

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held on 13th January 2015 in the committee room of Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

Present:

Cllrs S. Munford (Chairman)
P. Herrin
S. Evans
A. Whybrow
D. Smith
J. Skinner
K. Williams
C. Bracking

Parish Clerk
KCC Warden, Liz Lovatt
12 parishioners

1. **Apologies:** Apologies were received from Cllrs Bray, Gershon, Ellis, Slater, Brown, Date and Clarke. Apologies were also received from County Councillor, Gary Cooke
2. **Notification of late items for inclusion on the agenda**
None
3. **Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.**
No excluded items.

At this point (7.05pm) the Parish Council meeting was suspended to allow a planning meeting to take place, which had originally been convened for immediately after the Parish Council meeting. This was brought forward as residents in attendance wished to speak about planning application 14/505113 Beresford Farm, The Quarries. The Parish Council meeting reconvened at 7.30pm.

4. **Reports from Maidstone Police / PCSO and KCC Rural Community Warden**
It was noted that no Police report had been received in advance of the meeting, despite the clerk chasing this.

KCC Warden, Liz Lovatt spoke as follows :

- A decision has now been made by KCC to retain all uniformed wardens. There will be a reduction in the number of supervisors and admin staff however
- A series of thefts has occurred from cashpoints and pay points in the Maidstone area. A poster warning about this is on display in the Church Street noticeboard
- A project is just getting off the ground to provide a garden in Maidstone for special needs children. Some funding for this has already been obtained

5. **Open Quarter:**

Nothing was brought up under this item.

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

All members declared an interest in item 9 as trustees of Boughton Monchelsea Amenity Trust. Cllr Skinner declared an interest in item 15 relating to Furfield Quarry.

It was agreed to bring forward item 11.2 on the agenda to allow parishioner, Mrs Black, to speak.

11.2 Mrs Black – War memorial : It was noted that a letter had been received from Mrs Black regarding the war memorial plaque that has been erected by the Parish Council recently in the foyer of the village hall. Mrs Black claimed that a number of names were missing from the memorial and should be added. Cllr Munford stated that the Parish Council would be happy to amend the memorial if undisputable evidence could be provided that the fallen men were residents of Boughton Monchelsea when they died, served in the armed forces and were killed in conflict. He added that the memorial at the primary school would have included additional names as pupils who had attended the school would not necessarily have been living in the parish when they died.

Cllr Munford suggested that Cllr Brown should continue to work with Mrs Black in an effort to carry out the necessary research and provide the concrete details required.

CLLR BROWN

Cllr Munford thanked both Mrs Black and Cllr Brown for all their efforts on this to date.

Cllr Munford noted that the village hall had been chosen as a suitable location for the plaque as the original hall had been a memorial in itself. It was agreed that a sign should be put up at the entrance to the village hall with a suitable name and contact number for visitors to call to gain access to view the plaque. **CLERK**

7. **Matters outstanding from minutes (4th November) not included in agenda:**

Item 7 / 13.3 : The clerk agreed to arrange purchase of a secure cabinet for the parish office, for storage of radios and other items. **CLERK**

Item 7 / 9 Furfield Park : Cllr Munford advised that the Parish Council had been in contact with Taylor Wimpey's Managing Director for the South East, who although sympathetic to the issues residents were facing with OM, could not assist.

Item 13.4 Neighbourhood Watch : Clerk to contact Patricia O'Toole regarding date for next Neighbourhood Watch meeting. **CLERK**

Item 14.3 Carols on the green : Cllr Munford thanked all members and the clerk for their help in putting on this event.

Item 15.1: Cllr Munford noted that the Maidstone wide traffic survey was still in progress

Item 16.1 : Cllr Munford stated that he would be attending the farewell church service on Sunday 18th January and would present Rev Davis with the retirement gift from the Parish Council.

8. Minutes of the meeting held on 4th November 2014:

The minutes of the Parish Council meeting held on 4th November 2014 were agreed as correct. The minutes of the extraordinary Parish Council meeting held on 14th October were also agreed as correct.

