



BOXLEY PARISH COUNCIL
www.boxleyparishcouncil.org.uk

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

A G E N D A

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that the Annual Meeting of the Parish Council will be held on Monday 13 May 2019 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing after the Annual Meeting of the Parish.

1. **Apologies and absences**
To receive and accept apologies for absence.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to Maidstone Borough Council.
3. **Election of Chairman.**
To elect a Chairman and receive their Declaration of Acceptance of Office.
4. **Election of Vice-Chairman**
To elect a vice-chairman.
5. **To Appoint Committees, Committee Chairmen and Vice-Chairmen**
See report (page 3).
6. **To Appoint Representatives to External Bodies**
See attached report (page 3).
7. **Inspection of Deeds and Trust Documents**
Originals are stored at the Solicitors; copies can be made available at the meeting.
8. **Chairman's Announcements**
9. **Minutes of the Parish Council Meeting 1 April 2019**
To consider the minutes and if in order sign as a true record (pages 3-6).
10. **Matters Arising From the Minutes**
See report (page 6).
11. **Crime Report and Police Issues**
Crime report 21 March to 2 May 2019. See report (pages 6-7).

Adjournment to enable members of the public to address the meeting

12. **Draft Minutes of Recent Committee Meetings**
To receive and note the following draft minutes.
 - 12.1 Environment Committee 1 April 2019 See report (pages 7-8).
 - 12.2 Environment Committee 8 April 2019. See report (pages 8-15).
 - 12.3 Estates Committee 15 April 2019. See report (pages 15-18)
13. **Finance**
 - 13.1 Payments made out of meeting 25.03.19- 07.05.19. See report (page 18).

13.2 Receipts for the period 25.03.19- 07.05.19. See report (page 18).

13.3 Account balances report (page 18).

13.4 End of Year and Audit of Accounts. See report (page 19).

14. **Policies and Procedures**
None scheduled for Review.

15. **GDPR**
Action is on going to ensure compliance. See report (page 19).

16. **Reports from councillors/office**
Members/staff who have attended any meeting on behalf of the parish council are invited to give a summary.

17. **Reports from Borough and County Councillors**
Our Ward councillors are invited to report and discuss matters affecting the parish.

18. **Matters for Decision**
To consider issues such as attendance at meetings etc.

19. **Correspondence**
To consider any received.

20. **Matters for Information**
To consider any received.
Discover the Kent Downs AONB this month. (e-mail 02/05/19).
KALC communication and social media networking event - 22nd June 2019

21. **Items for Next Agenda**
Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 28 May 2019.

22. **Next Meeting**
3 June 2019 at ESO, Boxley Village ME14 3DZ.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.

Date 7 May 2019

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. Items to be returned to agenda: Minute 3190/7.3 OneDrive Training. Review in June 2019 (amended from May by Clerk).

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: None.

**Supporting agenda papers for the Meeting of the Parish Council
Monday 13 May 2019
The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes including corrections 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 To Appoint Committees, Committee Chairmen and Vice-Chairmen

- 5.1 Environment Committee (up to 10 members).
- 5.2 Environment Committee, appointment of Chairman and Vice-Chairman.
- 5.3 Estates Committee (up to 10 members).
- 5.4 Estates Committee, appointment of Chairman and Vice-Chairman.
- 5.5 Finance and General Purposes Committee, up to 8 members. Membership is made up of the Chairmen and Vice-Chairmen of the parish council and of its committees plus at least one additional councillor.
- 5.6 F&GP Committee, confirmation of chairman and appointment of Vice-Chairman.

Item 6 To Appoint Representatives to External Bodies - Decision

The relevant organisations and current post holders are:

Grove Green Hall	Cllr Vic Davies.
Kent Association of Local Councils	Cllr Ivor Davies, Cllr Anne Brindle and Cllr Wendy Hinder (reserve).
Action on Communities in Rural Kent (ACRK)	Cllr Ivor Davies
Sandling Village Hall (2 Trustees) (meets first Tuesday in every month)	Cllr Wendy Hinder Cllr Dennis Hollands
Vinters Valley Nature Reserve (Trustee)	Cllr Vic Davies
Boxley Warren LNR	Cllr Tony Harwood
Mid Kent Steering Group	Cllr Bob Hinder
Parish/Police Liaison meetings	Cllr Bob Hinder

Please note it is up to individual representatives who are unable to attend a meeting to send apologies. Representatives should also provide an update (at least annually) to the parish office for inclusion on the relevant committee agenda.

**Item 9 Minutes of the Meeting of the Parish Council held at Tyland Barn,
Tyland Lane, Sandling on Monday 1 April 2019 commencing at 7.30 pm.**

Present: Mr B Hinder (Chairman), Mrs A Brindle (arrived at item 5.1), Mr Ivor Davies, Mr V Davies, Mr P Dengate, Mr T Harwood, Mr G Hayday, Mrs W Hinder, Mrs P Huntingford, Mrs K Macklin and Mr J Willmott together with the Clerk Mrs P Bowdery, PCSO Adlington and 2 members of the public/press.

1. **Apologies and absences**
Apologies: Cllrs Clarke, Constable, Hollands and Sullivan.
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**

There were none.

3. **Chairman's Announcements**

The Chairman notified members that he had attended the Lord Lieutenants Civic Service on behalf of the parish. He thanked the unknown volunteers that had undertaken a litter pick in the North Ward. He notified members that Bearsted Parish Council had agreed to work with the Informal Traffic Working Group and a meeting was going to be arranged.

