



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://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**

There will be a meeting of the **Environment Committee** on **Monday 11 January 2016 at Beechen Hall, Wildfell Close, Walderslade**, commencing at 7:30pm 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 7<sup>th</sup> and 14<sup>th</sup> December 2015 - DECISION** (7:32)  
To consider the minutes of the meeting and if in order to sign as a true record (pages 3-4 and 4-7).
- 4    **Matters Arising from the Minutes - INFORMATION** (7:34)
  - 4.1 Minute 2821/4.1 Bike barrier at Fitzwilliam Rd/Camomile Drive. The KCC investigation has taken place and an update is expected.
  - 4.2 Minute 2821/4.2 Advertising boards at Roundwood roundabout. These were reported to MBC Planning Department and a response is awaited.
  - 4.3 Minute 2821/4.3 HGV parking. To receive any update on the progress of getting changes.
  - 4.4 Minute 2821/4.4 Installation of hard standing/apron at Boxley Road noticeboard. The application to KCC (cost £375) for the work is currently being held at the office as KALC has asked KCC to review the fee.
  - 4.5 Minute 2821/4.5 Weaving Street Speed Reduction see report (pages 7-8).
  - 4.6 Minute 2822/5 KIMS Medical Campus. Meeting with DHA being arranged.
  - 4.7 Minute 2823/5 Maidstone Enterprize Zone. Meeting with MBC being considered.
  - 4.8 Minute 2823/7.3 KCC charge for PC work on highway land. KALC has asked KCC to review the fee.
  - 4.9 Minute 2824/12.2 Abbey Court. Invitation to visit new owners being arranged.
  - 4.10 Any other matters arising from the minutes not on the agenda.
- To adjourn to allow members of the public to address the meeting** (7:44)
- 5    **Planning Applications for Consideration - DECISION** (7:54)  
To receive and decide on responses to planning applications (page 8).
- 6    **Planning Decisions, Appeals and Appeals Decisions - INFORMATION** (8:04)  
To receive any updates.
- 7    **Highways and Byways - DECISION** (8:08)  
To consider any issues.
  - 7.1 Bollards on verge adjacent to Boxley Rd/Travertine Rd junction see report (pages 8 - 9) and enclosure.

- 8 **Volunteer Groups - INFORMATION** (8:20)  
To receive any reports from volunteer groups associated with the parish council.
- 9 **Policy and Procedures - REVIEW** (8:25)  
9.1 Policy and procedures review calendar see report (pages 9 - 10).  
9.2 Community improvement draft letters see report (pages 10 - 11).
- 10 **Maidstone Local Plan** (8:35)  
To consider any update.
11. **Proposed Permanent M20 Lorry Area: Invitation to Stakeholder Briefing** (8:37)  
To consider a possible response see report (pages 11-15).
12. **Matters for Information - INFORMATION** (8:50)  
The Department for Communities and Local Government (DCLG) has issued a consultation on proposed changes to the National Planning Policy Framework see report (page 15)
13. **Next Meeting** (8:51)  
Next Environment Committee meeting 18<sup>th</sup> January 2016 at St John's School commencing at 7.00 pm.  
Next full Environment Committee meeting 8<sup>th</sup> February 2016 at Beechen Hall commencing at 7:30pm. Items for the agenda must be with the parish office no later than 1<sup>st</sup> February 2016.

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** (8:52)  
To receive a confidential update.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to Boxley Parish Council

Date: 5 January 2016

In accordance with policy the meeting should close no later than 9:30pm but the Chairman has devolved powers to extend it by 30 minutes.

Items to be returned to agenda: Yelsted Lane request for Not Suitable for HGV signs Feb 2016. 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.

**Supporting agenda papers for the Environment Committee Meeting 11<sup>th</sup> January 2016. 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 3 Minutes of the Meetings of 7<sup>th</sup> and 14<sup>th</sup> December 2015.**

**Minutes of the Environment Committee on Monday 7<sup>th</sup> December 2015 at St John's School, Provender Way, Grove Green commencing at 8.50 pm.**

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

**1 Apologies and absences**

*None as all members present.*

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

*During discussions on 15/508978 the chairman referred to an e-mail regarding the application and so declared that she had been lobbied.*

*The meeting was not adjourned as no members of the public were present.*

**3 Planning Applications for Consideration**

**Noted** the Clerk's report that MBC has been supplying different deadline dates for response to planning applications. The e-mail notification often having a different date to the paper application.

