

BOUGHTON MONCHELSEA PARISH COUNCIL

**Minutes of the Parish Council Meeting held at 7pm on 7th March 2023
in the main hall of Boughton Monchelsea village hall, pursuant to notice.**

Present:

Cllrs S. Munford
 A. Humphries
 R. Garland
 C. Jessel
 L. Date
 R. Edmans
 D. Smith
 D. Redfearn

Parish Clerk
1 resident

1. **Apologies:** Apologies were received from the following members with reasons for apology noted in brackets : Cllr Wilde (work), Cllr Martin (holiday), Cllr Skinner (ill), Cllr Brown (ill). The reasons for apology were accepted by members. Apologies were also received from Maidstone Borough Councillor, Dan Wilkinson.
2. **Filming of meetings : Request for notification of whether any person intends to film, photograph or record any item**
No intention to film the meeting was expressed.
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 PCSO / KCC Community Warden / KCC Councillors**
PCSO Pete Gardner was not present at the meeting. The clerk had compiled the crime report using information from the e-watch.co website. During January and February there was 1 reported crime in south ward (wooden boards set alight and JCB damaged on a farm) and 2 reported crimes in north ward (car set alight, theft of jewellery).

Cllr Munford spoke about the new policing model which had been discussed at the recent ward cluster meeting. The Police had advised that beat officers will be allocated to suit the ward clusters, in our case Boughton Monchelsea / Coxheath / Loose / Chart Sutton / Sutton Valence / Langley.

It was noted that the Police had been carrying out speed enforcement on Heath Road. Cllr Date stated that 8 Speedwatch dates had been set for March.

Cllr Date advised of a parking issue in north ward which had been passed to PCSO Neil Denney for action.

6. County Councillor updates

Neither Cllr Parfitt-Reid nor Cllr Cooke were present at the meeting.

7. Borough Councillor updates

Cllr Munford provided an update on MBC's Local Plan review and advised that full MBC and Parish Council elections would be taking place in 2024. It was noted that photo ID would be required for voting. Cllr Date to include information on this in the next newsletter.

CLLR DATE

8. Open Quarter :

The resident in attendance expressed concern at the current MBC gypsy and traveller consultation therefore it was agreed to bring forward item 14.2.

14.2 MBC – gypsy, traveller & travelling showpeople development plan document regulation 18a consultation :

Cllr Munford noted that the consultation deadline was 17th April and that any member of the public could respond.

Cllr Munford advised that MBC will do a review of existing sites and regularise any unauthorised sites through the planning process, i.e. enforce or permit. It was noted that this regulation 18a consultation includes a call for sites but the next consultation (regulation 18b) will be the preferred approach.

It was agreed that Cllrs Munford and Smith would respond to the consultation on behalf of the Parish Council.

CLLRS MUNFORD & SMITH

The resident left the meeting at this point (7.40pm).

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

As BMAT trustees, all members present (except Cllr Munford) were given dispensation to discuss and vote on any items relating to BMAT.

As village hall and recreation ground trustees, Cllrs Smith, Humphries, Martin and Garland were given dispensation to discuss and vote on any items relating to the village hall remodelling work.

Cllr Munford expressed an interest in item 14.1 due to his involvement with the planning of the coronation event.

10. Matters outstanding from minutes (10th January 2023) not included in agenda:

10. Joywood play area : Cllr Munford to liaise with Cllr Dan Wilkinson regarding potential S106 monies for improvements to the Joywood play area

CLLR MUNFORD

17.1 Play area inspections : It was noted that Cllr Redfearn had attended a one day play area inspection course and would commence carrying out and recording monthly inspections of the Church Street play area. **CLLR REDFEARN**

18.3 QEII memorial bench for north ward : The clerk noted that Cllr Wilde had advised there was no interest amongst the residents he had consulted regarding a new bench for Joywood green.

