



**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**

Members are hereby summoned and notice is given that a **Meeting of the Parish Council** will be held on **Monday 25 January 2016** the **Beechen Hall, Wildfell Close, Walderslade ME5 9RU** commencing at **7.30 p.m.**

Time guide  
(7.30)

1. **Apologies and absences** (7.30)  
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.32)  
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 Parish Council Meeting of 7 December 2015** (7.35)  
To consider the minutes and if in order sign as a true record (pages 3-5).
4. **Matters Arising From the Minutes** (7.37)
  - 4.1 Minute 2807/5.2 Boxley Warren/Pilgrims Way entrance. A request has been sent to the Chairman and Vice Chairman of the Maidstone Joint Transport Board for the entrance design to be included on the next agenda to allow Cllr Bob Hinder to speak.
  - 4.2 Any other matters arising from the minutes which are not on the agenda.
5. **Report from the PCSO and Police Issues** (7.39)
  - 5.1 Report and Crime statistics will be included on the agenda supplement if received.
  - 5.2 Parking Enforcement see report (pages 5-6).
- Adjournment to enable members of the public to address the meeting** (7.44)
6. **Co-option to casual vacancy (North Ward).** (7.54)  
To consider applications received for the vacancy. See confidential enclosure and report (page 6).
7. **Draft Minutes of Recent Committee Meetings** (8.10)  
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 7 December 2015 see report (pages 6-7).
  - 7.2 Environment Committee meeting 14 December 2015 see report (pages 7-10).
  - 7.3 Estates Committee meeting 15 December 2015 see report (pages 10-12).
  - 7.4 Environment Committee meeting 11 January 2016 see report (pages 12-15)
  - 7.5 Finance & General Purposes Committee meeting 12 January 2016 (to be provided before the meeting).
  - 7.6 Environment Committee meeting 18 January 2016 (to be provided before the meeting).
8. **Finance** (8.16)
  - 8.1 Payments made out of meeting 08.12.15 – 18.01.16 reports to follow.
    - 8.1.1 The Cooperative Bank.
    - 8.1.2 HSBC.

- 8.2 Receipts for the period 01.12.15 – 18.01.16.  
 8.2.1 The Cooperative Bank.  
 8.2.2 HSBC.
- 8.3 Account balances as at 18.01.16.
- 8.4 To authorise payment of accounts (list to be supplied at meeting).
9. **2016/2017 Precept and Budget.** (8.22)  
 9.1 The F&GP Committee having agreed that **"The draft budget is recommended to the Parish Council and that a precept of £98,481 including local council tax support of £2,062, be set"**. The Chairman's commentary and a briefing note are enclosed for members.  
 9.2 The Chairman and Clerk to then sign the relevant paperwork to apply for the precept.
10. **Policies and Procedures** (8.30)  
 10.1 To agree the 2016/17 review calendar see report (pages 15-17).
11. **Reports from councillors/office** (8.32)  
 Members/staff who have attended any meeting on behalf of the parish council are invited to give a brief summary.
12. **Reports from Borough and County Councillors** (8.37)  
 Our Ward councillors are invited to report and discuss matters affecting the parish.
13. **Matters for Decision** (8.45)  
 To consider any issues, such as attendance at meetings or as identified on the evening.  
 13.1 A volunteer to undertake a Parish Councillor internal audit is requested.  
 13.2 Lord Lieutenant of Kent's Civic Service Tuesday 15 March commencing 11.00 am at All Saints Church, Maidstone.  
 13.3 Meeting dates for 2016/2017 (to be provided before the meeting).
14. **Correspondence** (8.50)  
 14.1 Thank you message from Mrs Vanessa Jones in response to Chairman's congratulations on the award of her BEM.
15. **Matters for Information** (8.52)  
 15.1 MBC Parish Liaison Officer Yasmin Gordine has contacted the parish office and has been invited to attend the March Parish Council meeting.
16. **Next Meeting** (9.00)  
 7 March 2016 at Weaving Village Hall, Weaving Street ME14 5JP commencing at 7.30 pm. Councillors' reports and requests for items to be included on the agenda to be submitted no later than 29 February 2016.