*15/508978/FULL – Change of use from agricultural land to equestrian use and construction of a 20m x 60m outdoor riding arena at Stone House, Sandy Lane, Maidstone.*

*Members raised concern about the lack of certain information and were confused about some aspects of the application. It was **agreed** that the Clerk would contact the planning officer to try to obtain further information or explanation. On the information contained within the application members were minded to object but did not wish to see the application reported to the planning committee.*

*Issues raised were*

- *Concern about the foul waste run off from the area and where it would end up.*
- *Need for a condition that there is no external lighting erected in the area. This is to safeguard the AONB from light pollution.*
- *Need for a condition that this ménage is for residential private use only as the house is on a an extremely narrow cul de sac country land and members did not want to see lots more traffic if it was run as a business.*
- *The lack of an application for stables, although it was recognised that one might follow.*
- *The supporting information stated that the proposed arena is for private family use but also states 'any disabled rider....' Which seemed to indicate that a disabled rider facility might be offered.*

*The Clerk to report back to members the results of the discussion with the planning officer.*

**Action: Clerk.**

*15/509199/FULL – Conversion of garage to habitable room together with alterations to fenestration and insertion of rooflight. Erection of single storey rear extension at The Heights, Weaving Street, Weaving. Do not wish to object.*

15/509459/TPO TPO application to crown reduction of 40% and crown lift 4 metres one Silver Birch at 4 Olivine Close Walderslade Kent ME5 9NQ. Deadline 7 December 2015. **Ratified** Clerk's decision, after consulting members

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

#### 4 **Next Meeting**

*Next full environment meeting 14<sup>th</sup> December at Beechen Hall commencing at 7:30pm.*

*Meeting closed at 9.15 pm.*

#### **Minutes of the Environment Committee on Monday 14 December 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.43 pm.**

*Councillors present: Mrs Wendy Hinder (Chairman), Mr P Dengate, Mrs P Brooks, Mr Ivor Davies and Mrs M Waller together with the Clerk.*

*The Clerk apologised for the late start but she had been delayed by a resident needing to speak to her.*

#### 1. **Apologies and absences**

*Cllr Hinchliffe (official opening of the Christmas Homeless Shelter), Cllr Bob Hinder (family commitment) and Cllr Hollands (another meeting)*

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

*Members asked that it be noted that the parish council was the applicant on 15/507909.*

#### 3 **Minutes of the Meetings of 2<sup>nd</sup> and 9th November 2015**

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

#### 4 **Matters Arising from the Minutes**

4.1 *Minute 2810/4.1 Bike barrier at Fitzwilliam Rd/Camomile Drive. Information is awaited from KCC and the site has been inspected. **Noted.***

4.2 *Minute 2810/4.2 Advertising boards at Roundwood roundabout. These were reported to MBC Planning Department and a response is awaited. **Noted.***

4.3 *Minute 2810/4.3 HGV parking on roads. Cllr Davies's report and the KentALC updates were **received** and **noted**. The consultation on the proposed permanent area would be considered at the 11 January meeting. **Action Clerk.***

4.4 *Minute 2800/4.6 Installation of hard standing/apron at Boxley Road noticeboard. The application to KCC (cost £375) for the work is currently being held at the office as KALC has asked KCC to review the fee. **Noted.***

4.5 *Minute 2811/7.1 Weaving Street Speed Reduction. The Estates Committee was progressing the new entrance design and the cutting back of vegetation had been arranged. The resident has informed the parish office that an e-petition about the speed limit was being planned. **Noted.***

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

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

#### 5 **Planning Applications for Consideration - DECISION**

15/509535/FULL *Erection of single storey rear extension with roof lights at 16 Fir Tree Grove, Lordswood. **Do not wish to object.***

15/507909/FULL - *Change of use of woodland and grassland to provide for formal public open space with associated ancillary structures (including seating and natural play equipment), improvement to paths and landscaping; and the erection of 12 no. dwellings with garaging, landscaping and access on land west of Wildfell Close at Walderslade Woods Including Land off Wildfell Close, Walderslade.*

