

# BOXLEY PARISH COUNCIL

[www.boxleyparishcouncil.co.uk](http://www.boxleyparishcouncil.co.uk)

Clerk – Mrs Pauline Bowdery  
Assistant Clerk – Mrs Melanie Fooks  
Tel 01634 861237

Beechen Hall  
Wildfell Close  
Walderslade  
Chatham  
Kent ME5 9RU

E-mail – [bowdery@boxleyparishcouncil.co.uk](mailto:bowdery@boxleyparishcouncil.co.uk)

To Parish Councillors, members of the public and press.

8<sup>th</sup> May 2012

Members are hereby summonsed and notice is given that the **Annual Meeting of the Parish Council** is to be held at **Beechen Hall, Wildfell Close** on **Monday 14<sup>th</sup> May 2012** commencing at 7.30 p.m. when it is proposed to transact the following business:

- |   | Time guide |
|---|------------|
| 1. <b>Apologies and absences.</b><br>To receive and accept apologies for absence.   | (7.30)     |
| 2. <b>Declaration of Acceptance of Office.</b><br>To complete the necessary declaration or if a councillor is absent to confirm the date it will be signed.   | (7.31)     |
| 3. <b>Election of Chairman.</b><br>To elect a Chairman and receive their Declaration of Acceptance of Office.   | (7.33)     |
| 4. <b>Round Wood</b><br>To receive a verbal report from Cllr Carter.  | (7.39)     |
| <b>To adjourn to enable members of the public to address the meeting.</b>   | (7.53)     |
| 5. <b>To Elect a Vice Chairman.</b>   | (8.05)     |
| 6. <b>To Appoint Committees.</b><br>See attached report (page 3).<br>6.1. Environment Committee.<br>6.3 Finance Committee.<br>(to be appointed after item 5.3)  | (8.08)     |
| 6.2. Estates Committee<br>6.4 Financial Scrutiny Committee.   |            |
| 7. <b>To appoint Committee Chairman and Vice Chairmen.</b><br>See attached report (page 3), a resolution to amend standing order 15 (a)(viii) may be placed before the Council.<br>7.1 Environment Committee.<br>7.3 Finance Committee. | (8.18)     |
| 7.2. Estates Committee<br>7.4 Financial Scrutiny Committee.   |            |
| 8. <b>Appoint Representatives to External Bodies.</b><br>See attached report (page 3).  | (8.30)     |
| 9. <b>Inspection of Deeds and Trust Documents.</b><br>Originals are stored at the Solicitors, copies can be made available at the meeting.  | (8.40)     |
| 10. <b>Declaration of Interests or Lobbying.</b><br>Members are required to declare any interests or lobbying on items in this agenda.  | (8.41)     |
| 11. <b>Minutes of the Parish Council Meeting on 4<sup>th</sup> April 2012</b><br>To consider the minutes of the meeting and if in order to sign as a true record (pages 3-6).   | (8.43)     |
| 12. <b>Matters Arising From Minutes.</b><br>12.1 Minute 2391/4.2 concurrent functions, to receive an update if supplied.<br>12.2 Minute 2392/10 Powers of Competence will be on the June 2012 agenda.                                   | (8.46)     |

- 13 **Report from the PCSO and Police Issues.** (8.50)  
Crime statistics received (page 6).
- 14 **Draft Minutes of Meetings since Previous Parish Council Meetings.** (8.55)  
For the parish council to receive the minutes members are allowed to ask questions of the Committee Chairmen.  
14.1 Environment Committee meeting 4<sup>th</sup> April 2012 (page 6-7).  
14.2 Environment Committee meeting 16<sup>th</sup> April 2012 (page 7-9).  
14.3 Estates Committee 17<sup>th</sup> April 2012 (pages 9-12).
- 15 **Finance.** (9.01)  
15.1 To note payments made out of meeting 05.04.12 – 13.05.12 (page 16).  
15.2 To note receipts for the period 28.03.12- 08.05.12 (pages 17 -18).  
15.3 Account balances as at 08.05.12 (page 18).  
15.4 To authorise payments of accounts (list supplied at meeting). Cllrs Ivor Davies and Perry.  
15.5 Concurrent functions – to ratify the signing off of the MBC expenditure report.  
15.6 End of Year Audit, notification that the audit period is now underway.  
15.7 Cheque signatories mandate changes. To sign a new cheque signatory mandate for the Cooperative account and to agree other signatory mandates can be amended (in accordance with Financial Regulations) as necessary.
- 16 **Matters for Decision.** (9.11)  
16.1 KALC training dates for Councillors see report (page 12).
- 17 **Reports from Borough and County Councillors.** (9.16)  
To allow the councillors to report and discuss matters affecting the parish.
- 18 **Weaving Diamond Jubilee Orchard.** (9.20)  
To receive a verbal update.
- 19 **Policies and Procedures Review.** (9.26)  
19.1 Standards Board for England PC Policy see report (page 12).
- 20 **Reports from councillors/office.** (9.27)  
Representatives who attended any meeting on behalf of the parish council are invited to give a brief summary.
- 21 **Matters for Information.** (9.29)  
21.1 Parish Precept. Boxley PC is the 2<sup>nd</sup> lowest in Maidstone at £20.99 average Band D.  
21.2 Rural News 115 (e-mail 11.04.12)  
21.3 KALC Area Committee minutes (page 12-15).
- 22 **Next Meeting.** (9.30)  
Monday 11<sup>th</sup> June 2012 at European School of Osteopathy, Styles Lane, Boxley at 7.30 pm.
- In view of the confidential nature (financially sensitive) on the item about to be transacted, a resolution for the public and press be excluded from the meeting for the duration of or for part of the item will be placed by the Chairman.
23. **Purchase of Land.** (9.31)  
For members to consider whether to purchase land. If agreed a resolution will be placed before members which will identify a ceiling for the purchase price, agree attendance at auction and if necessary the appointment of a land agent etc. See confidential report.

