

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held on 5th March 2019 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

Present:

Cllrs I. Ellis (meeting Chair)
 R. Martin
 R. Edmans
 B. Brown
 A. Whybrow
 A. Humphries
 H. Stevens
 L. Date
 D. Smith

Parish Clerk
KCC Warden, Liz Lovatt
3 x residents

1. **Apologies:** Apologies were received from Cllrs Munford, Herrin, Wilde, Gershon, Redfearn and Skinner.

Cllr Ellis welcomed new Councillor, Helen Stevens, to the Parish Council.

2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**

No person expressed any intention of filming, photographing or recording any item.

3. **Notification of late items for inclusion on the agenda**

No late items.

4. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**

It was agreed that the following should be excluded items :

Item 15.4 Parishioner of the year

Item 16 Furfield Quarry – Skinner option (due to commercial sensitivity)

5. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**

PCSO Pete Gardner was not present at the meeting. A Police report had been compiled by the clerk using the E-watch.co website. During January and February there had been no crime in south ward and 4 crimes in north ward (2 burglaries, 1 incident of criminal damage and 1 incident of arson)

KCC Warden, Liz Lovatt, had provided a written report which was circulated to Councillors prior to the meeting. Liz spoke further as follows :

- Severe weather emergency protocol still in place throughout Maidstone, should it be required. Those needing emergency accommodation should contact Maidstone Borough Council's Housing Options team on 01622

602000. Assistance may also be available from 'Restoring Hands' or 'Porchlight'

- During lambing season it is an appropriate time to remind dog walkers that when walking through fields please keep to the paths, keep dogs on leads and under control at all times. If dogs are observed worrying livestock it can be reported to Kent Police. Worrying livestock is a crime, even if the dog owner is not present. It is the owner or person in charge of the dog who can be prosecuted
- A suspicious man was reported visiting a property on Church Hill, offering to sharpen tools. The resident turned him away and saw him leave in a grey van. Any suspicious activity should be reported to Kent Police on 101 or via the Kent Police website. 999 should be used if a crime is in progress
- Welfare visits remain a priority. If residents are concerned about a neighbour or family member or just want someone to talk to, please do not hesitate to get in touch

6. Open Quarter :

There was nothing to discuss therefore it was agreed to bring forward the following items :

12.1 Allotment leaseholder – request for grant for portacabin roof repairs

14.4 Neighbourhood Watch

12.4 Allotment leaseholder – request for grant for portacabin roof repairs.

The clerk explained that a plot holder had written to the Council asking for grant funding towards the cost of repairing the portacabin roof which is corroded and leaking. The total cost would be £500 for materials and tenants would carry out the work themselves. One of the plot holders was present at the meeting and spoke further, advising that they could raise £250 themselves so were seeking a 50% grant.

Cllr Martin proposed that a grant of up to £250 be provided by the Parish Council. Seconded by Cllr Brown and agreed by all members. Cllr Humphryes suggested that a corrugated composite roof may be more appropriate than timber and felt.

14.4 Neighbourhood Watch

The clerk introduced Mrs Debby Farrer and explained that she had kindly agreed to act as Neighbourhood Watch (NHW) Co-ordinator for the village. She added that Cllr Stevens would perform the same role for north ward. Mrs Farrer advised that she had been in contact with Maidstone NHW who had provided an information pack. Cllr Stevens explained that she had set up a Boughton Monchelsea NHW Facebook page and volunteers were already starting to come forward. The clerk advised that she would produce a recruitment poster, for display on noticeboards, website, e-mail circle and the Parish Council Facebook page. **CLERK**

Cllr Ellis thanked Mrs Farrer and Cllr Stevens for their hard work and proposed awarding a grant of £100 to the group to cover future expenses such as hall hire, postage etc. Seconded by Cllr Smith and agreed by all members.

7. Declarations of Interest in Items on the Agenda / Declaration of Changes to the Register of Interests / Requests for Dispensations :

As BMAT trustees, all members were given dispensation to discuss and vote on any items relating to Boughton Monchelsea Amenity Trust.