*Wish to see approved. In order to be open and accountable the parish council would like to*

*point out that it is the applicant for this application.*

*15/509587/FULL – Erection of a single storey rear and side extension at 8 Maxton Close, Bearsted. Do not wish to object.*

*15/509444/FULL Conversion of existing garage to habitable room, internal alterations, erection of first floor side extension and attached garage - resubmission of 15/506684 at 2 Lombardy Drive, Maidstone.*

*The proposal has not changed significantly enough for the Parish Council to amend its previous decision.*

*Therefore wish to see refused due to the negative impact on the street scene. There is concern that even with the new design the development is adjacent to a junction and would interfere with the vision splay of drivers creating a safety issue.*

*If the planning officer is minded to approve the new garage the Parish Council asks for a condition to be included that the garage should not be changed into residential accommodation.*

*Do not wish to see referred to the Planning Committee.*

*15/509570/TPO. TPO application to remove 1 x crab apple tree at 42 Olivine Close Walderslade. Application withdrawn.*

*15/509641/TPO. TPO application to 1 x Oak tree - remove stem/trunk suckers to first main branch, remove sucker growth annually, reduce crown by 25% by reducing crown spread to a radius of between 2-2.5m and crown lift to give maximum ground clearance of 4m at 32 Spenlow Drive, Walderslade.*

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

*15/509840/TPO. TPO application to 30% crown reduction to two Oak trees and one field maple at 11 Sylvan Glade Walderslade.*

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

*15/509881/TPO. TPO application - 1no. Sweet Chestnut Re-pollard and reduce large branches back by up to 2m at 1 The Medlars Maidstone.*

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

*15/508730/TPO. TPO application to 1no Hornbeam at no.14 - Crown lift by 4m and reduce by 2m, 1no. Hornbeam at no.18 - Crown lift by 4m at 14 Olivine Close Walderslade. Do not wish to object defer to the views of the landscape officer.*

*15/510266/FULL Minor Material amendment application to 13/1480 (An outline application for the demolition of existing industrial units and the construction of 9 no. new houses with garaging. Landscaping is reserved for future consideration as shown on site location plan and drawing nos. 13-13-100, 101, 102, 103, 104, 105, 106, 107 received on 18/6/14; as amended by drawing nos. 101A, 106A and 107A received on 23/9/14.) - to change each unit slightly to accommodate a true reflection of the site at Tyland Corner Tyland Lane Sandling.*

*Do not wish to object.*

*15/510037/FULL Removal of condition 20 of MA/13/1163 (Outline application for the development of a medical campus comprising up to 98,000sqm of additional floor space (including additional hospital facilities, clinics, consultation rooms and a rehabilitation centre (classes C2/D1); education and training facilities with residential accommodation (class C2/D1); key worker accommodation for nurses and doctors (class C3); pathology laboratories (class B1); business uses (class B1); ancillary retail services (class A1, A2, A3); and up to 116 class C2 neuro-rehabilitation accommodation units; internal roads and car parks, including car park for residents of Gidds Pond Cottages; hard and soft landscaping including creation of new*

woodland area with access for consideration and all other matters reserved for future consideration.) - relating to air quality information at Maidstone Medical Campus. At Kent Institute Of Medicine And Surgery Newnham Court Way Weaving. **Noted.**

KIMS Medical Campus meeting 10/12/15. The Chairman briefed members on the content of the presentation and informed them that a planning application for a small hospital facility would soon be submitted. Arrangements were being made to invite DHA to an extra Environment Committee meeting at Grove Green, probably in February, to give a presentation to the committee and also local people. **Action Clerk.**

Concern was raised about the traffic issue when the remainder of the KIMS site was developed. The recent announcement that KCC would now object to planning applications in areas where there was severe congestion was welcomed however members asked that the issue of traffic from KIMS development be taken to Maidstone Joint Transport Board and KCC. **Action: Clerk.**

MBC – Maidstone Enterprize Zone. The MBC Briefing Paper – Enterprise Zone bid report was received **and** noted. The Clerk was asked to ascertain whether the Enterprize Zone boundary was fixed as there was concern that Newnham Court might be included at a later date. **Action: Clerk.**