Clerk to the Council.

In agreement with policy the committee meeting is due to stop at 9.30 p.m. The Chairman has discretionary powers to extend by half an hour to 10.00 p.m.

## **Item 6. To appoint Committees.**

- 6.1 Environment Committee up to 10 members. (Cllrs Wendy Hinder, Dengate and Bob Hinder have expressed interest in standing for the committee).
- 6.2 Estates Committee up to 10 members (normally 8).
- 6.3 Finance Committee up to 8 members. Chair and vice chair of Parish Council, chair and vice chair of Estates and Environment Committees and 1 or 2 parish councillors.
- 6.4 Financial Scrutiny Committee. 4 members with members standing down after 4 years. The longest serving member is Cllr Perry.

## **Item 7. To appoint Committee Chairman.**

At previous meetings the Chairs and Vice Chairs of committee have been appointed at the Parish Council's Annual meeting (Standing Order 15(a)(viii)). One reason for this is that the Finance Committee meeting is held the following week and Chairs and Vice Chairs of the committees (but not of the Financial Scrutiny Committee) are automatically members. If members so wish it is possible to change Standing Orders to allow some of the committees (Environment, Financial Scrutiny and Finance) to appoint Chairman and Vice Chairman at their own meetings. The problems arises with the Estates Committee as its meeting is held after the Finance Committee meeting and unless the Chair and Vice Chair are appointed at the Parish they will miss the first meeting of the PC year (an important one too).

If members wish to allow committees, where possible to appoint their own chair and vice chair then the following resolution could be placed "SO 15(a)(viii) is amended to read "The Chairman and Vice Chairman of the committees shall either be appointed at the Parish Council's Annual meeting or delegated power shall passed to the individual committees to make the appointment".

## **Item 8 Appoint Representatives to External Bodies.**

Current membership is;

Grove Green Community Association – Vic Davies

Kent Association of Local Councils – Wendy Hinder, **[Bill Stead]** and **[Martin Pepper]**

ACRK – **[Martin Pepper]**

Sandling Village Hall (2 Trustees) – **[Bill Stead]** and Maureen Waller

Vinters Valley Nature Reserve (Trustee) – Vic Davies

Boxley Warren LNR – Tony Harwood

Mid Kent Steering Group – Geoff Smith

New representatives for KALC, ACRK and a Trustee for Sandling Village Hall are required

## **Item 11 Minutes of the Meeting of the Parish Council held at Beechen Hall, Wildfell Close, Walderslade on Wednesday 4<sup>th</sup> April 2012 commencing at 7.30 pm.**

Councillors present – Mr M Pepper (Chairman), Mrs P Brooks, Mr I Davies, Mr V Davies, Mrs W Hinder, Mrs K Macklin, Mr G Smith, Mrs A Spain, Mr A Springate, Mr W Stead, Mr P Sullivan, and Mrs M Waller together with the Clerk, PCSO Hawthorn (left at item 6), 12 member of the public and 2 members of the press.

### **1. Apologies and absences.**

Cllr Harwood (work commitment), Cllr Hinder (Bredhurst PC meeting) and Cllr Perry (work).

### **2. Declaration of Interests or Lobbying.**

All members declared that they had been lobbied on Round Wood (item 6). Cllr Stead reminded members that he was Vice Chair of KALC.

### **3. Minutes of the Parish Council Meeting on 5<sup>th</sup> March 2012**

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

### **4. Matters Arising From Minutes.**

4.1 Minute 2377/10.3 Energy. **Agreed** the issue to be returned to agenda when MBC

produced a document for consultation.

- 4.2 Minute 2385/4.1 concurrent functions. Update **noted**.
- 4.3 Minute 2385/4.2 Parking, Grove Green. **Noted** due to a recent incident dealt with by Cllr Wendy Hinder the Chairman did not contact the studios. **No further action unless further parking issues are reported.**
- 4.4 Minute 2385/10.1 Annual meeting of the Parish. **Noted** the cost of hiring the atrium at the ESO. After discussion it was **agreed**, Cllr Smith proposed, Cllr Springate seconding (8 for, 3 against, 1 abstention) that Beechen Hall would be booked for 9<sup>th</sup> May 2012 with a meeting start time of 8.00 pm. **Action** – parish office.
- 4.5 Minute 2385/4.7 School crossing dedication. **Noted** it had not proved possible to arrange a mutually convenient date for the dedication and so a press release would be issued. Also **noted** that a photograph and an article had been in the April Downs Mail.

## 5 **Report from the PCSO and Police Issues.**

**Noted** and **received** the crime statistics. PCSO Hawthorn notified the meeting that he was trying to organise speed checks on Sandling Road and Lidsing Road. He was monitoring Pilgrims Way/Boxley Warren due to the recent increase in motorbike usage, he was asked to investigate Walderslade Woods which was also being targeted by motorbike riders.

Discussion took place on the issue of speed and lorry access along Westfield Sole Road. PCSO Hawthorn also informed the meeting that he was no longer covering Bredhurst Parish.

The meeting was adjourned at 7.52pm. Members of the public gave further information on the recent appearance of motorbikes in Walderslade Woods. The Chairman explained how item 6 Round Wood would be dealt with and various members of the public spoke in favour of protecting the land with village green status. Clarification was given on the legal status of Voluntary Village Green submission. The Chairman thanked the Walderslade Woods Group for its hard work in the woods.

