



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
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Clerk Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held on **Friday 6 November 2015** at the **The European School of Osteopathy, Boxley, ME14 3DZ** commencing at **6.00 p.m.**

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| | Time guide
(6.00) |
| 1. Apologies and absences
To receive and accept apologies for absence. | |
| 2. Declaration of Interests, Dispensations, Predetermination or Lobbying
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. | (6.02) |
| 3. Helen Whatley MP
To invite Helen Whaley MP to address the meeting and take questions. | (6.04) |
| 4. Minutes of the Parish Council Meeting of 5 October 2015
To consider the minutes and if in order sign as a true record (pages 3-4). | (6.25) |
| 5. Matters Arising From the Minutes
5.1 Minute 2796/4.1 Boxley Warren Awards for All application. Clerk liaising with Cllr Bob Hinder to submit an Awards For All grant application.
5.2 Minute 2796/4.2 Boxley Warren/Pilgrims Way. Cllr Bob Hinder has been in discussion with KCC and the design of the recently installed site entrance is being reviewed.
5.3 Any other matters arising from the minutes which are not on the agenda. | (6.27) |
| 6. Report from the PCSO and Police Issues
Report and Crime statistics will be included on the agenda supplement if received. | (6.31) |
| Adjournment to enable members of the public to address the meeting | (6.36) |
| 7. Draft Minutes of Recent Committee Meetings
For the parish council to receive the minutes. Members are allowed to ask questions of the Committee Chairmen but may not initiate a discussion.
7.1 Environment Committee meeting 5 October 2015 see report (page 5)
7.2 Environment Committee meeting 12 October 2015 see report (page 5-10)
7.3 Estates Committee 13 October 2015 see report (pages 10-12). | (6.46) |
| 8. Finance
8.1 Payments made out of meeting 07.10.15 – 23.10.15 see reports
8.1.1 The Cooperative Bank (pages 13-15)
8.1.2 HSBC (page 15).
8.2 Receipts for the period 29.09.15 – 23.10.15 see reports
8.2.1 The Cooperative Bank (page 15).
8.2.2 HSBC (pages 15-17).
8.3 Account balances as at 29.10.15 see report (page 17).
8.4 To authorise payment of accounts (list to be supplied at meeting).
8.5 Members are reminded that they should not sign blank cheques or authorisation | (6.49) |

letters, the need to check invoices against cheques and authorisations when signing and that cheque stubs need to be initialled by both signatories. They also need to keep their register of interests updated.

- 9 **Policies and Procedures** (6.56)
9.1 Freedom of Information and Records Management policies and procedures were reviewed as part of housekeeping and, with some minor refreshment, are fit for purpose. The document now states that FoI requests must be in writing.
10. **Reports from councillors/office** (6.57)
Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
10.1 Attendance at Lordswood Urban Extension Public Inquiry see report (page 18).
10.2 Attendance at Maidstone Planning Committee: 22 Goldstone Walk to receive a verbal report at the meeting.
11. **Reports from Borough and County Councillors** (7.07)
Our Ward councillors are invited to report and discuss matters affecting the parish.
12. **Matters for Decision** (7.18)
To consider any issues, such as attendance at meetings or as identified on the evening.
12.1 KCC consultation on its use of the Maidstone Gateway facility see report (pages 18-19).
12.2 KALC AGM Sat 21 November at Ditton 9.30 – 15.45 see report (page 19).
12.3 KCC consultation on draft budget see report (page 19).
13. **Correspondence** (7.37)
13.1 Thank you letter from British Legion for purchase of poppy wreath.
13.2 Thank you for donation letter from Heart of Kent Hospice for donation.
13.3 Thank you letter from Medway Education Business Partnership for supporting students with work placements.
14. **Matters for Information** (7.38)
14.1 Remembrance Service St Mary and All Saints Church, Boxley Sun 8 November.
14.2 Kent Wildlife Trust October E-Newsletter 2015 (e-mail 25/10)
15. **Draft Budget 2016/2017** (7.40)
Members are invited to submit projects for consideration for the draft budget.
16. **Next Meeting** (7.45)
7 December at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 30 November 2015.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 29 October 2015

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

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.
Items to be returned to a future agenda: Election publicity strategy review January 2015.

**Supporting agenda papers for the Meeting of the Parish Council
Friday 6 November 2015
The Chairman will assume that these have been read prior to the meeting.**

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

**Item 4 Minutes of the Meeting of the Parish Council held at St John's School,
Provender Way, Grove Green on Monday 5 October 2015 commencing at 7.32 pm.**

Councillors present: Mr I Davies (Chairman), Mrs P Brooks, Mr V Davies, Mr P Dengate, Mr T Harwood, Mr M Hinchliffe, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mrs K Macklin, Mr G Smith and Mrs A Spain together with the Clerk, Borough Councillor D Butler, PCSO M Adlington and two members of the press/public.

