



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 7 January 2019** at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at **7:00** pm when it is proposed to transact the following business:

Please note change in start time

- 1 **Apologies and absences** (7.00)
To receive and accept apologies for absence.
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.01)
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 3 and 10 December 2018** (7.02)
To consider the minutes and if in order sign as a true record (pages 3-7)
4. **Maidstone Innovation Centre Kent Medical Campus** (7.05)
To receive a presentation from Maidstone Borough Council on the proposed development at KMC.
5. **Matters Arising from the Minutes** (7.35)
 - 5.1 Minute 3193/4.2 Yellow lines at junctions in Grove Green. See report (pages 7-8).
 - 5.2 Minute 3193/4.4 Speed cushions, Boxley Village. See report (pages 8-9).
 - 5.3 Minute 3193/4.7 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.
 - 5.4 Minute 3195/7.2 Drainage Boxley Village. See report (page 9).
 - 5.5 Minute 3196/12.2 MBC Wildlife Pollinator Sites. See report (page 9).
 - 5.6 Any other matters arising from the minutes not on the agenda.
- To adjourn to allow members of the public to address the meeting** (7.40)
6. **Planning Applications for Consideration - DECISION** (7.50)
To consider applications received. See report (pages 9-10).
7. **Planning Decisions, Appeals and Appeals Decisions - INFORMATION** (8.00)
To receive and consider any information.
8. **Highways and Byways - DECISION** (8.02)
To consider any issues raised at the meeting.
 - 8.1 S106 payment. See report (page 10).
 - 8.2 Junction 3 M2. See report (pages 10-11).
 - 8.3 Public Consultation on restricted parking Road Traffic Orders for parts of Grove Green. See report and enclosure (pages 11-12).

9. **Draft 2019/20 Budget** (8.15)
See report (page 12).
10. **Policy and Procedures - REVIEW** (8.17)
Review of Policies and Procedures Calendar 2019/2020. See report (pages 12-13).
11. **Members Reports** (8.42)
To receive any reports or notification of issues from members, including report on Planning application for 2 schools adjacent to KIMS site, recent meetings etc. See report (page 14).
12. **Volunteer Groups - INFORMATION** (8.50)
To receive any reports.
13. **Matters for Information – INFORMATION** (8.54)
To receive any information.
14. **Items for Next Agenda - DECISION** (8.55)
Requests for items to be included on the agenda to be submitted no later than 28 January 2019.
15. **Next Meeting** (8.56)
Next Environment Committee meeting 4 March 2019 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: 3 January 2019

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:

MBC Wildlife Verge Maintenance . Reminder sent 4 December 2018. Jan 2019 escalate if no response received.

Feb 2019. Walderslade Woods Road Crash Statistics. 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 7 January 2019.
The Chairman will assume that these have been read prior to the meeting.**

Councillors wishing to suggest changes to any policy or procedure document in this agenda should notify the office, in writing, at least three working days in advance of the meeting to allow details to be circulated at the meeting (or in advance if particularly contentious).

Item 3. Minutes of the Meetings 3 and 10 December 2018

Minutes of the Environment Committee on Monday 3 December 2018 at The Early Bird Public House, Grovewood Drive North commencing at 9.23 pm.

Councillors present: Mrs W Hinder (Chair), Mrs A Brindle, Ms L Clarke, Mr I Davies, Mr D Hollands, Mr J Willmott and Mrs P Bowdery (Clerk).

1. **Apologies and absences**
Apologies: Cllr Constable
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**
18/505008/TPOA Application to crown lift 1no. Oak tree to 4 metres and carry out deadwood removal at Lombardy Drive, Maidstone.
Do not wish to object defer to the views of the Landscape Officer

18/505895/TPOA Application to carry out works to No1 Oak tree; crown reduction up to 6.5m and thin crown by 25% at Abigail Crescent, Walderslade.
Do not wish to object defer to the views of the Landscape Officer.

18/505879/FULL – Garage conversion with internal alterations at Grey Wethers, Sandling.
The parish council has no material planning reasons to object.
4. **Next Meeting**
Next Environment Committee meeting 10 December at Beechen Hall, Wildfell Close, ME5 9RU commencing at 7.30pm.