The meeting was notified by member of the public that there had been a recent incident when a bus did not stop at the A229 bus stop. The issue had been taken up with the bus company and the response had been that a mistake had been made. The village would continue to monitor the situation. The meeting reconvened at 8.05 pm.

In view of the confidential nature (financially sensitive) on the item about to be transacted, a resolution for the public and press be excluded from the meeting for the duration of or for part of the item was passed.

## 6 **Round Wood.**

Members discussed the report received from KCC.

Members of the public and press were invited back into the meeting.

Discussion took place on whether to proceed with working with KCC; the length of time that had passed; WWG wish to see village green status; what KCC would do if the Parish Council withdrew from the 'project'; how such a withdrawal should be 'managed' etc. Cllr Springate proposed, Cllr Macklin seconded a resolution **"Unless KCC agrees to submit a Voluntary Village Green application for all of the Walderslade Woods excluding the land adjacent to Wildfell Close (map B The site) Boxley Parish Council will approach the KCC Commons Registration Unit to reinstate its Round Wood Village Green Application, which includes the land at Wildfell Close. Deadline for submission of the application 29<sup>th</sup> June 2012"**. It was **agreed** (9 for, 1 against and 2 abstentions), the chairman to send a letter to County Councillor Carter to explain the decision. **Action** – Cllr Pepper.

## 7 **Draft Minutes of Meetings since Previous Parish Council Meetings.**

**Received** and **noted** the draft minutes of

- 7.1 Environment meeting 5<sup>th</sup> March 2012.
- 7.2 Environment meeting 12<sup>th</sup> March 2012.
- 7.3 Finance Committee 13<sup>th</sup> March 2012.

## 8 **Finance.**

- 8.1 **Noted** payments made out of meeting 06.03.12 – 27.03.12. Appendix A

- 8.2 **Noted** receipts for the period 28.02.12 – 27.03.12. Appendix B
- 8.3 **Noted** account balances as at 27.03.12. Appendix C
- 8.4 **Authorised** payment of accounts. Appendix D.
- 8.5 **Noted** members are reminded that they should not sign blank cheques or authorisation letters; when signing cheques they are required to check invoices against cheque details and cheque stubs need to be initialled by both signatories. They must also keep their register of interests updated.
- 9 **Matters for Decision.**
- 9.1 **Noted**, but no action, KCC Parish Council Legal Scheme.
- 9.2 Members **received** the request to consider being proactive in land purchasing. **Agreed** issue to be deferred to Estates Committee. **Action** – Estates Committee June agenda.
- 9.3 MBC Civic Parade Sunday 20/05/12. Interested Councillors to contact the parish office. **Action** – Councillors.
- 10 **Powers of competence.**  
**Agreed** defer to another meeting. Members asked for a fuller briefing note. **Action** – parish office.
- 11 **Reports from Borough and County Councillors.**  
Cllr Hinder notified that the meeting that due to election rules she would not give a report.
- 12 **Weaving Diamond Jubilee Orchard.**  
Members **received** an update on the situation concerning ordering of equipment etc. **Noted** the opening would be on the 31<sup>st</sup> May 2012 and the Clerk was suggesting the setting up of a small focus group with other councillors being asked to be on working groups. The Clerk would be sending out a briefing note concerning the arrangements etc. **Action** – Clerk.
- 13 **Policies and Procedures Review.**
- 13.1 **Approved** Vision and Business plan.
- 13.2 Standing Orders, Terms of Reference and Financial Regulations. The Chairman proposed that the minor amendments (dealing with Councillors Allowances being paid by Standing Order) be adopted, **unanimously agreed.**
- 14 **Reports from councillors/office.**  
Members **received** and **noted** the reports.
- 14.1 Cobtree Park, report from Cllr Smith. Clerk to clarify situation with regards to the plaque. **Action** – Clerk.
- 14.2 Kent Police Liaison meeting report from Cllr Stead.
- 14.3 KALC meeting, report from Cllr Pepper.
- 14.4 Lord Lieutenants' Civic Service, report from Cllr Smith.
- 14.5 Vinters Valley Nature Reserve 21<sup>st</sup> Birthday celebrations, report from Cllr Victor Davies.
- 14.6 Sandling VH Committee. Report from Cllr Stead. Clerk to liaise with Cllr Stead concerning Deed and Constitution. **Action** – Clerk.
- As it was 9.30 pm the Chairman used his devolved power to extend the meeting for a further 30 minutes.
- 15 **Parish Council Carbon Footprint**  
It was **agreed**, as most of the impact was made by Beechen Hall, to defer the report to the Estates Committee. **Action** – Estates Committee agenda.
- 16 **Matters for Information.**
- 16.1 Spring edition of the Watchout newsletter, West Kent NHTA.
- 16.2 ACRK Rural News 144.
- 16.3 Open Space magazine for Spring 2012.
- 16.4 Olympic torch. The torch's movement from Maidstone to Medway will be via convoy so it won't be 'in' the parish.
- 16.5 KWT March newsletter.

- 16.6 Stakeholder Newsletter issued by the Kent Police Authority.
- 16.7 Heart of Kent Hospice – thank you letter.
- 16.8 CPRE Countryside Voice Spring 2012 edition.

**17 Next Meeting.**

Monday 14<sup>th</sup> May 2012 at Beechen Hall, Wildfell Close at 7.30 pm.