4. **Minutes of the Parish Council Meeting 4 March 2019**

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

5. **Matters Arising From the Minutes**

5.1 Minute 3220/5.1 Franklin Drive Play Area. Borough Cllrs Bob and Wendy Hinder are having a site visit with the equipment manufacturer on 9 March. **Action Cllrs Bob and Wendy Hinder.**

5.2 Minute 3220/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Work to be undertaken to try to identify users of the heath. **Action: office.** Members were notified that a member of the public had set up an e-petition on the MBC website to try to get MBC to voluntarily submit the Heath for Village Green status. The Clerk was asked to publicise the petition to residents. **Action parish office.**

5.3 Minute 3220/5.4 Informal working group for local traffic issues. Bearsted Parish Council has expressed a wish to be part of the initiative and a meeting will be arranged. **Noted. Action: Cllrs on working group.**

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

6 **Crime Report and Police Issues**

Crime report 9 February 2019 to 21 March 2019. **Received** and **noted.** The Chairman highlighted that the individual reports did not now include a location for the crime so it was difficult to see if there was any trend. PCSO Adlington confirmed that the Police was aware that this was an issue.

PCSO Adlington reported that due to a shortage of PCSOs he now covered a vast area but a PCSO recruitment drive was currently being undertaken. He had recently caught two motor bikers at Boxley Warren and had advised them that it was illegal to drive there. He asked that the parish council notify residents that there was a big problem with fraud at the moment. He also notified members that he planned to hold a bike security marking event at the Grove Green shopping area on 27 April and more details would be forwarded to the parish office. He also hoped to arrange a similar event at Beechen Hall. **Action PCSO Adlington and parish office.**

PCSO Adlington was informed that the Parish Council would welcome a quarterly attendance at meetings if it could have a monthly report and if he remained in contact with the parish office. PCSO Adlington's e-mail address to be provided to councillors and he confirmed that the parish office could use common sense in supplying it to residents if they had a specific problem. **Action parish office.**

The meeting was adjourned at 7.35pm for a resident to report a blocked drain issue outside her property. Cllr Wendy Hinder informed the resident that the vandalised bollard on the chicane had been reported and would be replaced. The meeting reconvened at 7.37pm.

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

7.1 Environment Committee 4 March. **Received** and **noted.**

7.2 F&GP Committee 12 March 2019. **Received** and **noted.**

7.3 Environment Committee 18 March 2019. **Received** and **noted.**

8. **Finance**

8.1 Payments made out of meeting 25.02.19 – 25.03.19. **Received** and **noted.**

8.2 Receipts for the period 25.02.19 – 25.03.19. **Received** and **noted.**

8.3 Account balances report **Received** and **noted.**

8.4 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. **Noted.**

9 **Policies and Procedures**

9.1 Standing Orders. A review was recently undertaken, including a redesign of the document and the Clerk considers it is fit for purpose. **Noted.**

9.2 Financial Regulations. The current design is to be amended to reflect the Model Terms issued by KALC and updated to reflect the changes to the Standing Orders. This will be provided to the next F&GPC. **Noted. Action Clerk.**

9.3 Dispensation. The Clerk has reviewed the policy and procedure and members are informed that as there has been no changes suggested by MBC or NALC she considers that they are still fit for purpose. **Noted.**

9.4 Predetermination and lobbying. **Noted.**

10. **GDPR**

Action is being taken on the work identified at the last meeting. **Noted.**

11. **Reports from councillors/office**

Cllrs Brindle, Vic Davies and Hayday gave a brief report on their attendance at the MBC Strategic Planning Review. Concern was raised the ability of neighbouring councils asking MBC to take some of their housing provision and also that the Government had increased the housing provision requirements. Cllr Harwood notified members that MBC would have to provide 40% more houses in five years time. **Noted.**

Cllr Vic Davies updated members on a recent meeting concerning the acoustic doors in the Acorn Room. The temporary board insert had worked and the plan was now to install two specially designed acoustic doors in a sound proof frame. **Noted.** There was an outstanding issue regarding heating in that room and the Clerk was asked to place an item on the Estates Committee agenda to discuss this. **Action parish office.**

12. **Reports from Borough and County Councillors**

Cllr Wendy Hinder's report covering; the recent chaos at Grove Green caused by KCC closing the road with little notice; a meeting with MBC to discuss litter and flytipping in the North Ward and the damage to Weaving Heath was **received** and **noted**.

Cllr Bob Hinder's report also covered the problems being experienced at Grove Green and Weaving. He informed members that immediately after the litter/flytipping meeting the MBC officer caught, in Wildfell Close, an unlicensed waste carrier who was issued with a fixed penalty fine. He also informed members that he had recently thanked a resident who had witnessed flytipping and who had provided dashcam and photographic evidence to the parish office to pass on to MBC.

Concern was raised that there will be an increase in flytipping as KCC was now charging, at its waste/recycling centres, £5 per sack of rubble and also for other items such as plasterboard.

13. **Clerk's retirement**

The Chairman notified members that he had reluctantly accepted the resignation and an advert for the Parish Clerk would be appearing on 4 April with a closing date of 26 April. Arrangements were being made to identify dates for shortlisting and interviews. **Noted.**

14. **Matters for Decision**

Annual Meeting of the Parish. Mon 13 May commencing at 7.00pm followed by the parish council meeting. **Agreed.**

15. **Correspondence**

None received.

16. **Matters for Information**

16.1 Requirement for candidates standing for election to have their addresses published. **Noted.** Cllr Dengate asked if it was possible for the election papers just to note the area you live in e.g. Lordswood if you did not want your full

address shown. **Action parish office.**

16.2 Spring edition Office of the Kent Police and Crime Commissioner.

16.3 Zebra crossing New Cut Road. Members were notified that after a safety audit of the site KCC had highlighted some issues to the contractor and improvements would be made. **Noted.**

16.4 KWT Wild Kent Magazine Spring edition.

16.5 Wildflower meadow at Grovewood Drive North. Seed sowing has been organised for 26th April 10am and St John's Primary School's Eco-Councillors are going to help. **Noted.**

16.6 Discover the Kent Downs AONB this Spring newsletter.

17. **Items for Next Agenda**

Councillors' reports and requests for items to be included on the next agenda to be submitted no later than 7 May 2019. **Noted.**

18. **Next Meeting**

13 May 2019 at Beechen Hall, Wildfell Close, Walderslade ME5 9RU. **Noted.**

Meeting closed at 8.15 p.m.