*Pauline Bowdery*

Pauline Bowdery  
 Clerk to the Council.

Date 18 January 2016

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  
Monday 25 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 Meeting of the Parish Council held at St Johns School,  
Provender Way, Grove Green on Monday 7 December 2015 commencing at 7.30  
pm.**

Councillors present: Mr I Davies (Chairman), Mrs P Brooks, Mr V Davies, Mr P Dengate, Mr M Hinchliffe, Mr B Hinder, Mrs W Hinder, Mr D Hollands, Mr P Sullivan, and Mrs M Waller together the Clerk, Borough Councillor D Butler and a member of the press.

**1. Apologies and absences**

Cllr Harwood (work commitment), Cllr Macklin (unwell), Cllr Smith (absent) and Cllr Spain (convalescing). County Councillor Paul Carter.

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

None submitted.

**3. Minutes of the Parish Council Meeting of 6 November 2015**

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

**4. Matters Arising From the Minutes**

4.1 Minute 2807/5.1 Boxley Warren Awards for All application. An application has been submitted. **Agreed no further action.** The Clerk was thanked for her support in arranging the application.

4.2 Minute 2807/5.2 Boxley Warren/Pilgrims Way. Cllr Bob Hinder reported that he had still not received a response about the entrance and asked that the office arrange for him to speak to the Maidstone JTB about the need for a better design. **Agreed. Action: parish office.**

4.3 Any other matters arising from the minutes which are not on the agenda. None.

**5. Report from the PCSO and Police Issues**

No crime statistics were received. It was reported that in one night two vehicles had been taken from the Forestdale area of Walderslade. Cllr Dengate reported that the Police now appeared to be targeting HGVs that are illegally parked on the side of main routes and slip roads.

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

**6. Draft Minutes of Recent Committee Meetings**

6.1 Environment Committee meeting 9 November 2015. **Received and noted.**

6.2 Finance & General Purposes Committee 10 November 2015. **Received and noted.**

6.3 Estates Committee 13 October. Request to amend, for reasons of clarity; minute 2805/8.1 to read *'Members also requested that the resident is informed that any future requests to reduce the height of the trees will be at the resident's expense subject to permission from the Parish Council.'* **Agreed. Action: Clerk.**

**7. Finance**

7.1 Payments made out of meeting 10.11.15 – 30.11.15.

7.1.1 The Cooperative Bank. **Noted.**

- 7.1.2 HSBC. **Noted.**
- 7.2 Receipts for the period 24.10.15 – 30.11.15.
  - 7.2.1 The Cooperative Bank. **Noted.**
  - 7.2.2 HSBC. **Noted.**
- 7.3 Account balances as at 30.11.15. **Noted.**
- 7.4 Payment of accounts. **Authorised**

## 8 **Policies and Procedures**

- 8.1 Vision and Business Plan see report (Review). **Agreed.**
- 8.2 Electronic Recording of Meetings policy and procedure was reviewed as part of housekeeping and considered still fit for purpose. **Noted.**

## 9. **Reports from councillors/office** **Received and noted.**

- 9.1 Kent Association of Local Councils AGM from Cllr Ivor Davies. The Chairman drew attention to his recent letter on the subject in the national press.
- 9.2 KALC Maidstone Committee from Cllr Ivor Davies.
- 9.3 The intention to co-opt a Parish Councillor to the North Ward Casual Vacancy is currently being advertised. **Noted.**
- 9.4 MBC Local Plan training verbal report from Cllr Bob Hinder. Members' raised concerns that KCC did not take the impact of additional traffic seriously. Cllr Hinder explained that KCC only objected when traffic became "severe" however there was no clear written definition of what that meant.

## 10. **Reports from Borough and County Councillors**

Cllr Wendy Hinder gave a report on issues relating to the parish including the drainage issues around Boxley Road and the recent public inquiry.  
Cllr Butler gave a report on his duties as Deputy Mayor and informed the meeting that the main concern of people he met was planning.