9. Clerk's report

The contents of the clerk's report were noted. The following points were highlighted:

- Number 59 bus service : The clerk noted that she had attended a meeting on behalf of the Parish Council, with representatives from KCC, Arriva, Maidstone based secondary schools and other Parish Councils. Helen Grant, MP had also attended. A further meeting was planned before April.
- Bus service : The possibility of providing a minibus service to get children to and from school was discussed.
- Albion pub : Cllr Munford noted that a number of residents had queried what was happening to the Albion pub. The clerk advised that the property was apparently withdrawn from sale some time back and that the owner is carrying out the work, apparently with a view to selling it when complete
- KCC member funding : It was noted that a request had been made to KCC member, Cllr Eric Hotson, for funding for HGV signage at Cliff Hill and highway safety mirrors at the Green Lane / Church Street junction
- Furfield Quarry : It was noted that following a meeting between BMAT trustees and Taylor Wimpey, a site meeting would be taking place in February to establish the scope of works to be carried out by Taylor Wimpey before BMAT would consider taking over maintenance of the area. Cllr Ellis advised that he would be attending this meeting. **CLLR ELLIS**
- Parkwood Farm reservoir : It was noted that the Parish Council's insurer, Zurich, had confirmed that the PC had adequate insurance cover in place for the reservoir
- Village sign on the green : The clerk advised that the sign was about to be re-erected on the green, complete with a new oak post

10. Finance Report:

Payments since last meeting (incl VAT) :

S. Munford	Gift for clerk for work on play area	25.00
Davis Architectural Services	War memorial plaque (remaining 50%)	975.00
RIP Cleaning Services Ltd	Dog bin emptying / October	59.40
Village hall committee	Hall hire	8.50
Royal British Legion	Donation	275.00
M. Woodhams	Erection of war memorial plaque	35.00
Sam Lewis	Bugler for remembrance day event	100.00

Kompan Ltd	Play area refurbishment	35832.15
Parish Clerk	Salary and expenses (17 th Aug to 17 th Nov)	1660.93
Kompan Ltd	Play area refurbishment	23537.47
Stuart Todd Associates	NHP Housing Report	300.00
Parish Clerk	Refreshments for carols on the green	62.31
Village hall committee	Hall hire	22.00
Gill Turner Tucker	BMAT legal fees (Green Lane option agreement)	328.00
RIP Cleaning Services Ltd	Dog bin emptying / November	47.52
Parish Clerk	Expenses (refreshments for carols on the green, stamps, laptop repairs)	213.97
KCC	Stationery	31.88
B&A Ralph	Christmas tree for the green	60.00
Supplies Team	Printer cartridges	56.52
Community Spirit Partnership	NHP consultants fees	1390.00
Parish Clerk	Refreshment for carols on the green, gift for Mrs Stroud	30.00
Salvation Army	Donation following carols on the green	275.00
N. Tuck	Newsletter delivery	100.00
Kent Print and Design	Newsletter printing	244.00
Steadline Limited	Reservoir construction (retention payment)	21899.99
Safeplay	Safety signs for play area	270.00
EDF	Electricity to parish hut	34.00
RIP Cleaning Services Ltd	Dog bin emptying / December	59.40
S. Munford	Christmas gift for clerk	25.00

Receipts:

Allotment leaseholders	Allotment rent 2014/15	350.50
MBC	Reimbursement of bugler's fee	100.00
KCC	KM109 footpath repair grant (to be paid back to KCC once work is complete)	3806.00

Balances as at 8th January 2015 :

Current Account	31,161.49
Business Reserve	424.07
National Savings	293.52
Total Financial Assets	31,879.08

The above financial statement was accepted. Proposed by Cllr Smith, seconded by Cllr Herrin and agreed by all members.

10.1 Precept for 2015/16 :

Cllr Ellis was not present at the meeting but had provided a written note to members in advance, which included the following information :
Boughton Monchelsea Parish Council's precept is somewhere in the middle of the precepts set by all the Maidstone parishes. In the last three years the Parish Council has increased its precept above inflation to take into account the lost grant

money from MBC. The precept for 2015/16 should be increased in line with inflation and the appropriate inflation index which should be used is that calculated by the National Association of Local Authorities, shown as 2.2% when ignoring salary costs.

The precept for 2015/16 should therefore be set at £51,600 (note that the £600 increase over the 2% increase is the result of the increase in the rate poundage for the parish, i.e. more houses this year than last). For a band D property this precept level represents £41.55 per year, an increase of 81 pence from last year's level of £40.74. This equates to a rise of 1.5 pence per week.

Cllr Smith proposed that the precept level for 2015/16 be set at £51,600. Seconded by Cllr Herrin and agreed by all members.

The Borough Council's precept form was signed by both Cllr Munford and the clerk.
Clerk to return form to MBC. **CLERK**

11. **Correspondence:**

11.1 MBC – draft parish charter : The clerk noted that a draft parish charter had been received from MBC on 11th November 2014 and had been copied to all members. No response back to MBC was required at this stage.