1. **Apologies and absences**
Cllr Springate (unwell), Cllr Sullivan (holiday) and Cllr M Waller (holiday),
 2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None submitted.
 3. **Minutes of the Parish Council Meeting of 11 September 2015**
*The minutes of the meetings were **agreed** and **signed** as a correct record.*
 4. **Matters Arising From the Minutes**
 - 4.1 *Minute 2786/4.1 Boxley Warren Awards for All application. Clerk to complete work when possible liaising with Cllr Harwood. **Noted.***
 - 4.2 *Minute 2786/4.2 Boxley Warren/Pilgrims Way. Cllr Bob Hinder reported that a side bollard was down and asked that this be reported to KCC. He raised concern that the area was still dangerous for the group as the entrance security barriers were not fit for purpose. **Action: Clerk to write to KCC.***
 - 4.3 *Any other matters arising from the minutes which are not on the agenda. None*
 5. **Report from the PCSO and Police Issues**
PCSO Matt Adlington was welcomed to his first meeting and gave a report on recent crime statistics. Members welcomed his commitment to dealing with nuisance bikes and noted his request that residents should report incidents as and when they occur to build up a picture. It was agreed that an article would be placed in the Downs Mail and Community Alerts would be used to encourage community involvement. Action: Clerk. PCSO Adlington confirmed that he had been in contact with the homeless man living in a roadside van and was attempting to get him help.
- As no member of the public wished to speak the meeting was not adjourned.*
6. **Draft Minutes of Recent Committee Meetings**
Received and noted.
 - 6.1 *Environment Committee meeting 14 September 2015. A change to item 15 was **agreed** with enforcement updates now to read confidential documents*
 - 6.2 *F&GP Committee 15 September 2015.*
 7. **Finance**
 - 7.1 *Payments made out of meeting 04.09.15 – 28.09.15.*
 - 7.1.1 *The Cooperative Bank. **Noted.***
 - 7.1.2 *HSBC. **Noted.***

- 7.2 Receipts for the period 04.09.15 – 28.09.15.
7.2.1 The Cooperative Bank. None received.
7.2.2 HSBC (pages 15-16). **Noted.**
- 7.3 Account balances as at 28.09.15. **Noted.** Cllr Smith asked whether in future the Grand Total figure for 12 months previously could also be given for comparison. **Agreed for a 4 month trial period. Action – office.**
- 7.4 Payment of accounts. **Authorised.**
- 7.5 End of Year Accounts 2014/2015 Completion of Audit. Members congratulated the Clerk on a successful audit.

8. **Policies and Procedures**

- 8.1 Protocol for attending PC and Committee (review). **Approved.**

9. **Reports from Borough and County Councillors Received and noted.**

Cllr Wendy Hinder's report concerning the Local Plan consultation and the Experimental Traffic Order in Sandling.

Cllr Derek Butler's report about the Local Plan and Section 106 agreements and payments.

It was **agreed** that the parish office would issue another Community Alert e-mail to encourage residents to become involved. Cllr Hinchliffe requested the inclusion of a small summary for each community so that they could see the direct link for their area to the MBC consultation. **Action: Clerk.**

10. **Reports from councillors/office**

None submitted.

11. **Matters for Decision**

11.1 KCC consultation on its use of the Maidstone Gateway facility. After discussion it was **agreed** that this would be deferred to the next meeting to allow the office to obtain further details on the proposed alternative sites and savings. **Action: Clerk.**

11.2 Parish Council elections 2016. Members' **approved**, with minor adjustments, the suggested publicity strategy for the 2016 elections. The Clerk was asked to contact the Kent Messenger to try to get good coverage and will also speak to KALC to see what part of their 2015 strategy worked well. Cllr Dengate suggested that councillors, himself included, could speak on a one-to-one basis to interested members of the community who might have reservations about what being a councillor entails. **Action – office.**

11.3 Local Council Award Scheme. After consideration Cllr Bob Hinder proposed seconded by Cllr Macklin **that as no tangible outcomes had been demonstrated as coming from the award the application should not be renewed. Agreed** (with Chairman abstaining).

12. **Matters for Information**

12.1 Parish/Police Liaison Meetings. Dates for the next 12 months: 19th November 2015; 18th February 2016; 19th May 2016 and 22nd September 2016. Meetings will be at 7pm at Maidstone Police Station, unless otherwise advised. **Noted.** The Chairman indicated that he would be attending the 19 November meeting. **Action – Cllr Ivor Davies.**

13. **Draft Budget 2016/2017**

Members were invited to submit projects for consideration for the draft budget. **Noted.**

14. **Next Meeting**

Friday 6 November 2015 at The European School of Osteopathy, Boxley commencing at 7.00 pm. **Members were asked to note the change of date and time.**

Meeting closed at 9.00 p.m.

Item 7 Draft Minutes of Recent Committee Meetings

Item 7.1 Minutes of the Environment Committee on Monday 5 October 2015 at St John's School, Provender Way, Grove Green commencing at 9.15 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Mr P Dengate, Mrs P Brooks, Mr Ivor Davies, Mr B Hinder, Mr M Hinchliffe, Mr D Hollands, together with the Clerk and Cllr Smith.

1 **Apologies and absences**

Cllr Springate (unwell) and Cllr Waller (holiday).

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

Cllr Dengate declared he was predetermined on Lordswood Urban Extension Planning Application.

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

3 **Planning Applications for Consideration**

15/507562/TPO TPO application to 1no. Sycamore - re-pollard to 4m, 1no. Goat Willow - removal of 2-3m at 3 Carpinus Close Walderslade.

Defer to the views of the Landscape Officer. It was noted that there was some confusion in the application as to who owned the Goat Willow.

15/507533/TPO TPO application to 1no. Oak - Fell at 28 The Hedgerow Weaving.

Defer to the views of the Landscape Officer however members had serious reservations about the felling of an Oak as the arboreal report was not included in the application. Do not wish to see reported to the planning committee.

4 **Planning Decisions, Appeals and Appeals Decisions**

4.1 Bethany Boxley Road Walderslade Kent ME5 9JD. An appeal has been lodged with the Planning Inspectorate. **Noted**

4.2 Lordswood Urban Extension. Members were informed that there would be a parish council presence at the 4 day inquiry. **Noted.**

4.3 Advertisement Consent for 5 non-illuminated sponsorship signs at Roundabout at Westfield Sole Road Boxley Kent. An appeal has been lodged with the Planning Inspectorate. **Noted**

5. **Next Meeting**

Next full environment meeting 12 October at Beechen Hall commencing at 7:30pm. Items for the agenda must be with the parish office no later than 5 October.