8. Matters outstanding from minutes (15th January) not included in agenda:

Item 15.5 Litter signage : Cllr Edmans advised that the sub-group had met several times and letters had been sent to MBC and KCC, asking for their advice and support. A meeting would be arranged in the coming weeks to progress further. Cllr Whybrow suggested that it may be worth considering CCTV signs as well as litter signs. Cllr Martin asked whether litter sign locations included well known hot spots. Cllr Edmans confirmed.

Item 8 / 6 War memorial : It had been agreed at the last meeting that the names from the school memorial would be added to the plaque in the village hall. It was noted that the current plaque was not suitable for adding further names therefore Cllr Smith proposed that the Parish Council purchase a new one, up to the value of the existing, ie £1625 + VAT. Seconded by Cllr Brown and agreed by all members.

CLLR BROWN

Item 8 / 8 / 17.11 Rural litter bins : Cllr Munford was not present at the meeting but had agreed to set up a meeting with MBC's John Edwards to take this forward. This would be discussed by the litter group at a forthcoming meeting with Mr Edwards

CLLR EDMANS

Item 8/ 12.2 MBC Community Right to Bid : Cllr Martin arranging meeting with other sub-group members (Cllrs Date and Whybrow) to take this forward.

CLLR MARTIN

Item 13.1 Neighbourhood Plan : Cllr Smith spoke regarding the forthcoming regulation 14 consultation and added that he hoped the referendum on the plan would take place in September 2019. Cllr Ellis thanked Cllr Smith for all his hard work on this.

Item 15.5 Tree policy and inspection regime : Clerk and Cllr Martin to progress once draft policy complete.

CLERK / CLLR MARTIN

9. Minutes of the meetings held on 15th January 2019 and 19th February 2019. Agreement of and signature by Chairman of the Parish Council :

The minutes of the Parish Council meetings held on 15th January and 19th February were agreed as correct. Proposed by Cllr Ellis, seconded by Cllr Edmans and agreed by all members.

10. Clerk's report

The contents of the clerk's report were noted. The clerk provided a further update as follows :

- Further complaints had been received regarding construction traffic to and from the Lyewood Farm site. Crest Nicholson had erected some additional signage but the clerk had advised them that this could still be improved on

- and they had agreed to erect further signs. Cllr Edmans explained that a Crest lorry had become stuck on Cliff Hill Road, requiring specialist recovery
- The clerk advised that she had met with the WI recently who were keen to be involved in a community project of some sort. She had shared information with them from the landscape management and masterplan and had provided details of the open space relating to the Fernham Homes and Crest Nicholson sites. The WI had suggested sponsoring a bench for the public open space at the corner of Church Street and Heath Road and the clerk would liaise further as the sites develop
 - The clerk noted that a meeting had been held with prospective 20mph zone consultant, MLM. The clerk and Cllrs Smith and Edmans had attended this meeting and MLM had subsequently submitted their fee proposal for the necessary concept and detailed design work. It was noted that MLM had recently carried out similar work for Horsmonden Parish Council and the clerk and Cllr Smith had spoken to their clerk. Cllr Ellis proposed that MLM be instructed to proceed, based on their £7,825 fee proposal. Seconded by Cllr Humphryes and agreed by all members. Cllr Smith advised that MLM would also need to perform the principal designer role, in accordance with Construction Design and Management regulations. **CLERK**
 - The clerk advised that KCC had been in contact regarding the Cock Inn junction, stating that they had visited site and would see if they could look at improving the layout.
 - A complaint had been received regarding road safety at the Green Lane / Church Street junction where a car had been witnessed travelling straight across Church Street, without slowing. The clerk had visited site and noted that the stop lines and markings were worn and barely visible. This had been reported to KCC who advised that they would be refreshed in the coming months, including various other junctions in the parish

11. Finance Report:

Payments since last meeting (incl VAT) :

