

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 1st November 2011 In Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.30pm

#### Present:

Cllrs S. Munford (Chairman)  
C. Bracking  
S. Evans  
I. Ellis  
K. Williams  
J. Lewis  
J. Thompson  
P. Herrin

Cllr Mike Fitzgerald (arrived 9pm)  
Parish Clerk  
2 residents

1. **Apologies:**  
Apologies were received from Cllrs Smith, White, Bray, Oliver, Witherington, Date and Clarke
2. **Notification of late items for inclusion on the agenda**  
No late items
3. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**  
No excluded items
4. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**  
PCSO Richard Chainey was unable to attend the meeting but had provided a written report in advance which is summarised as follows :

There were eight reported crimes in September and October including one incident of theft from a motor vehicle, six incidents of burglary and one incident of attempted burglary.

There were nine reported crimes over the same period last year.

PCSO Chainey and KCC Warden, Liz Lovatt, have visited most of the victims of the burglaries and issued Smart Water in as many properties as possible.

A new policing plan is due to be introduced on 16<sup>th</sup> November and this will see PCSO Chainey covering the wards of Boughton Monchelsea and Chart Sutton only.

KCC Warden, Liz Lovatt was also unable to attend the meeting but had provided a written report in advance which included the following information :

- There have been some burglaries / attempted burglaries in recent weeks and residents are encouraged to ensure that an adequate level of home security is maintained. Any suspicious activity should be reported to the Police, including information on doorstep callers. Kent Police have continued to provide Smart Water to a large number of residents and kits can also be purchased through Neighbourhood Watch.
- Maidstone Community Wardens will be holding an event in Staplehurst to show residents how to save money on utility bills and keep warm during the winter months. Event will be held on Monday 21<sup>st</sup> November at the Staplehurst Community Centre between 10am and 1pm.
- The Borough Council's environmental enforcement team are pursuing evidence of commercial fly tipping in a nearby village and are also pursuing a fly tipper in Boughton Monchelsea.
- A 'bag and flag' day is being organised in conjunction with MBC. The intention of this will be to highlight and educate irresponsible dog walkers. Areas covered will hopefully include Church Street, Lewis Court Drive and Meadow View Road.
- Trading Standards have recently been working with the victim of a rogue builder in the nearby area. Residents are encouraged to obtain several written quotations and obtain a seven day cancellation notice before work commences. It is recommended that no upfront or cash payments are made.

5. **Open Quarter:**

Mr Robin Fuller, Chairman of Boughton Monchelsea Scout Group, spoke regarding 'Scout Community Week' to be held in May 2012 and requested ideas from Councillors on potential projects within the parish for the beavers, cubs and scouts to carry out. It was agreed that any suggestions from Councillors should be collated by the clerk and forwarded to Mr Fuller by 17<sup>th</sup> November.

**ALL COUNCILLORS / CLERK**

Cllr Munford thanked the scouts for organising the recent parish litter pick.

6. **Declarations of Interests:**

No interests were declared however due to their recent employment changes, the clerk noted that Cllr Williams and Cllr White should forward revised declaration of interest forms to her for submission to the Borough Council

**CLLR WILLIAMS / CLERK**

7. **Matters arising from minutes not included in agenda**

Item 5 Open quarter : Cllr Munford confirmed that no further action would be taken in relation to excavation work to the pond adjacent to the woodyard. He stated that the resident who requested this should be invited to all future meetings relating to the Parkwood Farm reservoir scheme.