Meeting closed at 9.15 pm.

Item 7.2 Minutes of the Environment Committee on Monday 12 October 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Mr P Dengate, Mrs P Brooks, Mr Ivor Davies, Mr B Hinder, Mr M Hinchliffe, Mr D Hollands, Mrs M Waller together with the Clerk and a member of public.

The meeting commenced with a minute's silence to remember Cllr Alan Springate who had recently passed away. The Chairman asked that it be minuted that he was a valued colleague and his contributions to the Committee would be solely missed.

1 **Apologies and absences**

None required as all members were present.

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

Cllr Dengate declared he was predetermined on item 6.1. All councillors declared that they had been lobbied on item 6.1. Cllr Hollands notified members that he was the Chairman of the Parochial Church Council (item 7.1).

3 **Minutes of the Meetings of 14 September 2015**

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

Item 7.2 was taken at this point to allow the member of the public to speak.

The meeting was adjourned at 7.33pm to allow the meeting to be addressed about the request for speed limit and/or speed bumps in Weaving Street. The meeting reconvened at 7.38 pm.

4 **Matters Arising from the Minutes**

4.1 Minute 2789/4.2 Bike barrier at Fitzwilliam Rd/Camomile Drive. A report from KCC H.W&T is awaited, the report will indicate the cost of purchasing and erecting a barrier. County Councillor Carter has been approached about contributing towards the cost. **Noted.**

4.2 Minute 2789/4.3 Advertising boards at Roundwood roundabout. These were reported to MBC Planning Department and a response is awaited. **Noted.**

4.3 Minute 2791/7.2 HGV parking on roads. The issue will be a motion for debate at the KALC AGM on 21 November 2015. **Noted.**

4.4 Any other matters arising from the minutes not on the agenda. None

5 **Planning Applications for Consideration**

15/507623/FULL Application for first floor side extension at 15 Brownlow Copse Walderslade. Do not wish to object.

15/506071/LBC Listed Building Consent for alteration of side boundary wall involving removal of a short section to allow for vehicle access at Yew Trees House, The Street, Boxley. Noted. No further comment to add to the original response.

15/508064/TPO TPO application to 1no. Goat Willow, Hornbeam, Field Maple and 2no. Cherry – Coppice at 11 Sylvan Glade, Walderslade.

Do not wish to object. Defer to the views of the Landscape Officer.

15/507520/OUT Outline application with all matters reserved for erection of 5 flexible commercial yard spaces, with each containing a building of up to 500sqm, yard spaces providing a mix of uses with associated access, parking and earthworks, retaining structures and landscaping works at Brett House, St Michael's Close, Aylesford.

Do not wish to object however there is concern over the impact on the adjacent green area. Members would like to see trees incorporated into the proposed landscaping.

15/508053/FULL Proposed infill of external handover area to form internal showroom space with new cladding/redecoration to existing facades at Performance House, Forstal Road, Aylesford. Do not wish to object

15/508085/FULL Rear single storey extension with insertion of velux windows at 12 Saddlers Close, Weaving. Do not wish to object

6 **Planning Decisions, Appeals and Appeals Decisions**

6.1 Lordswood Urban Extension Planning Inquiry 13th – 16th October. **Noted** the parish council will be attending on all days.

6.2 14/503722/TPO TPO No. 1 of 1969: An application for consent to fell 1 no. Sweet Chestnut tree. APPEAL: Dismissed 18 Goldstone Walk. **Noted** appeal dismissed

7 **Highways and Byways**

7.1 Parking at Boxley Village Green. After consideration members' decided **no further action until the Church had progressed its project.**

7.2 *Weaving Street Speed Reduction. The Clerk's report on the situation and the various options that the parish council could consider funding was **received** and **noted**. KCC Highways response that no action would be taken as there was no history of personal injury crashes in this area was **received** and **noted**. Lengthy discussion took place on the issue of cars speeding along the road and the dangers this created in the area where there was no footway. It was recognised that the historic design of the road could not be changed and it was felt that speed bumps and rumble strips would not work. After consideration members' decided:*

- *A request will be made to the Estates Committee for it to;*
 - *Review the barrier design at the Weaving Street entrance to Weaving Diamond Jubilee Orchard.*
 - *Display caution busy road signs.*
 - *Cut back vegetation to increase the vision splay.*

Action clerk.

- *Residents would be asked, via the newsletter, to report to KCC signs overgrown by vegetation, potholes etc. The resident present was asked to report the worn out road advice of SLOW.*
- *KCC would be approached to review the signage currently present to see if the road needed additional signs and to request road roundels showing the speed limit are installed. **Action Clerk.***
- *Clerk was asked to investigate whether the barriers at the two PRoW that had entrances on Weaving Street were sufficient. **Action Clerk.***

7.3 *Redundant utility boxes on verges. **Noted.** KCC is investigating the issue to see if it can put pressure on BT to remove the redundant box. **Noted.***

7.4 *Experimental Traffic Order, Sandling Road, Chatham. **Ratified** the Clerk's decision, after checking with the Chairman and Vice Chairman, to write a letter supporting the request to make this order permanent. Cllrs Wendy and Bob Hinder will attend the meeting. KCC Highways is looking for a way to improve the current design of the bollards to allow some parking but still excluding HGV's. Funding will be applied for in the next financial year to improve the footway and include a cycle path and as this is a registered cycle route it is likely to attract the necessary funding. The white directional arrow in the road is being repainted black and if the temporary road traffic order is made permanent the arrow will be burnt off. **Noted.***

7.5 *Installation of hard standing/apron at Boxley Road noticeboard. **Noted** the explanation on the issue regarding the cost for KCC to investigate the site and decide whether permission is given. The parish office was asked to proceed but also to write to KALC to request that this is debated at the AGM. **Action Clerk.***

8 **Volunteer Groups**

8.1 *Walderslade Woodlands Group. Cllr Davies gave an update on a recent task day and informed the meeting that the group were working on designating the woods into zones to make it easier to find your way. The group was also considering a tribute to Cllr Springate.*

8.2 *Friends of Boxley Warren. Cllr Bob Hinder informed members that the next work day was planned for 1st November and as there were still concerns about the security afforded by the new entrance design the group would be working away from Pilgrims Way. KWT and the parish council is going to be approached for funding for some of the work.*

9 **Policy and Procedures Review**

None scheduled.