Meeting closed at 9.24 pm.

Minutes of the Environment Committee on Monday 10 December 2018 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 (arrived during 12.4), Mr D Hollands and Mr J Willmott, together with Mrs P Bowdery Clerk, Mr G Hayday and Mrs P Huntingford (visiting councillors) and 4 members of the public.

- 1 **Apologies and absences**
None as all councillors were present.
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**
All members declared that they had been lobbied on MA/18/506178.

The Chairman, in view of the presence of residents, took MA/18/506178 at this point in the meeting.

The meeting was adjourned at 7.34pm to hear comments from residents who objected to the planning application. The meeting reconvened at 7.57 pm and the residents left.

The Chairman, in view of the presence of Cllr Hayday, took item 12.4 at this point in the meeting. Cllr Hayday left after the discussion.

3. **Minutes of the Meetings 5th and 12th November 2018**

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

4. **Matters Arising from the Minutes**

4.1 Minute 3179/4.1 Ancient Woodland and TPOs. **No further action.**

4.2 Minute 3179/4.3 Yellow lines at junctions along Provender Way. KCC is arranging Road Traffic Orders so that the work can proceed. **Noted.**

4.3 Minute 3173/4.4 Chatham Road Sandling new road layout. The parish council has been informed that the additional work has been completed. **Noted.**

4.4 Minute 3179/4.5 Speed cushions, Boxley Village. Cllr Willmott notified the meeting that the earliest date of re-installation would be February 2019. The Parish Council to contact KCC to ensure that the work is undertaken in February 2019. **Action office.**

4.5 Minute 3179/4.7 Junction 3 M2. The report on the options available to petition the Government was **received and noted.** Cllr Bob Hinder notified the meeting that MBC had responded to the Government consultation on the Lower Thames Crossing with the case for improvements at Junction 3 of the M2 and A229. After consideration it was **agreed** that the response to the consultation will be awaited. **Action monitor.**

4.6 Minute 3179/4.8 Gidds Pond Cottages off street parking provision. The Clerk's report was **received and noted.** Whilst the original application had mentioned off street car parking provision for residents of Gidds Pond Cottages no planning condition for its installation had been imposed. After discussion members **agreed** that in view of the proposed planning application for the two schools the situation would be monitored. **Action office.**

4.7 Minute 3179/4.9 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. **Noted.**

4.8 Minute 3179/4.11 Boxley Warren additional pond. Cllr Harwood's report given to the parish council on 3rd December was **noted.**

4.9 Minute 3179/4.13 Provender Way Winter Maintenance request. KCC has made no changes to its current primary routes list but will be reviewing the list again in March. **Noted.**

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

5. **Planning Applications for Consideration**

Gibraltar Farm Public Consultation on proposal to have accesses on Ham Lane. **Ratified** the Clerk's response, after consulting with Cllr Wendy Hinder, Boxley Parish Council reiterates its previous objections, made to Medway Council and the Planning Inspector in 2016, about the development. The now proposed accesses onto Ham Lane does not deal with the fact that the current local highway infrastructure is unable to cope with existing let alone the additional traffic from 450 dwellings. Only partial widening of Ham Lane, effectively a country lane, and no improvements for Lidsing Road means that the additional traffic will have a detrimental impact on the safety of users of the highways including cyclists, pedestrians and horse riders.

18/505897/LBC Listed Building Consent and 18/505896/FULL for the conversion of redundant stables to dwelling with associated landscaping and car parking. Boarley Farm Boarley Lane, Sandling.

The parish council has no material planning reasons to object. Members noted the issues raised by a neighbour about services underneath the driveway to the property and agreed that these would need protecting. It was noted that no mention had been made of a septic

tank/sewage treatment plant or oil storage tank and members asked that the planning officer investigate the location etc.

18/506071/FULL Erection of first floor rear extension. Golden Wood Close Lordswood.
The parish council has no material planning reasons to object.

18/505659/FULL Conversion of garage into habitable space, creation of first floor side extension, demolition of conservatory and erection of replacement single storey rear extension. Wytherling Close Bearsted.
The parish council has no material planning reasons to object.

