft letter for approval.

Dear Mr Robertson,

The Parish Council's Environment Committee has asked that you be contacted about an issue that is affecting this parish but which, it is known, is affecting large areas of Kent and so a copy of this letter has been sent to your fellow Kent MPs.

Sandling Village has an official lorry layby on Chatham Road. There are no rest facilities provided it is just an area marked out for HGVs. For many years residents of Sandling have been disturbed by lorries, over spilling from the official area, and parking at the end of their gardens. Families are woken up by chiller units, lorries starting up very early in the morning and the verges and landscaped areas are public toilets and rubbish dumping grounds. The filth, smell and unpleasant reminders of a driver's overnight stay are, as you can imagine, extremely unpleasant. Drivers also deposit their filth in people's gardens leaving long suffering residents to clean up. I think it is fair to say that this part of the Garden of Kent does not live up to the image evoked by that term and the 'eau du Sandling' is not ever going to be a best seller.

Kent County Council has now placed parking restrictions on the part of Chatham Road that is not deemed as a HGV parking area and this has helped slightly. With the support of the local Borough and Parish Councillor Mrs Hinder and residents British drivers flouting the parking restrictions are reported to their company however foreign drivers are a huge problem.

In trying to deal with the issue the following has been identified:

- The Police, unless there is an obstruction or road safety issue cannot issue fines as this is the responsibility of the local authority. Many local authorities, to cut costs, only have enforcement in town centres and between 0900 – 1800 hrs.
- Work by Ashford Community Safety Unit has discovered that rogue foreign drivers don't just have the odd fine they often have multiple offences. The drivers know they cannot be enforced and they can leave this country and also re-enter safety owing hundreds or thousands of pounds in fines and knowing that they are currently untouchable.
- As parking was decriminalised it is proving extremely difficult to take civil action against rogue drivers. Without a central vehicle registration database for Europe tracking down drivers is extremely expensive and time consuming so is often not undertaken by local authorities.
- In France parking issues are still deemed criminal and an offender cannot continue driving or leave that country without paying the fine.
- Companies, but it is recognised not all, do supply drivers with overnight parking fees but drivers seem to prefer to pocket this money rather than go to an official rest stop with facilities. So supplying enough rest areas without effective enforcement of rogue drivers parking up elsewhere will not deal with the problem.

It is recognised that this is probably a countrywide problem however as Kent is a major gateway to freight it is felt that this county bears the major burden.



Without Government legislation and support it is felt that this issue cannot be resolved. With Government support it is considered that anything is possible as by utilising the network of vehicle number plate recognition cameras throughout the country it is not beyond the bounds of technology to track and stop these vehicles. If legislation is in place whereby the vehicle and contents are impounded until fines are paid the message will soon get out to foreign drivers. Vehicles could also be stopped from fully entering the country by using such technology at ports.

It is likely that if a driver is flouting one rule then they are also ignoring others and by proactively going after rogue drivers impounding will also take off the roads unsafe vehicles or drivers falsifying their driving records.

Any support that you or your fellow MPs might be able to give to address these issues would be gratefully appreciated.

### **Item 8.2 KCC H&T Meeting 19th November 2014. Cllr Hinchliffe's report.**

*Clerk's comment. Cllr Hinchliffe's report has highlighted a number of issues and where the Clerk considers that members may want action or where a response seems appropriate a note (in italics) has been included.*

- Following reorganisation within KCC the Highways and Transportation Directorate now includes "waste" and from the 1st April 2014 is known as the KCC Highways, Transportation and Waste Directorate.
- Road pothole repairs policy:
  - First time permanent repair.
  - Repair potholes >50mm depth in highway and >20mm in footway.
  - Contractor has authority to repair adjacent potholes.
  - Surface dressing over repairs.
- David Brazier - Cabinet Member for Environment and Transport:
  - Cuts in grants from central government continue - now reached stage where public will see changes.
  - Rural bus services remain undiminished.
  - Street lighting:
    - Studies have not found a correlation between crime and street lighting.
    - Part night lighting scheme continues saving £5m.
    - There are a total of 120,000 street lights.
    - Looking to convert to LED lights which are cheaper and more controllable.
    - Hoping to restore street lighting if above goes ahead.
    - Parish Councils/Villages can approach KCC to have lights turned off, even removed.
- Plenty of salt for this winter (23,000 tonnes).
- Fly tipping:
  - Highway Authority responsible for collecting fly tipped rubbish to make safe.
  - Carrying out review to clarify responsibilities consistently across the country - findings will be implemented from 1/4/15.
- Severe Weather Plan:
  - Operational Status Alerts are issued by KCC - is BPC signed up to this? *Note. This will be checked. The office gets road closure notifications and in winter some reports on what is or has been going on but the Clerk is not sure if this is the same system. The Clerk gets most of her bad weather warnings from another source.*
  - Some suggested questions for Parish Councils to consider in preparation for severe weather:
    - How do you get information? *Note. Checking.*
    - How is this information communicated within the parish? *Note. Road closures are advertised on the website, Facebook and community alerts. If enough notice is given it is put on local noticeboards and (but rarely) included in the Downs Mail.*

