



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU
☎ 01634 861237 ✉ clerk@boxleyparishcouncil.org.uk

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 9 January 2017 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU** commencing at 7:30 pm when it is proposed to transact the following business:

- 1 **Apologies and absences** (7.30)
To receive and accept apologies for absence.
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.31)
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.
- 3 **Minutes of the Meetings of 5th & 13th December 2016 - DECISION** (7.33)
To consider the minutes of the meetings and if in order to sign as a true record (pages 3-6).

To adjourn to allow members of the public to address the meeting (7.35)

4. **Matters Arising from the Minutes** (7.45)
 - 4.1 Minute 2940/4.1 Inconsiderate parking Provender Way, yellow lines. Meeting with County Councillor Carter arranged for 18 January
 - 4.2 Minute 2940/4.2 Grovewood Drive South yellow lines. MBC and KCC have refused to fund the yellow lines, stating that the other authority is responsible for installing yellow lines. Meeting with County Councillor Carter arranged for 18 January and MBC will be approached about the response.
 - 4.3 Minute 2940/4.3. Land to the rear of Tesco Grove Green. Work will be undertaken, when time allows, to contact the owners concerning maintenance.
 - 4.4 Minute 2940/4.4 Litter/flytipping signs. It appears that MBC did install the signs by the Impton Lane junctions however they may have been stolen so new ones are being purchased.
 - 4.5 Minute 2940/4.6 Development Wildfell Close. The planning officer has requested some clarification and it now looks like the item will go to the January MBC Planning Committee.
 - 4.6 Minute 2940/4.7. Litter picking and flytipping. Community Payback Scheme has indicated that it can undertake work and the office now has to complete all the forms to put forward projects.
 - 4.7 Minute 2940/4.8. Grovewood Drive North Crossing facility. The resident organising the petition is not yet ready to submit it. Meeting with County Councillor Carter arranged for 18 January
 - 4.9 Minute 2941/7.3. Parking at Grovewood Drive North, Shepherd's Gate Drive etc. Issue to be taken to County Councillor Carter and Maidstone Joint Transport Board (25 January). Meeting with County Councillor Carter arranged for 18 January.
 - 4.10 Minute 2942/8 Grounds Maintenance, identification of potential contractor. Action will be taken once draft budget is approved.
 - 4.11 Minute 2942/9.1 General Reserve for Highway Safety improvement projects. Action will be taken once draft budget is approved.
 - 4.12 Minute 2932 TPO for Cowbeck Wood etc. MBC's failure to process the TPO order.

- 4.13 Any other matters arising from the minutes not on the agenda.
5. **Planning Applications for Consideration - DECISION** (7.52)
 To receive and decide on responses to planning applications. See reports (pages 6-7).
 16/507793/FULL.1 Mayfield Close Boxley Kent ME5 9QZ.
 16/508290/FULL. Stone House Sandy Lane Maidstone ME14 3DJ.
 16/508452/FULL 2 Riverside Cottages Sandling Maidstone Kent ME14 3AS
 16/508515/FULL Pen Dean Weaving Street Weaving Kent ME14 5JP.
 16/508445/FULL 5 Gean Close Walderslade Kent ME5 9DB.
 16/508533/TPO Land Adj 11 - 12 Trotwood Close Walderslade ME5 9JU
6. **Planning Decisions, Appeals and Appeals Decisions - INFORMATION** (8.00)
 To receive any updates.
7. **Highways and Byways - DECISION** (8:05)
 7.1 Westfield Sole Road and Yelsted Lane. See report (pages 7-8).
8. **Grounds Maintenance - DECISION** (8.21)
 To consider Clerk's report (pages 8-9).
9. **Budget 2017/2018- DECISION** (8.35)
 9.1 To consider the draft budget (page 12).
10. **Policy and Procedures - REVIEW** (8.50)
 10.1 Funding for KCC Highway Projects (draft leaflet). See report (pages 9-10).
 10.2 Policy and Procedures Review calendar. See report (pages 10-11).
11. **Members Reports** (9.00)
 To receive any reports or notification of issues from members.
12. **Volunteer Groups - INFORMATION** (9.05)
 To receive any reports.
13. **Matters for Information - INFORMATION** (9.10)
 13.1 Tonbridge and Malling Borough Council Local Plan. See report (page 11).
 13.2 Medway Council Local Plan. See Report (pages 11-12).
 13.3 Maidstone Local Plan. See Report (page 12).
14. **Next Meeting** (9.12)
 Next Environment Committee meeting 6 February 2017 at Beechen Hall commencing at 7:30pm. Items for the agenda must be with the parish office no later than 30th January.