The Clerk has approached MBC about coming to a meeting to brief the local community. **Action: Clerk.**

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

6.1 Land At Junction Of New Cut Road And Bearsted Road Weaving Kent. Proposal: Advertisement consent for 1x hoarding sign. Written appeal commencing. **Noted.**

6.2 Lordswood Urban Extension Planning Appeal Decision – ALLOWED. **Noted.** Members' asked that it be minuted that the parish council was extremely disappointed at the decision and the fact that KCC did not object on highways grounds. Concern was also expressed that all Section 106 payments were going to Medway Council, the Clerk was asked to investigate whether MBC had applied for Section 106 payments for this area. **Action: Clerk.**

6.3 Bethany, Boxley Road, Walderslade. Decision - DISMISSED.

## 7 **Highways and Byways**

7.1 Cllr Hinchliffe report on the KCC Parish Seminar 9th November 2015. **Received and noted.**

7.2 Bollards on verge adjacent to Boxley Rd/Travertine Rd junction. After discussion it was **agreed** that the Clerk would submit options to the next committee. The suggested project is to be used to test the form that the Environment Committee was likely to adopt. Members asked that the PCSO be approached to place advisory notes on the offending vehicles parking on the verge. It was also highlighted that a leaflet drop could be undertaken to ask residents not to park on the area. **Action: Clerk.**

7.3 Charge for PC work on highway property. The KentALC report that it was in discussion with KCC about the charge was **received and noted.**

7.4 Maidstone Joint Transport Board agenda report on funding available for improvements at the M20 junction 7 and signalisation of the Bearsted Road roundabout was **received and noted.**

7.5 HGV parking Grovewood Drive South. The Clerk reported an increase in reports of this type of parking with 3 HGVs parked there overnight 8/9 December. The problem had been reported to KCC. **Action: Clerk to monitor.**

7.6 KCC Planning application responses. Notification that KCC will in future object to planning applications on highway grounds as it has identified severe congestion in many areas. Members decided that in future copies of parish council's responses, where it has expressed objection or concerns regarding traffic impact, are to be supplied to KCC. **Action: parish office.**

7.7 Local Wildlife Site Cuckoo Wood, Sandling Lane. The update on its boundary and inclusion in the LWS register was **noted.**

- 8 **Volunteer Groups**  
**Received and noted** Rob Burrow's December report. Cllr Ivor Davies added that, despite the weather, the group had had a good turnout for the task day.
- 9 **Policy and Procedures**  
 Street Maintenance Policy. After lengthy discussion the suggested changes to the current documents and the adoption of 2 other documents were **agreed**. It was identified that funding for any work would normally be released in quarterly amounts. The document was to be tested on the bollards request at Boxley Road/Travertine Road
- 10 **Maidstone Local Plan**  
 The Clerk's report on Planning training on 24 November 2015 and the MBC update on the timescale for adopting the Local Plan were **received and noted**.
11. **Community Infrastructure Levy (CIL)**  
 Members agreed a response to a Government review of CIL. **Action: Clerk.**
12. **Matters for Information - INFORMATION**  
 12.1 Section 106s explanation **received and noted**.  
 12.2 Abbey Court, Boarley Lane new tenants. Members would be pleased to receive an invitation to visit the company. Cllr Waller asked that the company is informed that the paling fence bordering Boarley Lane is in a poor state of repair and in need of replacement or maintenance. **Action: Clerk.**
13. **Draft Budget 2016/2017**  
 Members were invited to submit projects for consideration for the draft budget. None submitted.
14. **Next Meeting**  
 Next full environment meeting 11 January 2016 at Beechen Hall commencing at 7:30pm.
15. **Enforcement and Section 106 updates from MBC**  
 Update on a property in Walderslade was **noted**.

Meeting closed at 9.20 pm.

<b>Item 4 Matters Arising from the Minutes.</b> Purpose of item: INFORMATION AND DECISION
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4.5 Minute 2821/4.5 Weaving Street Speed Reduction.  
 In view of the following do members wish to consider whether to prioritise the 2016/17 Street Maintenance budget or further consider the situation?

