



S BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the **Environment Committee** on **Monday 12 November 2018** 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 1st & 8th October 2018.** (7.32)
To consider the minutes and if in order sign as a true record.
4. **Matters Arising from the Minutes** (7.35)
 - 4.1 Minute 3167/4.1 Ancient Woodland and TPOs. Maidstone KALC has been chased for an update on discussions it may have had with MBC but with changes to the NPPF do members wish to pursue this?
 - 4.2 Minute 3167/4.2 Fixed plate pedestrian crossing signs Grovewood Drive North. Installed but traffic is increasing along Grovewood Drive.
 - 4.3 Minute 3167/4.3 Yellow lines at junctions along Provender Way. KCC is arranging Road Traffic Orders so that the work can proceed.
 - 4.4 Minute 3167/4.4 Chatham Road Sandling new road layout. An additional bollard plus work to raise the kerb has been ordered. The work was expected to be undertaken week commencing 1 October 2018 but contractors have been delayed due to the continuing works at the sinkhole in Barming.
 - 4.5 Minute 3167/4.5 Speed cushions, Boxley Village. Work to replace has been ordered, date not yet known. contractors have been delayed due to the continuing works at the sinkhole in Barming.
 - 4.6 Minute 3167/4.7 Junction 3 M2. Guidance is sought from members as to what action should be taken.
 - 4.7 Minute 3167/4.8 Programmed Tree Work along Boxley Road/Beechen Bank Road. KCC Property Services requested to trim back trees on its land that mask the street lights.
 - 4.8 Minute 3167/4.10 Gidds Pond Cottages off street parking provision. Office requested to backtrack through all the planning applications for the site to see if a condition has been imposed to provide the off-street parking.
 - 4.9 Minute 3168/4.12 Traffic survey Boxley Village. Possible costs have been obtained and KCC has been approached about whether BPC can have copies of the data collected by the survey lines south of Boxley Village. The cost of a survey will be in the region of £275 - £325.
 - 4.11 Minute 3168/13 Boxley Warren additional pond. Site meeting arranged between Cllr Harwood and Medway Valley Countryside Partnership to identify work and obtain a cost for the additional pond.
 - 4.12 Minute 3168/4.14 Daffodils. These have been distributed for planting.
 - 4.13 Minute 3169/7 Provender Way Winter Maintenance request. Response from KCC awaited
 - 4.14 Any other matters arising from the minutes not on the agenda.

To adjourn to allow members of the public to address the meeting (7.47)

5. **Planning Applications for Consideration - DECISION** (7.57)
To consider applications received. See report (page 3).
6. **Planning Decisions, Appeals and Appeals Decisions - INFORMATION** (8.08)
To receive and consider any information. See report (pages 3-5).
7. **Highways and Byways - DECISION** (8.10)
To consider any issues raised at the meeting. See report (pages 5-6).
8. **Lower Thames Crossing** (8.20)
To consider whether to respond. See report (pages 6-8).
9. **Projects for consideration for the 2019/20 Budget** (8.30)
Members are asked to submit any projects that they wish to see funded.
10. **Policy and Procedures - REVIEW** (8.32)
 - 10.1 Street Maintenance policy and pro forma (review). See report (pages 9-10).
 - 10.2 Highway projects policy and pro forma (review). See report (pages 10-11).
 - 10.3 Section 106 wishlist (review). See report (pages 11-14).
11. **Members Reports - INFORMATION** (8.42)
To receive any reports or notification of issues from members.
M20 junction 7 Planned Improvements. See report (pages 8-9).
12. **Volunteer Groups - INFORMATION** (8.50)
To receive any reports.
13. **Matters for Information – INFORMATION** (8.54)
None to report.
14. **Items for Next Agenda - DECISION** (8.55)
Requests for items to be included on the agenda to be submitted no later than 2 December.
15. **Next Meeting** (8.56)
Next Environment Committee meeting 10 December 2018 at Beechen Hall commencing at 7:30pm.

In view of the confidential nature (personal details and data) on the 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.

16. **Enforcement and Section 106 updates from MBC** (8.57)
To receive a verbal update if information is received.

Pauline Bowdery

Pauline Bowdery
Clerk to Boxley Parish Council

Date: 5 November 2018

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 3031/15.1 MC/17/2341 Proposed development Darland Farm (checked 01/10/2018).

October 2018 Minute 3141/7.5 Aug 18. MBC Wildlife Verge Maintenance . Reminder sent 1 October 2018.

Minute 3011/8.3 Westfield Sole Rd/Yelsted Lane/ Harp Farm Rd, return if any fundamental changes.