21 'This is what the Parish Council do' article : To be actioned by the clerk and Cllr Munford and added to the website. **CLERK / CLLR MUNFORD**

11. Minutes of the meeting held on 10th January 2023. Agreement of and signature by Chairman of the Parish Council :

Cllr Jessel proposed that the minutes of the Parish Council meeting held on 10th January 2023 be approved as correct. Seconded by Cllr Garland and agreed by all members.

12. Clerk's report

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

- Langley Park allotment water tanks will be fitted on 13th April
- A quote had been received for £520 for fencing work to Walk Meadow at the rear of 29 The Quarries. This was agreed. Clerk to instruct contractor accordingly **CLERK**
- A site meeting with Crest had been arranged for 10th March. It was agreed that Cllr Smith would check with Gill Turner Tucker whether transfer of the BNG land at Lyewood would be possible in advance of the rest of the land

13. Finance

Payments from current account since last meeting (incl VAT) :

| | | |
|----------------------|---|-----------|
| Nat West | Bankline fees | 88.10 |
| Parish Clerk | Clerk's January salary – paid by bank transfer | 27.77 |
| Parish Clerk | Clerk's January expenses | 53.33 |
| HMRC | Tax and NI - January | 463.28 |
| KCC | Heath Road improvement work design fees | 1,006.00 |
| Coakley Cleaning | Dog bin emptying | 130.00 |
| Scribe | Accounts package – annual subscription | 645.84 |
| A. Humphryes | Sign sample | 10.74 |
| A. Humphryes | New radiators for village hall (from restricted funds) | 329.90 |
| East Farleigh PC | Play area training course – Cllr Redfearn | 173.46 |
| Parish Clerk | Clerk's January salary – paid by standing order | 1,600.00 |
| Nat West | Bank transaction fees | 0.35 |
| Coakley Cleaning | Dog bin emptying | 130.00 |
| Gill Turner Tucker | Legal fees relating to Langley Park (BMAT) | 1,750.20 |
| JPS Renewable Energy | Village hall – supply and installation of solar panels and batteries (from restricted funds) | 15,531.68 |
| Heater shop | New radiators for village hall (from restricted funds) | 869.76 |

| | | |
|--------------------|--|----------|
| Nat West | Bankline fees | 84.50 |
| HMRC | Tax and NI - February | 463.08 |
| Parish Clerk | Clerk's February salary – paid by bank transfer | 27.97 |
| Parish Clerk | Clerk's February expenses | 68.03 |
| R. Stroud | Bench oiling and installation | 650.00 |
| C. Jessel | * Litter pickers * | 230.80 |
| KCC | Stationery | 65.89 |
| KCC | Stationery | 2.34 |
| Parish Clerk | Clerk's February salary – paid by standing order | 1,600.00 |
| Nat West | Bank transaction fees | 2.45 |
| Gill Turner Tucker | Legal fees relating to Lyewood (BMAT) | 2,529.60 |
| Village hall comm. | Hall hire | 37.50 |
| Venesta | Washroom equipment for village hall extension (from restricted funds) | 5,321.54 |

Receipts into current account since last meeting:

| | | |
|---------------------|---------------------------------------|----------|
| KCC | Grant towards village hall works | 3,000.00 |
| South East Water | Community grant | 2,500.00 |
| Allotment tenant | Allotment rent | 30.00 |
| Allotment tenant | Allotment rent | 17.50 |
| Genn Park residents | Hedge cutting work – rec ground hedge | 825.00 |
| Book purchaser | Upon the Quarry Hills book sale + P&P | 14.00 |

Payments from BNG account since last meeting:

| | | |
|-----------|----------------------------|-------|
| C. Jessel | Tools for volunteer events | 95.47 |
|-----------|----------------------------|-------|

Receipts into BNG account since last meeting:

None

Balances as at 1st March 2023 :

| | |
|-------------------------------|-------------------|
| Current Account | 233,540.63 |
| BNG Funds Account | 71,087.43 |
| Business reserve | 434.03 |
| National Savings | 307.98 |
| Total Financial Assets | 305,370.07 |

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

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

13.2 Budget monitoring report : Cllr Smith proposed that the budget monitoring report to 1st March 2023 be accepted. Seconded by Cllr Garland and agreed by all members.