11.3 LGBC – Electoral review of Kent County Council : The clerk explained that the Local Government Boundary Commission for England had formally commenced an electoral review of Kent County Council. It was agreed that the Parish Council should respond as follows :

The boundary of the parish of Boughton Monchelsea should be amended to include the following :

- All properties on the east side of Hubbards Lane (25 no) between Haste Hill Road and Heath Road
- All properties on the north side of Heath Road up to the Hubbards Lane / Heath Road junction (4 properties to add)

CLERK

12. **Planning Report:**

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

		MBC notified
14/504583	Wood Cottage, Atkins Hill, Boughton Monchelsea 2 storey side and rear extension with accommodation in roof space	10/11/14 & 26/11/14
	DECISION : 10/11/14 : The proposal is disproportionately large compared with the existing building. We welcome the use of ragstone but the extension does not sit comfortably with the aesthetics of the existing building.	

26/11/14 :

- The Borough Council should take into account the sensitivity of the adjacent conservation area setting, particularly with regard to the size and style of the proposed extension
- The style of the new extension should match that of the existing building
- The Parish Council welcome the removal of the existing conservatory

14/503039	Ridgeway, Green Lane, Boughton Monchelsea Loft conversion including rear dormer, change from hip to barn hip and installation of front rooflights and single storey rear extension DECISION : We are concerned that the proposal is overbearing in comparison to the scale of the existing building. We would not object to a properly considered extension that was in scale with the existing building and surrounding properties	10/11/14
14/504353	67 Church Street, Orchard Cottage, Boughton Monchelsea Proposed single storey and two storey rear extension, front porch and side roof lights, and new roof to side elevation DECISION : No objection in principle however we are concerned about the effect on amenity of the adjacent properties	10/11/14
14/504306	Spindlewood, Wierton Hill, Boughton Monchelsea Insertion of two dormer windows on rear elevation and alterations on ground floor to extend bedroom into existing store DECISION : No objection / comment	26/11/14
14/504300	Halfway Cottage, Boughton Lane, Boughton Monchelsea Two storey side extension and single storey front extension DECISION : No objection / comment	26/11/14
14/505131	The Piggeries, The Quarries, Boughton Monchelsea Demolition of existing structure and erection of detached house with associated parking DECISION : The Parish Council wish to comment on the application as follows : <ul style="list-style-type: none">• The proposal is within The Quarries conservation area and therefore the Borough Council's conservation officer should be fully consulted on the application. In addition, the conservation officer should visit the site to see how the property would sit within the context of the surrounding area and properties	26/11/14

- The documents show an inconsistency of information with regard to the materials to be used. Full details should be provided within the application
- Access to the property is unclear from the information provided. The road ('The Quarries') in front of the property provides much needed parking for local residents and this should not be adversely affected by the proposal
- The existing trees around the perimeter of the site should remain to provide screening of the property from its surrounds

14/505267	Harts House, Bottlescrew Hill, Boughton Monchelsea Construction of two new car parking spaces DECISION : No objection / comment	17/12/14
14/505268	Harts House, Bottlescrew Hill, Boughton Monchelsea Listed building consent for partial demolition of stone wall to allow construction of two new parking spaces DECISION : No objection / comment	17/12/14
14/504732	Boughton Monchelsea Place, Church Hill, Boughton Monchelsea Erection of a detached boiler house and chip store, to house biomass boiler and associated plant, as part of a biomass heating system for Boughton Monchelsea Place DECISION : We acknowledge that a substantial sized building is required to accommodate the proposed heating system however we are concerned at the siting and visibility of the building and its proximity to the Greensand Way. We would like to see visuals of the proposal in relation to its setting	17/12/14
14/504735	Boughton Monchelsea Place, Church Hill, Boughton Monchelsea Listed building consent for internal alterations associated with installation of a biomass heating system, including replacement of oil boilers with heat exchangers, installation of pipework and modification of controls DECISION : We acknowledge that a substantial sized building is required to accommodate the proposed heating system however we are concerned at the siting and visibility of the building and its proximity to the Greensand Way. We would like to see visuals of the proposal in relation to its setting	17/12/14
14/503193	32 The Quarries, Boughton Monchelsea Two storey front extension to chalet bungalow including reducing ground level by 500mm and construction of retaining wall DECISION : No objection / comment	17/12/14