Minute 3028/4.1. Land to the rear of Tesco Grove Green. Parish office will undertake the work when it is able.

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 12 November 2018. 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 5 Planning Applications for Consideration - DECISION

Decisions

18/505439/FULL Erection of a single storey front extension to porch including increase in roof height, a two storey rear extension and a single storey wrap around rear and side extension, replacement roof including increase in ridge height, installation of a new pedestrian access gate from Grovewood Drive South and erection of a new low boundary wall to front. Alternative materials to first floor and roof and installation of stainless steel flue. 2 Harvesters Way Weaving Maidstone Kent ME14 5SJ. Deadline 13 November

18/505426 Advertisement consent for installation of 1no. face illuminated 'Paperchase' letters sign, 1no. face illuminated 'Virgin Holidays' letters/logo sign, and 1no. illuminated 'Costa' letters sign fixed to brickwork. Next Eclipse Park Sittingbourne Road North Maidstone. Deadline 14 November 2018.

18/505196/FULL Reconfiguration of existing concrete and tarmac hard surfaced area to provide Builder's Merchant storage, including repair works to existing concrete surfaces, installation of 2no. single storey modular buildings totalling 35m², installation of external yard lighting columns, erection of fencing, and associated works. Travis Perkins Cobtree House Forstal Road Aylesford Kent. Deadline 13 November 2018

18/505455 Approval of Reserved Matters for Access, Appearance, Landscaping, Layout, and Scale, pursuant of 15/503359/OUT - Outline application with all matters Reserved for residential development (approx 89 dwellings) plus open space, biomass plant and access road (plus emergency access). Land East Of Gleamingwood Drive Lordswood Kent. Deadline 16 November 2018.

18/505521/TPO application to 1x Oak tree - To be felled and a smaller native tree planted in its place. 15 Sylvan Glade Walderslade ME5 9PW. Deadline 15 November 2018.

18/505531 Erection of a single storey rear extension. 98 Chatham Road Sandling Maidstone Kent ME14 3BB. Deadline 20 November 2018

Note. MBC has notified that the parish council that it will reiterate its previous request to the applicants of the potential two schools, adjacent to the KIMS site, and the Innovation Medical Centre planned for the KIMS site, to engage with the parish council and community with a presentation on what is planned.

Item 6 Planning Decisions, Appeals and Appeals Decisions - INFORMATION

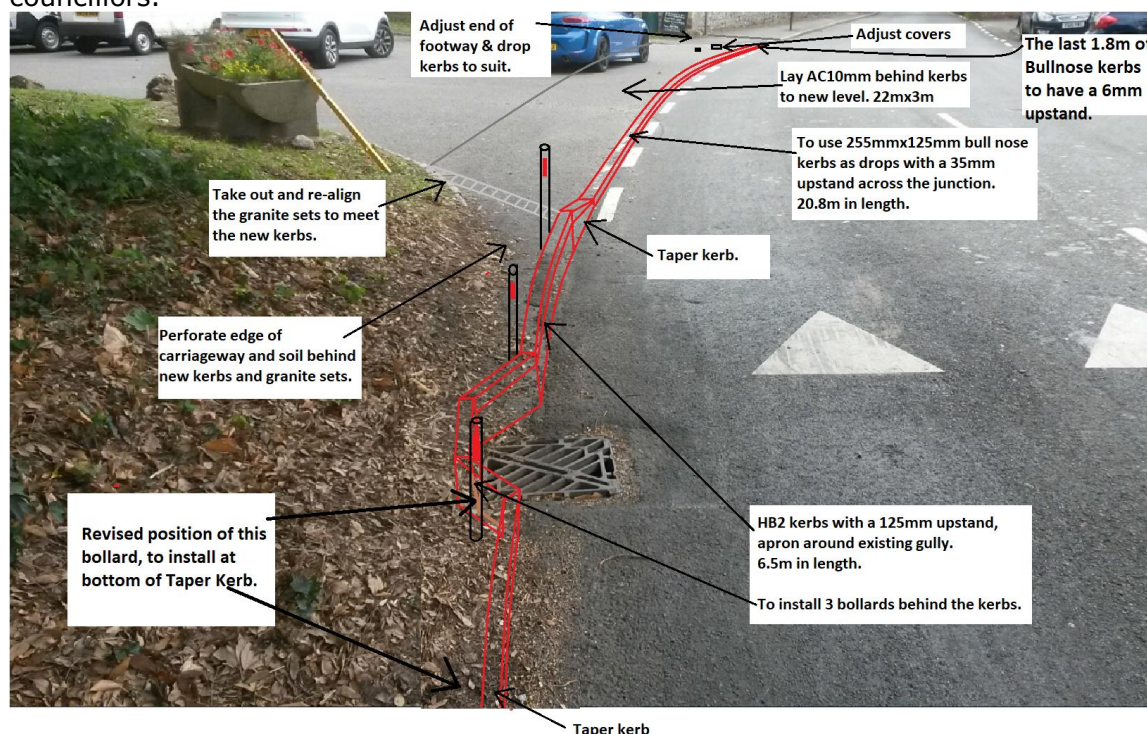
Appeal Ref: APP/U2235/D/18/3209022 The Firs, Boxley Road, Walderslade, Chatham, ME5 9JE. APPEAL ALLOWED.