10 **Maidstone Local Plan**

10.1 **Received** and **noted** the MBC explanation on why the parish council's request for a change to the current Walderslade/Lordswood urban boundary issue was not possible.

10.2 **MBC Public Consultation. Received** and **noted** the Clerk's briefing note. After discussion the response was **agreed**.

Policy SP5 - amendments relating to landscape and landscapes of local value.

The countryside.

Boxley Parish Council considers that Policy SP5 Countryside paragraph 6 dealing with Landscapes of Local Value should include:

Country side around Lidsing.

This is a substantial tract of rolling countryside which is adjacent to the North of the Kent Downs AONB scarp. This area prevents the coalescence of the Medway Towns and Lordswood/Walderslade area and has sweeping long distance views, for instance to the Thames Valley and skylines. The area has scattered settlements, small woods and stands of trees which are characteristic of Kentish rural countryside and which is extremely sensitive to change.

It is considered that this area meets parts i, ii, iii, v, vii of the criteria for LLVs. The recent objection from the community relating to the Lordswood Urban Extension planning application indicates that there would be community support for a LLV thus ensuring part vi would be met.

Beechen Bank.

A prominent area of wooded landscape set on a steep sided slope which is the only long distance view of the five wooded valley's that form Walderslade (meaning wooded valley). The public view and skyline is a dominant feature in the area and as Ancient Woodland is a finite resource it is highly sensitive to any change. Beechen Bank forms part of a band of original Ancient Woodland running from Wouldham in the west to Thurnham and beyond in the east. The Ancient Woodland preserves evidence of thousands of years of human activity in the countryside.

It is considered that this area meets parts i, ii, iii, v, vii of the criteria for LLVs.

Walderslade Woodlands.

Forty hectares of Ancient Woodland that runs adjacent to the M2, Walderslade Woods road (A2045) and Boxley Road. The woodlands create a visual amenity and shields the large Walderslade Woods development from the adjacent roads, including the M2, providing a dense green backdrop.

The woods dominate the setting of the area and as Ancient Woodland is a finite resource it is highly sensitive to any change. It is an ecologically diverse area with Kent Local Wildlife Status and forms part of a band of original Ancient Woodland running from Wouldham in the west to Thurnham and beyond in the east. Ancient Woodland preserves evidence of thousands of years of human activity in the countryside including in this case a mediaeval boundary bank and ditch. The parish council, having received community support, has taken an active role in ensuring the woodlands are enhanced including the successful submission of the area as a Village Green.

It is considered that this area meets parts i, ii, iii, iv, v, vi, vii of the criteria for LLVs.

Cowbeck and Reeds Croft Woods, Lordswood.

A prominent area of Ancient Woodland that is part of the band of original Ancient Woodland running from Wouldham in the west to Thurnham and beyond in the east. When viewed from the Capstone and Bredhurst area and the M2 it creates a dominant dense green background hiding the urban development at Lordswood and beyond. It is part of the green wedge separating the Medway Towns and Lordswood and Princes Park from coalescing. It is ecologically significant as it is home to dormice and bats, contains ancient and veteran trees and the indicator species which identify it as Ancient Woodland.

It is considered that this area meets parts i, ii, iii, iv, v, vi, vii of the criteria for LLVs. The recent objection from the community relating to the Lordswood Urban Extension planning application indicates that there would be community support for a LLV thus ensuring part vi would be met.

Cuckoo Woods and surrounding area, Sandling (parts of the area have SSSI status).

A prominent area of wooded landscape that is viewed from the scarp and large areas of the AONB. With its diverse habitats and landscape features it is sensitive to

change which will also adversely impact on the setting of the AONB. The Ancient Woodland preserves evidence of thousands of years of human activity in the countryside and is a finite resource that is highly sensitive and irreplaceable. It is considered that the value of this area, as viewed from the AONB and M20, and the role it plays in softening the impact of the urban edge of Maidstone is sufficient to require the LLV status

Proposed new housing site allocations

Boxley Parish Council would like to make a general statement on the issue of housing and infrastructure. The draft proposed new housing site allocations state Community Infrastructure. Appropriate contributions towards community infrastructure will be provided where proven necessary. MBC has yet to adopt the Community Infrastructure Levy or the Integrated Transport Strategy and it is vital that these happen before the Local Plan is finally approved and planning applications start to be submitted for the many sites.

Housing site allocations proposed for deletion

No comment.

Housing site allocation proposed for amendment

The draft policy state Community Infrastructure. Appropriate contributions towards community infrastructure will be provided where proven necessary. MBC has yet to adopt the Community Infrastructure Levy or the Integrated Transport Strategy and it is vital that these happen before the Local Plan is finally approved and planning applications start to be submitted for the site.