14. Correspondence:

14.1 Coronation event – request for grant :

The clerk advised that an e-mail had been received from the Coronation event committee requesting a grant of £1,350 for Coronation mugs, refreshments, decorations and miscellaneous event items. Cllr Munford advised that he was a member of the Coronation committee and there would be a suggested donation on the day of £1 per adult. Any profit would be donated to the village hall remodelling project.

Cllr Edmans proposed that the Parish Council award a grant of £1,350 towards the Coronation event. Seconded by Cllr Smith and agreed by all members. The clerk advised that the Parish Council would need to pay any bills directly as the committee does not have a dedicated bank account and funds cannot be paid to individuals.

- 14.2 MBC – gypsy, traveller & travelling showpeople development plan document regulation 18 consultation :
Covered above.

15. Planning Report:

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

22/505455 Land south of Heath Road, Cock Wood, Boughton Monchelsea MBC notified : 10/1/23

Erection of a two-storey dwelling with associated driveway and garden, including creation of new vehicular and pedestrian accesses

DECISION :

The Parish Council wish to see the application refused for the following planning reasons. If the officer is minded to approve it the application should be reported to MBC planning committee for decision.

The proposal would cause unacceptable harm to the character and appearance of the countryside which is protected for its intrinsic value, introducing an additional new dwelling into this rural location with associated additional domestic paraphernalia. The development is contrary to policies SS1, SP17, DM1, and DM30 of the Maidstone Local Plan (2017) and the aims of the National Planning Policy Framework (2021)

The proposal is contrary to policy PWP11 of the Boughton Monchelsea Neighbourhood Plan as it would result in the loss / deterioration of coppiced woodland. This woodland is subject to a TPO.

The proposal is contrary to policy RH1 of the Boughton Monchelsea Neighbourhood Plan as it is south of Heath Road and does not conform with national and local rural exception policies

The proposal fails to comply with policy RH6 of the Boughton Monchelsea Neighbourhood Plan 'Design of new housing development'

The provision of this new dwelling in an unsustainable location would result in an overreliance on the private motor vehicle for future occupants to meet their daily needs. As such, it is contrary to policy SS1 of the Maidstone Borough Local Plan 2017 and the National Planning Policy Framework 2021 (as amended)

22/501895 Rosewood (Phase 4 and 5) Land south of Sutton Road, Langley 10/1/23
Approval of reserved matters (appearance, landscaping, layout and scale being sought) for phases 4 and 5 for the erection of 238 no. residential dwellings etc.

DECISION :

No objection however the following points should be fully considered :

- Provision of renewable energy sources such as air / ground source heat pumps or photo voltaics
- Provision of EV charging points
- Exclusively native planting within the landscape plan
- Provision of swift and bee bricks, bat and bird boxes
- Wildlife friendly boundaries
- Encourage high levels of thermal insulation and airtightness
- Permeable parking and footway surfaces
- Avoidance of light pollution as much as possible in external lighting design
- Installation of rainwater harvesting systems
- Upgrading of main sewerage infrastructure to cope with additional homes being built and in order to minimise discharge of waste into rivers and the sea

23/500260 Iden Farmhouse, Heath Road, Boughton Monchelsea 15/2/23
Repair and rebuild stone boundary wall (retrospective)

DECISION :

No objection / comment

23/500285 11A Harling Close, Boughton Monchelsea 15/2/23
Erection of a timber garden building in the rear garden

DECISION :

No objection / comment

23/500352 Clubhouse, 18 Genn Park, Boughton Monchelsea 15/2/23
Retrospective application for erection of gates to residential development

DECISION :

The Parish Council wish to comment on the application as follows :

We are unimpressed that the entrance gates were not included

as part of the original planning application yet the homes were marketed on the basis that the development would be a 'gated community'

