

## BOUGHTON MONCHELSEA PARISH COUNCIL

### Minutes of the Parish Council Meeting held on 6<sup>th</sup> September 2011 In Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.30pm

#### Present:

Cllrs S. Munford (Chairman)  
L. Date  
C. Bracking  
S. Evans  
M. Bray  
L. Oliver  
W. Clarke  
I. Ellis  
D. Smith  
K. Williams  
J. Lewis

Cllr Mike Fitzgerald  
KCC Warden, Liz Lovatt  
PCSO Richard Chainey  
Parish Clerk  
2 residents

1. **Apologies:**  
Apologies were received from Cllr Herrin, Cllr White and Cllr Witherington
2. **Notification of late items for inclusion on the agenda**  
It was agreed that the following late item should be included :  
Item 14.4 Church Street play area
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 had provided a written report in advance of the meeting which is summarised as follows :  
There were eight reported crimes in July and August including four incidents of theft (hanging basket, catalytic convertor and battery stolen from motor vehicle, metal gate, satellite dish), two incidents of criminal damage (fires lit, tyres slashed), one incident of attempted burglary and one incident of vehicle interference.  
There were eight reported crimes over the same two month period last year.  
  
PCSO Chainey reported that himself and KCC Warden, Liz Lovatt, had been getting Smart Water into the properties of vulnerable residents within the parish. PCSO Chainey also reported that a new policing plan would be in place in November and that he would then be covering Parkwood, Boughton Monchelsea and Chart Sutton only.

KCC Warden, Liz Lovatt had provided a written report in advance of the meeting which is summarised as follows :

- Scrap metal carrier seen acting suspiciously in Green Lane. Metal BT cables stolen from Bottlescrew Hill.
- Damage to driver's windscreen caused by children throwing coins from the window of a double decker bus.
- Noise nuisance complaint. Resident keeping diary for Environmental Protection.
- Scams relating to online PC Masters – person claiming to work for 'Sony', 'John Carter', 'Government Insurance Investigators'.
- Sewage appears to be contaminating field in Church Hill (public footpath KM126). Reported to Environmental Protection.
- Residents have discovered notes on vehicles, whilst parked off road, offering to buy them in Chart Sutton and Boughton Monchelsea.
- A resident raised concerns regarding the use of Chinese lanterns near residential properties and woodland.

Liz Lovatt reported as follows to the meeting:

- Reduction in off road motorbike nuisance at Furfield Quarry and Loose Swiss Scouts land.
- Recent theft of roof tiles from a property in Loddington Lane.
- Request made for double yellow lines on Heath Road adjacent to Cornwallis Academy.

**5. Open Quarter:**

A resident stated that the sale of his house in The Quarries had fallen through recently as his property is deemed to be within or adjacent to the flood plain. He asked whether the Parish Council would consider digging out the pond next to the wood yard to provide increased water storage capacity in the event of flooding. Cllr Smith pointed out that even if this work was carried out, the status of the area as a flood plain would remain. It was agreed that Cllrs Munford and Clarke would meet with the resident and a local earthworks contractor to discuss possible excavation works to the area.

**CLLR MUNFORD / CLLR CLARKE**

Cllr Fitzgerald spoke regarding the bus group and explained that there were currently two proposals for maintaining the bus service. He added that there was a possibility that the Saturday bus service would be lost.

**6. Declarations of Interests:**

Cllr Williams declared an interest relating to her new role as highway fund manager for Kent County Council. The clerk advised that Cllr Williams would need to complete a new register of interest form for submission to the Borough Council.

**CLLR WILLIAMS / CLERK**

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

Item 7 Enforcement : It was noted that Cllr Munford and the clerk would continue chasing MBC regarding planning enforcement action **CLLR MUNFORD / CLERK**

Item 11.3 Village hall refurbishment : Cllr Bray to arrange meeting with village hall committee to discuss their proposals for further refurbishment work to the hall.

**CLLR BRAY**

Item 11.5 Agriculture survey : Cllr Munford advised that he had forwarded responses from local farmers to Cllr Clive English as requested.

Item 14.2 Community plan report recommendations : Cllr Thompson to set up first meeting of sub committee to review, prioritise and take forward actions.

**CLLR THOMPSON**

Item 14.8 Tree preservation orders : It was noted that Cllr White had put in a request recently for TPO's to trees in Haste Hill Road, Lewis Court Drive and Church Hill.

Item 14.10 Improvements to Church Street : Cllr Evans noted that there had been several responses from parishioners to the survey regarding possible improvements to Church Street and that she would arrange a meeting with the interested parties. Cllr Ellis offered to attend this meeting if required.