**18 Chairman's report.**

The Chairman thanked the Councillors and the parish office for their support in the past 10 years. He extended best wishes to everyone for the elections. Cllr Stead notified members that he had decided not to stand for re-election and also gave his thanks for everyone's support.

In view of the confidential nature (tenders) on the item about to be transacted, a resolution for the public and press be excluded from the meeting for the duration of the item was passed.

**19 Orchard tenders.**

After consideration of the tenders it was proposed by Cllr Stead seconded by Cllr Vic Davies that the lowest tender (Maidstone Borough Council) be accepted **agreed** (with Cllr Wendy Hinder abstaining).

Meeting closed at 9.43 p.m.

**Item 13 Crime figures for Boxley 21/03/2011 to 20/04/2012.** Purpose of item: information

**Burglary**

07/04/2012 Pinewood Drive, Chatham, Garage on-bloc, Ladder stolen.  
10/04/2012 Tyland Lane, Sandling, Garage broken into, Tools stolen.  
11/04/2012 Birch Drive, Chatham, Garage broken into, Tools stolen.  
17/04/2012 Yew Tree Close, Chatham, Garage on-bloc, Metal stolen.

**Attempted Theft**

26/03/2012 The Village Hotel, Vehicle broken into, nothing stolen.

**Theft**

26/03/2012 The Malta Inn, Bag stolen from the garden area.  
02/04/2012 Sandy Lane, Earthing Cable stolen.  
12/04/2012 Boxley Grange Farm, Trailer stolen.

**Theft from a Motor Vehicle**

07/04/2012 Autumn Glade, Chatham, Steering wheel stolen.  
08/04/2012 The Malta Inn, Camera equipment stolen.  
11/04/2012 The Village Hotel, Golf clubs stolen.

**Item 14 Draft Minutes of Meetings since Previous Parish Council Meetings**

**14.1 Minutes of the Environment Committee on Wednesday 4th April 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 9.45 p.m.**

Councillors present – Mrs W Hinder (Chairman), Mrs P Brooks, Mr Ivor Davies, Mr M Pepper, Mrs A Spain, Mr A Springate, Mr B Stead and Mrs. M Waller together with the Clerk.

**1. Declaration of Interest or Lobbying.**

None declared.

**2. Apologies and absences**

Cllr K Perry (work).

Not adjourned as there were no members of the public present.

### 3. **Planning Applications and Appeals for Consideration**

MA/12/0405 – Application for removal of condition 9 (the dwelling shall achieve a minimum of level 3 of the code of sustainable homes. The dwelling shall not be occupied until a final code certificate has been issued for it certifying that (at least) Code Level 3 has been achieved) of MA/11/1349 (erection of 1 replacement dwelling with detached garage and associated works) at Glenside, Boxley Road.

*Wished to see refused, it was considered that the MBC level 3 standard should be upheld.*

MA/12/0422 – Application for anti-ram fortification, fencing and gate and wall protection at G 4 S Ltd, Old Mill Lane, Aylesford.

*Wish to see approved.*

TA/0036/12 – Boxley Conservation Area notification of intention to carry out works to 4 No. Sycamore trees being to pollard to original pollarded trunk at The Old Vicarage, The Street, Boxley.

**Ratified** the Asst. Clerk's decision, after discussion with Cllr Wendy Hinder and Cllr Ivor Davies, not to object subject to the views of the Borough Landscape Officer.

### 4. **Next Meeting.**

Next Environment meeting 16<sup>th</sup> April 2012 at Beechen Hall commencing at 7.30 p.m.

Meeting closed at 9.53 pm

## **14.2 Minutes of the Environment Committee on Monday 16<sup>th</sup> April 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.**

Councillors present; Mrs W Hinder (Chairman), Mrs P Brooks, Mr I Davies, Mr M Pepper, Mr K Perry, Mrs A Spain, Mr A Springate, Mr W Stead and Mrs M Waller together with the Clerk.

#### 1. **Declaration of Interest or Lobbying.**

Cllr Hinder notified members that she had been lobbied on TA/0012/12 and item 9.2.

#### 2. **Apologies and absences**

All members were present.

#### 3. **Minutes of the Meetings of 5<sup>th</sup> and 12<sup>th</sup> March 2012.**

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

#### 4. **Matters Arising From Minutes.**

4.1 Minute 2387/4.2 inconsiderate parking Walderslade Village/Boxley Road. **Noted** Cllr Pepper would bring up the issue at the 18th April PACT meeting in Walderslade village. **Noted** a request to also highlight the issue of motor bikes accessing Walderslade Woods via Sherwood Avenue.

4.2 Minute 2387/4.3 marker at Cossington Lane. **Noted** work would be undertaken to locate a sign that could be erected on a way marker post and to establish land ownership.

4.3 Minute 2387/4.4 Cowbeck Wood **noted** the history relating to the recent contact.

4.4 Minute 2388/8.2 PRoW Round Wood valley. **Noted** a response on the request for PRoW definition was awaited.

4.5 Minute 2388/9.5 Lidsing Road. **Noted** request for additional signage etc. had been submitted and a response was awaited.

4.6 Minute 2388/13 empty properties. **Noted** Cllr Pepper was attending a 25<sup>th</sup> April Borough Council meeting to take this issue up.