We do not feel there is any need for these gates which alienate residents from the existing community

From our discussions with residents, the development is clearly not operating in accordance with C2 use (defined as 'provision of residential accommodation and care to people in need of care'). The residents we have spoken to admit that they do not need any care and tell us they pay the minimum 2 hours a week for cleaning. In addition, there seems to be little in the way of other facilities on the site, the club house is merely a gathering point for residents. The only activity / service on offer appears to be a weekly tai chi class and there are no visiting staff, health professionals etc

We have been in discussions with Maidstone Borough Council's enforcement team regarding various outstanding works on the site, including hard and soft landscaping

23/500519 28 Furfield Chase, Boughton Monchelsea 15/2/23

Conversion of garage to form an annexe and erection of a single storey rear extension (resubmission of 22/503192) (part retrospective)

DECISION :

No objection however we are disappointed that the applicant has not honoured their original planning consent, instead choosing to build a larger extension followed by submission of a retrospective planning application. We hope the planning process will change in the future to penalise people who submit retrospective applications and give Councils more teeth to refuse them

23/500597 17 Morris Close, Boughton Monchelsea 15/2/23

Proposed loft conversion with hip to gable roof extension, dormer window to rear elevation and 3 no rooflight windows to front elevation and erection of a single storey rear extension

DECISION :

The Parish Council would like to comment on the application as follows :

The proposed loft conversion / roof extension is poorly related to the host building resulting in an obtrusive, overly bulky, unattractive, discordant and incongruous dwelling that would cause unacceptable visual harm, at odds with the other semi-detached house it is attached to

The proposal would be an unneighbourly form of development which would dominate the outlook from adjacent properties and

have an unacceptably overbearing and oppressive impact, harming the enjoyment of neighbours' private amenity space

The proposal increases the number of bedrooms from 3 to 5. MBC should consider whether there is enough parking space available within the boundary of the property to accommodate the likely increase in cars

It appears that existing roof mounted solar panels would need to be removed to facilitate the proposal, with no apparent thought for their relocation

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|-----------|---|----|
| 23/500327 | Unit 5, The Progress Estate, Bircholt Road, Maidstone Change of use of warehouse and manufacturing to a motorcycle dealership including the sale of new and used motorcycles, clothing, helmets and accessories as well as the servicing and repair of motorcycles DECISION : Not yet decided | -- |
| 23/500583 | Fairview, Heath Road, Boughton Monchelsea Erection of a ground floor rear infill extension and part first floor rear extension DECISION : Not yet decided | -- |
| 23/500671 | 24 Meadow View Road, Boughton Monchelsea Erection of a single storey rear and a two storey side extension including a new vehicle crossover DECISION : Not yet decided | -- |

The following applications have been APPROVED by MBC:

- | | |
|-----------|--|
| 22/505381 | Meadowside, Heath Road, Boughton Monchelsea Loft conversion with side extension, insertion of a rear dormer and 5 no. roof windows. Erection of a single storey rear extension to replace existing conservatory |
| 22/505105 | Gladstones, The Quarries, Boughton Monchelsea Erection of a single storey extension including insertion of roof light and changes to fenestration |
| 22/505038 | Lothlorien Cottage, Bottlescrew Hill, Boughton Monchelsea Conversion of existing detached garage to a residential annexe ancillary to the main dwelling house |
| 22/504940 | Rlvendale, Brishing Lane, Boughton Monchelsea Conversion of existing oast barn structure with new/altered external openings to provide ancillary accommodation including reinstatement of oast roof/cowl |
| 22/504888 | 41 The Quarries, Boughton Monchelsea Erection of single storey side extension to form garage. (Retrospective) |
| 22/505810 | 42 Lockham Farm Avenue, Boughton Monchelsea Garage conversion to habitable room including new windows and roof lights |

- 22/505766 The Old Farmhouse, The Green, Boughton Monchelsea
Demolition of lean to conservatory and erection of single storey rear extension
- 22/505657 25 Bridger Way, Maidstone
Erection of a part first floor side, part two storey front and rear extension including changes to fenestration