Item 7 Highways and Byways - INFORMATION

7.1 Drainage and Flooding Report. It appears that as a direct result of the Parish Council's report the following actions have been taken

- Boxley Road/Longwood flood area. As previously reported investigations taken place and remedial work planned.

- Impton Lane and Celestine Close. CCTV investigation showed 100% blockage, the drains have been cleared with a tree root being cut away. More jetting is required and a local resident is going to monitor the situation for the parish council.
- Boxley Road (south cul de sac) investigated and some kerbing is being replaced. Resident will monitor situation.
- Boxley Village. Drain clearing is being scheduled and there is a design for civil works which has been discussed with the resident most afflicted by the flooding and also local parish councillors.



For info, as it stands with the layout of the road, when the gully blocks or during heavy rainfall surface water over runs the ends of the speed ramp, flows into Church Lane and causes flooding issues to property.

To replace any white dotted lines as required.

The Street Boxley junction with Church Lane

The parish council has been asked to respond to the above suggested work programme to deal with the issue of flooding at Boxley Village.

The resident most effected by the flooding plus the two local parish councillors have been approached for their views, see below, and guidance is sought on the response to go to KCC.

The two local councillors suggested that gullies were needed and the resident stated that he had met with the Highway Engineer and this design had been raised with him. Whilst he felt that the removal of the original gully, during the speed reduction work, had caused the problem there is obvious concern that nothing has yet been done. The resident wants assurances that should this suggested work not solve the problem that additional engineering is undertaken.

The following comments (*italics*) have been received from the two parish councillors, summaries of issues raised have also been included

“My view is that we should strongly not agree the proposed plan. It is poorly thought out and I believe will create other issues and may not actually solve the issue it is meant to. I believe this up stand will be a trip hazard to the many people who cross the road at this point”

Raised surface in front of the Kings Arms, use as a pedestrian crossing route, KCC officer 1 comment *“The proposal includes the use of 255mm x 125mm bull nose dropped kerbs across the entire 20.8m length of the car park and Church entrance, with a 35mm upstand. This entrance provides the only pedestrian access to the car park, village Church and several properties, which is too high to be negotiated by vulnerable road*

users, particularly wheelchair users, the blind or partially sighted and could result in a trip or fall. We would recommend that the maximum dropped kerb upstand here is 6mm”.

KCC officer 2 comment on this issue *"This is not a pedestrian crossing point and should not be encouraging footfall however at the tie in with the existing footway a 6mm kerb face will be provided for a distance of 1.8m to provide ease of access to cross the road, although there is no pedestrian facilities on the opposite side. To remain at 35mm throughout except the last 1.8m to deflect the water away from the car park which has been suggested in point 3. "* However there is significant footfall from the public house, a PRow along Forge Lane and to the North of the Church.

Cllr 1 comment *"This very much is a pedestrian crossing point and a 35mm up stand will represent a significant trip hazard and obstruction to users. Most people cross the hump to the North of centre of the speed hump yet the proposed lower up stand is to the South of the hump and just 1.8m of the 20.8m of kerb”.*

KCC Officer 1 *"The ‘Work Plan’ provided shows that 6.5m of HB2 kerbs with a 125mm upstand will be used as an apron around the existing gully, to deflect flood water away from the access. The road geometry has a fairly sharp camber from west to east which continues into and across the car park. It is likely that flood water will be initially deflected by the HB2 kerbs, however the sharp fall in the road surface means this will only delay the flood water which will then deflect into the car park area. We would recommend that an alternative method of drainage is investigated to control flood water at this location”.*

KCC Officer 2 *"This is why a bull nose kerb was provided to deflect the water away from the parking area as currently there are no means to deflect the water. Other measures have been considered”.*

Cllr 1 comment *"If we were to agree this I cannot see that KCC would ever revisit and action a new scheme if this current one did not work. The officer who undertook the survey finds that the proposal is unsuitable and will not work.”*