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

### 5. **Planning Applications and Appeals for Consideration.**

5.1 MA/12/0375 erection of a detached 4 bed dwelling at Hillah, Cossington Road.

*Do not wish to object but have concerns about; possible loss of privacy to neighbouring properties; detrimental impact to the visual amenity from Beechen Bank Road as it is further urbanisation of a wooded area; about the amount of glass in the design. Do not require this to go to the Planning Committee.*

- 5.2 MA/12/0523 application for advertisement consent for illuminated and non-illuminated signage to store and store car park at Tesco, Grove Green.  
*Do not wish to object.*  
**Agreed** letter to go to Rob Jarman, Development Control Manager, about the fact that this is yet again another retrospective planning application from Tesco.
- 5.3 MA/12/0524 construction of a timber structure surrounding 'hello' totem; a larch timber slatted 'hello' wall; and replacement timber covered trolley bays at Tesco, Grove Green.  
*Do not wish to object.*  
**Agreed** letter to go to Rob Jarman, Development Control Manager, about the fact that this is yet again another retrospective planning application from Tesco.
- 5.4 MA/12/0526 construction of new sports hall with changing rooms at Valley Park Community School, Huntsman Lane, Grove Green. *Wish to see approved.*
- 5.5 MA/12/0527 erection of close boarded fence at 26 Olivine Close, Walderslade.  
*Do not wish to object.*
- 5.6 TA/0012/12 TPO No. 2 of 1991 - Application for consent to fell 1 (No) Beech Tree, to remove 5 (no) Sweet Chestnut stools and to cut back all overhanging group to boundary to height of 3m on an annual basis at Woodland adjacent to 14, Exton Gardens, Grove Green.  
*Do not wish to object subject to views of the Borough Landscape Officer.*
- 5.7 TA/0049/12 application for consent to reduce the height of 1 no Hornbeam by 40% and 4 no Leylandii by 50% at 8 Bellgrove Court, Walderslade.  
*Do not wish to object subject to views of the Borough Landscape Officer.*
- 5.8 MA/12/0405 – Application for removal of condition 9 (the dwelling shall achieve a minimum of level 3 of the code of sustainable homes. The dwelling shall not be occupied until a final code certificate has been issued for it certifying that (at least) Code Level 3 has been achieved) of MA/11/1349 (erection of 1 replacement dwelling with detached garage and associated works) at Glenside, Boxley Road.  
**Agreed** a letter to be sent to MBC about the need for Maidstone Borough Council, as it is currently producing its Core Strategy and other documents, to produce clear planning policy setting out requirements and levels for sustainable development.
- 5.9 Railway mast adjacent to Turkey Mill, Grove Green pre application notification. **Noted.**
6. **Planning applications taken to Planning Committee.**  
Planning rota – Cllr Pepper 19<sup>th</sup> April 2012.
7. **Planning Applications and appeals decisions.**
- |            |                          |            |         |
|------------|--------------------------|------------|---------|
| MA/11/2023 | GRANTED* (Brooklyn Yard) | MA/11/2140 | GRANTED |
| MA/12/0114 | GRANTED                  | MA/12/0256 | GRANTED |
| TA/0001/12 | GRANTED                  | TA/0009/12 | REFUSED |
- Agreed** that in future only decisions that were contrary to what the Committee requested would be reported.
8. **Walderslade Woods and Volunteer Group**  
**Received** Cllr Springate's report on the recent work undertaken by the group. The Chairman asked that thanks for the groups' continued good work be minuted.
9. **Highways and Byways.**
- 9.1 Cuckoo Wood double yellow lines consultation. Members **welcomed** the consultation but decided to allow the residents to decide on what restrictions they wished to see introduced.
- 9.2 M20 NAG (Noise Action Group). After discussion it was agreed to respond that whilst very sympathetic to the problems experienced by the parishes and whilst willing to



help in other ways the Council could not offer financial support as there would be no benefit to its parishioners.

9.3 Humming article and noise at Walderslade, **noted** it had been thought that there was some progress in identifying and possibly removing the noise nuisance but this may now not be the case. The parish office was asked to monitor the situation, help residents where possible and keep the committee informed.

9.4 Salt bin. After discussion it was **agreed**, Cllr Pepper proposed seconded Cllr Stead, that the spare bin should be placed at the junction of Brownlow Copse/Boxley Road (1 abstention). **Noted** the Chairman has requested 2 salt bins for Lordswood from County Councillor Carter.

10. **National Planning Policy Framework and other planning issues.**

**Received** an update on; the NPPF; information concerning NPPF - biodiversity policy under-pinning; and Localism Act regarding Retrospective Planning Applications. Members asked for an update on the current situation regarding the work being undertaken on the Councils Neighbourhood Development Plan. It was **agreed**, due to the current office workload, that a report would be given to the June meeting and discussion on how to progress the work. **Action June agenda.**

11. **KCC Consultation on Gypsy and Traveller Pitch Allocation Policy.**

**Agreed** the response was to be that the Parish Council supports the proposal and welcomes its clarity and transparency.

12. **Policy and procedures review.**

Boxley Parish Council Planning Information leaflet. It was **agreed** that the current document was fit for purpose but that it would be returned to the Environment Committee should any amendments be needed due to the new NPPF.

13. **Matters for information.**

13.1 **Noted** Articles: Planning principles and the Localism Act 2011; What councils need to know about rights of way.

13.2 **Noted** CPRE letter New Homes Bonus Scheme.

13.3 **Noted** agenda published: Meeting of Wednesday 18th April, 2012, 5.00 pm, Maidstone Joint Transportation Board

13.4 DCLG: Planning Act 2008 - Proposed changes to the suite of guidance documents for the major infrastructure planning regime - A consultation deadline July 2012. Members asked that a briefing note be produced to allow the Council to respond to the consultation. **Action Clerk.**

14. **Next Meeting.**

Next environment meetings 14<sup>th</sup> and 21st May 2012 (full) at Beechen Hall commencing at 7.30 p.m.