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.

15. **Enforcement and Section 106 updates from MBC** (9.13)
 To receive any update on issues. See confidential enclosure.

Pauline Bowdery

Pauline Bowdery
 Clerk to Boxley Parish Council

Date: 3 January 2017

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: Minute 2932/8.1 Flooding and the raised cushion outside of Kings Arms, Boxley Village. March 2017. Freight routes what does KCC do? November 2016. Maidstone Studios and parking issues due to Christmas Shows.

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 9 January 2017. 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 - DECISION

Minutes of the Environment Committee on Monday 5 December 2016 at St John's School, Provender Way, Grove Green commencing at 8.55 pm.

Councillors present: Cllr Wendy Hinder (Chairman), Cllr Ivor Davies, Cllr Paul Dengate, Cllr Bob Hinder, Cllr Hollands and Cllr Robert Martins together with the Clerk.

1 Apologies and absences

Cllr Clarke (unwell) and Cllr Radcliffe Godfrey (family commitment).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

None declared.

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

3 Planning Applications for Consideration

16/507893/FULL Demolition of existing garages and erection of three detached garages at 1 & 2 Elm Tree Cottages, Lidsing Road, Lidsing.

Do not wish to object.

16/507395/FULL Convert a garage to a dining room at 34 Abigail Crescent, Walderslade.

Do not wish to object.

4 Next Meeting

Next full Environment Committee meeting 13 December 2016 at Beechen Hall Wildfell Close, Walderslade commencing at 7:30pm.

Meeting closed at 8.56 pm.

Minutes of the Environment Committee on Tuesday 13 December 2016 at Beechen Hall, Wildfell Close commencing at 7.30 pm.

Councillors present: Mrs Wendy Hinder (Chairman), Ms L Clarke, Mr Ivor Davies, Mr P Dengate, Mr Bob Hinder, Mr D Hollands together with the Clerk.

1 Apologies and absences

Cllr Rob Martins (work commitment) and Cllr Radcliffe-Godfrey (work commitments).

2 Declaration of Interests, Dispensations, Predetermination or Lobbying

All members acknowledged that application 16/508263 was a parish council application. Cllr Bob Hinder reminded members that he was Chairman of the Friends of Boxley Warren, item 12.

3 **Minutes of the Meetings of 7th and 14th November 2016**

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

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

4. **Matters Arising from the Minutes**

4.1 Minute 2930/5.1 Inconsiderate parking Provender Way. Borough Councillor Wendy Hinder notified members that she has also been receiving complaints from residents. County Councillor Carter returns from leave on 13 December so an update will not be possible until the January meeting. This information also relates to items 4.8 & 7.3. **Noted.** The school to be chased for the previously requested supporting letter. **Action: office & agenda.**

4.2 Minute 2930/5.2 Grovewood Drive South yellow lines. The Clerk reported that she was attempting to resolve the problem as MBC had referred the issue back to KCC with a recommendation that the lines be put in for safety reasons and KCC has already refused this request. Borough Councillor Hinder and the Clerk was attempting to find a way to resolve this problem. The committee to review escalating the issue at the next meeting. **Action: agenda.**

4.3 Minute 2930/5.3. Land to the rear of Tesco Grove Green. Work will be undertaken, when time allows, to contact the owners concerning maintenance. **Noted.**

4.4 Minute 2930/5.4 Litter/flytipping signs. It appears that MBC did install the signs by the Impton Lane junctions however they may have been stolen so new ones are being purchased. **Noted.**

4.5 Minute 2931/4.6 Flooding Boxley Road (near Longwood) and Brownlowe Copse. KCC Highways had undertaken work and investigation at both sites. Since the installation of the Springgate pond the water flow down Cossington Lane and into Brownlowe Copse has almost become non-existent. The parish council and WWG have received a thank you e-mail from a grateful resident. **Noted.**