**CLLR EVANS**

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

The minutes of the meeting held on 5 July 2011 were agreed as correct. Proposed by Cllr Bray, seconded by Cllr Ellis. Agreed by all Councillors.

**9. Clerk's Report:**

The contents of the Clerk's Report were noted. Cllr Ellis asked whether there was anything to report regarding the transfer of the landscaping strip adjacent to Pested Bars Road. The clerk responded that no further progress had been reported yet by the Borough Council on this.

The clerk reminded Councillors that a presentation by the Borough Council on the Core Strategy consultation would be taking place in the village hall on 27<sup>th</sup> September at 7.30pm and that all members were invited to attend.

Cllr Ellis asked the clerk to chase up the latest methane monitoring report relating to Furfield Quarry.

**CLERK**

**10. Finance Report:**

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

EDF Energy	Electricity – parish hut		30.00
Clerk	Clerk's expenses – stamps, agenda printing, car parking		41.25
RIP Cleaning Services	Dog bin emptying – June		54.00
A Plant	Portacabin delivery to allotments		144.00

A Plant	Portacabin for allotments		540.00
Mark Flitton	Village hall refurbishment		1486.18
Village hall committee	Hall hire		27.00
Public Works Loan Board	Loan for purchase of allotments		4.74
RIP Cleaning Services	Dog bin emptying – July		43.20
Clerk	Clerk's salary and expenses		1627.21
Wilson Tree Surgery Ltd	Emergency tree clearance		240.00
Clerk	Laptop power lead		24.50

**Receipts:**

HMRC	VAT refund 2010/11		6062.89
Allotment leaseholders	Allotment rent		30.00

**Balances as at 30 August 2011 :**

Current Account		68095.76
Business Reserve		423.52
National Savings		277.21
<b>Total Financial Assets</b>		<b>68796.49</b>

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

**11. Correspondence:**

11.1 Zurich Insurance plc – Parish Council insurance policy renewal : The clerk advised that the Parish Council had the option of entering into a five year agreement with Zurich which would maintain the premium at £1080.33 per year for the next five years. She advised that the current arrangement is a one year agreement. It was agreed that the five year agreement would be most likely to offer best value for money in the long term and therefore this should be accepted. Proposed by Cllr Ellis, seconded by Cllr Bray, agreed by all members. Clerk to advise Zurich accordingly.  
**CLERK**

11.2 KALC – Advice on Department for Communities and Local Government Consultations : It was agreed that the following Councillors would formulate the Parish Council's responses to the consultations

Local planning regulations and National Planning Policy – Cllrs Bray, Evans, Munford, Bracking and Lewis

Business rates – Cllr Ellis

**CLLRS BRAY, EVANS, MUNFORD, BRACKING, LEWIS**

11.3 KCC – Consultation on Kent County Council's Countryside Access Improvement Plan : It was noted that a draft response to the consultation had been prepared by Cllr White. It was agreed that Cllr White's response should be sent to KCC

**CLERK**

11.4 Village hall committee – Request for additional funding : The clerk explained that the village hall committee had made a request for an additional grant of £443.82 towards decoration costs. Due to the Parish Council's other financial commitments this year it was agreed that this request should be denied. Proposed by Cllr Ellis, seconded by Cllr Smith, agreed by all members. Clerk to inform village hall committee accordingly. **CLERK**

12. **Planning Report:**

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

		<b>MBC notified</b>
MA/11/0769	Land to the east of Beresfords Cottage, The Quarries, Boughton Monchelsea Applicant : Ms Judge Creation of a patio area to the rear of new dwelling including retaining wall. <b>DECISION</b> : No objection / comment	30/6/11
MA/11/0864	Boughton Mount Oast, Boughton Lane, Boughton Monchelsea Applicant : Mr & Mrs Hall Creation of new first floor window openings to roundels, installation of rooflights to roundel roofs, replacement of rear ground floor window with French doors, replacement of existing grilles on front elevation with boiler flue, creation of parking area, erection of detached double garage with rooms in the roof, and removal of conditions 2 of MA/82/0227 to allow conversion of internal garage to a study involving external alterations <b>DECISION</b> : Refuse on the following grounds : <ul style="list-style-type: none"> <li>• The materials used in the proposed double garage do not match the existing settlement of ragstone buildings</li> </ul> The Parish Council would have no objection to the proposal if the materials used in the double garage matched the existing settlement of ragstone buildings. At present, the garage is shown as partly ragstone but the majority of the structure is shown as being built from red brick. The Parish Council would wish to see the building built predominantly from ragstone, with minor red brick feature around the windows as the existing oast house.	30/6/11
MA/11/0845	Lime House, Old Tree Lane, Boughton Monchelsea Applicant : Mr Brown Erection of 2.75m high chainlink fencing to enclose tennis court <b>DECISION</b> : No objection / comment	30/6/11
MA/11/0974	Cavallino Building, Boxmend Industrial Estate, Bircholt Road, Maidstone Applicant : Mr Collingwood	30/6/11