The following applications have been REFUSED by MBC:

- 22/503804 River Farm, Chart Hill Road, Staplehurst
Erection of a two storey side extension
- 22/500119 Cliff House, Cliff Hill, Boughton Monchelsea
Retrospective application for the change of use to garden land and the erection of 1no. outbuilding to house home gym with associated decking, patio and hot tub area
- 22/505455 Land south of Heath Road, Cock Wood, Boughton Monchelsea
Erection of a two-storey dwelling, with associated driveway and garden, including creation of new vehicular and pedestrian accesses
- 22/505433 Land off East Hall Hill, Boughton Monchelsea
Outline Planning Application with all matters reserved for the erection of 4 barn structures

The following applications have been notified as WITHDRAWN :

None

The following APPEALS have been notified:

None

The following APPEAL DECISIONS have been notified:

None

The following APPEALS have been notified as WITHDRAWN:

None

- 15.1 Cllr Smith gave an overview of recent planning application responses and MBC decisions. He advised that a Neighbourhood Plan review meeting had been arranged for 14th March.

16. Representatives' Reports:

- 16.1 KALC: Cllr Date had been unable to attend the last KALC meeting.

- 16.2 Allotments : Nothing to report.

- 16.3 Village Hall & Recreation Ground :

Cllr Humphries had provided a written update on the village hall remodelling works and advised that the new roof had now been fitted, complete with integral insulation. 40 no. solar panels had also been installed together with battery storage and the system was working well. The next phase of the work would include the toilet and store room extension and kitchen works.

16.4 Neighbourhood Watch : It was agreed that Cllr Wilde should take over responsibility for Neighbourhood Watch following Helen Stevens' recent resignation.

CLLR WILDE

16.5 Police Liaison : Cllr Date advised there had been no recent meeting.

16.6 Bus group : Cllr Brown was not present at the meeting.

16.7 Climate change and biodiversity : Cllr Jessel provided an update as follows :

- Spring litter pick to be arranged
- Hedge planting day at Firmin's Field - 25th March
- Tree planting day on East Hall Hill - 12th March
- MBC carbon literacy training taking place in May
- Due to demands on Councillors' time suggestion for a climate change annual review meeting rather than a climate change sub-group. This was agreed
- Thanks expressed to the 25 Langley Park residents who carried out a recent litter pick of the development

17. Decision items :

17.1 Annual Parish Meeting 16th May – agree agenda including potential parishioner of the year 2023 nominations :

The following agenda for the Annual Parish Meeting was agreed :

- Chairman's report
- Addresses from Borough and County Councillors
- Reports from parish organisations
- Village hall remodelling report
- Question and answer session with Parish, Borough and County Councillors

It was agreed that the three Parish Councillor vacancies would be highlighted at the Annual Parish Meeting and advertised thereafter.

Discussion followed regarding this year's Parishioner of the Year award. Nominations from residents would be sought and a final decision made at the Parish Council meeting on 2nd May.

CLERK

17.2 Draft tree policy :

Cllr Edmans proposed that the draft tree policy be adopted. Seconded by Cllr Smith and agreed by all members. It was agreed that the document name be amended to 'Tree monitoring policy'.

CLERK

17.3 Parish Council banking – discuss and agree whether to transfer any of the Parish Council's reserves to a new, interest paying account, fixed for 6 or 12 months :

The clerk advised that Nat West have a 6 month fixed rate treasury reserve business savings account paying 3.25% interest (based on £300K on deposit). Following discussion, Cllr Humphries proposed placing 75% of the Parish Council's reserves into this account, tied in for 6 months. Cllr Date seconded the proposal which was agreed by all members with the exception of two abstentions (Cllrs

Edmans and Redfearn). Motion carried. Clerk to open new account following end of 22/23 financial year. **CLERK**

17.4 Parkwood Farm reservoir – discuss and agree whether to set up a formal reservoir committee :

Following lengthy discussion Cllr Munford proposed that the Parish Council do not set up a formal reservoir committee. Seconded by Cllr Edmans and agreed by all members with the exception of two abstentions (Cllrs Jessel and Humphryes). Motion carried.