4.6 Minute 2931/5.6 Development Wildfell Close. The planning officer has requested some clarification and a revision to the 25 year Management Plan and it now looks like the planning application will go to the January MBC Planning Committee. **Noted.**

4.7 Minute 2931/5.7. Litter picking and flytipping. Community Payback Scheme has indicated that it can undertake work and the office now must complete all the forms to put forward projects. **Noted.**

4.8 Minute 2931/5.8. Grovewood Drive North Crossing facility. The resident organising the petition is not yet ready to submit it. **Noted.**

4.9 Minute 2932/8.2 Dog Waste Bins. MBC has agreed to install an additional 7 co-mingled bins, including one at Lodge Road. An 8th has been requested but MBC will need to investigate the need as this is in East Ward. **Noted.**

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

5. **Planning Applications for Consideration**

16/507993/FULL and 16/507994/LBC (Listed building consent. Retrospective application for change of use garage space to use as teaching space. Boxley House, The Street, Boxley. *Do not wish to object but the parish council would like it noted that it does not like retrospective planning applications.*

16/507366/OUT Outline application for plots 6, 7 and 8 for B1 office development in relation to extant planning permission MA/13/0389 with all matters reserved for future consideration. Plots 6,7 & 8 Eclipse Park Sittingbourne Road. The Clerk was asked to liaise with the KCC Planning Officers.

Do not wish to object. Although the parish council welcomes the creation of jobs there is grave concern about the additional 200 vehicles attending these sites. Since the original application the site has been developed with NEXT and a Waitrose will be built in the New Year. The increased traffic from the two retail units will more than take up the slack caused by the closure of the Park and Ride, which on average only contained 300 vehicles per day.

A new entrance at Bearsted Rd has been constructed which serves NEXT and will also be used by Waitrose customers but the surrounding highway infrastructure does not support the current vehicular movements let alone any additional traffic. Junction 7 is a major gateway route to Maidstone Town Centre and there is already quite severe congestion on the roads to the town centre and in the surrounding communities. The KIMS site is also due to expand and there is additional concern that there is no cohesion between the planning and traffic authorities to deal with these problems before any additional development takes place.

16/508119/TPO Fell Sycamore tree or alternatively crown lift for clearance of 5m, thin canopy by 30% and remove dead wood. 20 Spenlow Drive, Walderslade. *Do not wish to object defer to the views of the landscape officer.*

16/508295/TPO 1no Hornbeam Tree – Crown reduction by 30% and reduce height by 4 metres at 14 Olivine Close, Walderslade.
Do not wish to object defer to the views of the landscape officer.

16/508324/FULL. Replacement of existing conservatory with single storey rear and side extension at 1 Shearers Close, Weaving. *Do not wish to object.*

16/508263/TPO 1No Sweet Chestnut with 4 stems, fell at Boxley Parish Office, Beechen Hall, Wildfell Close, Walderslade. *Wish to see approved but in the interests of being open and accountable it should be noted that the parish council is the applicant.*

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

None.

7. **Highways and Byways**

7.1 Minute 2932/8.1 Flooding and the raised cushion outside of Kings Arms, Boxley Village. Cllr Clarke to monitor the situation and an item to be returned to the agenda when requested. **Action: Cllr Clarke.**

7.2 Westfield Sole Road and Yelsted Lane one way system. Contact has been made with KCC concerning crash statistics and requesting information on any recent investigations being undertaken due to the recent lorry jack knives etc. **Noted.**

7.3 Parking on verges and inconsiderate parking at Grovewood Drive North, Shepherd's Gate Drive and Provender Way. Members were notified that parking on verges could be made illegal with a Road Traffic Order, progressed by KCC. Borough Councillor Wendy Hinder notified members that she had written to County Councillor Paul Carter about the need for partnership working to resolve highway issues within the parish. After lengthy discussion members decided:

- A request for an urgent meeting to discuss all the parking issues was to be made to County Councillor Paul Carter.
- The issues were to be taken to the Maidstone Joint Transport Board if there was no progress via County Councillor Carter.
- If necessary, a meeting with MBC and KCC was to be arranged to try to resolve the yellow lines issue.
- Maidstone Studios to be approached to try to resolve the issue for next year.

