

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held on 7th March 2017 in the main hall of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

Present:

Cllrs S. Munford (Chairman)
 I. Ellis
 S. Evans
 J. Skinner
 P. Herrin
 L. Date
 K. Williams
 R. Martin

Parish Clerk
KCC Warden, Liz Lovatt

1. **Apologies:** Apologies were received from Cllrs Whybrow, Gershon, Brown and Smith
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.**
 No excluded items.
5. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**
 PCSO Pete Gardner was not present at the meeting but a Police report had been received in advance. There had been 12 reported crimes in January and February, 9 in south ward, 3 in north ward. South ward crimes were 3 incidents of criminal damage, 4 burglaries and 2 incidents of theft. North ward crimes were 2 incidents of theft and 1 incident of criminal damage. For the same period last year there had been a total of 10 reported crimes.

It was noted that there had been a spate of shed breaks in Church Street, Heath Road and Haste Hill Road during the first week of January but there had been none in the area since then. PCSO Gardner's report stated that the new PCSO for the Coxheath area would be starting work shortly which, together with a new shift pattern in March, should give all areas better coverage.

Members expressed concern at the number of recent crimes, particularly in the south ward of the parish. The following actions were agreed :

- Parish Council to encourage parishioners to report all crimes and suspicious activity. **CLLR GERSHON / CLLR DATE / CLERK**
- Cllr Munford and the clerk to meet with PCSO Gardner to discuss ways in which the Police and Parish Council can work together in an effort to reduce crime **CLERK**
- Clerk to write to Police Chief Constable regarding crime in Boughton Monchelsea **CLERK**
- In his capacity as Borough Councillor, Cllr Munford agreed to pursue installation of CCTV at the Church St / Heath Road / Church Hill junction. Justification for this would be to deter crime and fly tipping. Cllr Williams requested that CCTV be pursued for Roman Way as well. **CLLR MUNFORD**
- Cllr Williams requested detail on north ward crimes as this had only been provided for south ward in the latest Police report. **CLERK**
- Cllr Date requested that the PCSO attend Parish Council meetings and the annual meeting in May, in particular. **CLERK**

KCC Warden, Liz Lovatt was present at the meeting but had also provided a written report in advance :

- Volunteer Support Warden role now advertised. Closing date is 31st March
Post meeting note : KCC have now extended this – open ended until applications are received
- Many welfare visits have been carried out, working closely with the NHS, Social Services and the Police
- Following recent vandalism to the phone box, residents are encouraged to report any incidents to the Police

Reports had been received from County Councillor Gary Cooke, which included information on the Maidstone Local Plan enquiry, local primary and secondary school places and the County Council elections in May.

6. Open Quarter :

The owner of the 'Rockin Robin' microbrewery was present at the meeting and spoke to members regarding his recent change of use application (from B2 to A3 and A4).

The brewery opening hours detailed in the licence were noted as follows :
Sunday to Wednesday midday to 11pm
Thursday to Saturday midday to midnight

The intended opening hours were described as follows :
Friday 4pm to midnight
Saturday (winter) midday to 6pm
Saturday (summer) midday to 10pm
Sunday (summer) midday to 3pm

Cllr Munford advised that the brewery is within the parish of Loose therefore the Parish Council will not be consulted on the application. Cllr Date proposed

supporting the application by responding online via the MBC planning portal. Seconded by Cllr Martin and agreed by all members with the exception of two abstentions.

The following response was agreed :

Boughton Monchelsea Parish Council write in support of application no: 17/500675/LAWPRO at The Brewery, Campfield Farm, Haste Hill Road, Boughton Monchelsea. Since the Albion Public House closed a number of years ago, the centre of the village has lacked such a facility so the Brewery at Campfield Farm has been welcomed. We believe it has been operating under a temporary permit/licence for a little while now and made nothing but a positive contribution to the community and note we are not aware of any complaints being made by residents. We would fully support the planning application for a permanent facility.

CLERK

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

Cllr Skinner declared an interest in item 16 Furfield Park methane monitoring. As trustees of BMAT, all members (except Cllr Munford) declared an interest in any item related to Boughton Monchelsea Amenity Trust.

8. Matters outstanding from minutes (10th and 24th January) not included in agenda:

10th January meeting :

Item 11.2 : Cllr Munford advised that fencing work to Beresfords Hill had now started. Total cost would be £700.