18/506139/FULL Erection of a single storey timber granny annexe for ancillary use to the main dwelling. Whitfield Boarley Lane Sandling.
The parish council has no material planning reasons to object however members require a condition that the annexe can only be used in conjunction with the occupiers of the main house and that it cannot be used, rented or sold off as a separate dwelling. Members were concerned that the granny annexe was a separate dwelling, located away from the main house, and this could be development by stealth.

18/506178/FULL. 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). The Covert, Walderslade.

Members considered the comments from the members of public present, MBC's previous refusal and the Planning Inspector's decision on the previous application. After lengthy discussion members unanimously agreed.

Objection, and if the Planning Officer is minded to recommend approval then reported to the Planning Committee.

Members consider that the new application does not address the main point raised by MBC (17/506384) and the Planning Inspectors previous refusal on 18/503229, which is the adverse impact on numbers 2 and 4 The Covert, it is noted that properties in Brownlow Copse will also be affected by the bulk and massing of the proposed property.

MBC's previous refusal clearly identifies a loss of privacy to neighbouring properties which, it is considered, will still occur and making the application contrary to policies DM1 and DM9 of the Local Plan.

Paragraphs 5 and 10 of the Planning Inspectors Appeal decision (15 November 2018) clearly identify that the previous application 18/503229 would result in "harm to the living conditions of the occupiers of number 4 The Covert" and members considered that the minor amendments contained in this planning application did not change the situation.

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

18/504502 13 Sylvan Glade. MBC decision REFUSED.

Unit 33 Lordswood Industrial Estate, hardstanding. MBC decision REFUSED.

7. **Highways and Byways**

7.1 Wish list request. Junction of Gleaming Wood Drive and Lords Wood Lane and the extension of the cycle path along the part of Gleaming Wood Drive adjacent to the Lords Wood Industrial Estate. Members **agreed** to add this to the Parish Councils Wish List. **Action office.**

7.2 Drainage issues. Cllr Willmott's report on the site meeting to discuss the remedial works planned for Boxley Village was **received and noted.** Lengthy discussion took place on KCC's suggestion that a raised kerb is installed across the highway and car parking area at the western end of the Village Green. Members considered that such a kerb would have an adverse impact on the visual amenity of the village green creating unnecessary urbanisation and would also be a trip hazard as the village is dark and there is significant footfall between the car park area to the public house and along the PRoW at Forge Lane. Cllr Willmott notified members that rainwater also flowed down the driveway of the ESO and the flow of water went around the north,

west and south of the village green rather than across the expected east section. It was therefore highly likely that this amount of water added to the flooding issues being experienced at one of the residential properties. Cllr Willmott's suggestion that KCC's proposal to add French Drains to the south verge of the village green could be supplemented by an additional drain, at a cost of approximately £500 to the parish council, across the driveway to the residential property. This additional drain could alleviate the problem that might be caused by the members decision not to support the installation of the long length of kerb. Members noted that the property owner could, in view of the committee's decision and in order to protect his property, pressurise KCC to install the kerb. Members discussed the options, possible parish council liability if the additional drain was installed and whether it is the responsibility of the parish council to provide drainage. After further discussion Cllr Clarke proposed the **"the ESO is approached and asked to put in mitigation to reduce water flow from their site to the village green."** **Agreed.** Members felt that this option had to be explored prior to any decision on paying for an additional drain and the issue is to be returned to the January meeting to allow the ESO response to be considered. The Parish Council to write to KCC Highway stating that, for safety and aesthetic reasons, the suggested raised kerb across the highway and car parking area is not supported and that the committee is still considering other possible options. **Action Clerk.**

Further drain clearance is being undertaken on three chambers in the verge just off Boxley Road/Longwood area. **Noted.**

A new issue regarding possible blocked chamber in the verge near junction of Walderslade Woods Road and Wildfell Close has been reported to KCC. **Noted.**

7.3 Maidstone Tree works notifications.

Details of the KCC programmed work were **received and noted.** The Chairman queried tree work along the Old Boxley Road, the Clerk notified members that she understood that trees overhanging a property in Beechmore Drive were being maintained on by KCC.

