

BOUGHTON MONCHELSEA PARISH COUNCIL

Minutes of the Parish Council Meeting held on 7th May 2013 In Boughton Monchelsea Village Hall pursuant to notice, commencing at 7.00pm

Present:

Cllrs S. Munford (Chairman)
 C. Bracking
 S. Evans
 J. Gershon
 W. Brown
 A. Whybrow
 L. Date
 P. Herrin
 K. Williams
 D. Smith

Parish Clerk
KCC Warden, Liz Lovatt
PCSO Richard Kirby
6 no. parishioners

1. **Apologies:** Apologies were received from Cllrs Ellis, Bray and Lewis
2. **Elections :**
 - 2.1 Chairman (& Declaration of Acceptance of Office) : Cllr Smith proposed that Cllr Munford be elected as Chairman. Seconded by Cllr Evans, agreed by all members. Cllr Munford signed the Chairman's Declaration of Acceptance of Office.
 - 2.2 Vice Chairman : Cllr Munford proposed that Cllr Ellis be elected as Vice Chairman. Seconded by Cllr Smith, agreed by all members.
3. **Appointments :**

The following appointments were made :

 - 3.1 Planning & Licensing Committee : Cllr Smith as Chairman, Cllr Bray as Vice Chairman. Cllrs Munford and Herrin stated that they were standing down from this committee. Cllr Whybrow agreed to join
 - 3.2 KALC Representatives : The clerk stated that two voting representatives were allowed. Cllr Ellis to remain as representative with Cllr Munford as second voting rep
 - 3.3 Village Hall & Recreation Ground Representative : Cllr Whybrow
 - 3.4 Allotment Representative : Cllr Bracking
 - 3.5 Neighbourhood Watch Representative : Cllr Williams
 - 3.6 Communication Co-ordinators : Cllr Gershon and Cllr Date
 - 3.7 PACT Representative : Cllr Date
 - 3.8 Bus Group Representative : Cllr Munford
 - 3.9 Grants Co-ordinator : Cllr Brown
 - 3.10 Highways Representative : Cllr Herrin
 - 3.11 Footpaths Co-ordinator : Cllr Lewis

- 3.12 Tree Preservation Order Co-ordinator : Cllr Lewis
3.13 Loose Valley Conservation Area Association : Cllr Gershon

4. Notification of late items for inclusion on the agenda

No late items

5. Standing Order 61: To decide whether the public and press should be excluded from the meeting for any item.

It was agreed that item 16.3 should be an excluded item

6. Reports from Maidstone Police / PCSO and KCC Rural Community Warden

PCSO Richard Kirby had provided a written report in advance of the meeting. The crime figures for the last two months were noted as three incidents of burglary, two thefts and one attempted theft.

PCSO Kirby noted that there had been a fuel theft recently from the Murco garage on Heath Road. He added that if anyone is seen acting suspiciously on a rural garage forecourt at night then the Police should be called.

Cllr Williams asked whether the above crime figures include crimes committed in north ward. PCSO Kirby confirmed that they do.

Members asked the clerk to write to Police Inspector Jerry Prodger, asking when Boughton Monchelsea will get its own PCSO.

CLERK

KCC Warden, Liz Lovatt reported as follows :

- Assistance continues to be provided by Liz to vulnerable people, including working with other agencies to obtain appropriate help.
- Liz has worked with MBC to address concerns about dog fouling. If dog fouling is witnessed it should be reported to the MBC Civic Warden with a description of the dog, walker, location and time
- Liz expressed her appreciation regarding a dog walker who had notified her of an area with over twenty metres of razor wire on the ground. Liz arranged with the landowner for the wire to be removed before any harm was caused

Cllr Williams advised that she would be arranging a litter pick in north ward.

CLLR WILLIAMS

Cllr Date stated that he would include an article on dog fouling in the next Parish Council newsletter. Clerk to forward relevant information, for inclusion.

CLERK / CLLR DATE

7. Open Quarter:

A resident stated that she had been having trouble purchasing biodegradable garden waste sacks recently. She added that she had no space available on her premises for storing a garden waste bin. Clerk to obtain information from MBC regarding disposal of garden waste and forward to resident.

CLERK

A resident expressed thanks to Councillors for all the hard work they do in the parish.