Item 11 was taken at the end of the meeting. The Chairman proposed that as confidential information was to be discussed the press and public should be excluded from the meeting.

## 11. **Matters for Decision**

2016 KALC Community Award Scheme. The Chairman nominated for the award, seconded Cllr Bob Hinder, a volunteer who had and was working tirelessly for the locally community. **Unanimously agreed.** Recommendation to be forwarded to KALC. **Action: Clerk.**

Members discussed having a roll of honour board listing recipients of this award. **Agreed. Action: Clerk.**

Members then discussed having a group photograph and individual councillor photographs displayed in the parish office and possibly on the website. After intense discussion it was **agreed** that a professional photographer should attend the May 2016 meeting to take these photographs. Subsequently councillors will decide individually whether they wished to have their photograph on the website beside their contact details.

## 12. **Parish Council Annual Competency Report**

12.1 The Clerk's report on the working of the Parish Council was **received and noted.**

12.2 The Annual Competency Report and Statement was **received and noted.**

The Chairman then proposed that:

**Boxley Parish Council and its committees, having undertaken their annual review of management practices and working methods, considers that their decisions are made in an open and accountable way and that the public can:**

- **monitor the work of the parish council;**
- **understand how each decision is reached;**
- **recognise that the parish council is acting legally, fairly and in the interest of the community at large; and**
- **see that the council is always seeking ways to improve its service to the community.**

## **Agreed Unanimously.**

Item 13 was taken at the end of the meeting. The Chairman proposed that AS confidential information was to be discussed the press and public should be excluded from the meeting.

### **13. Financial Regulation 12.3(f): Grounds Maintenance Contract**

The Responsible Financial Officer's report on the reason why she wished to request the use of this regulation for the Grounds Maintenance Contract was **received** and **discussed**.

The Chairman then proposed that **The Parish Council invokes Financial Regulation 12.3 (f) to allow the 2016 Grounds Maintenance Contract to be decided outside of the tendering process. Agreed Unanimously.**

### **MBC Consultation Blue and Green Infrastructure Strategy: Action Plan**

Members raised concerns that the Action Plan omitted a number of details normally found in a schedule of this nature. It was therefore **agreed** that the response to the consultation should be that

Members raised concern that the Action Plan did not contain a timescale, monitoring of targets etc. The response **Boxley Parish Council cannot comment on this document as an action plan as it appears to be more of a strategic plan. The parish council requires an action plan to:**

- **Identify resources;**
- **Have clear timescales for completion;**
- **Include a monitoring strategy to ensure targets are met;**
- **Be cost justified;**
- **Identify whether the action is justified and viable**

### **14. Correspondence**

**Received** and **noted**.

14.1 KCC Winter Period update.

14.2 Thank you letter from Helen Whatley MP. The Clerk was asked to obtain an update on the issues Mrs Whatley was going to take up on behalf of the parish council.

**Action: Clerk.**

### **15. Matters for Information**

15.1 KWT electronic newsletter November.

15.2 Kent Police and Crime Commissioner Meeting on the future of policing in the county and impact of the Autumn Budget Statement 9 December.

16.3 Extra Environment Committee meeting scheduled Monday 18 January 2016 at St John's School to receive a presentation from Gallaghers regarding development at Eclipse Park.

16.4 KWT Countryside Voice Winter 2015.

16.5 KWT magazine Winter 15/16.

### **16. Draft Budget 2016/2017**

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

### **17. Next Meeting**

25 January 2016 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30 pm.

Meeting closed at 8.50 p.m.