As it was 9:30 pm the Chairman used her powers to extend the meeting for a further 30 minutes.

7.4 Walderslade Woods Road Crash.

Members **received and noted** the most recent crash statistics, 1 July 2015 to 30 June 2018 which did not include the recent fatal crash. It was **noted** that the recent statistics did not contravene KCC's current policy of intervention as there would not be six personal injury crashes within a 50 m stretch of highway within two years. In total there have been nine crashes, of which one was judged as serious injury, with two clusters of three crashes each at Tunbury Avenue junction and the east Impton Lane junction.

Item to be returned to the agenda once the 1 July 2018 - 31 December 2018 statistics become available.

8. **Projects for consideration for funding now or from the 2019/20 Budget**

8.1 Grovewood Drive South Road Traffic Orders. Members **noted** that the issue of Road Traffic Orders was still outstanding and that a response from the applicant, concerning a voluntary contribution to pay for the work was awaited. No budget provision was identified and the situation is to be monitored.

8.2 Timber Tops Play Area Footpath. After discussion it was proposed from the Chair that the Parish Council would not pay for a pathway to the play area. **Agreed.**

8.3 New footway Beechen Bank Road. In view of the installation cost Cllr Bob Hinder withdrew his application for budget provisions and instead requested that the provision of a footway be added to the Parish Council's Wish List. **Action office.**

8.4 Tree work along Boxley Road and Beechen Bank Road. Lengthy discussion took place regarding the KCC request for a donation of £10,000 towards tree maintenance work on Beechen Bank/Boxley Road. Members considered that this was a health and safety

issue and lack of previous maintenance had also added to the current problem. Cllr Bob Hinder proposed seconded by Cllr Clarke that “**no grant to be made as tree maintenance is KCC’s responsibility**”, **agreed** (with Chairman abstaining). **Action Clerk.**

9. **Policy and Procedures**

None scheduled for review.

10. **Members Reports**

No reports were submitted.

11. **Volunteer Groups**

To receive any reports.

12. **Matters for Information**

12.1 MBC will be invited to the January meeting to give a presentation on the proposed Innovation Centre at Kent Medical Campus. **Noted.**

12.2 Wildlife Pollinator Sites. The MBC Heritage, Culture and Lesure Committee will be considering pilot sites, including Grovewood Drive North verge, for conversion to and maintenance as meadows. **Noted.** Cllr Bob Hinder requested that the East verge from the south chicane at Boxley Village to Sandy Lane is submitted for conversion to a meadow verge. **Action office.**

12.3 Friends of Weaving Heath and Woodlands. The Clerk notified members that the group is arranging a task day in the New Year and had been allocated unused equipment from Friends of Boxley Warren but litter picking equipment, gloves and some minor items were still required. It was proposed from the Chair and **agreed** that **the Clerk is allocated £300 from the Street Maintenance budget to purchase the necessary equipment.** All equipment remains the property of BPC but will be on permanent loan to the group. **Action Clerk.**

12.4 KCC Highways meeting, to discuss traffic issues, arranged for Fri 14th Dec at Beechen Hall. Meeting with Helen Whately MP Fri 14 Dec meeting to discuss traffic. **Noted.** Members discussed various issues relating to the proposed school sites including pollution, impact on St John’s School if new school takes children from Grove Green, staffing numbers and traffic movements on and off the site. Members **agreed** that the parish council’s decision on the planning application should be taken at a meeting arranged at Grove Green and a summary of the key points in the documentation should be publicised to residents. **Action Clerk.**

13. **Items for Next Agenda**

Requests for items to be included on the agenda to be submitted no later than 2 January.

14. **Next Meeting**

Next Environment Committee meeting 7 January 2019 at Beechen Hall commencing at 7:30pm.

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

No updates were available.

Meeting closed at 9.55 pm.

Item 5. Matters Arising from the Minutes- INFORMATION

5.1 Yellow lines at junctions in Grove Green. The information has been shared with residents on the community e-mail system (KCC e-mail 2 Jan 2019). **Guidance is sought on whether the committee wishes to make comments**, the full document including plans has already been circulated to members.