*There is no specific policy to share such information it is considered that this type of community notification is covered by the Community Inclusion policy. Other information is also notified to the public for example in December DM page is an article about salt bins and using the contents on the public highway. A lengthier explanation on when and how to do this, with a link to the KCC website, is placed on the website when bad weather is forecasted.*

- *Do you know who is available to help? Note. The office has the contact details of the farmer that deals with snow clearance otherwise contact is made through the KCC contact centre. The Clerk has contacted the Kent4x4response organisation to see if it is possible to advertise their existence in case of need during severe weather (e.g. snow at Walderslade). The office is aware of the KCC Emergency Planning Department etc.*
- *Do you know who and/or where parish may be particularly vulnerable? Note. Common sense is used however the parish council decided, for logistical purposes) not to produce its own response plan and so it does not keep a list of vulnerable persons.*
- *How do you respond to bad weather in your parish? Note. Commonsense is used.*
- *How do you coordinate the response in the parish? Note. BPC does not become involved in this.*
- *How do you share information? Note. Generally the website, Facebook and now community alerts.*
- *How do you help people whose homes have been affected by flooding or power outages? Note. BPC does not become involved in this.*
- *What information and support do you need to help you respond better? Note. Advance and accurate warning of bad weather. KCC pays for very detailed reports so that it knows when to send out its gritters and it would be good to have sight of this report.*
- **Salt and Salt Bins:**
  - *Salt bins are currently being filled. Will now only be filled once a year unless requested to fill otherwise. Note. This is a change in previous policy so the parish council should use the website, Facebook and community alert system to remind residents to report when salt bins are nearly empty.*
  - *Has BPC asked for salt spreader and bag of salt from KCC? Note. This has been investigated by the office. In the past a salt bag was obtained for a particularly bad site however permanent salt bins were then placed near the site so this was cancelled. Salt spreader and salt bag work when it is a small village when there is a central point but not for such a spread out parish.*
  - *Salt spreading by KCC is prioritised - has BPC notified KCC of main arterial routes (Richard Emmett). Note. Yes and it also prioritised the roads in the parish to try to ensure that really busy roads that were not bus routes got a visit before a smaller close.*
  - *If residents spread salt or clear snow outside their property boundary are they insured? Advice on wording in insurance policy available from KCC.*

**Item 8.4 Drop kerb near Harvester Inn, Sandling.** E-mail from Paul Carter's office

*"With regard to safety for pedestrians crossing to the Harvester Running Horse pub, you might wish to be aware that Mr Carter received a letter recently asking if it would be possible to install a dropped kerb on the grass verge in front of the car park that is located opposite the pub. Highways officers are looking at this which, should it be possible to do, Mr Carter has in principle agreed to fund this from his Members grant".*

**Item 9. Review of policies and procedure calendar 2015/16.** Purpose of report: Information.

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.

Some documents are reviewed biennially or by the parish office as "housekeeping". If this has been agreed then either **H** (housekeeping), **O** (odd year review) or **E** (even year review) will be shown on the list; no letter indicates an annual review. The parish office will bring forward a review if it is necessary and a member can request a review of a document at any time.

January		Review of this document to allow adjustments.
February	<b>E</b>	Street Maintenance policy and pro forma
March	<b>O</b>	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	<b>E</b>	BPC Planning information leaflet
May	<b>H</b>	Traffic Management informative note. Review training needs.
June	<b>H</b>	Are laminated planning advices (used at meetings) still fit for purpose?
July	<b>O</b>	Review response comments that are available for responding to planning applications.  Annual Competency review/statement
August		
September	<b>E</b>	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.