"I would ask that we do not agree this design and instead look to them to propose a plan that involves the

Cllr 2 comment *"I still can't agree the work KCC are proposing. I really don't think it will help the situation, indeed, may make it worse. I think, in spite of my reservations indicated in my previous response, a gully is the only reasonable solution. A grid over the top and a larger drain at each 'side' of the apron to stop debris would be the solution I'd push for. I agree with the resident's response. The continual raising of the height of the large cushion has actually made the situation what it is! The solution is to reduce/ remove the cushion or the gully. Tinkering around the edges just isn't going to work.”*

KCC officer 2 response (2/11/18) *"From what I have seen with the fall of the road and from the discussion with Mr Daly, most of the problem area is where the water runs into the church road is from beside the top speed hump when the gully blocks or can't cope, and then spans out across the junction and down Mr Daly's drive towards his property. Installing the full height kerbs at that point will act as a barrier and help the water to continue to flow down The Street. I believe this will help considerably under normal to heavy rainfalls, I cannot guarantee there won't be overrun during the more extreme rain events, although it should still be a large help and reduce the amount of water overrun. To put your minds at ease, I will not be apposed to further drainage works if Mr Daly still has further property flooding that puts them at risk of internal flooding after this work has been carried out”.*

- Boxley Road/Travertine. This is still being considered, the problem being that the soakaway is on private land.
- Cossington Lane and Brownlowe Copse. KCC are investigating.

Item 7.2 Maidstone Tree works notifications (E-mail 17/10)

Members views are sought on whether they find this information useful and wish to see it included in the agenda.

o/s 35 BIRCH DRIVE Lordswood Chestnut, sweet

Remove limb over hanging 35 with dogleg at site of historic branch failure (Structural weakness (specify))

Remove stem overhanging garden of 35 back to main stem - numerous historic pruning wounds from crown lifting - recent failure at branch extremity and significant reaction wood at branch collar - clear broken branch and deadwood (Structural weakness (specify))

Rear of 17 BOXLEY ROAD, WALDESLADE. Tidy up 3 small pollarded beeches to reduce extended lateral growth left by UKPN (Structural weakness (specify))

Rear of 15 Beechmore, Walderslade. Tidy up 2 small pollarded trees to reduce extended lateral growth left by UKPN (Structural weakness (specify))

BROWNELOW COPSE, WALDESLADE, KENT On the left side as you enter Brownelow from Boxley road
Fell by dismantle to ground level two dead birch (Dead tree)

(E-mail 8/10)

O/S 9 TROTWOOD CLOSE, Walderslade

Pollard at 2m and side/face up two hornbeam and one birch as previously hedged - prune back from streetlight one spruce leaving cover to rear untouched (Structure interference (Tree))

SARACEN FIELDS, BOXLEY, KENT

Ash Tree leaning towards 11 Saracen fields

Historically reduced tree with over mature regrowth - advanced decay evident in stem at site of fused twin stem - excessive ramping of footway due to anchor root growth - fell by dismantle to ground level (Structural weakness (specify))

Item 7.3 Walderslade Woods Road Crash.

Unfortunately, a fatality has occurred because of a crash between two vehicles at either one of the Impton Lane Junctions or between the junctions. A few years ago a petition was raised by a resident to try to get the speed limit on the road reduced but it did not receive County Councillor funding and the lack of personal injury crashes meant that it did not qualify for KCC funding.

KCC has been contacted and there is currently slight confusion regarding the location and whether it is in Maidstone or Tonbridge Highway area. KCC has to wait for the Police crash report which can take 1-2 months but they will in the meantime visit the site and investigate lay out etc.

KCC's current trigger for funding to make road improvements is when 6 crashes in 3 years in a 50m length of road occur. The parish office already has crash data for the road from 2010 – 2015 and has requested crash data from 2015 but the data will generally not cover the previous 6 months.

Item 8. Lower Thames Crossing. DECISION

Briefing.

The latest consultation is on the scheme that was decided upon after the last consultation. The deadline for responses is 20 December 2018 and the full document can be found at

<http://www.lowerthamescrossing.co.uk/haveyoursay>

Consultation information days are arranged and the nearest will be The Rochester Corn Exchange, Northgate, Rochester ME1 1LS Wednesday 5 Dec 2pm – 9pm

Boxley Parish Council previously responded at length to the original consultation with specific references to the impact on junction 3 of the M2, the A229 and also the local highway infrastructure. Members must decide whether to respond to this consultation.

The original and this consultation acknowledges that there will be an adverse impact on the A229 (and therefore junction 3 which KCC and Highway England already acknowledges exceeds design capacity). No additional funding is allocated within the Lower Thames Crossing for improvements to junction 3 or the A229 and despite the intervention of the MP no other funding has been found by KCC.