Lost Words Kent	Donation to 'Lost Words Kent' campaign	80.00
Gill Turner Tucker	Legal letters to Furfield Park residents ref fly tipping in public open space	120.00
Parish Clerk	Clerk's salary – January	1,035.62
Parish Clerk	Clerk's expenses - January	78.27
HMRC	Employer / Employee NI + PAYE (Jan)	131.95
RIP Cleaning Services	Dog bin emptying - January	120.00
* Brand Plan Media *	Flyer printing – PC meeting 19th Feb	28.00
* A. Whybrow *	Refreshments for PC meeting 19th Feb	9.71
Zurich Insurance	BMAT insurance premium	997.46
Parish Clerk	Clerk's salary - February	1,035.62
Parish Clerk	Clerk's expenses - February	138.73
HMRC	Employer / Employee NI + PAYE (Feb)	131.95

Receipts:

Allotment leaseholders	Allotment rent	35.00
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Balances as at 28th February 2019 :

Current Account	71,326.63
Business Reserve	425.16
National Savings	301.14
Total Financial Assets	72,052.93

Note : Bold / asterisked items indicate payments made prior to authorisation by the Council but certified as to correctness and urgency by the Chairman and Clerk.

11.1 Finance report - Agreement of payments made and income received since last meeting : The above financial statement was accepted. Proposed by Cllr Ellis, seconded by Cllr Edmans and agreed by all members.

11.2 Budget monitoring report : The budget monitoring report to 28/2/19 was included in the agenda papers and was agreed by all members.

11.3 Draft budget for 2019/20 : The draft budget for 2019/20 was included in the agenda papers and was agreed by all members.

12. Correspondence:

12.1 Allotment leaseholder : Request for grant for portacabin roof repairs.
Covered above.

12.2 MBC : Thin Planning Application Files : The clerk advised that MBC had asked for volunteer Parish Councils to trial 'thin planning application files' whereby Councils would receive a copy of the application form and all the plans but no additional documents. The deadline for this had passed however the clerk and Cllr Smith felt that this would not have much of a detrimental impact on the Parish Council as drawings rather than technical reports are the main focus when considering planning applications. These reports would still be available online, to view or download.

13. Planning Report:

The following applications had been considered by the Planning and Licensing Committee:

		MBC notified
18/506489	Kent Police Training Centre, Coverdale Avenue, Maidstone Replacement of existing boundary fencing including pedestrian and vehicle gates with new 2.4m high fencing and pedestrian and vehicle gates	15/1/19
	DECISION : No objection / comment	
18/506494	Stilebridge Paddock, Stilebridge Lane, Linton Erection of a detached building to be used as a day room with ancillary facilities (Resubmission to 18/504791)	15/1/19
	DECISION :	

	<p>The Parish Council wish to see the application refused and, if the case officer is recommending approval, reported to MBC planning committee for decision. We fully support the response made by Linton Parish Council. The proposal comprises unacceptable intensification of the site.</p>	
18/5061589	<p>The Mulberry Tree, Hermitage Lane, Boughton Monchelsea Conversion of existing restaurant building, flat and associated staff accommodation to form four residential dwellings with associated minor extensions and alterations to existing building, erection of detached car barns, landscaping and formation of additional vehicular access point onto Hermitage Lane (AMENDED INFORMATION ONLY)</p> <p>DECISION : The Parish Council would like to comment on the revised details as follows :</p> <ul style="list-style-type: none"> • Consideration should be given to the private amenity of neighbouring properties in terms of overlooking • Existing screening should be retained 	15/1/19
18/506684	<p>Chief Glen K9 Training School, Brishing Lane, Boughton Monchelsea Variation of condition 2 of previously approved MA/07/2307 (Retrospective application for the retention of mobile home, portacabin and kennels associated with existing use of land for specialist dog training as shown on drawing numbers(s) WR008-01 rev A received on 8 November 2007) to increase the number of nights the mobile home can be occupied from 10 to 20 nights per calendar month.</p> <p>DECISION : The Parish Council wish to see the application refused and, if the case officer is recommending approval, reported to MBC planning committee for decision. We consider that there is no compelling reason to extend the number of nights the mobile home can be occupied and are concerned about intensification of the site.</p>	15/1/19
19/500583	<p>Vehicle Dealership, Cuxton Road, Maidstone Advertisement consent for 2 no. sign A (Peugeot Building Mounted Chrome Corner Lights), 1 no. sign B (Peugeot Building Mounted Letters Sign), 1 no. sign C (Peugeot Building Mounted Lion Sign), 1 no. sign D (Peugeot Building Dealer Name Sign), 1 no. sign E (Peugeot Building Mounted Portique), 2 no. sign F (Peugeot Freestanding Totem Sign), 2 no. sign G (Peugeot Freestanding Flags)</p> <p>DECISION : No objection / comment</p>	29/1/19
18/505933	<p>The Old Farmhouse, The Green, Boughton Monchelsea Insertion of two sliding front gates</p> <p>DECISION : The Parish Council would like to comment on the application</p>	29/1/19