	Erection of a single storey extension to existing industrial building <b>DECISION</b> : No objection / comment	
MA/11/1052	The Old Barn House, Beresfords Hill, Boughton Monchelsea Applicant : Mr & Mrs Noakes Erection of detached garage <b>DECISION</b> : No objection / comment	7/8/11
MA/11/0980	65 Lewis Court Drive, Boughton Monchelsea Applicant : Mr Allbutt Erection of a first floor extension <b>DECISION</b> : No objection / comment	7/8/11
MA/11/0966	West Barn, Heath Road, Boughton Monchelsea Applicant : Mr Wallace Amendments to planning permission MA/01/1844 being the erection of a double garage with pitched roof (in place of single garage)	7/8/11
MA/11/0967	East Barn, Heath Road, Boughton Monchelsea Applicant : Mr Brown Amendments to planning permission MA/01/1844 being the erection of a double garage with pitched roof (in place of single garage) <b>DECISION</b> : No objection / comment	7/8/11
MA/11/1194	Fairway, Church Hill, Boughton Monchelsea Applicant : Mr Lee Retrospective application for the variation of Condition 2 of permission MA/09/1685 to allow the stationing of an additional mobile home <b>DECISION</b> : Refuse on the following grounds :	27/8/11
	<ol style="list-style-type: none"> <li>1.The original planning application on this site (MA/09/1685) was personal to the applicant, Mr B Lee. The new application has again been submitted by Mr B Lee however no substantiating information has been provided as to why the applicant needs an additional mobile home on the site. The Borough Council should have requested proper documentation from the applicant prior to validating the application. As it stands, there is insufficient information to make a considered decision on the application and it should therefore be refused.</li> <li>2.The proposed development, especially when considered cumulatively with other development on the site, would be visually intrusive and would cause unacceptable harm to the character and appearance of the open countryside, contrary to Policy ENV28 of the Maidstone Borough-Wide Local Plan 2000 and Policy C4 of The South East Plan 2009.</li> </ol>	

3.The reason the original condition was imposed by the Borough Council was so that the site conformed with policy ENV 28 of the Maidstone Borough-Wide Local Plan 2000 and policy C4 of The South East Plan 2009. The Parish Council's view therefore is that, logically, to remove this condition would render the whole site in contravention of these policies.

MA/11/1381 92 The Quarries, Boughton Monchelsea --  
Applicant : Mr Nelson  
Erection of two storey rear extension  
**DECISION** : Not yet decided

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

MA/10/1555 Stilebridge Paddock, Stilebridge Lane, Linton  
Use of land for the stationing of two mobile homes and two touring caravans for gypsy / traveller occupation and the keeping of horses plus erection of stables, two utility / day rooms, hardstanding and septic tank

MA/11/0585 Scout Hut, Church Hill  
Replacement of existing building with a new building to be used as a place of religious worship

MA/11/0769 Land to the east of Beresford Cottage, The Quarries, Boughton Monchelsea  
Creation of a patio area to the rear of the new dwelling including retaining wall

MA/11/0845 Lime House, Old Tree Lane, Boughton Monchelsea  
Erection of 2.75m high chainlink fencing to enclose tennis court

MA/11/1052 The Old Barn House, Beresfords Hill, Boughton Monchelsea  
Erection of detached garage

MA/11/0515 Cherry-Tree Park, Church Hill, Boughton Monchelsea  
Variation of condition 3 of MA/09/2004 (change of use of land to holiday caravan site for up to ten static caravans, including access, hardstanding, cesspool, reception building, boundary treatment and security barrier) to remove the stay limitation

MA/11/0974 Cavallino Building, Boxmend Industrial Estate, Bircholt Road  
Erection of a single storey extension to existing industrial building

MA/11/0980 65 Lewis Court Drive, Boughton Monchelsea  
Erection of a first floor extension

MA/11/0966 West Barn, Heath Road, Boughton Monchelsea  
Amendments to planning permission MA/01/1844 being the erection of a double garage with pitched roof in place of a single garage