Whilst it is recognised that there is a need for housing it is considered that the Leeds/Langley bypass needs to be put in place before more housing development takes place. There is particular concern about the impact on traffic movements along New Cut Road and Bearsted Street. The Grove Green residential area only has access/egress onto New Cut Road and with planned development (over 70 dwellings at the Maidstone Studio site) there are currently periods of significant congestion which can only worsen. Additional development at the Sutton Road site will increase traffic movements through the Grove Green area to access the M20 and whilst this policy highlights the highway improvements needed immediately around the site it does not deal with the knock on effect on the infrastructure close to the M20. The Parish Council asks that MBC notes this concern and ensures that the issues raised are taken up in the draft Integrated Transport Strategy.

Proposed new employment site allocation

The aesthetic impact of this site on the surrounding area is unacceptable. There will also be a detrimental environmental impact due to increased traffic especially if there are traffic issues on the M20 or if Operation Stack is activated

Proposed new Gypsy and Traveller site allocations.

No comment.

Policy DM11 - Open space and recreation

Boxley Parish Council wishes to see the inclusion of a statement concerning where any financial contribution towards off-site provision is spent. Any such contribution should be used to improve/upgrade the local facilities rather than any further afield.

Nursing and care homes

No comment.

Park and Ride site allocations proposed for deletion Sittingbourne Road

It is considered that there needs to be a replacement Park & Ride site in this locality.

11.1 Street lighting. Members' **agreed** the response which supported the turning off of street lights between 12 midday and 5.30 am however they would only wish to see any of the suggested dimming taking place in areas that have been investigated and deemed appropriate. **Action: Clerk.**

As it was 9.30 pm the Chairman used her discretion to extend the meeting for another 30 minutes.

11.2 Highways and Transportation survey. After lengthy discussion covering: the poor service received from KCC in repairing lights and roads; lack of proactive repairs; and the lack of communication the response was **agreed. Action: Clerk.**

12. **Matters for Information Received and noted.**

12.1 Cobtree Manor Park Car Park. MBC has decided to charge £1.50 for any period between 7 am and 9.00 pm; with an option of a £40.00 annual season ticket.

12.2 Timber Tops, Lordswood Play area. MBC has identified it for refurbishment in 2016/17.

13. **Draft Budget 2016/2017**

The draft budget was **received**. Cllr Dengate suggested including some budget to clear vegetation and clean road signs. It was **agreed** to defer the item to the next meeting to allow further investigation. **Action: Clerk.**

14. **Next Meeting**

Next full environment meeting 9th November at Beechen Hall commencing at 7:30pm.

15 **Enforcement and Section 106 updates from MBC**

None submitted.

Meeting closed at 9.45 pm.

Item 7.3 Minutes of the Estates Committee on Tuesday 13 October 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr Ivor Davies (arrived during item 12), Mr P Dengate, and Mr B Hinder together with the Assistant Clerk.

1. **Declaration of Interest or Lobbying.**

Dispensation notification for item 5 Allotments received from Cllrs Vic Davies, Ivor Davies and Dengate.

2. **Apologies and absence.**

Cllr Sullivan (holiday) Cllr Smith (convalescing) and Cllr Spain (previous engagement).

3. **Minutes of Previous Meeting 11 August 2015.**

The minutes of the meetings were **agreed** and **signed** as a true record.

As there were no public or press present the meeting was not adjourned.

4. **Matters Arising From Previous Minutes**

4.1 Minute 2780/4.3 St Pauls Scout/Allotment Water bill. South East Water. Members received and noted the Assistant Clerk's report and have agreed to take a meter reading once a month and asked if the office could provide a schedule detailing dates of when it is to be taken. They acknowledged that a response was still awaited from St Paul's Scout group regarding their water bill. **Action office.**

4.2 Minute 2780/6.2 Annual Playground Inspection. Inspection report was **Received** and **noted**.

4.3 Minute 2780/5.2 Dove Hill Allotments Vermin Control. Members **received** and **noted** the first round of vermin control had taken place; regular updates will be supplied to the office. Members requested that a further email is sent to plot holders to remind

them not to lay any additional poison down as there are children regularly attending the site. **Action office.**

4.4 Any other matters arising from the minutes, not on the agenda. **None.**

5. **Dove Hill Allotments**

5.1 Cllr Bob Hinder's Allotment report was **received** and **noted**. Cllr Hinder's verbal report consisted of the current pest control measures in place as well as the plot that hadn't been cultivated for some time is now being worked on; he asked that they are reminded to reinstate the path at the foot of their plot as it appears this has been dug over. Cllr Dengate said that the gate bolt needs drilling out and would be happy to look at it provided he had some help. Cllr Hinder also confirmed that the sheds would be painted in the near future. **Action: Clerk.**

5.2 Additional Allotments. Members **agreed** to allow the additional plots proposed by Cllr Hinder and to revise the Grounds Maintenance schedule for the tender process. **Action Office.**

6. **Boxley Village Green South Wall.**

Members **received** and **noted** the Clerk's report. The Chairman queried the remaining Ivy growing on top of the wall, is it to be removed with the rest of the ivy? **Action Clerk.**

7. **Boxley Burial Ground and Closed Churchyard**

7.1 Burial Ground Internments. Members **noted** a letter has been sent to the Parochial Church Council and a response is awaited.

7.2 Listed Tombs St Mary All Saints Graveyard. **Noted** a letter has been sent to the Parochial Church Council and a response is awaited.

7.3 Ancient Yew. Members **received** and **noted** the Clerk's report that the church was seeking professional advice on a cavity in the trunk of the Yew tree by the Lych Gate.