8. **Declarations of Interest in Items on the Agenda / Declaration of Changes to the Register of Interests / Requests for Dispensations** : None

9. **Matters outstanding from minutes (5 March) not included in agenda:**

Item 7 Bus group : Cllr Munford explained that he had been following up recent complaints from parishioners regarding buses not turning up or arriving late.

Item 11.2 MBC Strategic Housing and Economic Development Land Availability Assessment : Cllr Munford noted that the Parish Council's Neighbourhood Plan committee would be meeting with MBC to discuss this on 21st May. He confirmed that Cllrs Smith, Evans and Ellis would be attending.

CLLRS SMITH, EVANS & ELLIS

Item 13.5 PACT & Speedwatch : Cllr Date advised that there had been no progress as yet with the proposed new Speedwatch site on Heath Road. He added that the five new Speedwatch volunteers would be trained in the coming months.

Item 14.5 Grant applications : Cllr Brown advised that he would be meeting with a play supplier regarding a proposed design for renewal of play equipment and extension to the Church Street play area. He added that once this was in place he would proceed with grant applications.

CLLR BROWN

Cllr Brown stated that there had been no further progress with grant applications relating to the proposed improvements to Church Street. Cllr Munford requested that any quotations obtained regarding the above should be copied to the Neighbourhood Plan Committee to enable them to investigate possible future section 106 funding.

CLLR BROWN

Item 16.1 Heath Road : Clerk to send out letter to Heath Road residents asking them to report any issues of concern relating to Heath Road. Once responses have been received it was agreed that the clerk should write to Kent Highways accordingly.

CLERK

10. **Minutes of the meeting held on 5 March 2013:**

The minutes of the meeting held on 5 March 2013 were agreed as correct. Proposed by Cllr Whybrow, seconded by Cllr Bracking. Agreed by all members.

11. **Clerk's report**

The contents of the clerk's report were noted.

Clerk to respond to e-mail from Kent Highways Enforcement Officer, asking what further information is needed by them to pursue an enforcement case relating to the construction of verge crossovers in Church Hill.

CLERK

12. Finance Report:

Payments since last meeting (incl VAT) :

Parish Clerk	Agenda printing	39.40
RIP Cleaning Services	Dog bin emptying (February)	43.20
Village hall committee	Hall hire	8.50
Maidstone Borough Council	Repairs to play equipment in Church	1673.00
	Street play area	
PMC Planning	Neighbourhood Plan consultancy work	1000.00
EDF Energy	Electricity to parish hut	27.00
KALC	Training course	72.00
RIP Cleaning Services	Dog bin emptying (March)	43.20
Village hall committee	Hall hire	40.00
N. Tuck	Newsletter delivery	100.00
Paul Waring	Landscape maintenance work for	7069.86
	2012/13 (including £2500 + VAT grant	
	for churchyard maintenance work)	
Parish Clerk	Expenses – stamps for posted	83.68
	newsletters (£78), stationery (£5.68)	
KALC	Annual subscription for 2013/14	968.11
South East Water	Allotment water bill (Oct 12 to Mar 13)	12.20
Kent County Council (KCS)	Envelopes, copier paper	22.74
Permaroofing	Retention from final invoice for village	900.00
	hall roofing work	
PMC Planning	Neighbourhood Plan consultancy work	1000.00

Receipts:

KCC	Grant money for KCC Warden's 'Socket & See' booklet	1500.00
MBC	Precept for 2013/14	48070.00
Allotment leaseholders	Allotment rent	48.00
HMRC	VAT refund for 2012/13	17739.72

Balances as at 2nd May 2013 :

Current Account	75582.65
Business Reserve	423.87
National Savings	291.33
Total Financial Assets	76297.85

Cllr Brown proposed that the above financial statement be accepted. Seconded by Cllr Smith, agreed by all members.