Item 10 Matters Arising From the Minutes. Purpose of report: Information/action

10.1 Minute 3233/5.1 Franklin Drive Play Area. Borough Cllrs Bob and Wendy Hinder are having a site visit with the equipment manufacturer on 9 March. MBC Draft Lease to be agreed.

10.2 Minute 3233/5.2 Weaving Heath, Wents and Five Acre Woods and Grove Green Wood Village Green Status. Work to be undertaken to try to identify users of the heath. Due to recent work pressure this has not been started. **Action: office.** After the recent decisions regarding the Popes Field Planning Applications it was expected that the number of people supporting the resident's request that the heath be made a village green will increase and this is being monitored by the parish office.

10.3 Minute 3233/5.3 Informal working group for local traffic issues. The first meeting with Bearsted Parish Council has taken place and it is suggested that this item is moved to the Environment Committee agenda.

10.4 Minute 3235/16.1. Candidates for election. Advice to be sought whether a candidate can opt to have a local e.g. Lordswood instead of a home address on the published paperwork. Action has been delayed due to elections.

10.5 Minute 3234/13 Parish Clerk Interviews. These are scheduled for 13th and 15th May. F&GPC have the delegated powers to deal with this and they next meet (due to bank holiday Tues 21 May).

10.6 Any other matters arising from the minutes which are not on the agenda.

Item 11. Crime Report and Police Issues Purpose of Item: Decision.

Crime Reports 21 March to 2 May 2019. Note, often specific locations have not been identified in the information posted.

On Sunday 28th of April around 4:32pm. Two young men were seen stealing a mountain bike from a residential property.

On Thursday 2nd of May between 12:40am and 1:10am. Men have climbed onto the roof of a church and removed approximately 20 mtrs of lead gully.

Between 12:01am on Sunday 14th of April and 11:40am on Friday 19th of April. A Mitsubishi truck was stolen from a driveway and later recovered.

On Sunday 28th of April between 5:10pm and 9:30pm. A residential property was broken into.

On Friday 19th of April between 12:55pm and 4:26pm in Badger Road. A vehicle DU11 *** was stolen and later found abandoned and on fire.

Between 12:01am on Thursday 28th of March and 1:37pm on Thursday 11th of April. The lock was damaged on a shed at a residential property.

Between 12:01am on Friday 29th of March and 12:38pm on Tuesday 2nd of April. A vehicle parked in the road was keyed.

On Friday 5th of April between 10:30am and 1:30pm. Someone removed the wing mirror from a Vauxhall Astra parked in the road causing some damage.

On Thursday 4th of April between 10:35pm and 10:55pm. An office and workshop were broken into. Tools and money were taken.

On Wednesday 3rd of April between 12:01am and 8:57am. A Ford Transit van, NJ13***, was stolen from an industrial unit.

Item 12 Draft Minutes of Recent Committee Meetings Purpose of Item: Decision.
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Item 12.1 Minutes of the Environment Committee on Monday 1 April 2019 at Tyland Barn, Sandling ME14 3BD commencing at 8.25 pm.

Councillors present: Mrs W Hinder (Chair), Mrs A Brindle, Mr I Davies, Mr B Hinder, Mrs Pat Huntingford, Mr J Willmott and Mrs P Bowdery (Clerk).

1. **Apologies and absences**
Cllrs Clarke, Constable and Hollands
2. **Declaration of Interests, Dispensations, Predetermination or Lobbying**
None declared.

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

3. **Planning Applications for Consideration**

Ratifications

*19/501011/TPOA. TPO Application to reduce branch canopy of one English Oak overhanging driveway by up to 3m to growth points at The Maidstone Studios, Vinters Business Park, New Cut Road, Maidstone. **Ratified** the Clerk's decision, after consulting members, defer to the views of the landscape officer, however it is considered that such a tree makes a valuable contribution to the visual amenity of an area, especially in a new development, and as such the parish council would prefer not to have work undertaken because of the inconvenience of overshadowing.*

Decisions

19/501147/FULL – Creation of first floor side extension above existing garage and conservatory. Insertion of front Velux rooflight and first floor rear Juliet balcony. Internal alterations at 18 Tollgate Way, Sandling, Maidstone, ME14 3DF. The parish council has no material planning reason to object. It is concerned about possible overlooking and loss of privacy to neighbouring property due to windows on first floor north side.

19/501077/FULL – Proposed single storey rear extension, reduced levels for proposed patio and steps to rear garden at 7 Longwood, Walderslade, Chatham, Kent, ME5 9JG.

The parish council has no material planning reason to object but has concerns about water runoff as a result of additional hard landscaping.

19/500848/ - Amendment to plots 73 – 77 previously approved under 17/500388/FULL for the construction of 7 dwellings (resulting in two additional dwellings). At Land to the west of New Cut Road, Maidstone Kent ME14 5NZ. Wished to see refused and reported to the Planning Committee for the following reasons:

- This is overdevelopment of the site with extra housing being crammed in.
- There will be a loss of 2 visitor car parking spaces to the detriment of the development. More visitor car parking spaces were added in 2017 (17/500388) and this proposal is contrary to that permission.

19/501283/FULL Erection of first floor and roof side extension. 28 Lombardy Drive Maidstone Kent ME14 5TB.

Wished to see refused for the following reasons:

- It is out of keeping with the street scene with no other properties having high level dormers.
- It is considered on overdevelopment of the property due to its height and bulk and contrary to MBC extensions policy as it is overpowering the original property. There is also concern that there will be a loss of privacy to the adjacent property.

19/501078/FULL – Erection of two storey rear extension, conversion of loft into habitable space with the insertion of dormers and internal alterations at Walesden, Chatham Road, Sandling Maidstone.