8. **Weaving Diamond Jubilee Orchard/Weaving Street .**

8.1 - Tree Maintenance - Members **received** the Assistant-Clerk's report and request from a resident living adjacent to WDJO for the Parish Council to carry out tree maintenance around the boundary of the orchard and along Grove Green Lane. After careful consideration members unanimously agreed to carry out the necessary maintenance work as suggested by the tree surgeon and to offer the resident the opportunity to pay for reducing the height of the trees adjacent to his property at a vastly reduced rate provided it is carried out at the same time as the other maintenance. Members also requested that the resident was informed that future maintenance of those trees will be the responsibility of the resident. **Action Office.**

8.2 Vacant position for Litter picker – Members **received** and **noted** the clerk's report, the Chairman notified members that there might be someone interested in taking on this role but they were away at the moment. It was **agreed** that those members present who carry out playground inspections would take on this responsibility until a replacement is found. **Action Cllr Vic Davies and Assistant Clerk.**

9. **Installation of Beechen Hall Noticeboard & Interpretation Board at Impton Lane –** Members **received** and **noted** the Clerk's report and will await further notification. **Action office.**

10. **Matters for Information**

There were none.

11. **Clerk's Report**

11.1 Hire fees income. **Received** and **noted**. Members wished to convey their thanks to the Caretaking staff at the hall for their continuing hard work at keeping the hall maintained to such a high standard.

11.2 Account balance as at 30 September 2015. **Received** and **noted**

11.3 Income and Expenditure report. **Received** and **noted**.

11.4 Accident Report. None to report.

- 11.5 Free WIFI Beechen Hall. Members **received** and **noted** the Assistant Clerk's report that this was now available to hirers of the hall and to councillors and staff. Cllr Dengate confirmed that there was some remote configuration to tighten up on security and staff training on setting up passwords still to take place. **Action Office and Cllr Dengate.**
- 11.6 Review of hire fees – Members **received** the Assistant Clerk's report which included several options for members to consider. After discussion it was **agreed** that a 2.5% increase across the board would be implemented with effect from 1 January 2016. **Action Assistant Clerk.**

12. **Beechen Hall Extension**

Members' **received** the proposed plans both internal and external for the committee room. After discussion members asked that the following observations are fed back to the architects.

- A solid wall at the southern end of the extended room replacing windows, this is to allow for a screen/whiteboard.
- Currently there is no heating in this part of the extension.
- No Lights have been indicated.
- Possibility of a sky light to provide more natural light
- Possibility of an overhang/porch over the new front doors.

The Assistant Clerk reported that ball park costings were still being sought from the architects. **Action office.**

13. **Village Hall Grants**

There were none to consider.

14. **Policies and Procedures**

Grounds Maintenance Contract – The draft specification was **received** and after amendments were made to the allotment site it was **agreed** that tenders could be sent to prospective companies. The tenders will be returned to the agenda in December for consideration and decision. **Action Assistant Clerk.**

15. **Matters for Decision**

It was proposed by the Chair that the new item on the supplementary agenda was taken at this point.

Road Safety and new barrier to entrance of WDJO at junction of Weaving Street
Members **received** the clerk's report which consisted of a site visit to the entrance after comments were made at the previous night's environment meeting about to safety. Members considered the proposal for a barrier at the entrance to the open space from Weaving Street and came up with an alternative design which is now being investigated. **Action Cllr Vic Davies.**

As it was 9.30 pm the Chairman exercised his right to extend the meeting for up to a further 30 minutes.

16. **Draft Budget & Projects for 2016/2017**

16.1 General Budget

16.2 Beechen Hall Budget

Both budgets were considered and some alterations were made, these would be returned to the December agenda for final approval. **Action office.**

17. **Date of Next Meeting.**

Tuesday 15 December, 2015 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 10.00 pm

Item 8 Finance.

Item 8.1 Payments made out of meeting

8.1.1 COOPERATIVE BANK

Co-Op General Account

Payments made between 07/10/2015 and 23/10/2015

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
07/10/2015	British Telecommunications PLC	3DD16	87.34	14.56	4020	100	72.78	Telephone Bill
07/10/2015	Mrs P Bowdery	B06/10/15	130.62		4610	260	1.5	Matches
					4020	260	15.12	Stamps BH
					4020	100	34	Stamps
					4115	110	80	Downs Mail Delivery
07/10/2015	Broadband Buyer Co Uk	B6598111	330.42	55.07	4210	260	275.35	Beechen Hall Wi-Fi Equipment
07/10/2015	Rumwood Nurseries	B9778	32.46	5.41	4400	230	27.05	Replacement Oak Tree
22/10/2015	Mrs M Smith	22/10/BH01	542.38		4115	110	30	Salary
					4001	260	512.38	Salary
22/10/2015	Mr D Odell	22/10/BH02	280.47		4650	260	18	Mileage
					4001	260	262.47	Wages + AEC
22/10/2015	Mr B Douglas	22/10/BH05	238.87		4001	260	238.87	Wages
22/10/2015	Mrs P Bowdery	22/10/PC01	2,200.92		4055	100	74.75	Mileage
					4000	100	2,126.17	Salary
22/10/2015	Mrs M Fooks	22/10/PC02	1,197.73		4001	260	479.09	Salary
					4000	100	718.64	Salary
22/10/2015	Mrs A Candy	22/10/PC03	554.27		4000	100	554.27	Salary
22/10/2015	Mrs L Lake	22/10/PC04	40		4115	110	40	Downs Mail Delivery
22/10/2015	Ms D Davies	22/10/PC05	34.5		4400	230	34.5	Litter Picker
22/10/2015	Mr I Davies	22/10/PC06	41.14		4150	120	41.14	Chairman's