KCC (e-mail 22.12.15)

*"The County Council reviewed its policy on the implementation of 20mph schemes in 2013 and agreed to fund schemes where there is clear justification in terms of achieving casualty reduction as part of the on-going programme of Casualty Reduction Schemes, implement 20mph schemes which would assist with delivering targets set out in Kent's Joint Health and Well Being Strategy and enable any schemes that cannot be justified in terms of road safety or public health benefits but are locally important to be funded via by third parties such as the local Parish Councils or County Councillors via their own discretionary Combined Members Fund as long as these schemes are implemented to the guidance set out in circular 01/2013.*

*Kent has committed funding to roll out 20mph schemes where they can encourage more walking and cycling to contribute to wider public health outcomes. Outline design is progressing on these schemes and*

*it is hoped that a further 10 area wide schemes will be implemented in 2016, subject to due process. These currently do not include Weaving Street, Weaving, Grove Green as these areas currently have relatively good public health data compared to many other areas in the County. The Department for Transport has commissioned research into the effectiveness of 20mph speed limits in order to “support and inform future policy development on 20mph speed limits and zones” which is due in early 2017. I cannot envisage the County reviewing its policy until this research has been published therefore the most likely current source of funding for a 20mph limit in these areas would be via the Members discretionary Grant or via the Parish Council themselves.*

*Kind regards,  
Andy Corcoran  
Schemes Planning & Delivery Manager  
Kent County Council – Highways, Transportation & Waste”*

**Item 5 Planning Applications for Consideration.** Purpose of item: DECISION

15/510187/FULL Amendment to road alignment approved under planning permission  
15/504202/FULL - Proposed construction of spine road and new bridge over existing stream to enable future development on land at Kent Medical Campus, together with creation of two attenuation ponds for surface water drainage purposes at Kent Institute Of Medicine And Surgery Newnham Court Way Weaving Kent ME14 5FT. Deadline 15 January 2016.

Amendments:

- Submission of (NEW)
- Flood Risk Assessment Report
- Typical Culvert Design Concept In Relation To Existing Culvert
- Access Road Alignment
- Access Road Alignment and Section

(Amended plan)

- Proposed Access Road Red Line Plan.

15/510371/TPO Tree Preservation Order Application: HORNBEAM (T1) - Fell; HORNBEAM (T2) - Fell; HORNBEAM (T3) - Remove epicormic growth from main stem; BEECH TREE (T4) - Prune back towards boundary line (removing 2-2.5m, leaving 2-3m) at 5 Round Wood Close Walderslade Kent ME5 9UL. Deadline . To ratify the Clerk’s decision, after consulting committee members *Do not wish to object defer to the views of the Landscape Officer.*

15/510089/TPO Tree Preservation Order Application: CHERRY, HAZEL and WILLOW (G1) - Coppice to clear fence line by 2m at Gladepoint Gleamingwood Drive Lordswood Kent ME5 8RF. Deadline: 6 January 2016. To ratify the Clerk’s decision, after consulting committee members *Do not wish to object defer to the views of the Landscape Officer.*

15/510516/TPO TPO application to - G1 Ash saplings and 1no. Beech tree - Fell, 1no Norway maple - Crown lift over footpath to a height of 3.0m & crown lift away from garage to achieve a 2m clearance, G2 row of Field maples - Crown lift laterals over footpath to achieve a 3.0m clearance. 1no Mature Field Maple - Fell. G3 Ash saplings – fell at 2 Alexandra Glen Walderslade Kent ME5 9EB. Deadline 12 January 2016.

**Item 7 Highways and Byways.** Purpose of item: Decision/guidance

**Item 7.1 Bollards on verge adjacent to Boxley Rd/Travertine Rd junction.**

The request for bollards is being used to test the new policy and procedure for applying for funding from the Street Maintenance Budget. With effect from 1<sup>st</sup> April 2016 there is a £5,000 which would



normally be released in quarterly amounts of £1,250; the committee can change this if they feel a project over this quarterly amount should be completed.

The project funding application is enclosed for committee members but is available for other members on request.

**Item 9 Policy and Procedures** Purpose of item: DECISION

**9.1 Environment Committee - Review of policies and procedures 2016/2017.**

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as "housekeeping". If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review 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>	Site 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.