This briefing note focuses on the sections dealing with additional traffic.

Extracts from consultation document

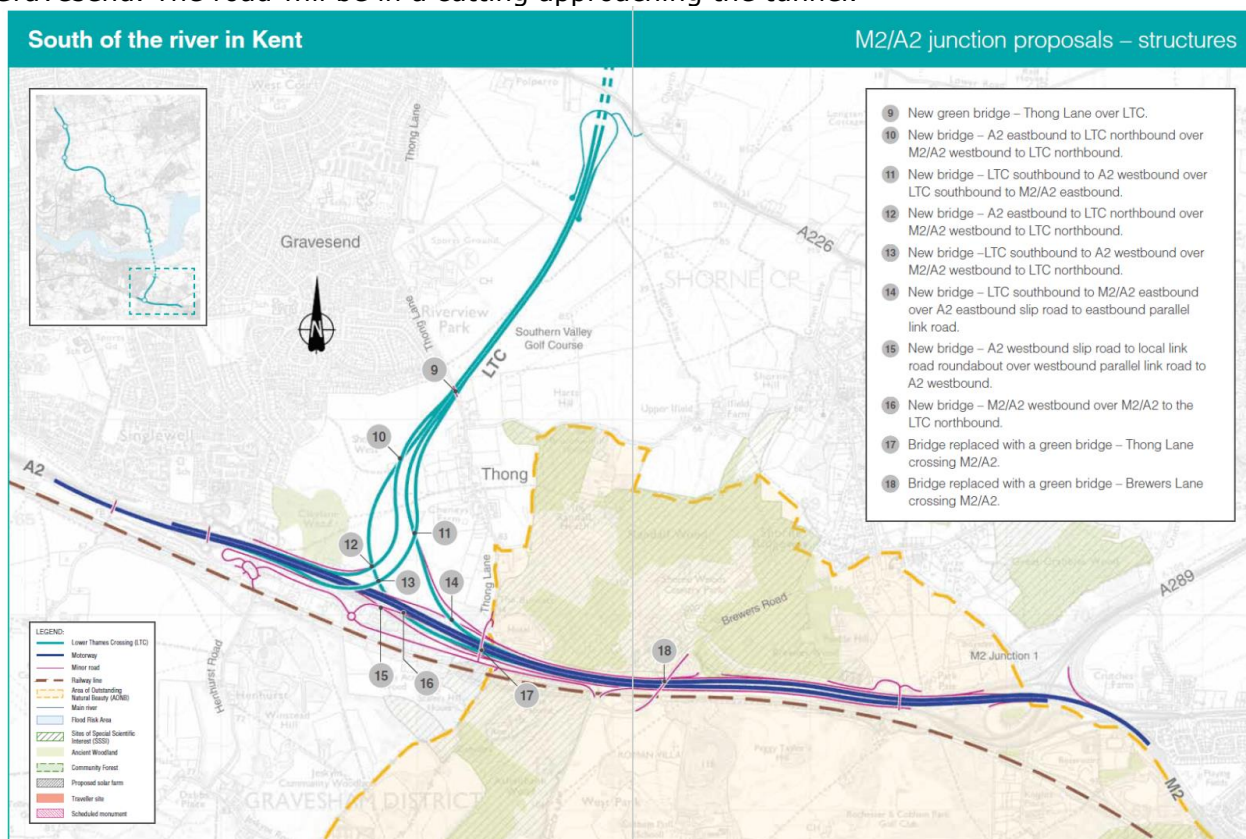
M2/A2 junction [the proposal]

The A2 will remain as four lanes in both directions with hard shoulders throughout. The M2 will be widened from three lanes to four in both directions through junction 1.

Two one-way link roads will be provided north and south of the A2, connecting to the existing A289 and the old A2 at the eastern end. Neither of these link roads will connect to the A2 at M2 junction 1, with these connections being made at the site of the new LTC junction instead.

The A2 will be kept at its existing height and the link roads will be at approximately the same height. We will need to rebuild a section of the M2/A2 immediately to the west of the new junction and for approximately 2 miles (3.5km) to the east, including junction 1 of the M2.

The route will pass under Thong Lane and approach a new junction with the A2, situated at the eastern edge of Gravesend. The road will be in a cutting approaching the tunnel.



On some roads, such as the A2 west of its junction with the new crossing, the A13 west of its junction with the new crossing, the Dartford Crossing and the M25 in Thurrock, the number of vehicles using these routes will fall when the new crossing opens.