The parish council has no material planning reason to object but has concerns that the introduction of a window to the side may have an impact on the privacy of the adjacent property.

19/500987/TPOA - TPO Application to crown lift one Oak Tree to give ground clearance of 5m over the garden boundary and cut back branches to give a clearance of 4m from the property. at 6 Wildfell Close, Walderslade ME5 9RU.

Defer to the views of the Landscape Officer however there are grave concerns that the cutting back is excessive and in the long term will damage the tree.

19/501286/FULL – Erection of a two-storey outbuilding with 3 bay opening for use as garage, shed/store and first floor home office, with the creation of a turning circle to improve access at Pollyfields Farm, Scragged Oak, Detling Maidstone.

As the access and egress is in the Parish of Detling, Boxley PC defers to the views of Detling PC.

19/501388/FULL- Erection of a front porch. Highmill, Tyland Lane, Sandling, Maidstone Kent. Deadline 16 April 2019.

Defer to the next meeting.

4. **Next Meeting**

Next Environment Committee meeting 8 April 2019 at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30pm.

Meeting closed at 8.50pm.

Signed as a correct record of the proceedings.

Item 12.2 Minutes of the Environment Committee on Monday 8 April 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.

Present: Mrs W Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr I Davies, Mr B Hinder, Mr D Hollands, Mrs P Huntingford and Mr J Willmott, together with Mrs P Bowdery Clerk.

1 **Apologies and absences**

None as all members present.

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

None.

3. **Minutes of the Meetings 18 March 2019**

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

4. **Matters Arising from the Minutes**

4.1 Minute 3228/4.1 Yellow lines at junctions in Grove Green. Installation of yellow lines should have started on, or soon after, 23 March. As work had not commenced the Clerk was asked to contact KCC for an update. **Action Clerk.**

4.2 Minute 3228/4.3 Traffic survey Boxley Village. The office has approached KCC about whether BPC can have copies of the data collected by the survey lines south of Boxley Village. The Chairman was asked to take the issue up with KCC. **Action Cllr Wendy Hinder.**

4.3 Minute 3228/4.6 Junction 3 M2. Waiting Government response to 10 MPs request for action on local infrastructure. **Noted.**

4.4 Minute 3231/7.2 litter Lordswood, Walderslade and countryside. **Noted.**

4.5 Minute 3231/10. Management of donation to the Friends of Weaving Heath and Woodlands. Members approved the procedure. **Action office.**

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

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

5. **Planning Applications for Consideration**

18/506656/FULL. Erection of a new two storey primary school and special educational needs secondary school with vehicular and pedestrian access via Kent Medical Campus together with associated car parking and drop off area, pedestrian access, drainage, areas for formal and informal outdoor play and landscaping works at Popesfield, Bearsted Road, Weaving. **Ratified** the Clerk's decision. After consulting members.

The parish council has objections to the amended plans and wishes to see the application refused for the following reasons:

NPPF requires development to be sustainable and only a real proven overriding need can change this requirement. The parish council considers, and it has studied the statistics in the recently published Maidstone Primary School Preference Figures For Entry Into Primary School for Sept 2019, there is no proven need for a new primary school in this area.

The potential other sites investigated, and rejected, by the application have only been considered for the two schools and not just for a single primary school. It is recognised that the majority of SEND students will have to access schooling by private or provided transport therefore the location of a SEND school is not fixed to a specific catchment area, in this case it is anticipated that students may come from as far afield as Ashford. With the removal of the SEND element of the school e.g. the football pitches etc. the primary school will have a significantly reduced footprint and thus some of the rejected sites may be suitable. It is not clear whether KCC Education has actually investigated extending existing schools to meet future need.

The location is unsustainable as it relies on significant numbers of students and staff accessing the site by private vehicles. The amended Draft Travel Plan and Planning Statement acknowledges that the relocation of the entrance onto the Kent Medical Campus "significantly increases the walking distance from the east." The removal of the proposed all weather footpath also means that people "routing from Grove Green or the west would not now use Bearsted Road". There is currently no direct public transport route onto the site and no guarantee that one will ever be provided.

Parking and drop off/pick up provision on the site. The amended plans/documents regarding this are contradictory and it is unclear whether there will be an increase of 12 or 14 drop off spaces. Regardless of the correct figure the amended documents make certain statements that do not pass the most casual inspection.

It is anticipated that 91 vehicles will be required to park in the car park or drop off layby, including vacant mini bus bays, which total 61 places. The positive references to the effectiveness of the drop off/pick up zones/spaces rely on:

- Parents arriving at a steady and even rate over the 30 minute drop off time.*
- The turnaround predictions, 15 minutes for KS1 and 6 minutes for KS2, again rely on there being a steady and even stream of vehicles arriving and departing and absolutely no delays in exiting or returning to the vehicle by any parents or students.*
- The positive statements concerning turn around for KS2 children are only correct if "parents are not required to leave their vehicle" (Transport Technical Note). So effectively the applicant is stating that KS2 children will be dropped off at the lay by and then what? collected by staff and taken on a long walk to the classroom? Only a Head Teacher can decide on whether students can be dropped off to find their own way or whether, as is usual for primary schools, require KS1, KS2 and often KS3 to be escorted to the classroom door. The applicant is therefore making unsafe and questionable assumptions on what will be acceptable to the Head Teacher. The layby in question is very long and students being dropped off at the end of it will possibly not be in sight of teachers and parents will naturally escort them to the responsible adult. The only other alternative seems to be that all KS2 students line up by the layby waiting for the whole class to be present and walked into school, what happens if it is raining, cold or windy? What is the impact on teachers and would there be enough teachers to do this. The parish council considers that the turnaround assessments need to be recalculated on KS1 and KS2 students being escorted to the classroom door.*
- No extra students/staff arriving due to inclement weather. There is also concern that during such weather there is a change in driving and the parking attitude/patterns which adversely impacts on any school parking, on site or off site.*
- No obstruction by double or inconsiderate parking in the car park.*
- No early arrival of the mini buses or taxis servicing the SEND school.*
- No early deliveries, refuse collections etc.*
- The layby not being used as a parking space by parents and not used by parents waiting to pick up KS3 and upwards students.*

While there is much about dropping off children it is considered that there is a glaring omission in the absence of a detailed reference to or recognition of the problem of parents collecting children from school. Drive past any school and you will find drivers waiting half-an-hour or more before the school finishes. This applies whether or not it is a requirement that the child be collected in person.