as follows. If the case officer is minded to approve the application as it stands then the Parish Council would like to see it reported to MBC planning committee for decision.

- We do not consider that 6 feet high metal gates are in keeping with the character of this listed building and suggest that timber 5 bar gates may be more appropriate. This building was originally a farmhouse and we feel that the materials and design of the gates should be in keeping with the original heritage of the property
- We would like to query why the gates need to be so tall
- The drawings provided are poor quality. We consider that photos and improved drawings should be submitted, particularly as the application site is within a conservation area.
- The conservation officer's advice should be obtained prior to deciding this application
- This style and size of gate does not fit with the Parish Council's emerging landscape masterplan and management plan and would have a negative impact on our village green

19/500135

Land rear of 92 The Quarries, Boughton Monchelsea
Construction of two self-contained detached dwellings

29/1/19

DECISION :

The Parish Council wish to see the application refused for the following reasons. If the case officer is minded to approve it then we would like the application reported to MBC planning committee, for decision.

- Two properties on this site would be overbearing, trapped at the back between existing homes. The buildings are out of scale and context with the adjacent listed building
- The proposal is within the curtilage of the adjacent listed building. As such, we believe that listed building consent may be required
- The ground floors of the properties are elevated from the natural ground levels around them and the dwellings would negatively impact on the private amenity space of neighbouring properties
- We note that new soakaways are proposed but we question whether these will be effective based on the natural ground water level that exists in The Quarries
- For the record, the upstream facility at Parkwood Farm reservoir was installed by Boughton Monchelsea Parish Council but we

are not the statutory body and it does not appear in KCC's emergency plan. The facility is there but the Parish Council is not responsible for its operation.

- We are concerned at the planning process relating to the approval of 17/505457. The case officer has made reference to 17/503318 and 08/0864 in his report however no mention has been made of the remaining planning history relating to this site. Application ref 11/1381 was refused by MBC on the grounds of harm to the setting of the listed building. Although this application related to an extension to 92 The Quarries and not a separate dwelling it is still relevant planning history and should be taken into account when deciding this application

19/500234	Gravitts Farm, Peens Lane, Boughton Monchelsea Erection of a single storey rear extension. Conversion of garage with internal alterations to ground floor and stairs and garage DECISION : The Parish Council would like to support this application and wish to see it approved.	29/1/19
19/500235	Gravitts Farm, Peens Lane, Boughton Monchelsea Listed building consent for the erection of single storey rear extension. Conversion of garage with internal alterations to ground floor and stairs and garage DECISION : The Parish Council would like to support this application and wish to see it approved.	29/1/19
19/500715	Barton Cottage, 40 Church Street, Boughton Monchelsea Erection of part two storey, part single storey rear extension DECISION : Not yet decided	--

The following applications have been APPROVED by MBC:

18/506253	Unit 1 Parkwood Industrial Estate, Bircholt Road, Maidstone Proposal of 2 vehicle crossovers (dropped kerbs)
18/506158	The Mulberry Tree, Hermitage Lane, Boughton Monchelsea Conversion of existing restaurant building, flat and associated staff accommodation to form four residential dwellings with associated minor extensions and alterations to existing building, erection of detached car barns, landscaping and formation of additional vehicular access point onto Hermitage Lane
18/506120	Boughton Bottom Farm, Lower Farm Road, Boughton Monchelsea TPO application to carry out works to 8 x mature poplar trees : reduce height to 15m and radial crown reduction to 3.5m
18/505948	1 Boughton Bottom Cottages, Lower Farm Road, Boughton