Item 14.3 : Cllr Munford advised that the honour boards had now been put up in the village hall foyer. Cllr Brown was not present at the meeting but Cllr Munford expressed a vote of thanks for all his hard work on this.

24th January north ward meeting :

Item 5 : Cllr Munford advised that he was progressing Joywood play area improvements and the Roman Way path with MBC.

Item 7.3 : Cllr Williams to e-mail clerk with evidence required for additional co-mingled bins in Roman Way

CLLR WILLIAMS

Item 8.4 : Members to advise Cllr Gershon whether they are happy for their contact details to be included on the Parish Council website.

ALL CLLRS

Cllr Munford thanked everyone involved, and Cllr Evans in particular, for all the hard work on the litter picks that took place on 4th March.

9. Minutes of the meeting held on 10th January 2017 and extraordinary meetings held on 24th January 2017. Agreement of and signature by Chairman of the Parish Council :

The minutes of the Parish Council meeting held on 10th January were agreed as correct by members. The minutes of the two extraordinary meetings held on 24th January were also agreed as correct.

10. Clerk's report

The contents of the clerk's report were noted.

It was agreed to go ahead with tree / shrub cutting work on public open space land adjacent to 16 Furfield Park. A quote for £328 + VAT had been received. The cost of this would be covered by the grant to BMAT. **CLERK**

KCC had agreed to provide a 2 man gang for a week to carry out litter picking work within the parish. Cllr Herrin had kindly produced a schedule of work. Clerk to forward to KCC. **CLERK**

11. Finance Report:

Payments since last meeting (incl VAT) :

Kent County Council	Stationery	15.00
S. Munford	Xmas gift for Parish Clerk	30.00
Village hall committee	Hall hire	23.00
Fusion	Room hire and refreshments for north ward	55.00
	PC meeting	
Black & Veatch	Reservoir consultants fees	7910.22
Parish Clerk	Clerk's salary and expenses – January	932.04
HMRC	Employer / Employee NI – January	41.07
Maidstone Borough Council	Bin emptying in village hall car park and play area (3 months charges)	108.54
Solmco Ltd	Fitting and wiring up heated cabinet for public access defibrillator	184.00
Gill Turner Tucker	BMAT legal fees	453.60
Gill Turner Tucker	BMAT legal fees	655.20
RIP Cleaning Services	Dog bin emptying – January	51.84
Village hall committee	Hall hire	30.00
Gill Turner Tucker	BMAT legal fees	1519.80
Parish Clerk	Clerk's salary and expenses – February	927.91
HMRC	Employer / Employee NI - February	41.07

Receipts:

None

Balances as at 28th February 2017 :

Current Account	62,497.55
Business Reserve	424.68
National Savings	299.73
Total Financial Assets	63,221.96

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 Date and agreed by all members.
- 11.2 Budget monitoring report : The budget monitoring report to 2/3/17 was included in the agenda papers and was agreed by all members following a proposal from Cllr Ellis and a second from Cllr Date.

Cllr Munford expressed concern at the level of spending on BMAT and added that around 40% of the precept would have been spent on BMAT by the end of the financial year. Cllr Ellis asked for this to be included as an agenda item for the next Parish Council meeting. Clerk to produce schedule of BMAT spending for 2016/17.

CLERK

12. **Correspondence:**

- 12.1 Mr Wilde – Application to become a Parish Councillor :
It was agreed, by a unanimous vote, to co-opt Mr Wilde on to the Parish Council. Mr Wilde was unable to attend the meeting due to work commitments. Clerk to arrange signing of declaration of acceptance of office, followed by notification of co-option to MBC.

CLERK

- 12.2 Esquire developments – road names for housing developments off Hubbards Lane: The following road names were agreed by members. Clerk to advise developer.
'The Old Allotments' (site at jct Hubbards Lane / Haste Hill Road)
'Goodwins' (site close to jct Hubbards Lane / Heath Road)

CLERK

- 12.3 KCC – Devolution of highway services : Following discussion it was agreed not to pursue this.

- 12.4 KALC – Government Housing White Paper : Cllr Ellis to respond on behalf of the Parish Council.