“Please send any written comments of support or objection to The TRO Co-Ordinator, Schemes Planning & Highway Delivery Team, Highways, Transportation & Waste, Kent County Council, Ashford Highway Depot, Henwood Industrial Estate, Unit 4 Javelin Way, Ashford, Kent TN24 8AD or by email to TRO@kent.gov.uk All comments need to be received by 12 noon on Monday 28 January 2019”.

Roads in Boxley in the Borough of Maidstone

BLACKSMITH DRIVE – DYL - On both sides from its junction with Provender Way for a distance of 11 metres in a westerly direction. **FRANKLIN DRIVE – DYL** - On southern side from the junction with Grovewood Drive South for a distance of 6 metres west and 21 metres east. **GROVEWOOD DRIVE SOUTH – DYL** - On the southern side from the junction with Franklin Drive for a distance of 6 metres west and 21 metres east. **HARVESTERS WAY – DYL** - (1) On the eastern side from its junction with Grovewood Drive South for a distance of 21 metres in a northerly direction. (2) On the western side from its junction with Grovewood Drive South for a distance of 12 metres in a northerly direction. **PROVENDER WAY – DYL** - (1) On the northern-eastern side from its junction with Restharrow Road for a distance of 6 metres in a southerly direction. (2) On the north-eastern side from a point 10 metres north-east and 14 metres south-west of its junction Wingrove Drive. (3) On the south-western side from appoint 10 metres north and 10 metres south of its junction with Wagoners Close. (4) On the south-western side from appoint 6 metres north and 6 metres south of its junction with Shearers Close. (5) On the south-western side from its northern junction with Blacksmith Drive for a distance of 10 metres in a northerly direction. (6) On the south-western side from a point 8 metres north and 6 metres south of its junction with Threshers Drive. **RESTHARROW DRIVE – DYL** - On both sides from its junction with Provender Way for a distance of 15 metres in an easterly direction. **SHEARERS CLOSE – DYL** - On both sides from its junction with Provender Way for a distance of 20 metres in a westerly direction. **THRESHERS DRIVE – DYL** - On both sides from its junction with Provender Way for a distance of 18 metres in a westerly direction. **WAGONERS CLOSE – DYL** - On both sides from its junction with Provender Way for a distance of 15 metres in a westerly direction. **WINGROVE DRIVE – DYL** - On both sides from its junction with Provender Way for a distance of 15 metres in a south-easterly direction.

- 5.2 Speed cushions, Boxley Village.** Notification received from KCC Highways that the *“speed cushion replacement works, and other works are programmed to start on the **Saturday 16th February 2019 (School holidays)** and should take up to **9 days** to complete. These activities will be undertaken during a **working window** between the hours of **7am and 7pm**.*

During these essential works it will be necessary to close the road completely so that we can carry out the works safely for both the workforce and road users. The diversion route(s) will be as follows:

Southbound

Alternative route via Pilgrims Way, Lidsing Road, Westfield Sole Road, A2045 Walderslade Woods, A229 Junction 3, Taddington Wood roundabout, A229 Bluebell Hill Slip Link Bridge, Lord Lees Roundabout, Bluebell Hill Slip (on), Blue Bell Hill, Chatham Road (off), Cobtree Roundabout, Chatham Road, Running Horse Roundabout, Sandling Lane, and Boxley Road.

Northbound

(Boxley Road), Sandling Lane, Running Horse Roundabout, Chatham Road, Cobtree Roundabout, Chatham Road (on), Blue Bell Hill, Blue Bell Hill Slip off, Lord Lees Roundabout,

Blue Bell Hill Link Bridge, Taddington Wood, Roundabout, A229 Junction 3, A2045 Walderslade Woods, Westfield Sole Road, Lidsing Road and Pilgrims Way.

What we plan to do

Following surfacing of the carriageway in June 2018, we are returning to reinstate the speed cushions. This will involve excavating a small area of carriageway to bond the speed cushion to it. A short period of time will be required for the material securing the speed cushion to cure. These works are relatively simple, and we will work progressively throughout the road until all speed cushions are reinstated keeping noise and disruption to an absolute minimum. We will also take the opportunity, while the road is closed, to carry out other associated maintenance works, such as adjusting the ironwork (gullies, manholes etc) to bring it flush with the new surface course, accommodation works to the speed table, drainage works, and any other necessary highway maintenance works”.