14/506111	Frاندor, Gandys Lane, Boughton Monchelsea Single storey rear extension DECISION : No objection / comment	17/12/14
14/506338	Woodside View, Park Lane, Boughton Monchelsea Erection of single storey detached utility / day room unit for use in association with existing mobile unit DECISION : Not yet decided	--
14/505113	Beresford Farm, The Quarries, Boughton Monchelsea Erection of single storey detached dwelling with associated car parking DECISION : Not yet decided	--
14/506538	Wierton Grange, Back Lane, Boughton Monchelsea Listed building consent for various internal alterations DECISION : Not yet decided	--

The following applications have been APPROVED by MBC :

14/502318	Whiteways Farm, Hermitage Lane, Boughton Monchelsea Erection of part two storey part single storey extension with first floor balcony
14/502393	Land on corner of Cuxton Road and Bircholt Road, Maidstone Installation of advertisement signage scheme
14/501419	Bocton Oast, Boughton Bottom Farm, Lower Farm Road, Boughton Monchelsea Conversion of integral garage to form kitchen, including installation of new windows to replace garage doors and new windows and door to sides, erection of detached garage with external staircase to first floor storage in roof space, and extension to driveway
14/500825	Cavallino Building, Boxmend Industrial Estate, Bircholt Road, Maidstone Proposed car showroom extension
14/505210	81 Roman Way, Boughton Monchelsea Prior notification for a proposed single storey rear extension which A) extends by 3.5m beyond the rear wall of the dwelling B) has a maximum height of 3m C) has a height of 2.1m at the eaves
14/502481	Poplar Barn, Brishing Lane Conversion of existing barn to residential use as a dwelling, including single storey side and rear extension
14/503449	The Cock Inn, Heath Road, Boughton Monchelsea Tree Preservation Order 15 of 2004 : Application for consent to reduce crown of 1 no willow by 50% and to remove single limb over hanging seating area of this willow
14/503363	Eel House Farm, Lower Farm Road, Boughton Monchelsea Change of use of agricultural building and land within its

- 14/504353 cartilage to 2 no dwellinghouses
Orchard Cottage, 67 Church Street, Boughton Monchelsea
Proposed single storey and two storey rear extension, front porch and side roof lights, and new roof to side elevation
- 14/503039 Ridgeway, Green Lane, Boughton Monchelsea
Loft conversion including rear dormer, change from hip to barn hip and installation of front rooflights and single storey rear extension

The following applications had been REFUSED by MBC:

- 14/503953 Lower Bell Riding School, Back Lane, Boughton Monchelsea
Erection of 4 no dwelling houses
- 14/505267 Harts House, Bottlescrew Hill, Boughton Monchelsea
Construction of two new car parking spaces
- 14/505268 Harts House, Bottlescrew Hill, Boughton Monchelsea
Listed building consent for partial demolition of stone wall to allow construction of two new parking spaces

The following application(s) have been notified as WITHDRAWN

None

The following APPEALS have been notified:

- | | | |
|---------|---|---------|
| 13/2197 | Land at Boughton Lane, Maidstone
Erection of 220 no residential dwellings together with access, parking, landscaping and ancillary works on land at Boughton Lane, and provision of new playing fields for New Line Learning Academy | 13/2197 |
|---------|---|---------|

The following APPEAL DECISION(S) have been notified :

None

The following APPEALS have been notified as WITHDRAWN:

None

12.1 Cllr Munford noted that MBC would continue sending out hard copies of all planning application documents and drawings at present. He added that MBC were currently trialling the provision of electronic only copies with three Maidstone parishes.

12.2 Cllr Smith advised that a draft Neighbourhood Plan document would be provided to the Parish Council by Clare Wright by the end of January.

13. Representatives' Reports:

13.1 KALC: Cllr Ellis was not present at the meeting.

13.2 Allotments : Cllr Bracking had nothing to report.

Cllr Munford thanked Cllr Bracking for continuing on in his role as a Parish Councillor and allotment representative following his recent move to Loose.

Cllr Williams stated that Cornwallis school were looking for a garden / allotment area and suggested that there may be space for them to have a plot at the Parish Council's allotment site. Cllr Bracking to investigate. **CLLR BRACKING**

13.3 Village Hall & Recreation Ground : Cllr Whybrow stated that a rugby club would soon be using the recreation ground and that a contract was about to be signed. She stated that she would forward a copy of the draft agreement to the clerk.

Cllr Whybrow noted that there had been problems with the village hall bar service.

Cllr Whybrow noted that the Christmas fair that had taken place in the village hall had unfortunately not been very successful.