CLLR ELLIS

- 12.5 Mrs Davis – Boughton Monchelsea toddler group : The clerk stated that Mrs Davis had contacted the Parish Council to advise that the toddler group had now re-formed but was running at a loss due to hall hire costs and low initial numbers. Following discussions with Cllr Munford the clerk had applied to KCC, on behalf of the group, for a £750 grant from Cllr Eric Hotson's member fund. Cllr Hotson had agreed to this and therefore the money would be paid directly to the group.

Cllr Ellis suggested that the Parish Council should also support the group and proposed awarding a grant of £200 to the toddler group for 2016/17. Seconded by Cllr Date and agreed by all members. Clerk to arrange cheque.

CLERK

Cllr Munford suggested that the parish organisations should be invited to attend the next Parish Council meeting, notifying them that grants for 2017/18 will be discussed and agreed.

CLERK

13. **Planning Report:**

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

		MBC notified
16/507168	2 Church Street, Boughton Monchelsea Creation of an external access stairwell to the basement bedroom and extension to the existing light well, including the erection of a rain cover with a velux rooflight DECISION : No objection / comment	10/1/17
16/508513	Lewis Court Cottage, Green Lane, Boughton Monchelsea Demolition of existing lean to garage and erection of 3 no. detached dwellings with parking and landscaping DECISION : The Parish Council would like to see the application refused for the following planning reasons and request that the application is reported to MBC's planning committee : <ul style="list-style-type: none">a. The proposed dwellings would have a detrimental effect on the setting of the three adjacent listed buildings and would alter the context within which they have sat for hundreds of years. We believe it is important to recognise that a listed property is the whole demise, not just the building itself and therefore the setting is particularly important in this instanceb. The suburban type space standards (dwelling to plot ratio) of the proposed dwellings do not fit with the adjacent listed buildingsc. The proposed dwellings are a pastiche of a former architectural style. Historic England advise against this type of imitation, particularly in proximity to listed propertiesd. We believe that the three existing listed buildings have great group value, reflecting a significant period in Boughton Monchelsea's history. The proposed new contemporary dwellings would be severely detrimental to this grouping of listed buildingse. We cannot agree with the Conservation Officer that the density of the proposed buildings and setting within the context of the listed buildings is an appropriate design approach. We would like to understand his reasoning behind this.f. We believe that the sight lines on to the highway at Green Lane are extremely poor and do not believe they comply with KCC Highways requirements.g. Nine parking spaces are proposed, with access via a long, narrow, single carriageway driveway. As such there would be a risk of vehicles backing up on Green Lane during the inevitable conflict of inward and exiting	10/1/17

traffic on the driveway. Green Lane is a country lane with no footpaths on this side of the road and the risk to drivers and pedestrians would be significant

- h. The proposal would cause unacceptable overlooking of the private amenity space of the adjacent existing dwellings
- i. Accurately drawn illustrative site sections should be provided which clearly show the materials used and the context within which the dwellings sit in relation to the existing listed buildings
- j. Clarification is required regarding the refuse storage and collection arrangements which we believe will present additional safety risks on Green Lane
- k. We understand from local residents that badgers are present on the Lewis Court land. We question the integrity of the ecology report. There have been regular sightings of badgers on adjacent land and the scope of the report needs to extend beyond the limits of the proposed development site to ensure that the works do not damage the badgers habitat
- l. Whilst we appreciate that a planning statement has been submitted by the applicant a design and access statement does not seem to have been prepared by the development's architect

To reiterate, Boughton Monchelsea Parish Council wish to see this application refused

17/500293	Stable Cottage, Wierton Hill, Boughton Monchelsea Internal alterations to existing dwelling including two new rear dormer windows to match existing, removal of existing conservatory and erection of a new raised decking area to rear of ground floor, and erection of a new front porch to entrance	28/2/17
	DECISION : The Parish Council would like to see the application refused in its current format, for the following planning reasons : 1.The proposed porch is not in keeping with the rest of the properties within the courtyard 2.The proposed raised decking would overlook adjoining properties. We understand that the applicant is intending to submit revised plans and we hope that these will fully take into consideration the private amenity of neighbouring properties	
16/502993	Land to west of 70 Church Street, Boughton Monchelsea Demolition of existing buildings and construction of 18 new C2 Extra Care Retirement Homes, Club House, Car Ports, Bin Stores, Landscape Scheme and Access Road. Demolition of garage to rear of 70 Church Street and erection of new oak framed car port to rear garden (REVISED DETAILS ONLY)	28/2/17
	DECISION :	