- 5.4 Drainage Boxley Village. The ESO has been approached about whether it would consider putting drainage in on its site. A resident has specifically written to the committee expressing disappointment over a recent decision not to support the installation of a long length of kerbing. A copy of the comments will be provided to members under confidential enclosure.
- 5.5 MBC Wildlife Pollinator Sites. East from the south chicane at Boxley Village to Sandy Lane. KWT confirmed that this is a vergeside local nature reserve. The verge is also the responsibility of Kent Highways and not MBC.

Item 6 Planning Applications for Consideration - DECISION

Ratification

18/506092/FULL Retention of rebuilt retaining wall with 7kN blocks with natural stone and recycled logs from the property land. Erection of feathered edge boundary fence. Reposition of existing shed to rear of the land and installation of a dual zoned swim spa and hot tub in new detached building (Part retrospective). The Well House Grove Green Weaving Maidstone Kent Deadline 3 January 2019. When agenda released still awaiting members guidance.

18/505780/TPOA Rear Garden T1: Mature Oak, remove all major deadwood, crown lift over footpath to give a final clearance of 2.4 meters and 5.05 over the road, remove small diameter limb at 1.5 meters over garden. T2: Ash, remove first limb at 1.5 meters facing house in order to improve light levels, reduce weight on secondary stem facing to rear of garden, reduce back in line with upper canopy, height 8 meters remove 2 meters leaving a final height of 6 meters, remove all major deadwood. T3: Birch, Crown lift by 2 meters giving a final height of 5 meters all round, crown thin by 10% removing secondary growth only and in an even manor. T4; Ash, Crown lift by 2 meters giving a final height of 5 meters all round, removing secondary growth only, remove all major deadwood. T5: Willow, Remove old stubs and crown lift over footpath giving a final height of 2.4 meters and over road to a final height of 5.05 meters. T6: Ash, Crown lift over path to give a final clearance of 2.4 meters. Front Garden - T7: Willow, Section fell to ground level, heavily leaning tree in close proximity to garage and over shadowed by larger trees, will continue grow laterally in search of light. T8: Willow, reduce back off garage by 1 meter giving a final height of 5 meters clearance. T9: Field Maple, reduce back off garage by 1 meter giving a final height of 5 meters, crown lift over road to give a final height of 5.05 meters clearance. T10: Birch, clear round light column to give a clearance off 1 meter and lift over road to give a final height of 5.05 meters clearance. Deadline 22 Abigail Crescent Walderslade ME5 9DZ. Deadline 1 January 2019. When agenda released still awaiting members guidance.

18/506119 Construction of a double garage with pitched roof. 22 Gleaners Close Weaving Maidstone Kent ME14 5ST. Deadline 7 January 2019. When agenda released still awaiting members guidance.

18/506268/FULL Front dormer window. 2 Monksfield Bungalow, Old Chatham Road, Sandling, Maidstone, Kent. When agenda released still awaiting members guidance.

Decisions

18/506003/TPO- TPO application to crown reduce 1. No. Hornbeam tree from 5 meters in diameter to 4 meters in diameter, also reducing the height to 7 meters tall (from approx. 9 meters tall) and crown thin by 30%. 5 Sylvan Glade, Walderslade, ME5 9PW. Deadline 7 January 2019.

15/506520/FULL. Variation of condition 3 to application 17/502657/FULL (allowed on appeal) for demolition of redundant cattle shed and other structures and conversion of traditional courtyard buildings to provide 2 no. dwellings with access, parking and landscaping – with amendment to condition to provide black painted cast iron to the south elevation only. Street Farm, The Street Boxley, Maidstone Kent ME14. Deadline 11 January 2019.

18/506609/OUT. Application to vary conditions 3, 4, and 5 of planning permission 16/507292/OUT (outline application with access sought for development of medical campus) to allow for the relocation of the Nature Reserve. Newnham Park Bearsted Road Weaving Kent Deadline 27 January 2019.