## **Item 5. Report from the PCSO and Police Issues.**

### **5.2 Parking Enforcement.**

Report from PCSO Adlington. Kent Police have not delegated or given authority to PCSOs to issue parking infringement tickets. This power currently lies with the Civil Enforcement officers of Maidstone Borough Council. I have brought MBC officers to Provender Way to enforce the current restrictions which only exist on part of the road. An Civil Enforcement

Officer can only enforce on yellow lines or on road with clearly signed parking restrictions. I have given verbal advice to those parked unsafely near the junction but I am unable to be there every day before and after school. I have witnessed children attempting to cross the road between parked vehicles.

I have approached the studios and the school regarding their parking problems.

#### **Item 6 Co-option to casual vacancy (North Ward).**

A copy of the candidate/s CV is enclosed under confidential cover for members. Candidates will be invited to address the meeting for up to three minutes and will be asked to leave the room whilst members consider the application/s and make a decision by clear majority vote. If there are more than two candidates more than one vote may therefore have to be taken.

#### **Item 7 Draft Minutes of Recent Committee Meetings**

##### **Item 7.1 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 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.

### **Item 7.2 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 Enterprise Zone. The MBC Briefing Paper – Enterprise Zone bid report was received **and** noted. The Clerk was asked to ascertain whether the Enterprise 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 palling 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.

**Item 7.3 Minutes of the Estates Committee on Tuesday 15 December 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm**

Councillors present: Mr Vic Davies (Chairman), Mrs P Brooks, Mr Ivor Davies Mr P Dengate, Mr B Hinder and Mr P Sullivan 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, Hinder and Sullivan.

2. **Apologies and absence.**

Cllr Smith (absent) and Cllr Spain (convalescing).

3. **Minutes of Previous Meeting 13 October 2015.**

The minutes of the meetings were agreed with a slight amendment to Item 8.1 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 2804/4.1 St Pauls Scout/Allotment Water bill. South East Water. Members **noted** the clerk's suggestion that until we hear back from the Scouts group no further action.
- 4.2 Minute 2804/7.2 Listed Tombs St Mary All Saints Graveyard. The Parochial Church Council would like to work with the Parish Council and the Clerk is investigating external funding and the legal requirements. **Noted.**
- 4.3 Minute 2780/4.1 Kestrel nesting box and insect hotel at allotments. Received and noted the clerk's report.
- 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 also informed members that there were a number of pegs missing from some plots and that he and Cllr Ivor Davies would replace them. **Action Cllrs B Hinder & I Davies.**
- 5.2 Review of Allotment Rules and Regulations – Members agreed to Cllrs B Hinder and I Davies as part of the allotment working group to look at the policy and provide any amendments to the office. **Action Cllrs B Hinder & I Davies.**
- 5.3 Review of Allotment Fees – Members received and noted the fee comparison chart, however requested this item is returned to the June meeting for consideration. **Action Office.**
- 5.4 Review of Allotment Keys and replacement lost keys. Members received the Clerk's report after discussion Cllr Hinder proposed that there is no change to the policy; this was seconded by Cllr Dengate with all in favour.
- 5.5 Pest Purge Report – Members received and noted the activity report and suggested that instead of an activity letter, tenants are asked to cc Pest Purge when notifying the parish council of any pest sightings at the allotment. **Action Office.**

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

Members **received** and **noted** the Clerk's report. Members agreed that Goodsell's had done a good job and have agreed to bringing forward the work which is planned in the next financial year if there is a mild winter. **Action Clerk/Chair and Vice Chair.**

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

- 7.1 Burial Ground Internments (change to regulations). **Noted** the church's response is being formulated and further information is awaited.

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

- 8.1 Tree Maintenance members were informed that the resident had accepted the terms highlighted by the Parish Council for tree maintenance and that Mr Hood had started on the work. **Noted.**
- 8.2 Safety Barrier – A company is being located to provide costs and there was no further update available for the meeting.
- 8.3 Litter picker – Members **received** and **noted** the clerk's report, that someone has been recruited to carry out this role who will start w/c 14 December, 2015.

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

#### 10. **Matters for Information**

There were none.