The Parish Council would like to see the above application REFUSED for the following planning reasons :

- 1.The Parish Council's original response to the application still stands. This was submitted to MBC on 23rd May 2016.
- 2.Maidstone Borough Council's draft Local Plan acknowledges that other than educational facilities, Boughton Monchelsea has poor services, ie no doctors, a single corner shop / post office and a virtually non-existent bus service which is currently subsidised by KCC and is likely to be withdrawn in the short to medium term. The proposed development is not sustainable
- 3.The development is outside the village envelope
- 4.The proposal includes a single track access road across a main pedestrian route for children going to and from school. The proposal would generate heavy traffic movements from visiting carers, delivery vehicles etc on a street that is already heavily congested with parked vehicles.
- 5.As a statutory consultee, we expect to be formally consulted on revised / additional information and are extremely concerned that MBC chose not to notify us of additional information submitted by the applicant during the summer of 2016. In particular, we note that the 'Care Provision Proposal' dated July 2016 contains wholly inaccurate statements such as 'The location of the scheme is sustainable with good public transport services....'

17/500267	Mercedes Benz of Maidstone, Bircholt Road, Maidstone Advertisement consent – Installation of 1 no. illuminated fascia sign, 1 no. illuminated pylon and 1 no. flagpole with signage	28/2/17
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DECISION : No objection / comment

17/508419	3 Harling Close, Boughton Monchelsea Retrospective application for wooden summerhouse converted for sole use of dog grooming only and storage of domestic items (bicycles)	28/2/17
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DECISION :

The Borough Council should consider parking issues when deciding on this application

17/500734	Norrington, Heath Road, Boughton Monchelsea Outline application for three new family homes (with all matters reserved)	28/2/17
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DECISION :

The Parish Council would like to see the above application REFUSED for the following planning reasons :

1. We fully support the comments made by KCC's Senior Development Planner in his letter dated 17/2/17, namely his concerns regarding emergency services access, turning circles for delivery vehicles, refuse collection arrangements, potential for vehicles reversing out onto Heath Road and lack

of visitor parking

2. The drawings show an access splay onto Heath Road on one side only. Presumably a splay on the other side is not achievable due to land ownership
3. Only plans have been provided, there are no elevations or sections. The properties are clearly two storey but only the ground floors of each property have been shown.
4. Even though this is an outline application the information that has been provided is inadequate.
5. The proposal would significantly impact the amenity of the adjacent properties in terms of lack of privacy and overlooking

17/500739 47 Roman Way, Boughton Monchelsea 28/2/17
Erection of a single storey rear extension

DECISION : No objection / comment

17/500806 27 Church Street, Boughton Monchelsea 28/2/17
Proposed single storey side and rear extensions

DECISION : No objection / comment

The following applications have been APPROVED by MBC :

16/503866 Old Pipe Barn, Wierton Hill, Boughton Monchelsea
Listed Building Consent for replacement of a window with new oak french doors to rear garden elevation.

16/503865 Old Pipe Barn, Wierton Hill, Boughton Monchelsea
Replacement of a window with new oak french doors to rear garden elevation

16/507168 2 Church Street, Boughton Monchelsea
Creation of an external access stairwell to the basement bedroom and extension to the existing light well, including the erection of a rain cover with a velux rooflight

16/506260 39 The Quarries, Boughton Monchelsea
Addition of first floor to existing bungalow and the erection of a single storey side and rear extension

The following applications have been REFUSED by MBC:

17/500186 Land At Church Street The Green Boughton Monchelsea
TCA application for: 1no. Sycamore - Fell; 1no. Beech - Fell and 1no. Holly – Fell
Decision : TPO served (beech and sycamore)

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

13.1 Cllr Munford spoke regarding 'prior notification' applications and noted that the Parish Council are not consulted on these.

14. Representatives' Reports:

14.1 KALC: Cllr Ellis had nothing further to report. It was noted that a second voting representative was still required. Nobody put themselves forward for this so the role remains vacant.

14.2 Allotments : The clerk advised that Steven Waring will continue work at the allotments now that Spring has arrived. There is still tidying work and rotavation of vacant plots to be done.