No members of the public or press were present but due to the confidential nature (personal details and data) on the Enforcement item about to be transacted, the item was taken in confidence.

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

Discussion took place on 2 separate issues concerning enforcement and the Clerk was advised on the response to go to Bredhurst Parish Council and was asked to refer the other issue to the Enforcement Officer.

The chairman thanked Councillor Pepper and Council Stead for their service to the Environment Committee and for their hard work and support.

Meeting closed 8.56 pm.

**14.3 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 17<sup>th</sup> April 2012 at 7.30pm.**

Councillors present – Mr V Davies (Chairman), Mrs P Brooks, Mr I Davies , Mr M Pepper, Mr P Sullivan, Mr G Smith, Mr W Stead, together with the Assistant Clerk.

1. **Declaration of Interest or Lobbying.**

There were none.

2. **Apologies and absence.**

Cllr Waller (absent).

3. **Minutes of Previous Meeting 14th February, 2012.**

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

4. **Matters Arising From Previous Minutes.**

4.1 Minute 2382/4.1 Boxley War Memorial **noted** the middle drum had been ordered and the office is still awaiting a date for on-site works to begin.

4.2 Minute 2383/8.1 Burial Ground **noted and ratified** remedial repairs to the West corner of the North Wall, by Goodsells at a cost of £317.00.

4.3 Minute 2382/4.5 Extractor Hood/Fan for kitchen **noted** the report produced by the Assistant Clerk and **agreed** further investigation and advice together with a quote for possible costs and to be brought back to a later agenda.

4.4 Minute 2382/5 Allotments - Members **agreed** the draft policy and adopted it with minor typographical amends. It was also **noted** that the office has not received any response from its initial enquires to local landowners. Cllr Stead offered members the opportunity to visit Allotments in Burham should the need arise.

5. **Asst Clerk's Report.**

5.1 **Noted** the following hire fees were received for February/March. (Brackets indicate income over same period previous year).

		2010/2011
Casual	£2,281.09	(£2,569.31)
Regular	<u>£3,532.62</u>	<u>(£4,216.96)</u>
Total	£5,813.71	(£6,786.27)
Cumulative figures for	2011/12	2010/11
Casual	£12,188.22	(£12,452.49)
Regular	<u>£18,844.34</u>	<u>(£16,448.46)</u>
Total	£31,032.56	(£28,936.95)

5.2 Marketing Plan, update **received** and **noted**.

Action	Note	Completion date	Office review Date
Leaflets	New leaflets have been designed and will be distributed with Downs Mail.	February	6 monthly
Beechen hall information	Completed		Annually- April
Website	Work in progress for new website.	Expected end April beginning May	Quarterly
Targeting other hall users	Leaflet has been mailed to local businesses	w/e 10 <sup>th</sup> February	6 monthly
Advertising External Noticeboard	New poster on local boards Advertising availability at the Hall.	w/e 10 <sup>th</sup> February	Quarterly
Planning Change Extended Hours	To be reviewed as time allows. It is considered that other work takes priority.		Bring back to agenda with report October 2012.
Review of Hire Fees	A 2% increase was agreed at December	To take effect 1 April 2012	Annually- December

	2011 meeting		
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5.3 **New and future hirers. Noted** confirmed bookings for the use of the committee room for ad-hoc training purposes had been received. **Noted** A new Baby Massage class has confirmed for the committee room for one year from 18<sup>th</sup> April.

Members **Noted** the office was monitoring the effectiveness of the recent leaflet campaign. It was **agreed** that the hirers agreement from will include tick box information to determine how the hirer heard of Beechen Hall.

6. **Review of Policies and Procedures.**

6.1 Beechen Hall cancellation and administration fees. Members **received** the Assistant Clerk's report and amended the policy slightly. It was proposed from the Chair and Members unanimously **agreed** to the following:

- Final balance reminders are sent out 6 weeks prior to event explaining that if payment is not received by the deadline of four weeks prior to the event the booking will be deleted from the diary and the deposit retained, this will enable the office to re-market the date.
- Increase the deposit to 50% of total hire fee with a maximum of £100.00.
- It is recommended that the administration fee is increased to £25.00.

6.2 Discount for Children's Clubs – Members agreed that this policy was still fit for purpose and to remain as is.

6.3 Bouncy Castle/Soft Play Public Liability Insurance Members **received** the assistant clerk's recommendations and **agreed** to amend the policy to read as follows:  
 'Equipment: Public Liability and Other Insurance – All equipment (including bouncy castles and soft play equipment) brought into and used at the hall is done so at the owner's risk. Any injury to persons or damage to the hall caused by the equipment will be the responsibility of the hirer. The hirer is responsible for ensuring that no damage is made to the floor, particularly by heat or scratches. It is strongly recommended that appropriate insurance is in place prior to the hire.'

7. **Parish Office and Hall Rates.**

Members **noted** the situation and have requested that once the office has been notified of the final charges that this item is brought to the Finance Committee and reported back at the next meeting of the Estates Committee.

8. **Performing Rights Society.**

Members **noted** the report on the new charging structure for the PRS licence, and the effect this could potentially have on some of Beechen Hall's regular hirers. They considered the options available to them and **agreed** at present to absorb the additional costs. This will be included on December's Agenda under review of hire fees. Members requested the Assistant Clerk investigates the possibility of Beechen Hall becoming a Charitable Trust and to produce a report to identify the financial implications. **Action** Parish Office.