13.4 Neighbourhood Watch : It was noted that a new co-ordinator was still required. Clerk to find out date of next meeting. **CLERK**

13.5 PACT : Cllr Date was not present at the meeting.

13.6 Bus group : Cllr Whybrow noted that Sutton Valence had set up a volunteer transport service. Cllr Munford noted that grants were probably available for setting up and running this type of service.

13.7 Loose Valley Conservation Area : It was noted that as far as the Parish Council were aware, this group was no longer in existence.

14. **Items for Discussion:**

14.1 Parkwood Farm reservoir, including sluice operation team for next two month period : Cllrs Munford and Herrin gave an update to members and noted that KCC had agreed to carry out a review of the previous studies and investigations undertaken on Shaw Stream and the Parkwood Farm reservoir. KCC had further advised that the report would help them understand the role of the reservoir and the benefit it provides.

14.2 North ward update : Nothing further to report

14.3 Works required to parish hut and trees on the green : It was noted that the following works were required to the parish hut :

- Re-fixing of slate tiles to roof
- Repair and renovation of timber doors, rather than simply the repainting work that had been previously thought adequate. The possibility of installing new doors to the hut was discussed but it was felt important to renovate and preserve the original doors
- Electrical check and repair / renewal of lights on gable end
- Removal of ivy

It was agreed that the clerk should be given delegated powers to authorise the above works to a total value of up to £800

CLERK

It was suggested that pollarding / size reduction work be carried out to the horse chestnut trees on the green. This was not thought necessary but the clerk was instructed to obtain advice from the Parish Council's landscape maintenance contractor.

CLERK

Post meeting note : Advice obtained that any size reduction work is not necessary at this stage and would spoil the overall look and balance of the trees.

14.4 Cliff Hill – HGV signs : It was noted that a request had been made to KCC member, Cllr Eric Hotson, for funding for HGV signage at Cliff Hill.

CLERK

14.5 Use of Facebook and twitter : Cllrs Gershon and Date were not present at the meeting so a full discussion on this subject did not take place. Cllr Williams advised that KCC use both social media platforms to convey information to the public and suggested that the Parish Council may be able to link in with this. Cllrs Gershon and Date to research this.

CLLR GERSHON / CLLR DATE

15. Deferred items schedule :

15.1 It was agreed that Wierton Place and Brishing Lane speed limit should be removed from the deferred items schedule.

CLERK

15.2 It was noted that an annual Furfield Quarry methane monitoring meeting was being arranged by the Borough Council.

16. Any Other Business

16.1 It was noted that parking in Church Street continued to be a problem and that post office vans parking in front of residents' properties over the weekend was exacerbating this. Parish Council to make contact with Post Office in an effort to resolve this.

CLERK

16.2 Cllr Whybrow noted that the village hall committee were updating their website and would like to add photos of events that have taken place in the hall.

16.3 Cllr Williams noted that a local church had been using the social club as their meeting place but had not had their lease renewed.

17. Date of Next Meeting:

The next Parish Council meeting will be held on Tuesday 3rd March 2015. There being no further business the meeting closed at 10.00pm

MINUTE 15 (Parish Council meeting 13 January 2015)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 13 January 2015
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, 10/1/12, 7/3/12, 3/7/12, 4/9/12, 6/11/12, 8/1/13, 5/3/13, 7/5/13, 2/7/13, 3/9/13, 5/11/13, 14/1/14). Additional / amended information received from MBC. Deadline for comments is 10/3. To be discussed at PC planning meeting on 4/3 (4/3/14) . Parish Council's response returned to MBC 10/3/14 (6/5/14). No further progress from MBC (1/7/14). Notification received from MBC wc 18/8/14 regarding additional / amended details relating to MA/11/0511 and 0512. Comments deadline is 8/9/14 therefore planning committee to meet to discuss and agree response (2/9/14). Response sent 8 th Sept 2014 (4/11/14)
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)
7/3/12	Brishing Lane	Speed limit	It was noted at the PC meeting on 7/3/12 that a 20mph zone pilot scheme was currently in operation in Maidstone but that this pilot would be ongoing for the next 18 months. It was therefore agreed to put this item on the deferred items schedule to be reviewed again from September 2013. Pilot scheme now finished. Traffic survey of Brishing Lane will be carried out by MBC as part of an overall traffic survey due to recent decisions regarding 'call for sites' (4/3/14). Cllr Munford to investigate whether MBC traffic survey has been carried out (6/5/14). Traffic survey in progress (1/7/14). Cllr Munford to advise further (4/11/14). Traffic survey still in progress (13/1/15)