Item 8 Highways and Byways - INFORMATION

- 8.1 KIMS development Section 106 agreement. Whilst investigating the parking issue at Gidds Pond Cottages the Clerk identified a £20,000 S106 payment to deal with parking issues at Grove Green or Vinters area. MBC has confirmed that this payment was never received and has issued a request for payment. The Clerk has notified MBC that Boxley PC wishes to claim the payment which has to be spent on dealing with parking issues.
- 8.2 Minute 3193/4.5. Junction 3 M2. *Clerk's note. Since the last meeting the KCC response to the Lower Thames Crossing has been studied and in view of forecast figures members may wish to consider whether to take any action. It is understood that Swale Council has also objected to the Lower Thames Crossing.*

KCC have identified the following impact on the M2 corridor (specifically junctions 2 to 4) in 2026 if the Lower Thames Crossing is in place.

1. Two way (all vehicles) Traffic flows
J2 to J3 AM Peak +21.1%. PM Peak +13.7%
J3 to J4 AM Peak +7.3%. PM Peak +8.4%

2. HGV Traffic flow
J2 to J3 AM Peak +29.4%. PM Peak +23.1%
J3 to J4 AM Peak +0.6%. PM Peak +0.5%

The KCC report states that *"the Lower Thames Crossing is anticipated to increase two way HGV flows on the corridor during both peak hours. The effect is particularly evident between junctions 1 to 3"*.

"The M2 is predicted to experience a significant increase in traffic flow east of the scheme. This increase continues east and is predominantly transferred to the A228 and A229 corridors. The A249 flows remain relatively unchanged.

Specifically in relation to the A229 and perhaps of greater concern [KCC uses this bold]

3. *In 2026, there is an anticipated increase in HGV flows during both peak hours, particularly Bluebell Hill, where there is a 76.6% increase during the AM peak and 116% increase during the PM peak.*

Clerk's comment.

No improvements to junction 3 of the M2, the A229 or supporting local highway infrastructure has been identified or tabled.

Currently the committee's decision is to monitor the situation but in view of the above information, which was not available to members at the last meeting, members may wish to consider additional action.

The following possible options have been identified:

1. Continue just to monitor the situation.
2. Take the issue up again with Helen Whately MP and through her the Highway England.
Note. This is the action previously taken by the parish council.
3. Engage with local residents and seek their help in bringing this issue to the higher authorities (MP, Highway England, Transport Minister, KCC). This could be achieved by asking members of the public to e-mail their concerns and requests/demands for action to improve the area to a list of people.

8.3 Public Consultation on restricted parking Road Traffic Orders for parts of Grove Green. To allow members to comment on the draft consultation document (see enclosure) and suggested procedure for organising the consultation on the scheme suggested by the agent acting on behalf of the STEM school developer.

Clerk's briefing note.

The parish office has been contacted by the agent

"Further to our email exchange below, I am now in a position to advise yourselves of our proposed approach to the Grove Green Estate and to seek the Parish's opinion on the extent of the proposed parking restrictions.

The attached [provided to members as part of the enclosure] shows a boundary extent to which we are proposing to seek approval from the Highway Authority for a period of restricted parking, to prevent 6th former parking during the day. The hours of restriction we are proposing are 11am – 1pm, Monday to Friday.

Any comments would be welcomed, we would highlight that this will still be subject to public consultation and discussion with the Highway Authority, but wanted to seek your comments first."

The developer is under pressure to start the development of the school and may not be able to wait for the parish council's consultation to be completed. Members have previously indicated that they want the community involved in any decision making and so it is suggested that regardless of the developer's timescale that the public consultation is undertaken by the parish council and the results forwarded onto KCC who will be responsible for approving a design and undertaking the legal consultation.

It is therefore suggested that:

1. Members approve a consultation letter and questionnaire - see draft enclosure.
2. Members agree to the procedure for delivering and retrieving the questionnaire, see procedure below.
3. Members give guidance to the Clerk on whether a) only one vote is allowed from each property or b) one vote per elector registered at the property.
4. Members give guidance to the Clerk on how they want to deal with the response received. After the parish office collates the responses do members wish to approve the report before it goes to KCC and do they actually wish to make a recommendation from the parish council or just go by the majority view of the residents?