							Allowance
22/10/2015	Mr V Davies	22/10/PC07	33.68	4160	120	33.68	Councillor Allowance PAYE
22/10/2015	Mr P Dengate	22/10/PC08	25.28	4160	120	25.28	Councillor Allowance PAYE
22/10/2015	Mr T Harwood	22/10/PC09	33.68	4160	120	33.68	Councillor Allowance PAYE
22/10/2015	Mr R Hinder	22/10/PC10	33.68	4160	120	33.68	Councillor Allowance PAYE
22/10/2015	Mrs W Hinder	22/10/PC11	33.68	4160	120	33.68	Councillor Allowance PAYE
22/10/2015	Mrs K Macklin	22/10/PC12	42.08	4160	120	42.08	Councillor Allowance PAYE
22/10/2015	Mrs A Spain/Colney	22/10/PC15	33.68	4160	120	33.68	Councillor Allowance PAYE
22/10/2015	Mrs M Waller	22/10/PC17	36.48	4160	120	36.48	Councillor Allowance
22/10/2015	HMRC	577PW001	1,399.08	4005	260	211.73	PAYE
				4160	120	64.4	PAYE
				4150	120	10.2	PAYE
				4005	100	1,112.75	PAYE
22/10/2015	EFT Receipts Ac	98.02	98.02	4010	260	11.08	Employee Pension Contributions
				4010	100	33.72	Employee Pension Contributions
				4010	260	11.08	Employer Pension Contributions
				4010	100	42.14	Employer Pension Contributions
23/10/2015	South East Water	30265918-8	503.55	4400	280	683.55	Allotment Water Bill
				500		-180	Allotment Water Bill
23/10/2015	Walderslade Woods Group	B23/10/TUF	100	4275	150	100	Top up of Funds
23/10/2015	St John's C of E Primary School	BINV 36	55	4100	110	55	Hall Hire

23/10/2015	Rob Burrows	IMPREST 82	22.79	4275	150	22.79	Miscellaneous
			8,161.80	75.04			8,086.76

8.1.2 HSBC

HSBC General Account

Payments made between 07/10/2015 and 23/10/2015

Nominal Ledger Analysis

Date	Payee Name	Cheque	£ Total Amnt	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/10/2015	Capital Cleaning (Kent) Ltd	102687	36.6	6.1	4650	260	30.5	Sanitary Disposal
Total Payments :			36.6	6.1			30.5	

Item 8.2 Receipts for the period

8.2.1 COOP

Co-Op General Account

Receipts received between 29/09/2015 and 23/10/2015

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail
	HSBC General Account	6,027.61	220		6,027.61	Payments made from hall
49	HMRC	2,268.74	105		2,268.74	VAT Refund
Total Receipts :		8,296.35			8,296.35	

8.2.2 HSBC

HSBC General Account

Receipts received between 29/09/2015 and 23/10/2015

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	A/c	Centre	£ Amount	Transaction Detail
112	Adams	85.3	520		-85	C820D Adams 24/10/15
			1230	260	168.3	C820F Adams 24/10/15
			1231	260	2	PL Insurance Adams
114	Hardes	23.5	1230	260	23.5	C870F Hardes 3/10/15
	Cura	84.15	520		84.15	C866D Cura 20/2/15

	Hawkins	80	520		80	C862D Hawkins 8/1/16
	Lake	35.25	520		35.25	C860D Lake 6/2/16
117	Lawes	72.5	1230	260	70.5	C868F Lawes 25/10/15
			1231	260	2	PL Insurance Lawes
77	Yoga	273	1235	260	273	R1555 Yoga Sept Invoice
78	LD Training	58.4	1235	260	58.4	R1563 LD Training Oct
79	Kumon	296.88	1235	260	296.88	R1562 Kumon Oct Invoice
80	A Bead in Time	0.75	1235	260	0.75	Hall Hire Regular - ABIT -
81	Prince	23.5	1230	260	23.5	C781F Prince Extra Hour
120	A Bead in Time	130.3	1235	260	130.3	R1541 ABIT Sept Invoice
121	A Bead in Time	54	1235	260	54	R1557 ABIT Oct Invoice
116	Mackelden	84.15	520		84.15	C867D Mackelden 9/1/16
119	NGREA	42.9	1235	260	42.9	R1549 NGREA Sept Invoice
122	Age Concern	658.88	1235	260	658.88	R1559 Age Concern Oct
82	AACTS	71.33	1235	260	71.33	R1533 AACTS July Invoice
83	Teenie Boppers	59.4	1235	260	59.4	R1569 Teenie Boppers Oct
84	Helyar	47	520		47	C874 Helyar 29/11/15
85	Twangs Guitar School	29.2	1235	260	29.2	R1570 Twangs Oct Invoice
123	Quigley	35.25	520		35.25	C875D Quigley 7/2/16
126	Pilates	92.4	1235	260	92.4	R1567 Pilates Oct invoice
124	Karate	312.2	1235	260	312.2	R1561 Karate Oct invoice
86	Tumbletots	163.35	1235	260	163.35	R1570 Tumble Tots Oct
88	Soyinka	30	1230	260	30	C815 Soyinka 10/10/15
87	NCT Stretch & Relax	44.55	1235	260	44.55	R1565 NCT Oct Invoice
89	Chapinduka	187	1230	260	185	C829 Chapinduka 14/11/15
			1231	260	2	PL Insurance Chapinduka
127	Waters	112	520		110	C881D Waters 20/12/15
			520		2	PL Insurance Waters
129	Page	70.5	1230	260	70.5	C877F Page 21/11/15
130	Hawkins	37.5	520		-80	C862D Hawkins 8/11/15
			1230	260	117.5	C826F Hawkins 8/11/15

130	Hawkins	2	1231	260	2	PL Insurance Hawkins
128	Yausaf	100	520		100	C878 Yausaf 23/7/16
132	Pantery	50	520		50	C871 Pantery 17/1/16
131	Sherritt	2	1231	260	2	C871 Sherritt PL Insurance
Total Receipts :		3,449.14	3,449.14			

Item 8.3 Account closing balances as at 23/10/2015
BANK ACCOUNTS (closing balances)

* Account in process of being opened.