Roads on the approach to the new crossing, including the M2, A229, the A13 east of its junction with the new crossing, the A2 east of Gravesend and some sections of the M25, will experience an increase in traffic levels as travel across the River Thames becomes easier and more reliable.

Connecting with other roads Clerk's note. This is probably the section that members may wish to respond to.

We are investigating how the new crossing will impact both the nearby local roads as well as the wider regional road network. We are developing a detailed understanding of where there will be a reduction in traffic, and also where increases are predicted.

We will work with the relevant local highway authorities to identify the locations where further improvements may be needed. These can then be considered as part of both current and future road investment programmes.

The process

The Lower Thames Crossing proposal is classified as a Nationally Significant Infrastructure Project. This means that the Planning Inspectorate, on behalf of the Secretary of State for Transport, will consider our application to build it.

The Planning Inspectorate will make a recommendation to the Secretary of State. If our application is approved, we will be awarded a Development Consent Order (DCO). This gives us permission to build. We are required to hold this statutory consultation before submitting our application. This offers the public an opportunity to learn about our project and provide feedback, which we will use to develop our proposals ahead of submitting our DCO application.

We want our consultation to be useful and accessible to everyone who lives and works in the area. To achieve this, we have worked closely with local authorities to produce a Statement of Community Consultation (SoCC).

This sets out all the activities we have planned for the consultation, including holding a series of events and publishing a collection of documents.

Item 11. Members Reports. INFORMATION/DECISION

Minute 3167/4.9 M20 junction 7 Planned Improvements

Numerous members attended the briefings and drop in session and gave the following reports/comments, other councillors choose not to include reports as Cllr Hayday's report covered issues that they would repeat.

From Cllr Hayday

1. *The work will involve changes to J7 itself, the roundabout just south of J7 on Bearstead Road, making Bearstead Road past Newnham Court 3 lane, with 2 heading East (to Bearstead), 1 to J7, & moving the vehicle access to Newnham Court to the KIMS roundabout. There will be "smart" traffic lights on each roundabout. There would also be an additional pedestrian crossing on the widened road, nest to the KIMS roundabout.*
2. *The work is expected to take 18 months in total, starting in the later part of next summer. The last part, after all other work is completed, will be J7 itself.*
3. *I spoke at length to the representative from the company that carried out the traffic modelling. Their brief was to model the immediate area round the developments but, importantly, not the south end of New Cut Road. He was not aware of the new STEM school & associated traffic lights & new roundabout in New Cut Road, nor was he aware of the proposals to put 2 more schools on the KIMS site. As such I believe the modelling to be of very little use, as these are key issues.*
4. *I challenged the KCC representative, pointing out that regardless of how much improvement was made to the roads leading into the KIMS roundabout, if at the same time restrictions were being developed on the rate that traffic could exit the southern end of New Cut Road they would have limited benefit. He shrugged his shoulders at this; essentially KCC have a pot of money from central government & it appeared to me they were keen to spend it & move the problem around a bit, regardless of whether it was real value for money. He talked about the vague possibility that in the future 2 other things might ease the situation:
 1. *Provision of off road parking at the start of Ware street, which would remove a blockage there. As there is on road parking further up, making Ware street single track, this is unlikely to help much;*
 2. *Improving the junction at the south end of New Cut Road/A20, possibly by a roundabout or a slip road for the left turn traffic. As the A20 is gridlocked at key times, this also is unlikely to help much;**
5. *KCC confirmed that both Helen Whately & Helen Grant provided letters of support to obtain the central grant towards the work.*

My conclusion was that as someone else was funding the work KCC happy to let it go ahead & put their heads in the sand as to whether it represented value for money or would have any real impact. At least they would be able to show activity, if not outcomes. I doubt if an additional roundabout or road widening at the southern end of New Cut Road will be popular with the nearby houses, it will effectively bring the traffic closer to them. I believe we should press for wider scope to the traffic modelling, covering the southern end of New Cut Road, the junction with the A20 & new schools, traffic lights & drop off/pick up in Grosvenor Drive South, with all the associated pedestrian traffic crossed New Cut Road at the start & end of each school day. It should also run scenarios for the 2 proposed schools on the KIMS site.

Report from Cllr Vic Davies

I attended, along with Ann and James the 18th Oct session and came away with the same opinion as Geoff, all the same points being raised. It was interesting that when I mentioned the Stem School proposals and pointed out that the works will be going on at the same time as the Bearsted Road works I got the distinct impression that this was the first they had heard of it. As for the inference [Clerk's note, other councillors also reported that the officer at the session seemed to think BPC supported the improvements] that the PC representatives at the meeting supported the idea that is

completely wrong, I came away with the impression that most people thought it was a waste of time and money for the reasons stated in Geoff's report and that the money would be better spent on the Langley relieve road.