	Monchelsea
	Demolition of existing front and side extension and erection of two storey front and side extension
18/505886	Wierton Hall Farm Cottage, Wierton Road, Boughton Monchelsea
	Conversion in part of existing timber framed garage to annex and garage (Retrospective)
18/505493	Unit G Integra, Bircholt Road, Maidstone
	Creation of an internal mezzanine structure and provision of staff facilities within the building, and creation of additional parking
18/505118	Yard Cottage, Wierton Hall Farm, East Hall Hill, Boughton Monchelsea
	Erection of a single storey extension to the existing annexe
18/506172	Trailee, Heath Road, Boughton Monchelsea
	Demolition of existing dwelling and garage, and erection of a replacement dwelling
18/505235	Langley Park Primary Academy, Edmett Way, Maidstone
	Installation of floodlighting to Multi Use Games Area (MUGA) and sports field (football pitch) to allow use during winter months, evenings and community use

The following applications have been REFUSED by MBC:

18/505933	The Old Farmhouse, The Green, Boughton Monchelsea
	Insertion of two sliding front gates

The following applications have been notified as WITHDRAWN :

None

The following APPEALS have been notified:

None

The following APPEAL DECISIONS have been notified:

None

The following APPEALS have been notified as WITHDRAWN:

None

- 13.1 Cllr Humphries had attended an MBC planning meeting to speak in objection of the recent planning application relating to Boughton Service Station (18/505205 Change of use of redundant petrol station forecourt to car wash and valet services). Despite the Parish Council's objections, MBC had approved the application.

14. Representatives' Reports:

- 14.1 KALC: Cllr Humphries spoke regarding the recent meeting he had attended. He queried whether the Parish Council wished to pursue installation of a diffusion tube, to monitor pollution. Cllr Smith suggested that the clerk contact 20mph zone designer, MLM, for further advice on this. **CLERK**

- 14.2 Allotments : The clerk advised that there were now only two vacant half plots.

14.3 Village Hall & Recreation Ground : Cllr Edmans spoke regarding a recent meeting he had attended and stated that the committee were currently low on numbers.

14.4 Neighbourhood Watch : Covered above.

14.5 Police Liaison : Cllr Date had nothing to report.

14.6 Bus group : Cllr Whybrow had nothing to report.

15. Items for Discussion:

15.1 Health and Safety Issues : Nothing to report.

15.2 Parkwood Farm reservoir update : Cllrs Edmans had nothing to report.

15.3 North Ward update : Cllr Stevens advised that Boughton Monchelsea scouts had recently put on 25 bird boxes up in the Furfield Park open space. She asked whether it would be possible for the scouts to use the space for camps and outdoor meets. This would be discussed further at the BMAT meeting.

15.4 Annual Parish Meeting Tues 21st May – agenda and detailed arrangements :
It was agreed that the Neighbourhood Plan should be the focus of the meeting and that precis plans could be handed out on the night. Other presentations would be as follows :

- Cllr Edmans – ‘Litter Quitter’ initiatives
- Cllr Edmans – 20mph zone
- Cllr Smith – Landscape masterplan projects for the forthcoming year
- Cllr Smith – BMAT land
- County Cllrs Eric Hotson / Gary Cooke - highways
- MBC’s John Edwards – fly tipping and litter

Parishioner of the year – excluded item

15.5 Neighbourhood Plan – precis version : Covered under item 15.4 above

15.6 Parish Councillor surgeries : It was noted that the recent Parish Council meeting on 19th February had been very well attended and had been a good opportunity for residents to find out more and ask questions. The Annual Parish Meeting would be a further opportunity for this and the WI coffee mornings were also a good chance for residents to come along and ask questions. Following discussion, it was agreed not to proceed with ‘surgeries’ at present but to ask residents at the Annual Parish Meeting how they would prefer to engage with the Parish Council

15.7 Fingerpost sign repairs at junction The Quarries / Bottlescrew Hill : Cllr Edmans advised that an old finger post sign had been uncovered at the junction between The Quarries and Bottlecrew Hill but was in need of repair. Cllr Humphryes kindly agreed to refurbish / repaint the sign in the Spring

CLLR HUMPHRYES

- 15.8 Fencing to BMAT land off Loose Road : Cllr Ellis stated that fencing was required in order to prevent possessory title and proposed that this be carried out using monies from the BMAT grant. Seconded by Cllr Smith and agreed by all members. Cllr Smith to provide details of possible fencing contractors.