HSBC Beechen Hall	£14,585.71
Unity Trust Bank*	£0.00
Coop General Account	£81,784.28
Santander Investment Bond (matures Aug 2016)	£75,000.00
Barclays Bank	£64,638.25
Lloyds 3 mth (matures 05.11.15)	£50,071.84
Lloyds 12 mth (matures 11.08.16)	£25,000.00
Nationwide Beechen Hall 12 mth (matures Aug 2016)	£40,000.00
Nationwide Parish Council 12 mth (matures Sept 2016)	£35,000.00
Cooperative Investment Bond	£0.00
Total in Banks	
Cash	150.00
GRAND TOTAL (Banks and Cash) 2014 comparison (£354,202.35)	386,230.08

Item 10 Reports from councillors/office

10.1 Attendance at Lordswood Urban Extension Public Inquiry.

The parish council attended the 4 days of the Public Inquiry and also the site visit. Residents from the Lordswood area attended on two days and one resident came to the site visit.

Borough Cllr Wendy Hinder gave a statement to the Planning Inspector and the Clerk gave evidence and was cross examined by the appellant's barrister, who asked about the Wildfell Close development and also the previous contact from the applicant's agent who wrote to and visited the Environment Committee.

On the final day the inspector complimented the parish council on its contribution.

Item 12 Matters for Decision *Purpose of item: INFORMATION/GUIDANCE.*

12.1 KCC consultation on its use of the Maidstone Gateway facility (e-mail 21.09.15).

Clerk's note: The following summary is from the consultation document. The website, Facebook and Community alerts will be used to advertise the existence of the consultation to residents. The consultation questions are aimed towards individual users of the facility but there is room to comment.

In 2008, Maidstone Gateway opened in King Street, Maidstone. Since then, people have visited the Gateway to access a range of Kent County Council (KCC), Maidstone Borough Council and partner services.

To make sure every pound spent in Kent is delivering better outcomes for our customers, communities and businesses, we must review the services we provide and where we provide them from to ensure we are getting value for money.

We are now considering whether the Maidstone Gateway is the right location from which to provide KCC services. While the services that Kent County Council provides will not change, it is possible that they could be accessed from alternative locations in the future including other KCC buildings nearby. This would reduce property costs, helping to offset the unprecedented savings the council faces and will continue to face over coming years.

KCC provides or commissions the following services from the Maidstone Gateway:

- Kent Supported Employment clinics
- Health Trainer service
- an Age UK helpdesk
- a Deaf Services drop in clinic
- general KCC enquiries

The Consultation Document (available to download) provides details of the possible new locations being considered for these services.

How to have your say

We want to know what you think about our proposals for the Maidstone Gateway. No decision has been taken yet and your views will be vital to help us make the final decision.

The consultation runs for 12 weeks from the 21st September to the 13th December 2015

Note. KCC pays £162,600 per annum (50% of the annual property cost) but receives only 4% of the visits/inquiries whilst its supported groups receive approximately 8%. 88% of the 50,406 recorded visits in 2014 relate to MBC services.

The alternative KCC service locations being considered are:

- Kent History and Library Centre. 2 allocated disabled parking spaces.
- Maidstone Adult Education Centre, St Faith's Street. No adjacent disabled parking.
- Coxheath Library. No specified disabled parking however free parking within the site boundary.
- Allington Library. No specified disabled parking however free parking within the site boundary.

You can ask about KCC services at Sessions House. KCC acknowledge that it may not be possible to relocate all the services to the same place.

Members may wish to respond along the lines of

Boxley Parish Council would regret any move of the KCC service facility away from Maidstone Gateway as it offers both excellent accommodation and is readily accessible by public transport and from the adjacent car park. The parish council feels strongly that if a move is inevitable any alternative location(s) should provide similar accommodation and accessibility.

There is concern that in trying to save money KCC will shoehorn the services into any space that is available and this will have an adverse impact on what is being offered. Of the five KCC commissions offered at the Maidstone Gateway four cater for vulnerable groups and it is essential that these individuals receive as much support and encouragement as possible and that they are not marginalised to save on rent. It would seem sensible to ensure that commissions such as Age UK and Deaf Services remain together.

Item 12.2 KALC AGM Sat 21 November at Ditton 9.30 – 15.45. Cllr Ivor Davies will be attending but the second representative Cllr Hollands is unable to attend and so there is a vacant voting position.

Item 12.3 KCC consultation on draft budget. Kent County Council has opened a consultation on its draft Budget for 2016/2017. KCC estimate that they will need to find £80m of savings for the 2016/2017 budget, which comes on top of savings of £433m already made over the last 5 years. KCC's deadline for responses to the Consultation is **24 November 2015**.

The three alternatives being offered are:

- Accept the small proposed increase without the need for a referendum e.g. 1.99% (the KCC element of the council tax charge on a band C property would increase by £19.36 per year or 37p per week).
- Larger increase requiring a referendum e.g. 5% (the KCC element of the council tax charge on a band C property would increase by £48.40 per year or 93p per week).
- No increase (leave the KCC element of the council tax charge on a band C property would increase by £966.88 per year or £18.59 per week) and make equivalent cuts to services (of around £11m per year) on top of the estimates £80m already needed to balance the budget.

Members' views are sought on whether to participate in the consultation.