

**Minutes of the Environment Committee on Monday 16 April 2018 at Beechen Hall,  
Wildfell Close, Walderslade commencing at 7.30 pm.**

Present: Mrs Wendy Hinder (Chairman), Mrs A Brindle, Ms L Clarke, Mr J Constable, Mr Ivor Davies, Mr P Dengate, Mr D Hollands together with Mrs P Bowdery (Clerk) and Mr B Crozier, Kitewood (left after item 3).

1 **Apologies and absences**

Apologies accepted: Mr Bob Hinder on PC business KALC meeting.

Absent: None.

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

Apart from Cllr Brindle all other members declared that they had been lobbied by Kitewood at a previous meeting.

3. **Pre-application consultation Kitewood.**

The Chairman welcomed Mr Crozier and invited him to address the meeting. Members were shown a proposed site plan for six or possibly five dwellings (4 or 5 bedrooms) on the land adjacent to the west junction of Impton Lane. Access was now planned via the KH32a entrance, a restricted byway, when questioned Mr Crozier said that the Deeds of the land allowed for access along this section and it will be widened to include a footway. A plan will be provided to the parish council.

Members asked questions about landscaping, access, maintenance of the remaining open space etc. Kitewood will be approaching Natural England to get its opinion on the proposed development and will keep the parish council informed.

The Chairman thanked Mr Crozier for attending.

4. **Minutes of the Meetings 12 March 2018.**

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

5. **Matters Arising from the Minutes**

5.1 Minute 3091/5.1. Development Land Adjacent Wildfell Close. The application is going before MBC Planning Committee on 26 April 2018 with Cllr Bob Hinder attending.

**Noted.**

5.2 Minute 3091/5.2 Ancient Woodland and TPOs. An update from the Maidstone KALC/MBC meeting is awaited.

5.3 Minute 3091/5.3 Boxley Road, Walderslade, KCC tree/verge maintenance. The Chairman reported that the laying wood was being chipped. Concern was raised about a hedge and tree that had been destroyed due to development at a property on Leybourne Close, this had been notified to Kent Highways.

5.4 Minute 3091/5.4 Traffic Speeds, Boxley Road, Walderslade. Cllr Bob Hinder has written to Helen Whately MP and Tracey Crouch MP asking for their help in getting the matter resolved. Responses awaited. **Noted.**

5.5 Minute 3091/5.5 Flooding Boxley Road near junction Longwood. KCC has undertaken drain clearance in the area but not yet responded to the initial query of whether any road changes are needed. **Noted. Action: parish office.**

5.6 Minute 3091/5.6 Obscured signage Boxley Village. Cllr Hollands notified the meeting that the vegetation has been cut back. **No further action.**

5.7 Minute 3091/5.7 Fixed plate pedestrian crossing signs Grovewood Drive North. Awaiting installation. **Noted.**

5.8 Minute 3091/5.8 Solar powered sign south of M2 bridge Lidsing Road. KCC has inspected the sign which is still operational. **Noted. No further action.**

5.9 Minute 3091/5.9 KCC Tree Maintenance Beechen Bank Road. Awaiting report on maintenance from KCC, website shows work being programmed. **Noted.** The Clerk was asked to report the overhanging and hanging trees on Walderslade Woods Road. **Action: Parish office.**

- 5.10 Minute 3093/8.1 Yellow lines at junctions along Provender Way. Junction names submitted to KCC awaiting response from KCC. **Noted.**
- 5.11 Minute 3093/9.3 Chatham Road Sandling new road layout. Work is expected to commence in April. Residents have received letters from KCC. **Noted.**
- 5.12 Minute 3093/8.5 Provender Way snow and ice. The request to change it to a Primary Route, to ensure it is gritted in bad weather, will be reviewed in September when KCC confirm what routes will receive winter maintenance. **Noted. Action: Parish office to chase in September.**
- 5.13 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.

## 6. **Planning Applications for Consideration**

18/501351/FULL Erection of a part single storey, part two storey rear extension, two storey side extension, and single storey front extension, including a loft conversion with rear dormer window. Broadview Grove Green Road Weaving.

*The parish council has no material planning reasons to object.*

18/501136/FULL Single storey rear extension, demolition of conservatory. 25 Round Wood Close Walderslade.

*The parish council has no material planning reasons to object.*

18/501407/FULL Erection of a single storey rear extension and front porch. 16 Birch Drive Lordswood.

*The parish council has no material planning reasons to object.*

18/501370/TPO Application - T1 - Ash Historically growing next to a recently removed structure. Multi stem with recent bonfire damage to 3 limbs remove fire damaged stems. G10 - ASH - Old coppice stools with no recent management and hollow rotten stem cavities. Over extended limbs growing toward vines. Crown lift to 6-7 meters. Land Adj. Church Hall The Street Boxley.

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

18/501296/TPO/PAHE. TPO application to fell one Ash, one Chestnut and one Hawthorn tree. Beechen Hall Wildfell Close

*Wish to see approved. In the interest of openness and accountability it should be noted that the parish council is the applicant.*

## 7. **Planning Decisions, Appeals and Appeals Decisions**

17/502122/TPO APPEAL: Dismissed.