#### 11. **Clerk's Report**

- 11.1 Hire fees income. **Received** and **noted**.
- 11.2 Account balance as at 30 November 2015. **Received** and **noted**

- 11.3 Utility Providers – Members **received** and **noted** the Clerk’s report and agreed to allow the office to negotiate the most competitive rates whilst keeping the Chair and Vice Chair informed. **Action office.**
- 11.4 Income and Expenditure report. **Received** and **noted.**
- 11.5 Accident Report. None to report.

12. **Beechen Hall Extension**

Members’ **received** the Assistant-Clerk’s report which included ‘rough builder’s prices’, it was **agreed** that before a final decision could be made on the extension, a meeting should be arranged in the new year involving the working group and the office to allow them to carry out a cost evaluation exercise of the new committee room and its return on investment. This is to be presented at February’s meeting. Cllr Dengate requested that pre application advice should be sought from MBC if members **agreed** to proceed with extension. **Action office/working group.**

13. **Village Hall Grants**

Sandling Village Hall request for contribution towards new floor. Members **received** and considered this request and **agreed** in principal to award this grant subject to seeing a copy of their last year’s accounts and confirmation of where the other 50% would be coming from, this is to be emailed out of meeting. **Action Office.**

14. **Policies and Procedures**

Grounds Maintenance Contract – Members **ratified** the decision made at the Parish Council meeting and **agreed** the reappointment of the current contractor Landscape Services for a further two years.

15. **Matters for Decision**

There were none.

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

16.1 General Budget – Path to playground at WDJO – Members considered Cllr Vic Davies’s idea and it was suggested that the new form (project analysis form) adopted by the environment committee to assess projects put forward for the Street maintenance budget is used for this project. **Action Office/Cllr Vic Davies.**

16.2 Beechen Hall Budget – Car Park Lighting Members were informed by the Assistant Clerk that two lights (out of a total of 6) were not working in the car park. It was suggested that as these two lights run off the same cable there may be a fault. However it is likely that the lights need updating and replacing to LED lights a sum was placed in the budget.

Both budgets were approved by the committee. **Action office.**

17. **Date of Next Meeting.**

Tuesday 9 February, 2016 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.10 pm

**Item 7.4 Minutes of the Environment Committee on Monday 11 January 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

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

1 **Apologies and absences**

None, all members were present.

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

None.

3 **Minutes of the Meetings of 7<sup>th</sup> and 14<sup>th</sup> December 2015**

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

4 **Matters Arising from the Minutes**

- 4.1 Minute 2821/4.1 Bike barrier at Fitzwilliam Rd/Camomile Drive. Members **received** and **noted** the Clerk's report upon investigation KCC has concluded that a bike barrier would not be possible, due to path layout, width and design, to install barriers to slow down bikes. The installation of the equipment cannot be contained within the boundary of the KCC footpath and would encroach on or do damage to private land/property.
- 4.2 Minute 2821/4.2 Advertising boards at Roundwood roundabout. As no response had been received from MBC the Assistant Clerk **agreed** to contact MBC for a response. **Action Assistant Clerk.**
- 4.3 Minute 2821/4.3 HGV parking. The Assistant Clerk informed members that action is now being taken against lorries/HGVs parking either on slip roads or on the hard shoulder through fixed penalty notices. Item11 is consultation for a Proposed Permanent M20 Lorry area.
- 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. This work has been budgeted for in this financial year and members have set a deadline of 29 February to decide whether to proceed. This will give KCC the opportunity to review the charge for the application. **Action office/KCC.**
- 4.5 Minute 2821/4.5 Weaving Street Speed Reduction. Members received the Clerk's report which highlighted that KCC has not included this area in the ten schemes to be implemented in 2016. The Department of Transport commissioning research into the effectiveness of 20mph speed limits which is due to be published in early 2017. After careful consideration members agreed to wait for the results and review the situation at the next meeting after these have been published. **Action Office.**
- 4.6 Minute 2822/5 KIMS Medical Campus. Meeting with DHA being arranged. **Noted.**
- 4.7 Minute 2823/5 Maidstone Enterprise Zone. Meeting with MBC being considered. **Noted.**
- 4.8 Minute 2823/7.3 KCC charge for PC work on highway land. KALC has asked KCC to review the fee. **Noted.**
- 4.9 Minute 2824/12.2 Abbey Court. A meeting had been arranged with new owners however it has since been cancelled. The office is waiting for it to be rearranged. Cllr Waller asked that ample parking must be made available at the site for councillors to attend as parking is a bit of an issue. **Action office.**
- 4.10 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**

15/510187/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.