As it is clearly impractical for a parent to arrive at a precise pick-up time and for the 'doorkeeper' to know that a particular vehicle has arrived parents will need to get out of the vehicle to identify themselves. It would be interesting to know how the applicant intends this problem be addressed. Without a solution, the congestion will be both horrendous and distressing for both children and parents.

The Parish Council considers that the Trust should produce, prior to any further consideration of the planning application, a robust Safeguarding Policy for the transfer of children from parent to school prior to the planning application being agreed.

Many schools offer after school time slots for parents to talk to teachers and there is likely to be parents meeting other parents and arranging events etc. None of which is considered in the turn-over statistics.

Reference is made to the nursery not impacting on the drop off/ pick up time but no reference can be found to the reception class students who like KS1 must be delivered to and collected from the classroom door.

There is concern about the safety of students on the site as the older ones have to navigate a very busy car park with frequent vehicle movements.

It is doubtful whether any children of Primary School age will cycle to school and primary schools often require proficiency training before bikes can be left during the day at schools. Proficiency training is generally only undertaken in the last year of primary schooling.

The applicant acknowledges that the change to the site entrance will result in higher vehicle usage on local roads (149 in the am and 143 in the pm). Amendments to the Travel Mode Share for car/van usage shows a predicted 25% increase, mirroring the reduction in the original walk percentage (59.3% down to 34.3%) however these are only robust statistics if the originals were correct and the parish council considers that the applicant has been consistently over optimistic in their calculations on the students who would be walked to school. St John's School submitted a response to the original planning application Draft Travel Plan and it is considered that it is worthwhile quoting part of this submission.

"However, a high percentage of our pupils live within easy walking distance from our school i.e. less than 1km and therefore within the Desirable and Acceptable categories referred to above. Notwithstanding the Institution and Transportation's guidance, their parents/carers do not follow it. Some 40% + are driven to and from school despite the surrounding roads having wide paths and being residential roads and our encouragement to children and parents alike to walk.

At 3.2.1 of the DTP the baseline for the travel patterns of pupils for the proposed school is that 59.3% will walk. This is a greater percentage than currently walk to St John's despite the majority of our pupils living within 1km compared with very few residences being within this distance of the proposed site.

70% of our staff travel to school by car. At page 26 5.2.3 of the TA assumes 80% of staff travel by car with 6% sharing i.e. net 74%, 17% walking or cycling and 3% arriving by public transport".

It is a well known fact that parents drop off/pick up students often as part of a multi-use of the car. This may be because they work, are going shopping, visiting people, attending classes etc. It is considered that this is the major reason why children are not walked to school.

Interestingly the predictions for staff walking to school remain unchanged from the original even though there is an acknowledged significant increase in the walking distance from the east and south. The parish council still considers that cycling is not an option many teachers will take up.

The Langley Park [Leigh] Academy Primary School, Edmett Way, Maidstone, ME17 3FX also has a travel plan (May 2018). This school is located within a residential area and the travel plan identifies

12 Current travel issues

12.1 Overview

Congestion in the carpark at drop off and pick up is an issue causing arguments between parents.

13 Travel survey results

modal split (actual) - pupils

	8/May/2018
Walk	21.0 %
Park & walk	2.5 %
Scooting/skating	11.5 %
Cycle	2.5 %
Bus (all types)	
School bus	0.0 %
Public bus	0.6 %
Train	0.0 %
Car (alone)	54.1 %
Car share	5.7 %
other	1.9 %

NB rounded percentages may not add exactly to 100.0%

*This school opened in September 2016 and it has, **despite being in a residential area**, still not managed to get the majority of children to be walked to school with cars delivering and collecting 61.3% of students.*

91.7% of staff access the site by car with two teachers cycling if the weather is good.

The statistics from Langley Park show that the draft travel plan produced for the Popesfield site is, to be perfectly blunt, rubbish.

The additional traffic using local roads and possibly having problems accessing the site, resulting in tail backs to the roundabout is also of concern. Grove Green, Weaving and Bearsted currently suffer from congestion problems and the additional schools will only add to the issues.

There is concern over noise and air quality at the site and also outside Gidds Pond Cottages. The air quality at the MBC receptor site near the KIMS site currently regularly exceeds guidelines and it is considered that introducing two school which are only accessible by vehicle is contrary to NPPF. Many of the students that the applicant predicts will walk to school will be required to walk along Sittingbourne Road or Bearsted Road directly through heavily polluted areas.

Unless the proposed 30mph speed limit outside Gidds Pond Cottages is enforced it is considered that drivers will speed between the two build outs before breaking heavily. The congestion caused by the build outs and additional traffic at the roundabout backing up will increase pollution levels due to idling engines.

The lighting and usage of the proposed football pitch is of concern. This site is close to residential properties and is a known bat area and the artificial lighting will possibly have an adverse impact on residents and bats which are a protected species.

As highlighted in the KCC EAS response dated 25 January 2019 insufficient ecological information, to show the impact on bats, reptiles etc. has been provided for this site and also at Weaving Heath which will be affected by the proposed sewer pipe.

It is considered that the introduction of a new primary school in the area will have an adverse impact on the catchment areas of adjacent primary schools. Catchment boundaries will be shifted and it is likely that several schools will be affected as children travel from one area to another often using private vehicles.