Action: Cllr Hinder and Clerk.

7.4 HGV Parking Restrictions Old Chatham Road. Arrangements would be made to fill the barriers with water. **Noted. Action: Clerk.**

8. **Grounds Maintenance**

The current Street Maintenance policy for identifying and approving work was, with some minor changes, deemed suitable to be the basis of the new Grounds Maintenance policy. After discussion Cllr Dengate proposed, seconded by Cllr Ivor Davies, **that a pilot scheme for additional grounds maintenance is undertaken in 2017/2018 with £15,000 being included in the budget. Unanimously agreed.** The Clerk to obtain information from potential contractors on a possible retention rate with a view to organising packages of mainly landscaping

work. Councillors to identify areas that would need some regular work and the Clerk to produce a list for the January meeting. **Action: Clerk and councillors.**

9. **Budget 2017/2018**

9.1 General Reserve for Highway/safety improvement projects. Members **agreed** that the current Policy for Dealing with Highway Issues that do not receive KCC Highway Funding was still fit for purpose. After lengthy discussion Members approved a procedure for dealing with such requests which could also be used for other projects. It was **agreed** to pilot the procedure and produce a draft explanatory leaflet for the website. **Action: Clerk.** Cllr Hollands proposed, seconded by Cllr Bob Hinder, that **£40,000 of the Parish Council's General/Earmarked Reserves is identified in the 2017/2018 budget for highway/safety improvements which the Environment Committee felt was necessary but which KCC refused to fund. Agreed** (Cllr Ivor Davies abstaining).

9.2 After making approved changes the draft budget was **agreed.**

10. **Policy and Procedures**

Section 106 wishlist, with some additions, **approved.**

11. **Members Reports**

Cllr Ivor Davies notified members that Sandy Lane had been swept. **Noted.**

12. **Volunteer Groups**

Cllr Bob Hinder's report on the last task day of Friends of Boxley Warren was **received and noted.** He raised concerns about the safety of the volunteers due to the illegal bike activity at the site as the next three task days would be bund building/repairs which would be immediately adjacent to Pilgrims Way. He had raised the issue with the Management Committee however he felt that the situation was not being taken seriously enough. Cllr Bob Hinder to liaise with the Clerk about insurance cover and writing a letter to the management committee. **Action: Cllr Bob Hinder and Clerk.**

13. **Matters for Information**

13.1 Kent Minerals and Waste Sites Plans. Call for sites. **Agreed no further action.**

13.2 Franklin Drive Play Area. The fencing around the play area had accidentally been left in place after the repairs to the bank. MBC would arrange its urgent removal. **Noted.**

13.3 Facebook post on the recent burglaries. Members noted that it had been seen by over 32,000 people but had not gone out on the community alert system. **Action: Office.**

14. **Next Meeting**

9 January 2017 at Beechen Hall commencing at 7:30pm.

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

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

The Chairman raised the issue of use of the Old KCC site by the M2 motorway. She will try to get the site secured. **Noted.**

Meeting closed at 9.45pm.

Item 5 Planning Applications for Consideration - DECISION

Ratification.

16/507840/TPO1no. Multi-stemmed Hornbeam - Coppice (maintenance), 1no. Sweet Chestnut - Fell to ground (unhealthy specimen), 1no. Sweet Chestnut - Coppice (maintenance) (previously coppiced). 1 Brockbank Close Boxley Kent ME5 9US. Deadline 10 January 2017.

To ratify, after consulting with the committee, the Clerk's decision – Do not wish to object defer to the views of the landscape officer.

16/508148/FULL: Minor material amendment to 14/0659 change the roof of the porch extension from the flat roof to a pitched and tiled roof (to match the existing house) with a roof window (velux or similar). 22 Gleaners Close Weaving Kent ME14 5ST Deadline 6 January 2017.
To ratify, after consulting with the committee, the Clerk's decision – Do not wish to object.

Decisions.

16/507793/FULL Side extension to detached garage to provide an additional bay to provide secure storage and workshop and dry storage for bikes.1 Mayfield Close Boxley Kent ME5 9QZ. Deadline 4 January 2017. To ratify, after consulting with the committee, the Clerk's decision – Do not wish to object.