12.1 Agreement of Parish Council accounts for 2012/13 : It was agreed by all members to defer this item for several weeks when an extraordinary meeting of the Parish Council would be held to agree the accounts. **CLERK**

13. **Correspondence:**

- 13.1 Village hall committee – request for additional grant money for roofing and associated works : The clerk and Cllr Munford explained the background to this item. It was agreed that the total grant to the village hall committee should be £8115 with no further grant monies awarded at this time. Proposed by Cllr Munford, seconded by Cllr Smith. A vote was taken with nine members in favour and one abstention. Clerk to advise village hall committee accordingly. **CLERK**

14. **Planning Report:**

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

		MBC notified
MA/13/0271	62 Church Street, Boughton Monchelsea Erection of two storey rear extension, single storey side extension and front porch DECISION : No objection / comment	5/3/13
MA/13/0183	10 Meadow View Road, Boughton Monchelsea Erection of a single storey side and rear extension DECISION : No objection however the Parish Council has the following concerns which should be addressed by the Borough Council when determining the application : <ol style="list-style-type: none">1. The proposal appears to be built right up to the boundary with the adjacent property. As such there are concerns at how the external wall will be constructed and maintained. In addition, there is a bathroom window in this wall which would overlook and potentially encroach onto the adjacent property2. Since the proposal utilises the existing garage as a bedroom, the Borough Council should satisfy itself that there is sufficient residual parking within the confines of the property	3/4/13
TA/0033/13	Land rear of 64-70 Church Street, Boughton Monchelsea Tree Preservation Order Application : TPO No 9 of 1997 : an application for consent to coppice cobnut trees DECISION : No objection / comment. Please note that the applicant and agent appear to be transposed on the application form	3/4/13
MA/13/0321	Boughton Service Station, Heath Road, Boughton Monchelsea Part retrospective application for the laying of additional hardstanding and installation of landscaping to the western boundary DECISION The Parish Council wish to see the application refused for the planning reasons set out below : The proposal is inappropriate as a further commercial development adjacent to the Cock Street conservation area.	3/4/13
MA/12/2009	Brishing Court Barn, Brishing Lane, Boughton	3/4/13

Monchelsea

Erection of single storey extension to north elevation, demolition of outbuilding, extension to existing single storey addition together with the installation of 2 no dormer windows and stair tower on west elevation

DECISION : The proposal constitutes inappropriate interventions which are detrimental to the integrity of the original architecture

MA/12/2010 Brishing Court Barn, Brishing Lane, Boughton Monchelsea 3/4/13

Listed building consent for alterations including internal alterations and erection of single storey extension to north elevation, removal of 2 no windows within east elevation, removal of existing chimney, extension to existing single storey addition together with the installation of 2 no dormer windows and stair tower on west elevation

DECISION : The proposal constitutes inappropriate interventions which are detrimental to the integrity of the original architecture

MA/13/0238 Land at Langley Park, Sutton Road, Maidstone 3/4/13

An application for a scoping opinion in respect of proposed mixed use development incorporating 600 residential dwellings, local centre (incorporating shops and public house), two-form entry primary school and community hall together with open space, nature conservation area / parkland, drainage and highway infrastructure

DECISION :

The Parish Council does not wish to formally object to the application at this point in time however we have a number of serious concerns as follows :

1. The construction of 600 dwellings would potentially double the number of houses within the parish of Boughton Monchelsea, putting significant pressure on local infrastructure and services. These impacts should be fully mitigated
2. Careful consideration should be given to integration of the proposed development within the existing community
3. The proposed development falls within the zone designated as the Boughton Monchelsea Neighbourhood Plan area and this must be fully taken into account
4. The effect of the development on the water course and flood plain should be fully considered. Any drainage scheme associated with the development must be guaranteed not to compromise the recently developed flood plain and associated works on the site of Parkwood

Farm

5. The impact of additional traffic on Sutton Road and Brishing Lane should be fully assessed and mitigated, including the junction between Brishing Lane and Heath Road. The cumulative effect on traffic from the other two proposed housing sites on the north side of Sutton Road (the South East Maidstone development) should also be considered
6. The Parish Council would expect a primary school to be included as part of the scheme
7. Archaeological issues should be fully addressed due to the recent archaeological excavation and finds on and surrounding the nearby development site at 'Woodlands' (Roman Way)
8. A landscape and visual impact assessment should be carried out and screening of the development should comply with the Local Plan 2000
9. Adequate off street parking should be provided to deal with all types of dwellings on the development site

MA/13/0393	20 Hubbards Lane, Boughton Monchelsea Erection of a two storey rear extension DECISION : Not yet decided	--
MA/13/0560	43 Church Street, Boughton Monchelsea Erection of a single storey rear extension DECISION : Not yet decided	--
MA/13/0479	87 The Quarries, Boughton Monchelsea Single storey front extension DECISION : Not yet decided	--