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.

*Do not wish to object.*

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

## 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 palling fence bordering Boarley Lane is in a poor state of repair and in need of replacement or maintenance. **Action: Clerk.**
15. **Draft Budget 2016/2017**  
 Members were invited to submit projects for consideration for the draft budget. None submitted.
16. **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 9.35 pm.

**Item 10.1 Policies and Procedures Reviews 2016/17**

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.

<b>January</b> (F&GPC meets)	<b>H</b>	Review of this document to allow adjustments. Member numbers for committees (in time for change at May meeting).
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check, find Councillor volunteer for an internal audit Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>

<b>February</b> (Estates meets)		No meeting
<i>Office note</i>		<i>Photocopier lease expires June 18- review.</i>
<b>March</b> (F&GPC meets)	<b>O</b> <b>H</b>	Equal Opportunities Statement. Replacement Procedure (for project not managed by parish office). Terms of Reference for Committees.
<i>Office note</i>		<i>Place reminder in agenda about Standing Orders to remind members of the planned review in April.</i> <i>Include on agenda. "Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories."</i>
<b>April</b> (Estates meets)		Standing Orders, Terms of Reference and Financial Regulations
<i>Office note</i>		<i>Chair to do minimum standards check.</i> <i>Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>
<b>May</b> (F&GPC meets)	<b>E</b>	Complaints re Code of Conduct.
<b>June</b> (Estates meets)		Lobbying and predetermination.
<i>Office note</i>		<i>Hall Electricity supply contract with Southern Electric ends</i> <i>Appliance service contract for boiler and oven expires July 2014.</i> <i>Find Councillor volunteer for an internal audit.</i>
<b>July</b> (F&GPC meets)	<b>H</b> <b>H</b>	Parish Councillor Allowances. Press Policy. Media Management Strategy. Review training needs.
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check.</i> <i>Include on agenda. Members are reminded that they should not sign blank cheques or authorisation letters, they need to check invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories."</i>
<b>August</b> (Estates meets)		No meeting
<i>Office note</i>		<i>Downs Mail page – reminder concerning website, Facebook and community alerts. Remind KM Village Correspondents.</i>
<b>September</b> (F&GPC meets)	<b>O</b> <b>E</b> <b>E</b> <b>H</b> <b>H</b>	Adopted Code of Conduct – complaints. Land & building purchase policy. Internal Complaints. Draft Minutes on website. Civic recognition recommendations (take in confidence if needed) Dispensations
<i>Office note</i>		<i>Take Declaration of Pecuniary Interest forms to meeting to allow members to check and initial as up to date.</i>
<b>October</b> (Estates meets)	<b>O</b> <b>E</b>	Protocol for attending p.c. and committee meetings. Community Engagement Strategy.
<b>November</b> (F&GPC meets)	<b>H</b> <b>H</b>	Freedom of Information. Records Management Policy. KALC Civic Recognition Awards (nomination for) KALC Civic Recognition Award
<i>Office note</i>		<i>Chairman or councillor to do minimum standards check.</i> <i>Remind members about 20 day deadline for F of I.</i> <i>Include on agenda. Members are reminded that they should not sign blank cheques or authorisation letters, they need to check</i>



		invoices against cheques and authorisations when signing and cheques stubs need to be initialled by both signatories.”
<b>December</b> (Estates meets)	<b>E</b> <b>H</b>	PC annual competency report. Annual Statement of Competency of PC. Vision & Business Plan Electronic recording of meetings
<i>Office note</i>		