- When the office receives a major application just before a meeting an extension to the deadline will be requested. It is recognised that this may not be given. The purpose is 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 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 9.2 Community improvement draft letters**

At the last meeting members' identified the need for the parish council to be proactive in trying to improve the current infrastructure especially overgrown vegetation. KCC and MBC are approached to undertake vegetation maintenance when it encroaches on or overhangs footways and footpaths. KCC can write to residents when the vegetation originates from private property however there is no evidence that this is done on a regular basis.

In the past the Clerk has contacted residents about overgrown vegetation and also concerning flytipping over fences. This was done as housekeeping but in 2012 members asked to be involved and have approved the following template letters for this type of contact. Flytipping letters are more formal than a letter that would be sent to a resident asking for cooperation.

*"Dear Resident*

#### ***Flytipping***

*It is with regret that the Parish Council has to write this letter but it is aware that garden and other waste is being tipped into the communal alleyways behind the properties in Conifer Drive and Larchwood Close. [This paragraph is amended to reflect the situation]*

*This not only causes a nuisance for people trying to use the alleyway but it can increase pest problems for everyone and can be a fire risk. The local authorities supply various ways of disposing of 'extra' waste including:*

- *House to house collections\**
- *Household waste recycling centres (the nearest are in Medway – for locations see [www.medway.gov.uk](http://www.medway.gov.uk))*
- *Bulky refuse collections\**
- *Saturday Freighter Service (collections from 2 locations in Impton Lane)\**

*\*Details can be found at [www.maidstone.gov.uk](http://www.maidstone.gov.uk) under refuse and recycling. The garden waste recycling bags can be purchased from the parish office at Beechen Hall if you require a supply.*

*Residents are asked to use the above services to properly dispose of additional waste and it is hoped that the problems being experienced, due to a few inconsiderate people, stops this problem happening in the future.*

*The Parish Council thanks you for your cooperation".*

*"Dear Resident,*

*It has been brought to our attention that some residents in this road have been disposing of garden and household waste in the woodland, including tipping it over their boundary fence. This is flytipping and is illegal.*

*We wish to remind local householders that this is protected Ancient Woodland officially designated as a Local Wildlife Site. Dumping even organic waste is damaging to the woods. It introduces nutrients, pesticides and diseases, all of which affect the flora and fauna. Household waste can also attract rats. Furthermore, it spoils the appearance of what are YOUR woods and which most of us love and enjoy.*

*We would appreciate it if the errant residents would dispose of their refuse responsibly by either renting a garden waste bin from Maidstone Borough Council (see their website or telephone 01622 602600) or taking it to the tip. This area is now being monitored and further occurrences may be reported to the local authority for possible legal action.*

*Whilst writing, we would also like to remind residents that the trees in this area are covered by Tree Preservation Orders. Permission must therefore be sought from Maidstone Borough Council for any proposed felling or cutting-back. Failure to do so may result in prosecution.*

*Lastly, an apology. We realise that most residents, yourself probably included, dispose of their waste responsibly. However we are having to write to the many to reach the few who do not. We are confident of your support”.*

**Draft template for overgrown vegetation letter.** Members are asked to agree to the tone of the letter but leave the final content with the parish office.

“Dear.....

The parish council has been made aware that growth from your garden/property is encroaching onto..... and is narrowing the available footway space for pedestrians/ causing some pedestrians problems in using the footway.[If the species can be identified then it can be included, if it is a particularly fine specimen then a comment might be made as there is a need to make this letter friendly and non threatening].

It is likely that you may not actually walk this footway and so are unaware of the encroachment and the parish council would be very grateful if you could cut back the growth.

The parish council thanks you in advance for your cooperation but should you have any questions or queries please do not hesitate to contact me”.

Clerk’s note: *There is an issue of an elderly or disabled resident being unable to undertake the work and something could be added along the lines of*

*“If you are elderly or disabled and unable to undertake the work please contact me to discuss the situation”*

*If this happens then the parish council must be prepared to do something to help that resident. If members are not willing to help out or pay for someone to undertake the work then it should not be added as it could potentially expose the parish council and Clerk to criticism. As the parish council has Power of Competence it can legally pay for work but the gain should be commensurate with the cost.*

#### Procedure for sending letters.

Normally common sense is used and a letter is only sent if there is photographic evidence or a visit by a councillor or a member of staff confirms the problem.