Item 7 Enforcement : It was noted that MBC had advised recently that enforcement updates to parishes would be reinstated in the near future

Item 7 Village hall refurbishment : Cllr Bray had submitted a written report in advance of the meeting advising that the village hall committee were in urgent need

of a grant or loan of £16000 plus VAT for repairs to the leaking flat roof. It was agreed that the clerk should write to the village hall committee stating that the Parish Council are currently in the process of ascertaining the costs of higher priority schemes and as such will contact them again in due course. **CLERK**

Item 7 Improvements to Church Street : Cllr Evans noted that more interested residents had now come forward and that a meeting would be arranged to take this forward. **CLLR EVANS**

Item 13.3 Cllr Munford reported that he had written to both doctors surgeries in Coxheath regarding the possibility of a satellite surgery being provided in Boughton Monchelsea using the parish office. He stated that he had received responses from both surgeries advising that they were unable to devote resources to this. Both surgeries had advised however that they would be able to offer appointments at certain times of the day to fit in with community transport.

Cllr Munford stated that he would investigate more centrally the possibility of a future satellite surgery in the parish. **CLLR MUNFORD**

Item 13.4 Neighbourhood Watch : Cllr Witherington was not at the meeting but it was noted that Cllr Williams would contact him regarding the handover of the role of Neighbourhood Watch co-ordinator to her. **CLLR WILLIAMS**

Item 13.8 Queen's Diamond Jubilee celebrations : Cllr Munford advised that he would be setting up a meeting for those parishioners interested in taking this forward. **CLLR MUNFORD**

Item 14.3 Grass cutting to St Peters churchyard : Cllr Munford stated that he had contacted the church via Cllr White.

Item 16.2 Visit to new Cornwallis Academy : Cllr Munford thanked Cllr Bracking for arranging the visit to the new school building which had been attended by a number of Parish Councillors.

**8. Minutes of the last meeting:**

The minutes of the meeting held on September 2011 were agreed as correct. Proposed by Cllr Ellis, seconded by Cllr Lewis. Agreed by all Councillors.

**9. Clerk's Report:**

The contents of the Clerk's Report were noted.

**10. Finance Report:**

**Payments since last meeting ( incl VAT ) :**

Mr Gill	Reimbursement of cost of work to ragstone wall at south end of Beresfords Hill footpath		350.00
Village hall committee	Hall hire		16.00
Clerk	Agenda printing		45.96

RIP Cleaning Services	Dog bin emptying / August		43.20
Supplies Team	Printer cartridges		90.22
Zurich Insurance	Parish Council annual insurance premium		1145.15
N. Tuck	Newsletter delivery		100.00
Clerk	Stamps, stamps for posted newsletters		64.80
EDF Energy	Electricity – parish hut		30.00
L. Weller	Beresfords Hill footpath construction		6000.00
Zurich Insurance	BMAT annual insurance premium		598.41
Village hall committee	Hall hire		60.00
C. Bracking	Allotment expenses (from grant)		610.02
Zurich Insurance	Additional insurance premium for Beresfords Hill footpath fencing and allotment portacabin		149.27
RIP Cleaning Services	Dog bin emptying / Sept		54.00
L. Weller	Beresfords Hill footpath construction		8470.40
Kent County Council (KCS)	Newsletter printing		696.00
Maidstone Borough Council	Playground equipment repairs		1785.44
South East Water	Water supply to allotments		441.15
Abacus Playgrounds	Wet pour surfacing around childrens roundabout		2400.00

**Receipts:**

Allotment leaseholders	Allotment rent		791.00
Allotment leaseholders	Allotment rent		404.00

**Balances as at 27 October 2011 :**

Current Account		46140.74
Business Reserve		423.52
National Savings		277.21
<b>Total Financial Assets</b>		<b>4641.47</b>

It was proposed by Cllr Herrin, seconded by Cllr Bracking that the finance report should be accepted. Agreed by all Councillors.

It was agreed that a request should be made to 'Stagefrites' for a contribution towards the electricity costs to the parish hut due to the long term storage of their equipment inside. It was noted that if the group was now disbanded then the former members should be asked to clear the equipment from the hut.