Suggestion for possible parish council action, from Cllr Hayday

I believe we should press for wider scope to the traffic modelling, covering the southern end of New Cut Road, the junction with the A20 & new schools, traffic lights & drop off/pick up in Grosvenor Drive South, with all the associated pedestrian traffic crossed New Cut Road at the start & end of each school day. It should also run scenarios for the 2 proposed schools on the KIMS site.

Guidance sought on the response members wish to make.

Item 10. Policy and Procedures. DECISION

10.1 Street Maintenance policy and pro forma (review).

Street Maintenance Policy and procedure for budget expenditure.

When suggesting additional work individual members are asked to identify the following:

- what additional work they want;
- why they consider it is needed (whether it is for practical or aesthetic reasons);
- (if known) whether the land/vegetation is highway or private. If private can they identify the property owner/house number etc.
- have they reported the problem to the Highway Authority at any time (reference number to be given if possible)?

The Environment Committee will consider requests for the budget to be allocated and has identified the following criteria/requirements that need to be considered before a decision is made.

Is the issue on Highway property (verges/footways) and have reasonable attempts been made to get the Highway Authority to do the work?

Encroaching vegetation from private property. The Highway Authority can send a letter requiring the work be done and this can be arranged via the Highway Inspector¹. Alternatively the parish council will send its own letter.

Footways, especially if on a school, cycle or access to public facilities route are considered a priority by the Environment Committee. Salt bins are now only supplied if the County Councillor pays for them.

Vision splays are a H & S issue if they are overgrown and should be cut as and when required. This is the same as vegetation around speed signs and highway directional signs. KCC now works to a safety critical policy² which often means work requested is refused.

When considering projects Environment Committee should consider the following

- Whether the request is commensurate with the possible cost.
- H & S issues if it is going to arrange for work to be done.
- Who uses the footway, footpath etc?
- Why is it used (does it connect to a bus stop etc.)?
- Benefit to the wider community.
- Is it a 'make it pretty' request or a practical request?

¹ In the past it has proved difficult to get KCC to send such letters.

² KCC has never, despite requests supplied the safety critical criteria

There is a limited budget for work and where possible problem areas will be given priority. The Environment Committee can consider work for aesthetic reasons but these should not take priority over work needed for practical reasons. Funds will be normally be released in quarterly amounts.

Street Maintenance Procedure for submitting projects for consideration.

Members identify precisely what work they want done. Where possible this is to include site plans, approx. measurements and photographs.

The request is submitted to the Environment Committee to decide whether they agree in principle to the project, at this stage it might be possible to give an indication of cost of the work.

The parish office will work with the members to draw up a job specification.

Quotes can then be obtained and the Environment Committee can then agree whether to fund the project. The office will then obtain any permissions required or arrange the work.

10.2 Highway projects policy and pro forma (review).

Project funding application. Checklist for requests for funding

1	Description of work required and why it is needed				
		practical		aesthetic	H&S issues
2	Location and site description. Please be precise use house/road numbers/names or draw a plan on a separate sheet.				
3	If the land is not highways do you know who owns it? Give details.				
4	Have you reported the problem to the Highway or relevant Authority? YES / NO				
	If yes give reference number and date reported.				
5	Any other relevant information.				
6	Why benefits of work would be commensurate with potential cost				
7	Possible knock on effects				

Advice notes

These are to help you complete the pro-forma and also to help you produce the information that the parish council will need.

Ref.

1	<p>Description of work required and why it is needed (practical, aesthetic, H&S issues)</p> <p>When identifying the work you wish to suggest you will need to give clear instructions so that your colleagues can, if necessary prioritise the budget allocation.</p> <p>Example: Cut back encroaching vegetation for the length of the path between ??? and ???? (approximately 20 metres).Cut back shrubs to 1 metre from the path. Cut overhanging branches to clear head height.</p>
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	Photographs would be helpful.
2	<p>Location and site description. Please be precise use house/road numbers/names or draw a plan on a separate sheet.</p> <p>Other information that would be helpful is whether the work is adjacent to a highway. You could also identify the area if it is close to a street light column with a number.</p>
3	<p>If the land is not highways do you know who owns it? Give details.</p> <p>If the issue is coming from land that might be a private garden then please give details.</p>
4	<p>Have you reported the problem to the Highway or relevant Authority?</p> <p>KCC website or on telephone 03000 41 81 81</p>
	<p>If yes give reference number and date reported.</p> <p>If you have chased the report what response were you given?</p>
5	<p>Any other relevant information.</p> <p>Is the work in a conservation area or is the tree, to your knowledge, covered by a TPO? Have you been approached by residents about the problem?</p>
6	<p>Why benefits of work would be commensurate with potential cost</p> <p>This is your opportunity to highlight local issues. Example. The path is the route that school children take. If possible identify the people in the area that will benefit from the work.</p>
7	<p>Possible knock on effects</p> <p>Example. If requesting barriers to stop cars parking where would they likely go? By taking action would the parish council just create more problems elsewhere?</p>

General advice.