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

MA/13/0105	Wierton Hall Farm, East Hall Hill, Boughton Monchelsea Erection of detached annexe
MA/13/0136	Church Farm Oast, Church Hill, Boughton Monchelsea Infilling of excavation to create extension, alterations to fenestration and associated works
MA/13/0138	Royal Mail Delivery Office, Bircholt Road, Maidstone Single storey extension to provide draft lobby
MA/13/0174	16 Church Street, Boughton Monchelsea Erection of first floor rear extension and single storey side extensions
MA/13/0183	10 Meadow View Road, Boughton Monchelsea Erection of a single storey side and rear extension and retrospective conversion of garage to additional habitable accommodation
MA/13/0271	62 Church Street, Boughton Monchelsea Erection of two storey rear extension, single storey side extension and front porch

MA/12/2009	Brishing Court Barn, Brishing Lane, Boughton Monchelsea Erection of single storey extension to north elevation, demolition of outbuilding, extension to existing single storey addition together with the installation of 2 no dormer windows and stair tower on west elevation
MA/12/2010	Brishing Court Barn, Brishing Lane, Boughton Monchelsea Listed building consent for alterations including internal alterations and erection of single storey extension to north elevation, removal of 2 no windows within east elevation, removal of existing chimney, extension to existing single storey addition
MA/12/2316	Land south of St Peters Church, Church Hill, Boughton Monchelsea Change of use of land from agriculture to churchyard to provide an extension to the existing churchyard to be used for interment of cremated remains, burials and a remembrance garden
TA/0033/13	Land rear of 64-70 Church Street, Boughton Monchelsea Tree Preservation Order Application : TPO No 9 of 1997 : an application for consent to coppice Cobnut trees as described in application TA/0033/13

The following applications had been REFUSED by MBC:

None

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

Cllr Smith explained that the Parish Council's planning committee had objected to the recent planning application relating to Boughton Service Station (MA/13/0321). He noted that Maidstone Borough Council were intending to approve the application and in this instance could see no benefit in the Parish Council requesting that the application be called in to the MBC planning committee. Agreed by all members.

Cllr Smith advised that the Parish Council had formally expressed concerns to MBC regarding the Langley Park planning application (MA/13/0238).

Cllr Smith noted that the Neighbourhood Plan committee were producing a timeline for consultation with the public on the new Neighbourhood Plan.

15. Representatives' Reports:

15.1 KALC: Nothing to report

15.2 Allotments : Cllr Bracking stated that all allotment plots were now leased out. He advised that the stone infill work to the track had not yet been carried out.

Cllr Bracking noted that the Allotment Society would be running the barbecue at the village fete and also a plant stall.

15.3 Village Hall & Recreation Ground : Cllr Bray was not present at the meeting. The Chairman of the village hall committee was at the meeting and advised that disappointingly, only seven people had attended their AGM. He agreed to speak briefly at the Parish Council's Annual Parish Meeting.

15.4 Neighbourhood Watch: Cllr Williams had nothing to report.

15.5 PACT : Covered in item 9 above.

15.6 Bus group : Cllr Bracking had nothing to report.

16. Items for Discussion:

16.1 Parkwood Farm reservoir scheme : It was agreed that the weir operation team for the next two months would comprise Cllrs Munford, Herrin and Smith.

Cllr Herrin advised that the contract was still ongoing following failure of the pipe lining. A solution to the problem had been identified, involving moving the sluice gate to the inlet end of the pipe.

16.2 Grants for 2013/14 : The following grants were agreed. Clerk to issue cheques accordingly. **CLERK**

Brownies	£150
Friendship Circle	£200
Parent & Toddler Group	£150
Scouts	£300
St Peters Church	£2500 contribution towards grass cutting to churchyard
Royal British Legion	£350 to be paid prior to Remembrance Day in Nov
Salvation Army	£275 to be paid following Carols on the Green in Dec
Allotment Society	£150
Maidstone Community	£1500
First Responders	
North Ward residents association	£200

Boughton Monchelsea Pantomime group	Interest free loan of up to £930 to cover hall hire costs Loan to be repaid to Parish Council in Dec 2013
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16.3 Final details for APM including recipient of 'Parishioner of the Year' award : exempt item

16.4 Work in conjunction with South Maidstone Business Association : Cllr Gershon stated that there had been good progress in producing a register of businesses within the parish. He added that with the approval of the businesses, this register would be available on the Parish Council's website in the coming months.