**CLERK**

**11. Correspondence:**

11.1 MBC – Parish Services Scheme Consultation : Cllr Munford explained the differences between the existing scheme and the new proposed parish services

scheme. Clerk to complete and return consultation documents to MBC. Cllr Ellis proposed that the Parish Council's response should be against the proposed scheme and in line with the response submitted by KALC. Proposed by Cllr Williams, seconded by Cllr Herrin. Agreed by all members. Cllr Munford thanked Cllr Ellis on behalf of the Parish Council for all his hard work in relation to this issue.

**CLERK**

11.2 MBC – Advice regarding government consultation on neighbourhood planning : It was noted that the deadline for this consultation was 5<sup>th</sup> January 2012 and that a small sub-group of Councillors should be formed to produce the Parish Council's response. It was agreed that this group would comprise Cllrs Ellis, Thompson, Evans, Bracking, Williams and Munford. Cllr Ellis to arrange meeting accordingly.

**CLLR ELLIS**

11.3 Boundary Commission for England – 2013 Review of Parliamentary constituencies in England : Cllr Ellis advised that the proposed changes would see the south ward of the parish being part of one constituency and the north ward part of another. He explained that as such the parish would be served by two different MP's.

Cllr Ellis proposed that the Parish Council should strongly object to the proposed changes, highlighting that the parish would be split into two different constituencies. Agreed by all members.

**CLERK**

## 12. **Planning Report:**

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

		<b>MBC notified</b>
MA/11/1381	92 The Quarries, Boughton Monchelsea Applicant : Mr Nelson Erection of two storey rear extension <b>DECISION</b> : No objection / comment	9/9/11
MA/11/1352	Wierton Hall Farm, East Hall Hill, Boughton Monchelsea Applicant : Mr Curteis Retrospective application for the change of use of existing farm yard and buildings to be used for storage and maintenance of agricultural vehicles and machinery in connection with a forestry business <b>DECISION</b> : No objection / comment	9/9/11
MA/11/1372	Boughton Mount Oast, Boughton Lane, Boughton Monchelsea Applicant : Mr Hall Creation of new window openings to first floor of roundels, installation of roof lights to roundel roofs, replacement of rear ground floor window with French doors, replacement of existing grilles on front elevation with boiler flue, creation of front parking area, erection of a detached double garage with room in the roof and removal of condition 2 of MA/82/0227 to allow conversion of integral garage to a study involving external alterations	9/9/11

(resubmission of MA/0864)

**DECISION** : The Parish Council would like to comment as follows :

It should be ensured, by condition, that ragstone is used on the lower part of the walls to the proposed garage (as shown on the drawing relating to the previous planning application, ref MA/11/0864). This way, the garage will still be in keeping with the surrounding buildings without competing with the main house

MA/11/1471	Charlton Farm, Lower Farm Road, Boughton Monchelsea Applicant : Mr Murdoch An application for listed building consent for alterations and repairs to fire place and beam <b>DECISION</b> : No objection / comment	28/9/11
MA/11/1449	Tamarisk, 24 Haste Hill Road, Boughton Monchelsea Applicant : Mr Baker Retrospective application for erection of a summerhouse <b>DECISION</b> : No objection / comment	2/10/11
MA/11/1540	Former Whatman Site, Parkwood Industrial Estate, Bircholt Road, Maidstone Applicant : Artesian Property Partnership & Royal Mail Group Demolition of existing buildings and construction of a new Royal Mail Delivery Office (Class B8 use) together with the construction of a new footpath along part of the existing access road from Bircholt Road <b>DECISION</b> : No objection / comment	19/10/11
MA/11/0512	Wierton Place, Wierton Road, Boughton Monchelsea Applicant : Wierton Place Homes Ltd An application for listed building consent for internal alterations and extensions to facilitate the change of use of existing nightclub and apartments to 1 dwelling and 6 apartments, including extensions and internal works, conversion and extension of the existing ballroom to 2 dwellings; demolition of existing garage block and erection of 4 terraced properties; conversion and extension of existing glasshouses to 6 dwellings; and the erection of 5 detached dwellings to the north and south of the access track, together with associated access and landscape works (ADDITIONAL INFO ONLY) <b>DECISION</b> : No comments on additional information. Original response still stands	19/10/11
MA/11/1285	Unit 15, Wren Industrial Estate, Coldred Road, Maidstone Applicant : ANC Motorcycle Services Change of use to motorcycle repairs / servicing (class B2) and installation of a motorcycle MOT testing bay <b>DECISION</b> : No objection / comment	19/10/11
MA/11/1730	1-25 Equilibrium Business Park, Bircholt Road, Maidstone Applicant : Linnell (Parkwood) LLP	--