16/508290/FULL. Proposed front entrance gates and boundary wall at Stone House Sandy Lane Maidstone ME14 3DJ. Deadline 5 January 2017. To ratify, after consulting with the committee the Clerk's decision – Do not wish to object.

16/508452/FULL Demolition of existing dwelling, attached garage, outbuildings and garage and erection of a replacement dwelling and garage. 2 Riverside Cottages Sandling Maidstone Kent ME14 3AS. Deadline 20 January 2017.

16/508515/FULL Demolition of existing garage, removal of greenhouse, erection of single storey side and rear extension and creation of front bay window. Pen Dean Weaving Street Weaving Kent ME14 5JP. Deadline 20 January 2017.

16/508445/FULL Proposed side and rear extensions and loft conversion with internal alterations. 5 Gean Close Walderslade Kent ME5 9DB. Deadline 20 January 2017.

16/508533/TPO TPO application - 4 no. Goat Willows - fell to near ground level. Goat Willow - cut back growth to boundary or appropriate pruning. points. Goat Willow - remove major deadwood over gardens. Common Ash - cut back growth to boundary or appropriate points. Land Adj 11 - 12 Trotwood Close Walderslade ME5 9JU. Deadline 20 January 2017.

Item 7 Highways and Byeways- DECISION

Item 7.1. Westfield Sole Road and Yelsted Lane.

Clerk's note. It is suggested that the new procedure for considering a project is piloted on this item. The issue falls between level 1 and level 2 so both levels have been reproduced below.

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Level 1 procedure.

- Members to decide whether or not to proceed with the project.
- If proceeding what other information they may need.

Level 2 procedure.

Submission of a briefing note to the committee/council containing details on: health and safety, options, legal situation etc.

Members decide/identify:

Who actually benefits from the project.

If it is feasible/practical to action and whether there should be any further consideration/investigation. Past history of trying to resolve similar issues, KCC policy etc. will influence this decision.

Clear notification that this is something the parish council should become involved in e.g. the reasonable rule.

Members of the committee/council should be able to produce a clear and concise statement identifying the reasons why the committee/council should consider funding the work. Failure to be able to do this would identify why there could be a decision to take No Further Action.

Is local support identified or does there need to be further investigation?

What is the response from other local authorities responsible for the work but due to lack of funds or other reasons have not undertaken it?

The legal implications.

Financial implications including ongoing costs, possibility of external funding etc.

.....
Briefing note.

Westfield Sole Road and Yelsted Lane one way system. Contact has been made with KCC concerning crash statistics and requesting information on any recent investigations being undertaken due to the recent lorry jack knives etc.

A previous 2015 inquiry to KCC Highways concerning the idea of a one-way system resulted in the following verbal information being given by a KCC Engineer.

Overwhelming safety reasons can be the only reason for a rural one way system.

Rural one way systems are nasty and problematic and there is one the engineer knows of near Canterbury and it has the following problems.

- *People turn the wrong way into the lane or signs are knocked to face the wrong way.*
- *Vegetation overgrows the one-way signs and you are faced with visitors to the area not been able to identify it is a one-way road.*
- *Speeds along the one-way road have increased as people 'bomb' down them as they know nothing is supposed to be coming in the opposite direction.*

He spoke about the accident hotspot at the Lidsing Road/Dunn Street/ Yelsted Lane junction.

In April 2015 Unsuitable for HGV signs were installed at Harp Farm Rd/Yelsted Lane, and promptly stolen.

Crash Statistics have been obtained for the period of 18/4/13 to 05/03/2016 and these show that there is a crash problem at the cross roads of Lidsing Rd/Dunn Street/Yelsted Lane with at least 3 reported crashes. In the years 2009-2011 this was also shown as an area where crashes occurred.

Yelsted Lane had, apart from the above, had no other recorded crashes.

Lidsing Road between Westfield Sole Road and Yelsted Lane had no recorded crashes.

Westfield Sole Road (towards the Harrow Inn) had two recorded crashes.

Other crashes have occurred in the area e.g. Lidsing Road junction with Pilgrims Way however this report solely relates the crashes that occurred on or around the 'circuit' that members identified to the clerk.