9. **Grounds Maintenance** – Impton Lane Open Space. Members **noted** Cllr Smith's report and the areas that may need further maintenance. They have agreed that if after inspection by the office, this maintenance is necessary and costs are identified but there is not enough budget to cover it, a request will have to be made to the finance committee for contingency funds. **Action** Parish Office

10. **Renewal of Utilities Contracts –**

10.1 Telecommunications – Members **agreed** to give delegated powers to the Assistant Clerk to renew the telecommunications package with BT for a 2 year period once the new Website has been launched.

10.2 Electricity – Members agreed to allow the Parish Office to follow the same procedure as the Gas contract when it comes up for renewal later this year.

11. **Matters for Information**

There were none

12. **Date of Next Meeting.**

Tuesday 19<sup>th</sup> June 2012 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

The chairman thanked Councillor Pepper and Council Stead for their service to the Estates Committee and for their hard work and support.

Meeting closed at 8.32 p.m.

**Item 16.** Purpose of reports: information and for a decision to be taken.

14.1 KALC training (schedule and dates already supplied to Councillors). The Dynamic Councillor (this module is highly recommended for all new or returning Councillors). Various dates are available 7<sup>th</sup> June (Faversham), 9<sup>th</sup> June (Stone), 20<sup>th</sup> June (Thanet) and 27<sup>th</sup> June (Goudhurst). This is generally an all-day event (with lunch) at a cost of £60 +VAT. A place has been reserved for Cllr Dengate 27<sup>th</sup> June.

**Item 19 Policies and Procedures Review.** *Purpose of item: review and if required amend the policies/procedures.*

Standards Board for England PC Policy. The policy deals with how any notification of complaints is dealt with. In view of the demise of the SBE it is suggested that this document is reviewed and amended when the MBC replacement policy comes before the Council.

**Item 20 Reports from councillors/office.** *Purpose of item: information.*

**Item 20.1** I along with Wendy, Ivor, Bob and Geoff attended the PACT meeting. The 2 Medway Ward Members were there along with the Police. There were around 15 other members of the public there too.

The question of the parked cars and speed in Boxley Rd came up. I did not accept their speedwatch figures as they were not taken at the most appropriate time. Nor did I accept Cllr Brake's arguments that the parked cars slowed the traffic.

After a 'testy' debate Cllr Brake reported he was gathering information on a number of traffic issues in his Ward and once done he would arrange for a Medway Officer to take matters forward after that.

I have no idea what data Cllr Brake is gathering but I suspect it is based on complaints and subjectivity. After pressing him he did agree to share the report with his community and the neighbouring Parishes in Maidstone and Tonbridge and Malling.

I appraised the meeting with our plan and proposal to reduce the speed limit on our side of the border up to Roundwood.

Other matters were raised like litter in Walderslade Village (the fast food outlets get charged for a cleaning contractor it seems) and nuisance and anti-social bikers in the woods that Ivor was able to give a response too, like erecting barriers on the Medway side.

I urged him (Cllr Brake) to get on with it and build the budget as this will go into 2014/2015 if he didn't get on with it.

My thanks to Wendy, Ivor, Bob and Geoff for coming along and supporting me. I think we showed our seriousness but I wonder if anything will happen unless a serious incident occurs or the Medway Councillors take the matter as seriously as we do

Martin

**Item 20.2** Pat Brooks and I attended the MBC Full Council Meeting on the evening of the 25th April.

I had an action point from the Environment Meeting to raise the issue of 'empty homes' in Maidstone. The Environment Committee were concerned that on one hand we are seeing more new houses and the upcoming land allocation proposals whilst there are empty homes which could be put back into thus easing the pressure and the need to build new and potentially in areas previously barred under the old planning laws.

I discovered the MBC Empty homes policy dated 2007 and asked the question of John Wilson (The Cabinet Member responsible) how well MBC were doing against their policy and targets.

A plethora of numbers came back to me which suggested MBC were 'pleased' with their managing the matter although they were not complacent and wanted to do better. This response was supported by all the lead Borough Councillors.

I was allowed a supplementary question (the first had to be raised in writing before the meeting to allow the research) the supplementary is often the 'killer' question so I raised the issue of managing the length of the tail as we were aware of an empty property going back to 1978. The easy 'recycled' properties was obviously good but such a case going back so far pulled down the look of the neighbourhood...a point identified in their own policy.

Cllr Wilson agreed to look into the matter as I gave him the road in which this property can be found.

I hope we may have resurrected an interest in this area as a result of the question. The matter is certainly being given importance in the media (including TV).

Martin Pepper

**Item 21 Matters for Information.** *Purpose of item: information.*

**Item 21.3 Minutes of the Meeting of the Maidstone Area Committee of the Kent Association of Local Councils** held at the Town Hall Maidstone at 7.00 pm on Wednesday 21st March 2012.

**Present:** Councillors Geraldine Brown (Chairman) Yalding, Bill Stead (Vice Chairman) Boxley, Clive English (Secretary) Tovil, Derek Mann Barming, Bernard Carine and Pat Marshall Bearsted, Robert Turner Boughton Malherbe, Martin Pepper Boxley, Stephen Bowring Bredhurst, John Hughes and Keith Woollven Coxheath, Mike Evans Broomfield and Kingswood, John Wilson

East Farleigh (except for item 6), David Oversby Harrietsham, Martin Round Headcorn, Richard Greenwood Lenham, Roger Sawtell Hunton, Charlie Hollister Loose, Lesley Mannington Marden, Robin Gardner Otham, Paul Butcher and John Perry Staplehurst, Ellen Riden Sutton Valence, Peter Coulling and Roger Levett Teston, Peter Waite Thurnham, Trevor Sharp and Peter Titchener Ulcombe.