CLLR GERSHON

It was noted that South Maidstone Business Association would be holding their October meeting in the village hall and would be inviting all businesses in the parish to attend. It was agreed that a business fayre would be held in the village hall in February 2014. 90% of the spaces would be allocated to businesses within the parish, who would not have to pay to attend. The remaining 10% would be allocated to outside businesses who would need to pay so that the costs involved in hosting the fayre could be recouped.

Cllr Williams suggested that there may be some funding available from Kent County Council for the above. Cllr Munford agreed to explore possible funding from MBC in his role as Borough Councillor.

CLLR MUNFORD

Cllr Munford thanked Cllr Gershon, Cllr Whybrow and the clerk for their work on this.

16.5 North ward update : Cllr Williams stated that she had been looking into the possibility of a small number of additional parking spaces on the Furfield Park housing development. In addition, she had also been researching the idea of a community garden or allotments for north ward. Cllr Williams advised that both projects were in their infancy and that she would update Councillors on future progress.

CLLR WILLIAMS

Cllr Munford thanked Cllr Williams for her work on the above.

16.6 Listing of ha-ha and folly at Boughton Mount : Cllr Munford thanked Cllr Gershon for his hard work in achieving the listing of the ha-ha and folly at Boughton Mount. Cllr Munford stated that he would speak to County Councillor, Eric Hotson, regarding permission for members to visit the site to celebrate this achievement.

CLLR MUNFORD

Cllr Munford noted that Maidstone Borough Council had agreed to allow Parish Councils to assist with developing conservation areas. It was noted that a long term aim was to link the Quarries and Loose Valley conservation areas and also link Church Hill to Wierton conservation area.

16.7 Parish communications : Cllr Gershon advised that website training had been carried out with several members and the clerk attending. A 'practice' website

would soon be available for those trained to hone their skills in advance of the new look website going live.

It was agreed that Cllr Date would research the possibility of including adverts in the Parish Council newsletter to allow it to become self-financing. **CLLR DATE**

- 16.8 Green Lane footpath : Cllr Clarke spoke regarding the use of land inside the hedge adjacent to the chicken farm on Green Lane as an informal footpath. Cllr Evans agreed to assist Cllr Munford in producing a letter to send to the landowner asking for their agreement to this. **CLLR EVANS / CLLR MUNFORD / CLERK**

17. Deferred items schedule :

Wierton Place, victorian greenhouses : It was noted that planning application MA/11/0511 remains undecided by MBC. It was agreed that if this application were to be withdrawn then the Parish Council should continue pursuing MBC enforcement in relation to the preservation of the greenhouses. **CLERK**

18. Any Other Business :

- 18.1 Cllr Bracking spoke regarding the poor state of the noticeboard in The Quarries. The clerk advised that resident, Barry Boulton had kindly agreed to repair the board and would be doing this in the next month or so.
- 18.2 Cllr Brown stated that progress was being made with the Parish Council's Emergency Response Plan and Rural Firewatch. Cllr Munford thanked Cllr Brown for his hard work on this.

19. Date of Next Meeting:

The next meeting will be held on Tuesday 2nd July 2013 at 7pm in the village hall. There being no further business, the meeting was closed at 9.35pm.

MINUTE 15 (Parish Council meeting 7 May 2013)

SCHEDULE OF DEFERRED ITEMS CARRIED FORWARD FROM PARISH COUNCIL MEETINGS:

BMPC DATE :	ITEM:	ACTION:	POSITION AS OF PARISH COUNCIL MEETING 7 May 2013
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)
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)
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.
8/1/13	Boughton Service Station	Planning breach	It was noted at the PC meeting on 8/1/13 that MBC had advised on 3/12/12 that the hard standing was not as approved in MA/10/0430 and the planting scheme had not been carried out. As such the owner would be required to remove the excess hardstanding and carry out the planting scheme within 28 days or submit a planning application within the same period (i.e. by 31/12/12). MBC had advised that the owner has stated an intention to submit a planning application to keep the excess hardstanding. Planning application submitted, ref MA/13/0321. Deadline for responses 8/4/13. To be discussed at Parish Council planning meeting on 2/4/13. (5/3/13). Despite the Parish Council's objections, MBC have indicated that they will be recommending that the planning application be approved (7/5/13)