The crash map supplied by KCC seems to indicate that physically any lorry which currently accesses West Field Sole Road from the East could travel along Yelsted Lane. This statement only deals with physically being able to go around a bend, there are vision and road width issues that will affect the safety of this type of movement.

Item 8 Grounds Maintenance - DECISION

Grounds Maintenance, identification of potential contractor. Action will be taken once draft budget is approved.

Clerk's report on identification of areas that might require additional maintenance, areas subject to regular complaints but which have not, despite requests to KCC received additional maintenance. The following have been identified by the Clerk as being needed due to the foot traffic.

Location	Private land	Maintenance required	Benefits who?
Footpath linking Woodlands to	No. KCC responsibility.	3-4 visits per annum to cut back weeds and nettles.	These are major routes for pedestrians,

Boxley Road, Walderslade			including school children as it links the developments to Walderslade Village and school bus service.
Overgrown area at cul de sac (village end) of Boxley Road, Walderslade	No. KCC responsibility.	2 major cut backs of overhanging vegetation, weeds and nettles per annum.	
Footpath from The Spinney to Brownlowe Copse	No. KCC responsibility.	Needs deciding	
Footpath by The Street, Boxley	No. KCC responsibility.	2-3 visits to cut back overgrowing vegetation from highway land.	The footway is a major route for pedestrians.
Footway between Lordswood Lane and Lordswood Lane (dips down through wooded area by roundabout	No. KCC responsibility.	2-3 visits to cut back overgrowing vegetation from adjacent verges. Cut back to be above 6 foot (for cyclists)	This is the only safe route for pedestrians.
Footpaths leading to play area, Timber Tops, Lordswood.	Not clear who is responsible. Survey of paths needed but likely 3 or 4 will need attention.	2-3 visits to cut back overgrowing vegetation from adjacent verges. Cut back to be above 6 foot (for cyclists)	These are major routes for pedestrians, including school children as it links the developments to Lordswood shopping area, the play area and public and school bus services.
PROW beside Weaving Village Hall, Weaving	PROW	3-4 visits per annum to cut back weeds and nettles.	The footpath is a major route for pedestrians, linking properties to the shopping area, local facilities and bus service.

Item 10 Policy and Procedures - DECISION

10.1 Funding for KCC Highway Projects. It is not planned to completely draft the leaflet until the draft budget has been approved by the parish council, its approval is needed to release general funds from the parish council's reserves. An introduction has been drafted and member's views are sought on the following draft.

Boxley Parish Council recognising the impact of financial cutbacks on local services has allocated, from its reserves, a sum of money that could be released to match fund or fund improvements that it considers are urgently needed but which are not being undertaken by KCC. The purpose of this document is to ensure that residents are aware of this policy and that requests for parish council involvement/funding is considered and processed in an open and accountable way. By identifying a meeting/decision/review timescale it is hoped to focus resources to obtain a decision in a reasonable time. Ultimately decisions made by the Parish Council/Environment Committee may not be to the liking of residents however if they are taken in an open and accountable way the reason for a refusal to undertake/fund a project will be clear.

Parish councillors and residents can put forward projects for consideration and a copy of the policy and application form available from the parish office. Parish office should be initially contacted to ensure that there is no duplication of work and advice can be given/sought. If they are able to do so parish councillors and residents, prior to contacting the parish office, should make an initial complaint to KCC by its website or by telephoning 03000 418181, the reference number for any complaint should be retained.

10.2 Policy and Procedures Review calendar. Clerk’s note: Members attention, solely as a reminder, is brought to reminder A at the bottom of this report.

Review of policies and procedures 2017/2018.

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	E	Street Maintenance policy and pro forma
March	O	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	E	BPC Planning information leaflet
May	H	Site Traffic Management informative note. Review training needs.
June	H	Are laminated planning advices (used at meetings) still fit for purpose?
July	O	Review response comments that are available for responding to planning applications.
August		
September	E	Pre application discussions
<i>Office note</i>		<i>Remind members about need to notify office of any budget ideas. Reminder A onto agenda A</i>
October		
November		Section 106 wish list Grounds maintenance policy & pro forma

		Highway projects policy & pro forma
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 13 Matters for Information - INFORMATION

Clerk's note: The following two items relate to the adjourning local authorities Local Plan Consultations. A small summary of the issues that will potentially effect this parish are given and guidance is sought on the level of briefing note/involvement members wish to have.