CLLR SMITH / CLLR ELLIS

16. Deferred items schedule :

Furfield Quarry – excluded item

17. Any Other Business :

- 17.1 Cllr Whybrow advised of road damage on Heath Road, next to the zebra crossing. Clerk to report to KCC, for action. **CLERK**

- 17.2 Cllr Whybrow noted that the temporary barriers next to the zebra crossing had fallen over. Clerk to report to Fernham Homes. **CLERK**

18. Date of Next Meeting:

The next full Parish Council meeting will be held on Tuesday 7th May 2019 at 7pm in the village hall.

There being no further business the meeting closed at 8.55pm.

MINUTE 16 (Parish Council meeting 5th March 2019)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 5 th March 2019
16.1.07	Furfield Quarry	Methane monitoring	Update reports obtained & passed to Cllr Fuller / meeting of Custodian Trustees. Need to write to planning authority asking whether methane is being monitored (4.3.08, 6.5.08, 15.7.08). Up to date report received. Ensure reports requested annually (2.9.08). Clerk to request latest report (6/7/11, 6/9/11). Latest report requested. Page & Wells to set up meeting with relevant parties to discuss (1/11/11). Meeting took place 9/12/11. Next meeting due December 2012. Clerk to request financial information from MBC (3/7/12). Correspondence received 23/7/12. Cllr Ellis to arrange further meeting with relevant parties (4/9/12, 6/11/12). Clerk to arrange further meeting (8/1/13). Meeting with MBC arranged for 17 th June. Cllrs Ellis and Evans to attend (7/5/13). Further meeting to be arranged (2/7/13). Meeting arranged for 5 th September. Cllrs Ellis and Evans to attend (3.9.13). Cllr Ellis and Evans attended meeting on 5 th Sept (5.11.13). Clerk to arrange further meeting (6/5/14, 1/7/14). Contacted MBC's Duncan Haynes 12/8/14 to arrange meeting. My Haynes has advised that he will be meeting with the consultant who manages the methane monitoring system on site in September and will arrange a meeting following this (2/9/14). Meeting with Duncan Haynes arranged for Weds 10 th Dec at 10am. Cllrs Ellis and Evans to attend (4/11/14). Cllrs Ellis and Evans attended meeting on 10 th Dec. Borough Council officer, Duncan Haynes is now arranging an annual meeting between MBC, the Parish Council and trustees of the Skinner Trust. Awaiting confirmation of date (13/1/15, 3/3/15, 5/5/15). Clerk to write requesting financial information on cost of maintaining facility compared to capital sum available (12/1/16, 1/3/16, 3/5/16, 5/7/16). Meeting with John Taylor has now taken place. Further information on whether the funds will meet anticipated future costs is expected at the end of 2018 (6/9/16). Annual meeting with John Taylor now due (4/7/17). Meeting will be held in June, awaiting confirmation of date from Duncan Hayes (6/3/18). Meeting took place on 5 th June, attended by Cllrs Ellis and Martin (3.7.18). BMAT to write to MBC's Duncan Hayes requesting further information (4.9.18). MBC advised they cannot insist on a meeting therefore Ian Ellis arranging meeting directly with John Taylor (6.11.18). Members agreed to take legal advice on exercising the option agreement. This would be funded from the previously agreed BMAT grant money (15.1.19). Agreement not to exercise option at present. To be reviewed again prior to option expiry in September 2024 (5.3.19)
3.5.18	The Green	Replacement trees	To agree replacement trees to be planted in place of the beech tree that was felled earlier in the year. MBC have approved a walnut tree at present. To be discussed further in October 2018. Discussed at PC meeting 4.9.18 where it was agreed to defer tree choice and planting until completion of the Neighbourhood Plan and Landscape Management Master Plan (4.9.18). MBC tree officer confirmed OK to defer tree planting until next year (6.11.18)