Use common sense. Just because one person has spoken about an issue does not mean that everyone else wants the action. Beware of a complaint about a private property there may be a neighbours dispute going on so just keep to facts.

10.3 Section 106 wishlist (review).

Purpose of Report. Members have maintained a wish list in case Section 106 money becomes available for highway projects etc. With the Community Infrastructure Levy now in force do members wish to amend the following list. Note- some of the content needs updating.

Boxley Parish Council 106 wish list 2017	Lead responsibility	complexity and impact	impact	prospects	When idea first tabled	Date obj completed
Grove Green and surrounds						
GroveWood Drive/New Cut junction improvements	Kent Highways	serious traffic management changes	large on traffic flows	Poor because costly		
Improve TV Studio Roundabout design	Kent Highways	serious traffic management changes	large on traffic flows	Poor because costly		
Improve TV Studio Roundabout design by road markings	Kent Highways	Simple white lining	large on traffic flows	Good		
Improve width of Grovewood Drive and install pedestrian refuges	Kent Highways	major changes path and road designs	encourages pedestrians	Poor because costly		
VVPT always looking for funding of projects	VVPT Trust	Various high to low cost	interest groups mainly	Good		
Anything on road design to alleviate congestion	Kent Highways	Various high to low cost	large on traffic flows	Poor because costly		
Contributions to play areas (new and existing)	MBC and Boxley PC	Various high to low cost	Family activity and exercise	Low for MBC High for PC. MBC Blue and Green Infrastructure policy is likely to see removal of small areas and Shepherd's Gate Drive play area with a replacement all aged facility at Grovewood Drive North.		
Community facilities for young people	MBC and Boxley PC	could be simple on open spaces	Young people seen as creating ASB	Low, Consultation always throws up objections. Some provision may be provided at the new area planned for Grovewood Drive North.		
Improve Weaving Street for pedestrians	Kent Highways	serious traffic management changes	Safety and traffic flows	Poor because costly		
Walderslade/Lordswood						
Missing footways around Impton Lane	Kent Highways	Ransom Strips exist leading to high cost	Safety and pedestrianisation	Poor because costly		

Roundwood project and facilities therein	KCC	evolving project, complex but supported	Positioned as a key community opportunity	Good but a really complex relationship with KCC	Village Green status- 01/13.
Community facilities for young people	MBC and Boxley PC	could be simple on open spaces	Area has only small children facilities	Land in short supply. Adult recreation takes up space. MBC refurbished Timber Tops so slightly more provision but still a need for more.	TT refurbished 2016
Speed reduction Wald Wds Rd	Kent Highways	major - traffic islands needed	Safety	Poor. 2016 County Councillor Carter approached to fund a reduction 60 to 50 mph, funding not released.	Dec-17
Westfield Sole Road improvements for traffic flow	Kent Highways	serious traffic management changes	a black spot for potential accidents -a rat run	Low but woodland land adjoins this road. Could be land allocated for development	
Construction of a footway (dual use cyclist/pedestrian if possible) beside Beechen Bank Road from Cossington Valley to Woodlands was considered.	Kent Highways	Cost and land availability	Safety		

Other

Land for recreational use at Boxley and Sandling and further allotments	Landowners but Rochester Bridge Wardens key	Needs to be close to communities	Family activity and exercise	medium	DH Allotments opened 03/2014.
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School improvements of facilities	School Governors and KCC	Could be simple projects	schools key to creating life paths for children	Good if politically acceptable	2013 St J's Expanded to double the previous intake
Dual Carriageway road by Maidstone Crematorium	Kent Highways	serious traffic management changes	large on traffic flows	Future development of KIMS site may trigger this	
Roundabout names	Kent Highways	Could be simple	key landmarking of community areas	Good if Kent Highways have the will But despite reminders appear not to take on board this request.	
Passing places on narrow lanes in the Parish	Kent Highways	Land purchases and civil works involved	a black spot for potential accidents -a rat run	Poor. Sat Navs and rat runs in a growing community	