Advertisement consent for the installation of 25 no. non illuminated fascia signs and 3 no. non illuminated directional signs

**DECISION** : Not yet decided

MA/11/1729 Equilibrium, Bircholt Road, Maidstone --  
Applicant : Linnell (Parkwood) LLP  
Advertisement consent for the installation of non illuminated advertisement hoarding  
**DECISION** : Not yet decided

**The following applications have been APPROVED by MBC :**

MA/11/1372 Boughton Mount Oast, Boughton Lane, Boughton Monchelsea  
Creation of new window openings to first floor of roundels, installation of roof lights to roundel roofs, replacement of rear ground floor window with French doors, replacement of existing grilles on front elevation with boiler flue, creation of front parking area, erection of a detached double garage with room in the roof and removal of condition 2 of MA/82/0227 to allow conversion of integral garage to a study involving external alterations

MA/11/1449 Tamarisk, 24 Haste Hill Road, Boughton Monchelsea  
Retrospective application for erection of a summerhouse

MA/11/1471 Charlton Farm, Lower Farm Road, Boughton Monchelsea  
An application for listed building consent for alterations and repairs to fireplace and beam

**The following applications had been REFUSED by MBC:**

MA/11/1381 92 The Quarries, Boughton Monchelsea  
Erection of a two storey rear extension

**The following application(s) have been notified as WITHDRAWN**

None

**The following APPEALS have been notified:**

None

**The following APPEAL DECISION(S) have been notified :**

None

**The following APPEALS have been notified as WITHDRAWN:**

None

- 12.1 Cllr Munford advised that the public inquiry into the Church Hill planning appeals would take place on 15<sup>th</sup> November and that he would be speaking at this on behalf of the Parish Council. He proposed contacting the following to advise them of the inquiry : primary school, Cherry Tree caravan site, St Peters Church, CPRE and MP, Hugh Robertson. Agreed by all members. He also suggested putting notices in the noticeboards and websites advising parishioners of the same.

### 13. **Representatives' Reports:**

13.1 KALC: Covered in item 11.1 above. Cllr Ellis had nothing further to add.

13.2 Allotments: Cllr Bracking advised that several residents had complained recently regarding the lighting of bonfires at the allotments and that as a result bonfires would be prohibited in the future until the 1<sup>st</sup> November rather than 1<sup>st</sup> October each year. Cllr Bracking advised that he had also put a notice up on the allotment notice board asking for consideration from allotment holders before lighting bonfires.

13.3 Village Hall & Recreation Ground: Covered in item 7 above.

13.4 Neighbourhood Watch: Cllr Witherington to handover to Cllr Williams.

**CLLR WITHERINGTON**

13.5 Neighbourhood Forum : Cllr Herrin had nothing to report. Clerk to investigate whether this forum is still active.

**CLERK**

13.6 PACT: Cllr Oliver was not present at the meeting.

13.7 Bus group: Cllr Munford thanked Cllr Fitzgerald on behalf of the Parish Council for all his hard work in keeping the Saturday number 59 bus service running.

13.8 Queen's Diamond Jubilee celebrations : Covered in item 7 above.

### 14. **Items for Discussion:**

14.1 Parkwood Farm reservoir scheme : Cllr Herrin advised that the Parish Council's consultants had completed preparing the necessary emergency action plan and that the Environment Agency had confirmed verbally that they were satisfied with this and would be writing to MBC to confirm. Cllr Herrin further advised that he would be sending the tree report and archaeological report to MBC who will then have all the outstanding documentation necessary to enable the planning application to be approved.