18. Update / discussion items :

18.1 Village hall remodelling update :
Covered under item 16.3 above.

18.2 Parkwood Farm reservoir update : Cllr Edmans advised that he had completed flood warden training. It was agreed that Cllrs Edmans and Redfearn would act as reservoir operators, if required, for the 2 month period until the next Parish Council meeting. **CLLRS EDMANS & REDFEARN**

18.3 North ward update :
Cllr Wilde was not present at the meeting.

18.4 Parish Council communications – future of the printed newsletter :
Following discussion it was agreed to continue with production and delivery of printed newsletters. Cllr Date agreed to continue delivering.

18.5 Parish hut management :
It was noted that the parish hut was in need of tidying and a shelving system. It was agreed that Parish Council volunteers would carry out this work. Date to be agreed. **ALL CLLRS**

19. Health & Safety Issues:
Nothing to report.

20. Deferred Items Schedule:
Cllr Martin provided an update on correspondence relating to Furfield Quarry and advised he was trying to set up a meeting with KCC. **CLLR MARTIN**

21. Any other business. (Non decision items only):
Cllr Humphryes advised that the signs at Salts Wood had been vandalised and any future signs around the parish should be as simple and robust as possible.

Cllr Munford stated that he would arrange a meeting with Borough Councillor, Sue Grigg and Loose Parish Council to discuss the Parish Council's proposed changes to the parish boundary. **CLLR MUNFORD**

Thanks were expressed to Cllr Garland for helping with tree planting and fence repairs at Walk Meadow.

Thanks were expressed to Mrs Humphries for shortening the village hall curtains and for replanting the village hall gateways.

22. Date of Next Meeting:

The next full Parish Council meeting is due to be held on Tuesday 2nd May 2023 at 7pm in the main hall of the village hall.

There being no further business the meeting closed at 9.15pm

MINUTE 18 (Parish Council meeting 7th March 2023)**SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:**

| DATE : | ITEM: | ISSUE / ACTION: | POSITION AS AT PARISH COUNCIL MEETING 7th MARCH 2023 |
|---------------|-----------------------|------------------------|--|
| 16.1.07 | Furfield Quarry | Methane monitoring | BMAT issue. Last meeting between BMAT / MBC and Skinner Trust took place on 8/7/20. Clerk asked MBC if any further Merebrook reports available but none since last meeting. As requested by BMAT trustees, contacted Skinner Trust directly for copies of latest reports (14.9.21). Report dated January 2021 received and forwarded to relevant BMAT trustees. Queries on report submitted to Merebrook November 2021. No response received however Skinner Trust advise of delay due to an imminent change to the person acting as custodian Trustee. (11.1.22). Skinner Trust have now forwarded Merebrook report dated March 2022 but have yet to respond to the previous queries raised (6.9.22). E-mail sent to Environment Agency requesting a meeting. Response awaited. (10.1.23) |
| 2.7.19 | 59 Linton Road | Encroachment | BMAT issue. Review September 2023 |
| 3.9.19 | 11 Harling Close | Encroachment | BMAT issue. Review September 2023 |
| 3.9.19 | Clerk's salary | Review | Review clerk's salary on an annual basis. Next review due September 2023 |
| 3.3.20 | Furfield Quarry | Option agreement | BMAT issue. Option expires in September 2024. Review before March 2024 |
| 18.5.21 | Piper / Thirkell land | Lease | Lease expires on 6 th January 2116. Review in 2115 |
| 6.9.22 | Salts Wood | Encroachment | Encroachment (paving slabs etc) on south edge of the wood. Review during Spring 2023. Letter sent to all residents bordering Salts Wood (7.3.23) |