## 8. **Highways and Byways**

8.1 Cat Claws. Cllr Dengate raised grave concerns about the possible use of this product as any installation would force vehicles in narrow roads to park in the road and this would have an adverse impact on emergency vehicles. Any driver bumping up a kerb to let an emergency vehicle pass could potentially have their tyres punctured. Members agreed that they would not condone their use.

## 9. **General Data Protection Regulation**

Members **received and noted** the Clerks explanation on the effect of the General Data Protection Regulations (GDPR) on the committee's business.

9.1 Planning applications. After discussion on the various options Cllr Dengate reminded members that a resident visiting the office to view a paper plan could be guided by the staff to go online on an office computer to view the plans on an MBC website.

Cllr Ivor Davies proposed Cllr Dengate seconded the adoption of the suggested policy/procedure, **agreed.**

**Public access to planning applications held in the parish office**

Planning applications are no longer to be made available to a member of the public without it being GDPR 'processed'.

- The Planning Application Form must have the name/telephone number of the property owner properly redacted. This may require the original being masked by paper and a photocopy taken for the viewing;
- The applicant's full address and any contact details must be redacted if it is different from the site address;
- Supporting reports, letters or any submissions must have names, addresses, contact details and signatures redacted.

Consideration will be given to redacting the agent's details.

The agenda will still reflect the full address of the planning application as notified to the parish council by MBC.

#### 9.2 Reporting of Planning Appeal Decisions. **Agreed.**

The agenda report to the parish council will not include the full address of the application.

On complicated or controversial sites, the full planning appeal decision notice will be retained for possible future consultation.

#### 9.3 Retention of Planning Applications. After discussion it was **agreed** for,

- Non-controversial development, after planning permission is received the planning application will be destroyed.
- For large scale or controversial development the application will be kept for longer, at least 18 months after permission is given. Any documents kept for historical or research will have personal data removed/redacted.

#### 9.4 Lobbying e-mails and letters. After discussion members felt that the current procedure of the office requesting permission from the author to pass on their personal data should continue. Members considered that it was important to understand where a person lived in relationship to a development or issue.

An on-going review of any planning decision information included in the Downs Mail will be required. **Noted.**

The Chairman notified members that any confidential information, containing personal data, supplied to them for the meeting should be left behind so it can be shredded. Cllr Brindle requested clarification on what information a councillor could retain and was advised that it was only information that contained personal data that was affected by GDPR. Should a councillor wish to retain some information then they could remove any personal data by, for example, cutting the contact details and signature off of an e-mail. The parish office would be reviewing how it wrote and produced briefing information and reports to ensure that if it was considered necessary to include personal data that it was done in such a way as to be easily removed. Councillors could then safely keep the document for further research/reference.

#### 10. **Franklin Drive Play Area.**

MBC has arranged for the tree work to be undertaken this week. Arrangements are being made to purchase the equipment and have it and the safety surface installed. MBC will need to approve the lease which was being delayed due to the cancellation of meetings because of the May elections. Borough Councillor Hinder had been advised by the Parks Manager that it was okay to proceed with the installation.

#### 11. **Policy and Procedures**

11.1 BPC Planning Information Leaflet (review). **Approved** with minor amendments.  
**Action: Office.**

11.2 Parking in the parish. Approved with some minor amendments and additions.  
**Action: Office.**

12. **National Planning Policy Framework & Developer Contributions**

It was **agreed** that any response could be agreed out of meeting. Councillors to be sent a hyperlink to the document so that they could decide whether it needed a response. **Action: Clerk.**

13. **Members Reports - INFORMATION**

12.1 Planning Inspector Appeal Street Farm. Members received a report from Cllr Clarke on the inquiry and site visit. The Chairman thanked her for attending the Inquiry

12.2 M20 Jct 3-5 Smart Motorway Scheme Consultation Cllr Bob Hinder had responded on behalf of the parish council. **Noted.**

12.3 Planning Training attended by the Chairman and Cllr Brindle. Cllr Brindle will send on a report to members. **Action: Cllr Brindle and office.**

14. **Volunteer Groups**

Cllr Ivor Davies gave a report on the recent WWG meeting. The pond lining work was outstanding and the Old Chalk New Downs Project had informed WWG that it could consider an application for funding for a tractor hauled buck rake. WWG thanks the parish council for its financial support.

15. **Matters for Information**

None.

16. **Items for Next Agenda**

None identified.

17. **Next Meeting**

Next Environment Committee meeting 14 May at Beechen Hall commencing at 7:30pm.

As no members of the public/press were present there was no resolution to exclude them from the meeting and item 18 was discussed.

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

Members **received and noted** the confidential update. The Clerk was asked to chase for a response on an outstanding garage issue that had not been included in the update. **Action: Clerk.**

Chase car port to garage on Boxley Road, Walderslade.

Meeting closed at 9.00pm.

Signed as a correct record of the proceedings.

Chairman ..... Date .....