MA/11/0967 East Barn, Heath Road, Boughton Monchelsea  
Amendments to planning permission MA/01/1844 being the erection of a double garage with pitched roof in place of a single garage

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

MA/11/0864 Boughton Mount Oast, Boughton Lane, Boughton Monchelsea  
Creation of new first floor window openings to roundels, installation

of rooflights 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

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

MA/11/0764 92 The Quarries, Boughton Monchelsea  
Erection of two storey rear extension

**The following APPEALS have been notified:**

MA/10/1543 Plot 1, Land west of Church Hill, Boughton Monchelsea  
Retrospective planning application for change of use of land for stationing of caravans for residential occupation with associated works

Public enquiry into appeal will take place on 15/11/11

MA/10/1544 Plot 2, Land west of Church Hill, Boughton Monchelsea  
Retrospective application for change of use of land for stationing of caravans for residential occupation with associated works

Public enquiry into appeal will take place on 15/11/11

MA/10/1545 Plot 5, Land west of Church Hill, Boughton Monchelsea  
Retrospective planning application for change of use of land for stationing of caravans for residential occupation with associated works

Public enquiry into appeal will take place on 15/11/11

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

None

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

None

- 12.1 It was noted that in recent months several planning applications had been validated by the Borough Council where insufficient information had been submitted by the applicants for the Parish Council to be able to make an informed decision on the application. The clerk advised that MBC had responded that planning applications only need certain information to be validate, especially retrospective applications. MBC had further advised that additional information is sometimes required by the case officer before making a recommendation and what additional information that is required is not always clear at the validation stage.

**13. Representatives' Reports:**

- 13.1 KALC: Cllr Ellis advised that Parish Councils remain collectively in negotiations with the Borough Council regarding the cuts to concurrent functions. Cllr Munford stated that the concurrent functions grant will remain next year, albeit at a reduced rate. The clerk confirmed that she would be submitting the required financial information to MBC in time for the end of September deadline. **CLERK**

### 13.2 Allotments: Cllr Bracking

13.2.1 Allotment Society grant money : It was noted that the remainder of the allotment grant money awarded by the Parish Council in August 2010 must be spent in accordance with the minutes of the Parish Council meeting of 17/8/10 (ref item 6.1).

Cllr Munford thanked Cllr Bracking on behalf of the Parish Council for all his hard work at the allotments recently.

### 13.2.2 Allocation of allotments

Parishioner and allotment holder, Mr Colin Morgan, spoke regarding plot 23 and stated that he had worked the allotment with the official plot holder for the last three years. The plot holder had sadly died recently and Mr Morgan requested that he be allowed to take over plot 23 as well as his own plot (number 33). It was agreed by a majority that Mr Morgan could continue working plot 23 as well as his own but that a final decision would be deferred until March 2012 pending news from the clerk on the length of the allotment waiting list following lease renewals in October.

Cllr Munford tabled the following as a way of allocating plots fairly in the future :

Priority 1 – Parishioners without an allotment

Priority 2 – Parishioners asking for a second plot

Priority 3 – Non-parishioners

Non-parishioners to be restricted to a maximum of one plot per postal address.

Parishioners to be restricted to a maximum of two plots per postal address.

No sub letting will be tolerated and any private arrangements made by allotment holders will not be recognised by the Parish Council.

The above allocation rules were agreed by Councillors.

13.3 Village Hall & Recreation Ground: Cllr Bray advised that the external decoration works to the village hall were now complete. He added that the village hall committee were currently looking into the possibility of re-roofing the flat roof above the committee room and that this would cost approximately £15,000. As previously suggested, Cllr Bray to arrange meeting with village hall committee to discuss their proposals for further refurbishment work to the hall. **CLLR BRAY**

Cllr Bray advised that the village hall committee were currently looking into the provision of additional football pitches on the recreation ground.

Cllr Munford advised that further to development of the Community Plan action list, himself, Cllr Evans and Cllr Thompson had made some investigations regarding the possibility of providing a GP surgery in the room within the village hall which is currently used as the parish office. He stated that letters had been sent to the doctors surgeries in Coxheath to gauge interest in this. Cllr Munford proposed that he should continue to negotiate with the surgeries regarding this. Agreed by all Councillors. **CLLR MUNFORD**

13.4 Neighbourhood Watch: Cllr Williams had nothing to report. As previous Neighbourhood Watch rep, Cllr Witherington to meet or correspond with Cllr Williams as necessary to properly hand over the role.