Letters, especially the flytipping ones, can result in contact with the parish office and residents can be angry about the perceived insult to them. The Clerk will normally deal with these phone calls but it is important that some flexibility is given to the Clerk to amend the letters being sent out as she feels appropriate as one size does not necessarily fit all.

#### **Item 11 Proposed Permanent M20 Lorry Area: Invitation to Stakeholder Briefing**

Purpose of item: DECISION

Highways England is proposing to construct a permanent Lorry Area adjacent to the M20 and is inviting responses to its suggestions. The consultation document is available at [www.gov.org.uk](http://www.gov.org.uk) - Managing Freight Through Kent.

## **“Background to the Proposals**

In the 2015 Autumn Statement the Government set funds aside to build a permanent area where lorries can wait their turn to cross the Channel and do not cause disruption to local people or the economy. The Chancellor stated the Government’s preference for a site at Stanford but was clear that alternatives would also be considered on an equal basis ahead of making any final decision.

The Government wishes to fully test the case for a permanent lorry area as an alternative solution to Operation Stack, where lorries are temporarily queued on the M20 when there are delays and closures at the Port of Dover and Eurotunnel.

A number of temporary solutions have previously been tried and investigated, but none have provided a satisfactory resolution.

After investigation and site selection, we have identified two areas of land as potentially suitable locations for a permanent lorry area. These are to the west and north east of M20 Junction 11.

It has not yet been decided on whether any Lorry Area will be used solely as a response to Operation Stack, with a number of other uses under consideration. The main alternatives comprise:

1. **Emergency Use** – For use as a Lorry Area to accommodate lorries currently queued as part of Operation Stack.
2. **General Disruption** - Emergency lorry holding area which reduces or removes the need for Operation Stack and also for the existing queue management on the A20 approaching Dover and/or on the M20 approaching the Eurotunnel terminal.
3. **General Disruption and Overnight Parking** - Emergency lorry holding area as above, plus additional chargeable basic overnight parking. Free parking would be provided for lorries held for queue management or Operation Stack.
4. **General Disruption and Truckstop** - Emergency lorry holding area as above plus a truckstop (a lorry focussed motorway service area). Free parking would be provided for lorries held for queue management or Operation Stack.

This consultation is a non-statutory consultation to enable us to obtain a broad range of feedback on general options and in due course it will be followed by a formal consultation on any preferred site that will include greater detail on the design, layout and operation, and any associated, necessary highway works”.

### **Consultation response.**

Clerk’s comment: The following are questions extracted, from the on-line response form, that are considered relevant to the council. Suggested responses are in **bold italics**. Members should decide what responses they wish to make or whether they wish to respond to a particular question.

### **Section 1**

2. What best describes your interest in filling out this questionnaire today?

- I live in Kent
- I work in Kent
- I have a business in Kent
- I drive through Kent to work
- I drive through Kent to access medical, leisure or educational services
- I am an international lorry driver using Dover and/or Eurotunnel

- I am a lorry driver using roads in Kent but do not cross the Channel
- I walk/cycle/ride a horse in the area
- **I represent others (such as a local/regional/national group/business)**  
If so, please name the group or organisation **Boxley Parish Council**

Other (please describe)

3. How often do you use any part of the M20 or A20 between Maidstone and Dover?

- Daily
- Weekly
- Monthly
- Rarely
- Never

**Section 2: Current Operation Stack 4.**

How are you personally affected when Operation Stack operates (please tick all that apply)?

My social life is affected

My work life is affected

My home life is affected

I run a business and my business is affected

I am a lorry driver who is directed into Operation Stack

I am not directly affected by Operation Stack

Other (please describe) It would help us if you could explain the reason(s) for your response. Please use the space provided below. **Boxley Parish Council straddles the M20 between junctions 6 and 7 and the M2 between and by junctions 3 and 4. Operation Stack has a knock on effect on the parish with: HGVs being directed from the M2 to the M20; traffic using local routes to avoid delays; and also because of the closure of the M20. Residents' social and business lives are affected by Operation Stack.**

5. Do you agree that the current Operation Stack should remain the main response to major disruption to cross channel traffic?

- Strongly Agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree

It would help us if you could explain the reason(s) for your response. Please use the space provided below.