Cllr Herrin stated that the consultant would shortly be sending out tender documents with a caveat that some of the earthworks may be deleted from the contract.

Cllr Munford confirmed that he was continuing to liaise with the Army regarding the possibility of them carrying out the necessary earthworks.

14.2 Brishing Lane footpath : The clerk advised that she had made a request to Cllr Eric Hotson for member highway funding for the path but that a response had been received stating that no funds were available. Clerk to contact KCC community engagement officer regarding alternative funding possibilities. Cllr Williams noted that due to land ownership, at this stage it would only be possible to construct the path from Furfield Park down to the stream.

**CLERK**

14.3 Parish Council newsletter : Cllr Munford thanked Cllr Thompson on behalf of the Parish Council for all her hard work each time producing the Parish Council newsletter. He proposed that in the current financial climate the Parish Council should investigate advertising as a way of reducing the overall production costs of the newsletter. Agreed by a majority of Cllrs with two abstentions. In addition it was agreed that quotations should be obtained from alternative printing companies. Cllr Thompson to investigate. **CLLR THOMPSON**

14.4 Community Plan outcomes : Cllr Thompson had produced a spreadsheet of all the actions from the community plan. It was agreed that actions specifically for the Parish Council should be extracted from this and three or four of these at a time selected to include as Parish Council meeting agenda items. This way all the actions would gradually be taken forward over the next year or so.

**CLLR THOMPSON / CLERK**

14.5 Arrangements for Carols on the Green / Christmas tree erection : Final arrangements were discussed and agreed.

**15. Deferred items schedule :**

15.1 The contents of the deferred items schedule were noted. Clerk to chase up the following deferred items : meeting regarding methane monitoring at Furfied Park

**CLERK**

15.2 It was agreed that 'Footpath link from Furfield Park to Pested Bars' should be removed from the deferred items schedule.

**CLERK**

**16. Any Other Business :**

16.1 Cllr Thompson requested content from Councillors for next Parish Council newsletter.

**ALL CLLRS**

16.2 Cllr Munford stated that the opening ceremony for the new Beresfords Hill footpath would be taking place on Saturday 3<sup>rd</sup> December at 10.30am and that parishioners spanning several generations could be asked to officially open the path. He also suggested that the Mayor of Maidstone and Cllrs Eric Hotston and Mike Fitzgerald should be invited to the opening. Agreed by all members.

**CLERK**

**17. Date of Next Meeting:**

The next meeting will be held on 10<sup>th</sup> January 2012 in the committee room of the village hall. There being no further business, the meeting was closed at 9.30pm.

**MINUTE 15** (Parish Council meeting 1 November 2011)

**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

<b>BMPC DATE :</b>	<b>ITEM:</b>	<b>ACTION:</b>	<b>POSITION AS OF PARISH COUNCIL MEETING 1 November 2011</b>
11.3.03	Wierton Place	Victorian Greenhouses – conservation	MBC set up liaison group with owner’s agent & architect. Considering enabling development. Meeting requested with MBC’s Conservation Officer. Clerk to complain to CE MBC about lack of action and commitment to preserve these listed buildings (4.7.06). Response discussed mtg 5.9.06. Update report received from MBC (6.3.07). Clerk to write to MBC requesting that this is added to the enforcement action report. (7/7/09). E-mail sent to MBC (Denise Roy) on 22/8 requesting that this case is added to the report and requesting information on its status (1/9/09). Requested update on this case 4/4/11 however planning application MA/11/0511 received 14/4/11 incorporating proposal to convert greenhouse into houses. MA/11/1511 remains undecided by MBC (5/7/11, 6/9/11, 1/11/11)
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)