**CLLR WITHERINGTON**

13.5 Neighbourhood Forum : Cllr Herrin was not present at the meeting.

13.6 PACT: Cllr Oliver advised that she had attended the last PACT meeting but had nothing further to report.

13.7 Bus group: Cllr White was not present at the meeting.

13.8 Queen's Diamond Jubilee celebrations : Cllr Munford advised that this role was still vacant and encouraged Councillors to consider taking it on.

**ALL COUNCILLORS**

**14. Items for Discussion:**

14.1 Parkwood Farm reservoir scheme : Cllr Munford advised that the Parish Council were nearly in a position to submit a planning application for the works. Cllr Munford detailed the costs that had been incurred on the scheme to date and advised the best and worst case scenarios for total spend on the project. He advised that if the scheme were to be successfully completed, the Parish Council would need to commit funds of between £44,000 and £59,000 over and above the grant money received from DEFRA. Cllr Munford added that he would be getting in touch with the Army regarding the possibility of part of the works (earthworks) being carried out under the 'Military aid to the civil community' project. Cllr Ellis proposed that the Parish Council commit up to £60,000 of its own funds towards this project. Seconded by Cllr Smith. Agreed by all Councillors. Cllr Herrin to progress planning application and tendering process with the Parish Council's consultants.

**CLLR MUNFORD / CLLR HERRIN**

14.2 Beresfords Hill footpath : The clerk advised that the footpath creation agreement would hopefully be signed by the landowner within the next few weeks. The clerk stated that the Parish Council's preferred contractor had included the purchase of fencing within his quotation but was requesting up front payment for this. The clerk suggested that the Parish Council purchase the fencing directly from the supplier and use the contractor for installation only. Agreed by all Councillors. The clerk advised that the hedge running alongside the route of the new path would need to be cut prior to works starting to allow accurate setting out of the new path. Clerk to arrange.

**CLERK**

14.3 Grass cutting to St Peters churchyard : Cllr Munford expressed concern that an area of the churchyard was being used for the growing of wild flowers and that this area contained graves of those with living relatives. He stated that he felt this was unacceptable and proposed that the Parish Council contact the church accordingly. He suggested that the growing of wildflowers might be more appropriate in areas containing ancient graves only. Cllr Munford added that in the past there had been a small plaque erected in the churchyard in recognition of the contribution the Parish Council makes annually towards the grass cutting bill. Cllr

Munford proposed that the Parish Council request that this sign be re-erected.

**CLLR MUNFORD**

14.4 Church Street play area : The clerk advised that a quotation had been received for alterations to the wet pour surfacing around the childrens roundabout in the Church Street play area. She explained that this work was necessary to bring the item of play equipment into compliance with latest standards and had been identified in the latest insurance inspection report. The clerk advised that she would obtain further quotes for this work prior to placing an order however it was proposed that the clerk should be authorised to spend up to £2330 plus VAT. Agreed by all Councillors.

**CLERK**

**15. Deferred items schedule :**

15.1 The contents of the deferred items schedule were noted. Clerk to chase up the following deferred items : Footpath link from Furfield Park to Pested Bars, Furfield Quarry - methane monitoring

**CLERK**

**16. Any Other Business :**

16.1 Cllr Williams suggested that an approach should be made to Cllr Eric Hotson regarding member highway funding for the proposed Brishing Lane footpath. Cllr Williams advised that the total cost of this project would be in the region of £30,000.

**CLERK**

16.2 Cllr Bracking advised that he was in the process of setting up a visit to the new Cornwallis Academy for Parish Councillors.

**CLLR BRACKING**

16.3 Cllr Date advised that five out of the six pre-arranged speedwatch checks had been carried out recently and that thirteen drivers had been noted exceeding the speed limit.

16.4 Cllr Williams spoke regarding the possibility of additional off road parking being provided adjacent to the Woodlands housing development but added that there had been little support for the proposal.

16.5 The clerk advised that a letter had been received from a resident requesting that the goalposts be re-erected on the Boughton Court open space. The clerk stated that she had forwarded the letter to the Borough Council for their consideration.

**17. Date of Next Meeting:**

The next meeting will be held on 1<sup>st</sup> November 2011 in the main hall of the village hall. There being no further business, the meeting was closed at 10.05pm.

**MINUTE 15** (Parish Council meeting 6 September 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 5 July 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)
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)
6.1.09	Footpath link from Furfield Park to Pested Bars	Wimpey to provide	Letter received from Wimpey 4.12.08 agreeing to construct footpath link once they have obtained approval from Kent Highways (6.1.09). Clerk to chase (6/7/11)