14.3 Village Hall & Recreation Ground : Cllr Evans asked the clerk to bring the poor state of the tennis court to the attention of the village hall and recreation ground committee.

Post meeting note : KCC crew cut back vegetation around outside of court and new 'pickle ball' team members have carried out work to the inside.

14.4 Neighbourhood Watch : Cllr Williams had nothing to report.

14.5 Police Liaison : Cllr Date advised that the next meeting would take place at the end of May.

14.6 Bus group : Nothing to report. Nobody was willing to take over this role.

15. Items for Discussion:

15.1 Health and Safety Issues : Nothing to report.

15.2 Parkwood Farm reservoir update : Cllr Herrin advised that the water level in the reservoir is currently very low.

15.3 North Ward update : Nothing to report.

15.4 Tree Preservation Orders – trees on the green : It was noted that MBC had recently imposed TPO's on the beech and sycamore trees. Cllr Ellis advised that the beech appeared to have caused damage to the blocked paved driveway of the adjacent property and that there could possibly be future damage caused to the cellar. Cllr Ellis proposed that Cllr Smith be given delegated powers to spend up to £1500 on engaging a tree specialist to produce a report to be used as evidence in appealing the TPO. Seconded by Cllr Munford and agreed by all members. **CLLR SMITH**

15.5 Litter : Cllr Evans thanked all those who helped with the recent north and south ward litter picks. She added that volunteers were now starting to come forward for regular litter picking duties throughout the parish. It was noted that the Parish

Council had a supply of litter pickers and hi-vis vests to give out to regular volunteers.

Clerk to make enquiries regarding use of 'Community Payback' teams for regular litter picking. **CLERK**

- 15.6 Quiet Lanes : It was noted that Cllrs Evans, Skinner, Date and Gershon had met recently to discuss the designation of quiet lanes within the parish. Cllr Gershon had produced an initial document detailed proposed quiet lanes to the north and south of Heath Road. It was noted that the next step would be to see if there was local support for this before pursuing with neighbouring parishes and then MBC and KCC. Cllr Williams advised that, once agreed, the quiet lanes would need to be registered on KCC's gazetteer. She also suggested that 20mph limits would be appropriate on these lanes. **QUIET LANE GROUP MEMBERS**

It was agreed that 'quiet lanes' should be an agenda item for the Parish Council's annual parish meeting. **CLERK**

Cllr Munford thanked the members of the quiet lane group for all their hard work so far.

- 15.7 Dog walking guide : Cllr Skinner had produced a dog walking guide for the parish and it was agreed that copies should be produced and circulated to local pubs, vets, pet shops etc. Cllr Munford suggested that the guide could also be included as the centre pages of the next Parish Council newsletter.

CLLR SKINNER / CLLR DATE

Cllr Munford proposed that Cllr Skinner be given delegated powers to spend up to £200 on printing of the dog walking guide. Seconded by Cllr Date and agreed by all members. Cllr Munford thanked Cllr Skinner for all her hard work on this.

CLLR SKINNER

- 15.8 Use of Facebook / Twitter : The pros and cons of this were discussed. Cllr Williams proposed that a Parish Council Facebook page be set up and maintained. Seconded by Cllr Date and agreed by all members with the exception of one abstention. **CLERK**

- 15.9 Outline arrangements for Annual Parish Meeting Tuesday 16th May :

The following arrangements were agreed :

- Presentation on Quiet Lanes by Cllr Evans
- Presentation on Youth Parish Council by Cllr Ellis
- Local organisations to be invited to attend and speak
- Clerk to advertise for nominations for this year's 'Parishioner of the Year' award
- Annual Parish Meeting date to be advertised. Flyers to be sent out nearer the time
- Clerk to organise refreshments to a maximum cost of £260

16. Deferred items schedule :

16.1 Furfield Quarry : Nothing to discuss.

17. Any Other Business

17.1 Cllr Munford spoke regarding MBC's conservation area management plans. Cllr Williams agreed to assist Cllr Munford in progressing these.

CLLR MUNFORD / CLLR WILLIAMS

18. Date of Next Meeting:

The next full Parish Council meeting will be held on Tuesday 2nd May at 7pm in the village hall.

There being no further business the meeting closed at 9.25pm

MINUTE 16 (Parish Council meeting 7 March 2017)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 10 January 2017
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)