It is proposed that a sewer pipe is laid across Weaving Heath to connect the proposed site to the main sewers. Sewage will be pumped uphill until gravity takes over to draw it into the existing system at Shepherds Gate Drive. Details have been provided on the 24 hour emergency storage should the pump fail and also on some possible localised flooding (caused by rain) on the car park, thus stopping cars being parked and increasing pressure on the drop off/pick up turnover figures. There is, however, no reference to the fact that by laying the sewer across the wet area of Weaving Heath gravity will drain the heath water down towards the school site. Not only is this an additional potential flood hazard for the car park but it will also fundamentally change the habitats that currently exist on the heath.

The proposed site is a Nature Reserve, subject to a separate planning application for change of use, and the parish council objects to any development.

There is concern that the from petrol and oils run off from vehicles using the large car park will enter the surface water drainage system. It is acknowledged that the SuDS Manual (CIRIA C753) assessment has highlighted a low pollutant hazard and put in mitigating measures but it is queried whether petrol interceptors are needed.

With regards to the removal of the 19 Poplar Trees (TOP 13/2011) there is significant concern about the adverse impact on the street scene, see exchange of correspondence from MBC Landscape Office. Considering large swathes of trees were removed to allow Kent Medical Campus to be developed it is essential that these trees should be retained to maintain the quality of the visual amenity of the area.

If Maidstone Borough Council is minded to approve this application or if it goes to Appeal then the parish council requests the following:

- A robust condition to stop any pedestrian entrance being introduced onto Bearsted Road in the future.*
- Sewer pipes, due to potential damage to Weaving Heath, must be 'moled' into position. Damage to Weaving Heath must be properly repaired and habitats reinstated.*

*Cllr Bob Hinder notified members that there was an issue with the bus routes quoted as serving the site and the Clerk was asked to investigate and add to the parish council's previous comments. **Action Clerk.***

*19/501025/FULL. Erection of one detached 3 bedroom house with garage and parking at Goldstone Walk, Walderslade. **Ratified** the Clerk's decision. After consulting members,*

Wish to see refused for the following reasons.

- This is overdevelopment of a site and if permitted there will be an adverse and negative impact on adjacent neighbours and the street scene from Impton Lane.*
- The proposed access/egress will create a significant safety issue for pedestrians/cyclists using the footpath linking Goldstone Walk to Impton Lane. This narrow and quite short walk through connects Goldstone Walk, and beyond, to the local bus stops and the pick up points for the school buses and commuter coaches. The footpath is extremely narrow and there is insufficient space for the applicant to provide any vision splay so pedestrians and cyclists will have absolutely no warning that a vehicle is about to drive across the path in front of them and the driver's own view will be similarly restricted. Due to the existing cramped space at the footpath vehicles exiting or entering the property will have to undertake an immediate 90 degree turn in a very short space. The proposed access and egress to the site would result in a turning circle/parking area being taken out of commission for other road users.*

The lack of a vision splay, the proximity of the proposed access/egress to a well use footpath and the need for any driver to drive across a footpath which they cannot see down is unacceptable.

If the planning officer is minded to permit the parish council asks that it is reported to the planning committee and that the TPOs on the applicant's trees on the site is not removed.

19/501388/FULL PROPOSAL: Erection of a front porch. Highmill, Tyland Lane Sandling. The Parish Council has no material planning reasons to object.

Food trading renewal application to sell hot/cold food from a trailer at St Michaels Close, Aylesford. Do not wish to object.

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

Appeal Reference Number: APP/U2235/D/19/3224110, written representations.

*Two storey side and front extension combined with a first floor side extension above existing ground floor extension. (Resubmission of 17/506384/FULL and 18/503229/FULL) 6 The Covert Boxley Chatham Kent ME5 9JJ. Appeal Starting date: 2 April 2019. **Noted.***

7 **Highways and Byways**

7.1 *Minute 3011/8.3 Westfield Sole Rd/Yelsted Lane/ Harp Farm Rd. after discussion on the difficulty of using Westfield Sole Rd alongside HGVs it was **agreed** that the council would ask for a Road Traffic Order to prohibit HGVs on the stretch of Westfield Sole Road between Lidsing Road and Bredhurst Industrial area and restrict HGVs to access only from the Round Wood roundabout. Also is it possible to have Do Not Follow SATNAVs signs erected at Westfield Sole Road? **Action office.***

7.2 *Flooding Sandy Lane/Boxley Road. Flooding has been reported at this site and KCC are investigating whether the culvert is blocked. **Noted.***

8. **Policy and Procedures**

*None scheduled for review. **Noted.***

*Predisposition and Predetermination. **Noted.***

9. **Members and Officer's Reports**

*Cllr Hayday reported that he had undertaken a litter pick along New Cut Road and collected 8 bags. A request for a litter bin, mainly for dog waste, was to be made for New Cut Road south of the Lodge Road roundabout. **Action office.***

*Cllr Brindle reported that some councillors will be attending the members briefing on the A249/junction 7 improvements at The Hilton Hotel tomorrow. **Noted.***

10. **Volunteer Groups**

*Cllr Ivor Davies reported that the Walderslade Woodlands Group held a task day on 7 April. **Noted.***

*The Friends of Weaving Heath and Woodlands, Grove Green. An update on recent work and task date was **received** and **noted.***

11. **Matters for Information**

*MBC Member Training - Planning Conditions Workshop. It was **agreed** that a copy of the presentation slides will be forwarded to members. **Action office.***

12. **Items for Next Agenda**

*Requests for items to be included on the agenda to be submitted no later than 13 May 2019. **Noted.***

13. **Next Meeting**

Next full Environment Committee meeting 20 May 2019 at Beechen Hall commencing at 7:30pm. **Noted.**

As no members of the public were present the Chairman did not pass a resolution but notified members that the meeting was going into confidential session.