1) **Apologies.** Councillors: Fay Gooch Barming, Charlie Hewitt and Vanessa Jones Bredhurst, Vince Cooper Broomfield and Kingswood, Peter Beasley East Farleigh, Tony Taylor Harrietsham, Nigel Godfrey Lenham, Vianne Gibbons Loose, Dorothy Reed Marden, David Marchant Otham, Maurice Stancombe Sutton Valence, Derek Mortimer Tovil, Chart Sutton Parish Council,

2) **Minutes.** The minutes of the meeting of 15<sup>th</sup> November 2011 were agreed.

3) **Matters Arising.**

3.1) **Draft Policy on Polytunnels.** Councillor Peter Coulling presented the updated draft report. After considerable discussion the Committee agreed that a policy was needed

and made a number of detailed changes to the draft. It was further agreed that the Secretary would circulate the amended draft to Parishes for final comments so that a final document could be adopted for submission to the Local Planning Authority and other relevant parties following the next Committee meeting (report to follow).

- 3.2) **Draft Standing Orders.** The Secretary presented the draft standing orders to the Committee. The Committee voted in favour of adopting standing orders, but wished to see a number of detailed changes to the draft. It was agreed that the Secretary would circulate the amended draft to Parishes and Representatives with the aim of receiving comments within a fortnight of circulation. The amended draft would also be sent to Clive Powell at KALC for any comments he might wish to make (report to follow).
- 3.3) **Broadband Update.** The Chairman updated the Committee on the progress of the Broadband initiative. Yalding is now up and running and there will be a presentation on the programme at the AGM.
- 3.4) **Other Matters Arising.**
- A) 10.1 KALC Consultation Responses would be drafted by the County Secretary and available for parishes to use as a template on the website.
  - B) 12.1 Whole Borough Parishing. The County Secretary had met Ashford Council to discuss this and it appears practicable, but Parishing would need to be Community driven.
  - C) 12.2 Parks and Leisure. The Cabinet member has looked into this and there has been subsequent correspondence from the Department. Hopefully matters will improve
  - D) 12.3 Retrospective Planning Applications. The Secretary will circulate the relevant updated clause from the Localism Act.
- 4) **Speedwatch Training.** The Chairman reported that the next Police Forum in Headcorn on 23<sup>rd</sup> May will concentrate on Speedwatch. The details will be circulated by the Chairman, who would be grateful for indications of attendance. The Speedwatch team welcome individual Parish or Communal enquiries for Training provision.

## 5) Reports from Representatives.

- 5.1) **Joint Transport Board.** Councillor Paul Butcher reported that the last JTB had approved 6 pilot projects for 20 MPH zones outside schools. There was continual frustration that Parish representatives on JTBs did not have voting rights. It was resolved to ask member parishes to lobby their County Councillors to press KCC to change this.
- 5.2) **Maidstone Locality Board.** Councillor John Hughes reported that this had met on 14<sup>th</sup> March to discuss Youth Services and that he had argued strongly against the proposed cuts which reduce Youth Provision to a so called core offer based at the Info Zone in Palace Avenue and a Community Youth Tutor at Lenham. Lenham Youth Centre would close. However the Board had established a Focus Group to look further at Youth Provision and hopefully he would be a member of it. This would report in June. Additionally Mr Baker had offered to train Parish Volunteers free of charge. It was agreed that the Committee would write to take up the offer and that 2 or 3 volunteers per Parish would be sought. The Chairman agreed to contact Parish Clerks to seek volunteers.
- 5.3) **KALC Executive.** The Vice Chairman reported that Councillor John Wilson had been reappointed as Chairman and as the deputy on the NALC Council. Councillor Richard Parry of Sevenoaks was now NALC Vice Chairman. The Executive had agreed to increase the time for questions at the next AGM and had noted the redrafted Model Contract of Employment for Clerks, which is important for the rights of part time workers
- 5.4) **Other Reports. Metal/Cable Theft Conference.** The Vice Chairman reported on this interesting conference on this growing issue, with 3023 thefts in Kent per annum. It was agreed to circulate details for information.
- 6) **Concurrent Functions Update.** The Chairman and other members of the Review Team updated the committee on the progress of discussions with MBC. The Area Committee is now re-involved and negotiating properly with advances on the issues of flexibility, service levels and indexation amongst others. However issues remain ie on which services are retained in the scheme and how any pot for parishes is calculated/divided. In addition MBC

is still focused on individual discussions, whilst parishes want a more collective discussion. The meeting confirmed its support for the Review Team and its approach.

**7) Any Other Business.**

7.1) **Lenham Solar Farm.** This proposal would be coming forward for 36 acres of Solar Farm and had been the subject of a public meeting in Lenham.

7.2 **Standards Board.** The Localism Act had been passed and the Lords had inserted an Independent person into the procedures. No one knows how this will work. MBC must deal with complaints concerning Parishes under the new law and the KALC Executive is drawing up procedural guidelines. It was noted with concern that there may not be any Parish Representatives on the new committees. Parish Councils will have to adopt the new LGA Model Code. Finally the Register of Interests is now covered by the Criminal Law.

**8) Future Meetings and Speakers:**

30<sup>th</sup> May (AGM) Lyndon Gurr (KCC) on broadband funding

25<sup>th</sup> July. Mark Pritchard of Medway Valley Countryside Partnership on the new  
Local Biodiversity Action Plan.

26<sup>th</sup> September Rob Jarman and Peter Hockney of MBC on Enforcement.

Clive English, Secretary,  
Maidstone Area Committee, KALC