Do members just wish to focus on the impact of adjacent housing and the transport system or do they want a more in depth involvement?

13.1 Tonbridge and Malling Borough Council Local Plan.

Members requested an update on the timescale and issues that might impact on the parish. Timescale. T&MBC will soon start its Reg 18 consultation period, expected to run from Jan 2017 – June 2017. Immediately following on will be the Draft Plan consultation Reg 19/20, July – October.

The submissions for development, received via the Call for Sites, have now been assessed and areas close to the parish boundary which have been found *suitable and deliverable* are given below. These areas are in the Medway Gap and some traffic is likely to use the M2/junction 3 road system.

- Eccles 4,451 properties.
- Blue Bell Hill 24 properties.
- Burham 172
- Wouldham 134
- Aylesford Quarry 1,877

13.2 Medway Council Local Plan.

The timetable set out for the consultation and adoption are

Stage	Date
Regulation 18 – Development Options consultation	16 Jan to 6 March 2017
Regulation 19 – Publication of draft plan	Winter 2017/2018
Submission of plan for examination	Spring 2018
Adoption (determined on outcome of Examination)	2019

The Medway Plan looks for *Incremental expansion at Capstone* and *mixed use development* at Capstone Valley. The updated Call for Sites list, and hopefully the assessment of the sites that have been put forward, is expected in January 2017. For members information no decision has yet been received on the Gibraltar Farm Public Inquiry.

Scenario 2 Suburban expansion

A significant issue in this option is the consideration of the review of the Green Belt boundary bring

forward development land. The consultation and ongoing preparation work on the Local Plan will determine if there is a need to release land in the Green Belt, or if provision for development needs can be met in other areas.

Suburban development around Rainham, Capstone and Strood could deliver:

- 10,700 homes
- Community facilities, including new/extended secondary and primary schools, health care and community centres
- Employment and retail land integrated into new developments, as well as investments in Rainhamtown centre and peripheral sites near Strood and Hempstead that would provide accessible employment sites.
- Enhanced green infrastructure providing quality development and links to existing neighbourhoods

Scenario 3 A rural focus

- Rainham and Capstone Valley – 2280 homes, new secondary school at Hempstead, and primary schools, community facilities including health services, community centre and library provision; parks and open spaces.

13.3 Maidstone Local Plan.

The Interim Findings from the examination of the Maidstone Borough Local Plan were published on 22 December 2016. This report does not cover every matter that provides a broad overview. Its production is also intended to assist in identifying where further work may be needed. The final and fuller conclusions will be set out in the final report at the end of the Examination process.

Clerk's comment: the main matters covered in this report are Housing Strategy, Housing Allocation sites and Transport and Air Quality. From the information contained in the interim report it appears that the Inspector is on the way to agreeing that the draft local plan is fit for purpose. He is also recommending that the Objectively Assessed Housing Need, which was identified by MBC as 18,560 dwellings is reduced by 900 dwellings.

The BPC issue concerning the classification of the land around Lidsing was not part of the interim report.

Item 9. Budget 2017/2018 – consideration/DECISION

DRAFT Annual budget 2017/2018

**Note: Working doc
2017 2018 B**

ENVIRONMENT COMMITTEE

Updated 13/12/16

Last Year 2015 2016 Actual	Current Year 2016 2017			Next Year 2017 2018	
	Budget	Forecast income/Exp	% +	Budget suggested/agreed	Ear Marked Reserves

Environment

300 Environment							
4800	Street Maintenance	256	5000	2190	5000	0	0
4505	Roundabout Maintenance	-410	306	306	306	0	0
4110	Parish Tour	0	380	380	0	0	0
	Seats Timber Tops				3000		
	Grounds Maintenace				15000		
	Highway Projects				40000		

Overhead Expenditure	-154	5686	2876	63306	0	0
Environment - Income	0	0		0	0	0
Expenditure	-154	5686	2876	63306	0	0