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

Enforcement. A verbal update on three outstanding issues were received by members. Section 106.A response is still awaited from KCC as to it claiming the KIMS S106 and allocaing the funds for additional yellow lines at Grove Green. An update on the restricted parking issues is also awaited. **Noted.**

Meeting closed 8.17pm.

Item 12.3. Minutes of the Estates Committee on Monday 15 April 2019 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm

Councillors present: Mr Vic Davies (Chairman), Ms L Clarke, Mr P Dengate, Mr B Hinder and Mr P Sullivan together with the Clerk.

1. **Apologies and absence**

Apologies. Cllrs Ivor Davies and Hollands.

2. **Declaration of Interest or Lobbying**

Cllrs Dengate, Hinder and Sullivan declared that they had dispensation to vote on Dove Hill Allotment items.

3. **Minutes of Previous Meeting 12 February 2018.**

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

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

4. **Matters Arising from Previous Minutes**

There were none.

5. **Dove Hill Allotments**

5.1 Cllr Bob Hinder notified members that the allotment padlock had been repaired and the correct lubricant spray purchased. Tenants will be notified that they should not oil the lock themselves but leave it to the parish council. The water supply for the two new water tanks had been installed and the tanks will be going in next week. **Noted.**

Cllr Hinder reported that a recent cut had missed the seat area. **Action: office.**

5.2 Pest Purge Report. **Received** and **noted**

6. **Matters for Information**

Franklin Drive Open Space Lease. The office has now received the lease from MBC and a verbal update will provided at the meeting. **Action: Clerk.**

7. **Assistant Clerk's Report**

7.1 Hall hire fees income. **Received** and **noted.** Members acknowledged the hard work of the office staff that enabled hires to be accommodated throughout the extension work and they asked that their thanks be minuted.

7.2 Account balances. **Received** and **noted.**

7.3 Profit and Loss. **Received** and **noted.**

7.4 Income and Expenditure. **Received** and **noted.** Cllr Ivor Davies raised three issues regarding overspend on budgets, it was **agreed** that the Clerk would respond to members via e-mail. **Action: Clerk.**

7.5 Hall Hire Fees Review. Cllr Dengate gave an explanation on the investigation and work he had undertaken. He felt it was possible to simplify the system for reviewing

changes to the hire fees by members agreeing what percentage difference there will always be between the different hall hire hourly rates and time bands. The annual review would then only require members to agree a single percentage rise and the formatted spreadsheet would amend all the hourly rates.

Due to the complexity of hall hire he was not suggesting that booking forms be made electronic, the manual system worked well and it allowed staff some flexibility in how they work.

Cllr Dengate will create a new 'rate card' spreadsheet for the next meeting to allow the hire fee review in August. **Action Cllr Dengate.** The Chairman thanked Cllr Dengate for his work.

- 7.6 Outstanding Debt. Members were notified that Age Concern West Malling still owed £765 to Beechen Hall and despite many attempts the organisation was still not responding to the parish office's request for payment. The Clerk's recommendation that Age Concern be contacted one last time with a notification that failure to communicate with the parish council or to pay the debt would leave the parish council with no option but to consider going to the Small Claims Court was **agreed**. The Clerk was asked to notify members of the response from Age Concern. **Action Clerk.** It was **noted** that Age Concern would be identified as a debtor in the End of Year Return.
- 7.7 New Regular hirers. Members **noted** the new clubs that were booking to use the Acorn Room.
- 7.8 New Rateable Value for Beechen Hall. Due to the extension of the Acorn Room the rates for the premises have increased by 2.3% to £2127.67 for the year, there is a 70/30 split with the PC. The Rateable value has increase from £13,000 to £14,500.00. **Noted.**
- 7.9 Accident Report. None to report. **Noted.**
- 7.10 HSBC Bank Account. Cllr Dengate gave members a briefing on the recent meeting of the Long Term Investment Working Group and how the suggestion that the hall's financial activity be moved to the Unity Trust Bank came about. The Clerk's report on recent investigations concerning the ability to make payments into the Post Office and the practicality of moving the activity was **received** and **noted**. After lengthy discussion the committee decided that it would not move the financial activity to the UTB however it was happy for Parish Council's funds to be stored in the account on the understanding this was not Beechen Hall funds. **Agreed. Action Clerk.**

8. Beechen Hall Extension

- 8.1 Acoustic Update. The notes of the 13 March meeting of the Beechen Hall extension Working Group were **received** and **noted**. The Chairman notified members that he agreed with the amendment requested by Martin Ravenscroft that Waller's did not agree to bear the cost of the replacement door. Cllr Sullivan requested that his name be added to the report as an objector to the decision to release up to £1,000 towards the cost of the remedial work. **Action Asst Clerk. Ratified**, after the addition of Cllr Sullivan's name, the release of up to £1,000 towards the cost of the remedial acoustic work. Work was programmed for week commencing 15 April. **Noted.** The location of the flagpole had been identified by members and the parish office would be informed. **Action Cllr Vic Davies.** More Acoustic work, the possible installation of ceiling acoustic tiles, would be investigated after the door was sorted. **Action next agenda.**
- 8.2 Financial Report on cost of extension. Councillors queried why £1,200 was noted as being Additional Acoustic Treatment. The Chairman clarified that this included VAT. Three members stated that they did not consider that the parish council should pay above the £1,000. The Clerk was asked to liaise with the Chairman about this. **Action Cllr Vic Davies and Clerk.** After discussion it was **agreed** that the Chairman would draw up a design for the remaining landscaping. Cllr Dengate requested a large boulder be installed for the corner where the grass is walked upon. **Action Cllr Vic Davies.**

The Clerk notified members that the fire alarm work had been completed apart from one siren, which was needed for the regular hirers store room. This work and also the installation of the external box for the defibrillator was being programmed by Wizard.