Draft.

Procedure for undertaking the public consultation.

Range of Consultation.

The public consultation will involve all properties within the suggested restricted parking zone [Clerk's note; this plan will be included with the questionnaire].

Voting.

[decision at 3 above to be taken in at this point]

Method of Consultation.

This will be via delivery of a questionnaire to properties, backed up by advertisement of the consultation on the parish council's website, noticeboards and community e-mail alert .

The parish council will attempt to identify volunteers from each road or close within the restricted parking zone to deliver a questionnaire to each property and then to return within five (?) days to collect the completed questionnaire which will then be collected by the parish council for collating. If insufficient volunteers are found then parish councillors will be asked to help.

[Clerk's note: There is strong evidence that this method of consultation (drop off/pick up) receives more responses than any other method of consultation.]

An option to return the questionnaire directly to the parish office by post or attached to an e-mail will also be given.

Collation of responses.

The parish office will collate the responses and produce a report [decision at 4 above to be taken in at this point] for submission to KCC.

The report will be supplied to residents via the community alert scheme and published on the parish council's website.

Item 9. Draft 2019/20 Budget. DECISION

Members have agreed the budget, discussed at the last meeting, however in order to have a more efficient

the sum £300 (Code 4505 Roundabout Maintenance) is now moved to the Ground Maintenance (Code 4550). The roundabout work is actually within the main grounds maintenance contract and it will save office work in having to split this funding down.

Item 10 Policy and Procedures - REVIEW

Purpose of report/review. To allow members to see the schedule for reviewing documents and to allow suggestions to be made on possible changes to frequency or whether a document can be dealt with under 'housekeeping'.

Environment Committee

Review of policies and procedures 2019/2020.

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

Some documents are reviewed biennially or by the parish office as "housekeeping". If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no

letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

January		Review of this document to allow adjustments.
February	E	<ul style="list-style-type: none"> • Street Maintenance policy and pro forma • Risk assessment volunteer litter pickers
March	H	<ul style="list-style-type: none"> • Sale of public land. • Terms of Reference (to go to April PC mtg) – are there any amendments that the committee wish to request?
<i>Office note</i>		<i>Reminder A onto agenda.</i>
April	E E	<ul style="list-style-type: none"> • BPC Planning information leaflet • Parking in the parish
May	H	<ul style="list-style-type: none"> • Site Traffic Management informative note. • Review training needs.
June	H	Are laminated planning advices (used at meetings) still fit for purpose?
July	O	Review response comments that are available for responding to planning applications.
August		
September	E	<ul style="list-style-type: none"> • Pre application discussions
<i>Office note</i>		<i>Remind members about need to notify office of any budget ideas.</i> <i>Reminder A onto agenda.</i>
October		
November		<ul style="list-style-type: none"> • Section 106 wish list • Grounds maintenance policy & pro forma • Highway projects policy & pro forma
December		

Reminder A.

- When the office receives a major application just before a meeting an extension to the deadline will be requested. It is recognised that this may not be given. The purpose is to allow members to visit the site and to wait to see if any residents’ objections were received. If members have concerns and, if the deadline allows, they do not have to make a decision at a meeting. Policy exists to delegate the decision to the office, after consultation with the Chair and Vice Chair or all members of the committee. If deciding to delegate a decision, members should be prepared to give guidance to the office

Item 11 Members Reports

Planning application for Proposed two Schools land adjacent to KIMS site UPDATE.

- The planning application is expected in the week commencing 7 January. Parish Councillors and the community will be advised of its publication on the MBC website.
- The parish office will look to arrange an Extra Environment Committee meeting in Grove Green to consider the response to be made from the parish council. Parish Councillors will be contacted about this once the planning application has been received. An attempt to hire a local hall will be made.
- A meeting has been held with KCC officers to notify them of the concerns of Boxley and Bearsted Parish Council.
- Borough Councillors have arranged another meeting (14 January) with County Councillor Paul Carter and Officers. As only 30 minutes have been allocated Cllr Wendy Hinder has suggested a pre-meet to bring together a joint statement from the Borough Councillors objecting to the planning application which can be presented to Paul Carter.