Section 3: Proposed lorry area

6. How much do you support or oppose the provision of a permanent lorry area to reduce or remove the need for freight traffic to be queued on the M20?

- Strongly Support
- Support
- Neither Support or Oppose
- Oppose
- Strongly Oppose

It would help us if you could explain the reason(s) for your response. Please use the space provided below.

7. How many lorries do you consider that any lorry area should be able to accommodate at any given time? Less than the suggested minimum 3,600 (If so please suggest a figure and explain your reasons)

The suggested minimum 3,600 (If so please explain your reasons)

More than the suggested minimum 3,600 (If so please suggest a figure and explain your reasons)

It would help us if you could explain the reason(s) for your response. Please use the space provided below.

8. If such a facility is built, what would be your priorities in choosing a site location? Please rank 1 to 12 according to your preference, with 1 being most important and 12 being least.

Maximises road safety

Minimises visual/landscape impact

Minimises the impact on residential amenity

Minimises other environmental impacts

Least overall cost

Most effective in keeping M20 open

Most effective in reducing delays to local roads such as in Dover and Folkestone.

Use of the facility has minimal impact on local roads

**Providing overnight lorry parking**

**Reducing the attractiveness of local roads as somewhere lorry drivers like to park and offering somewhere relatively comfortable and safe for lorry drivers to rest**

Providing an income to the taxpayer from parking and other services

If there are other considerations to you not covered by the above options then please describe them here: It would help us if you could explain the reason(s) for your response. Please use the space provided below.

**Boxley Parish suffers from HGVs parking in residential and inappropriate areas causing disruption and disturbance to residents.**

9. Four main alternatives are under consideration for the way any lorry area could operate. Please rank these alternatives in order of preference, with 1 being your most favoured and 4 being your least favoured.

Alternative 1: EMERGENCY USE Emergency lorry holding area which reduces or removes the need for Operation Stack only

Alternative 2: GENERAL DISRUPTION Emergency lorry holding area which reduces or removes the need for Operation Stack and/or Dover TAP and/or any M20 based Eurotunnel queue management.

Alternative 3: GENERAL DISRUPTION + OVERNIGHT PARKING Emergency lorry holding area as above, (with free provision for Operation Stack and Dover TAP/ Eurotunnel excess) but with additional chargeable basic overnight parking

Alternative 4: GENERAL DISRUPTION + TRUCKSTOP Emergency lorry holding area as above, with free provision for Operation Stack and Dover TAP/ Eurotunnel excess but with additional chargeable overnight parking AND 24 hour lorry only motorway service area facilities including hot food and drink It would help us if you could explain the reason(s) for your response. Please use the space provided below.

10. If you have any comments regarding the effects that any of the alternatives uses may have on the existing and/or future provision of commercial or other lorry parking in the local or wider area, please use the space provided below.

**If overnight parking provision is provided then legislation making on-road HGV parking a criminal offense should be also be passed.**

11. In addition to the minimum provision of toilets and hand washing, drinking water and refuse disposal, what facilities should be provided in any solution?

Showers

Food and drink (subject to charge)

Fuel

Other It would help us if you could explain the reason(s) for your response. Please use the space provided below.  
**Facilities to pay tolls and congestion charges in advance. Research has shown that foreign HGV drivers often get away without paying tolls and fines.**

12. Do you agree that a lorry area would address the current traffic problems on the M20?

Strongly Agree

Agree

Neither agree or disagree

Disagree Strongly

Disagree

It would help us if you could explain the reason(s) for your response. Please use the space provided below.

13. Which site would you like to see progressed?

Stanford West

Junction 11 North

Another location

None, I do not want to see a site progressed

It would help us if you could explain the reason(s) for your response. Please use the space provided below.

Section 4: Any other comments

14. If you have any other comments you would like us to take into account, please use the space provided below.

**Item 12 Matters for Information** Purpose of item: INFORMATION

Advance warning. The Department for Communities and Local Government (DCLG) has issued a consultation on proposed changes to the National Planning Policy Framework (see

<https://www.gov.uk/government/consultations/national-planning-policy-consultation-on-proposed-changes> ).

**The deadline for responses is 22 February 2016 and an agenda item will be placed on the 6<sup>th</sup> February agenda.**