- 8.3 Acorn Room Additional Heating. After discussion it was **agreed** that the Chairman would circulate suggestions for another heater. **Action Cllr Vic Davies.**

9. **Beechen Hall Card Payments for Hiring the Hall.**

Members **received** and **noted** the report regarding the Parish Council accepting electronic payments for Beechen Hall and Allotments hire fees. After lengthy discussion members **agreed** that in the future there would be a need to accept payments via credit and debit cards. Members' **agreed in principle** to progress this investigation with a view to leasing the relevant equipment, members acknowledged that the cost of the transactions would need to be covered by the income received as it was now illegal have a credit card transaction charge.

The parish office was asked to:

- Obtain two more quotes concerning cost and also to investigate PayPal as an option.
- Clarify whether the Virtual Terminal, which was the preferred method of taking payments, could be used by a laptop if it was connected to Wi-Fi.
- Provide a report on the Data Security Standard so the impact on the office and GDPR could be considered.
- Breakdown of actual cost to the Parish Council.

Action Office.

10. **Policies and Procedures**

10.1 Burial Ground Review of Regulations. Work will be completed when office time allows. **Noted.**

10.2 Business Continuity Plan. This has been reviewed and contact details were updated for members. It is still considered fit for purpose. **Noted.**

10.3 Staff pay rise, conditions and any need to amend hours. The recommendation to move the review to the October meeting, to coincide with the draft budget work was **approved. Action office.**

10.4 Staff Discount Policy for Hall hire. The current 15% was **confirmed** as appropriate.

10.5 Review of the Hall bookings cancellations and damage/cleaning deposit policies. Deferred to next meeting. **Action Assistant Clerk.**

10.6 Personal License Holder for Beechen Hall. Members **received** and **noted** the Clerk's report concerning potential impact on Beechen Hall if a Personal Licence Holder/Designated Premises Supervisor(PLH/DPS) was not appointed and named on the current Beechen Hall Premises Licence. With no PLH/DPS all future hirers, wishing to sell alcohol at their event would need to have a Temporary Event Notice (TEN) which is generally organised by the company supplying the outside bar and proof had to be given to the parish office that this had been granted. The hall was limited to 15 TENs in a 12 month rolling period but investigations showed that approximately 5 were held per year at the hall.

After discussion it was **agreed** that there was currently no need for the hall to have a named Personal Licence Holder but that this could be reviewed in the future if needed. The Clerk was asked to ensure that all relevant paperwork was amended to reflect that after 28 June TENs would be required for Beechen Hall and that the two current bookings, planning to sell alcohol, be contacted to advise them of the change. **Action Parish Office.**

11. **Tree Management at WDJO**

Members considered a resident's request to prune trees backing onto properties adjacent to the WDJO boundary. The Chairman notified members that he and Cllr Sullivan had visited the site with the Parish Council's Tree Surgeon. After discussion members **agreed** that the only management they would allow would be for the trees to be coppiced, as per the advice of the Tree Surgeon. **Action office.**

12. Grant Request

St Mary & All Saints, removal of ivy by a professional company from the Church at a cost of £380. Agreed.

13. Matters for Decision

None submitted

14. Date of Next Meeting.

Monday 17 June 2019 at Beechen Hall, Wildfell Close, Walderslade.

As no members of the public or press were present there was no resolution to exclude them. The meeting went into confidential session.

15. After Event Cleans for Weekend Hires

*The Clerk's and Assistant Clerk's report on management of the After Event Clean (AEC) service, issues identified after recent hires and the impact on the hall and staff was **received** and **noted**. After lengthy discussion the following was **agreed**:*

- The AEC to be a set fee of £100.00, equating to 5 hours work £20 ph.*
- A refund may be given if the cleaning did not take as long as the 5 hours.*
- The AEC Fee is paid in advance to the office.*
- If an AEC was booked then the current requirement for a refundable cleaning deposit of £100 would not be required.*

*In view of disruptions caused by certain hires, and the impact on the premises and staff, members **agreed** that for the next six months no 40th or 50th birthday parties would be accepted.*

Meeting closed at 9.30 pm

Item 13 Finance

Payments made out of meeting 25.03.19 - 07.05.19.

Receipts for the period 25.03.19 - 07.05.19.

The Parish Council is currently closing its End of Year Accounts, ready for auditing and it has not been possible to print off a full copy of these reports. These will be forwarded to members at a later date.

13.3 Account closing balances.

Date	BANK ACCOUNTS (normally closing balances at last statement)	
01.04.19	Coop General Account (adjusted to show movement into Nationwide PC waiting statement)	£5,595.05
07.05.19	HSBC Beechen Hall	£71,625.36
25.04.19	Unity Trust Bank (UTB)	£66,332.63
18.04.19	Barclays Bank	£84,085.33
07.02.18	Lloyds A (matures 08/05/2019)	£51,324.70
29.04.19	Lloyds B (matures 29/07/2019)	£25,245.71
31.03.19	Nationwide Beechen Hall (95 day saver account which rolls over)	£11,281.57
31.03.19	Nationwide Parish Council (now 95 day saver account which rolls over) Waiting statement.	£65,415.16
	Total	£380,905.51

13.4 End of Year and Audit of Accounts.

The Parish Council will be entering into its annual audit stage and the RFO and Assistant Clerk are currently preparing the submission of the relevant paperwork to the F&GPC on 20 May for consideration. The F&GPC is required to make a recommendation to the Parish Council on 3 June concerning the approval of the paperwork for formal submission to the External Auditor PKF LittleJohn.

The Parish Council's Independent Internal Auditor is due to attend the parish office on 8 May to undertake the work that is required for the Annual Return report to be signed by him.

Notice of Public Rights and Publication of Unaudited Annual Return. The public have a legal right to inspect the parish council's accounts during a set period in the year. In 2019 this period is between Monday 17 June to Friday 26 July and the relevant display of the public notice etc, on noticeboards and the website will be arranged.

Item 15. GDPR Purpose of Item: Information

The main outstanding issue on this concerns the website and software used by the parish council/office and the Working Group is meeting to try to progress this.