

BOXLEY PARISH COUNCIL

www.boxleyparishcouncil.co.uk

Clerk – Mrs Pauline Bowdery
Assistant Clerk – Mrs Melanie Fooks
Tel 01634 861237

Beechen Hall
Wildfell Close
Walderslade
Chatham
Kent ME5 9RU

E-mail – bowdery@boxleyparishcouncil.co.uk

To Parish Councillors, members of the public and press.

27th February 2012

Members are hereby summonsed and notice is given that a **Meeting of the Parish Council** is to be held at **Weaving Village Hall, Weaving Street, Grove Green** on **Monday 5th March 2012** commencing at 7.30 p.m. when it is proposed to transact the following business:

Time guide

1. **Apologies and absences.** (7.30)
To receive and accept apologies for absence. Members are reminded that they need to formally submit apologies prior to their absence and it would be helpful if this was not done at meetings.
2. **Declaration of Interests or Lobbying.** (7.32)
Members are required to declare any interests or lobbying on items in this agenda.
3. **Minutes of the Parish Council Meeting on 23rd January 2012** (7.34)
To consider the minutes of the meeting and if in order to sign as a true record (pages 3-6).
4. **Matters Arising From Minutes.** (7.38)
 - 4.1 Minute 2375/4.1 concurrent functions. To receive up to date information on any developments.
 - 4.2 Minute 2375/4.2 Parking, Grove Green, awaiting Cllr Peppers' report on contact with Mr Miles.
 - 4.3 Minute 2375/5 Bikes on Pilgrims Way see report (page 6).
 - 4.3 Minute 2375/6 Round Wood. Issue to be debated at April 2012 meeting.
 - 4.4 Minute 2376/9 Vision and Business plan to consider response to document from members and website. Issue to be reported to April meeting.
 - 4.5 Minute 2376/10.1 Annual meeting of the Parish. This is being organised by the Clerk and Cllr Pepper.
 - 4.6 Minute 2376/10.2 School crossing dedication is being organised by the Clerk and Cllr Pepper.
 - 4.7 Minute 2376/10.3 Energy. Hugh Robertson has acknowledged receipt of and thanking the Council for the letter. He agrees with the views of the Council. MBC does not currently have, in the Core Strategy, policy concerning wind turbines or solar farms within the countryside. Policy and strategy will be produced at some point in the future. The office will arrange to resurrect the Parish Council carbon footprint work and hope to submit it to the April meeting.
 - 4.8 Minute 2377/11 Locality Boards. The Terms of Reference for this committee were only recently agreed (8th February 2012) and the meetings that had taken place were to do with the setting up of the Boards.
 - 4.9 KIMS development see report (page 6).
 - 4.10 Trees, Cobtree Country Park. The Councils' trees have been planted and a plaque has been installed.
- 5 **Report from the PCSO and Police Issues.** (7.40)
Crime statistics see report on (page 6).

To adjourn to enable members of the public to address the meeting. (7.50)

- 6 **Draft Minutes of Meetings since Previous Parish Council Meetings.** (8.20)
For the parish council to receive the minutes members are allowed to ask questions of the Committee Chairmen.

- 6.1 Environment meeting 6th February 2012 (page 6 - 9).
- 6.2 Estates Committee 14th February 2012 (pages 10 - 12).
- 7 **Finance.** (8.30)
- 7.1 To note payments made out of meeting 24.01.12– 27.02.12 (page 15 - 16).
- 7.2 To note receipts for the period 17.01.11 – 27.02.12 (pages 17 -18).
- 7.3 Account balances as at 27.02.12 (page 19).
- 7.4 To authorise payments of accounts (list supplied at meeting). Cllrs Macklin and Perry.
- 8 **Matters for Decision.** (8.50)
- 8.1 £10,000 Community Chest there was no response or comment to the draft document (presented to members in January) that was placed on the website. There has been no response from councillors. Do members now wish to adopt the document on (pages 12-13).
- 9 **Reports from Borough and County Councillors.** (9.00)
- To allow the councillors to report and discuss matters affecting the parish.
- 10 **Weaving Diamond Jubilee Orchard.** (9.10)
- To receive an update see report (page 13).
- 11 **Policies and Procedures Review.** (9.18)
- 11.1 Equal Opportunities Statement **see report (page 13).**
- 11.2 Replacement Procedure (for projects not managed by parish office) see report (page 13).
- 12 **Reports from councillors/office.** (9.22)
- The representatives who attended any meeting as representatives of the parish council are invited to give a brief summary.
- 12.1 Controlled crossing point, Provender Way. To receive a report from a councillor who attended on the first day of use.
- 12.2 MBC Core Strategy Post Consultation Conference Cllr Ivor Davies attended.
- 12.3 Parish Liaison meeting 5th March Cllr Stead attended.
- 13 **Matters for Information.** (9.26)
- 13.1 KWT newsletter Feb 2012 (e-mail 17/2/12).
- 13.2 Police Country Eye newsletter (e-mail 03/02/12)
- 13.3 Action with Rural Communities in Kent (ACRK) Annual report and other information.
- 13.4 Parish Council Elections see report (page 14).
- 14 **Next Meeting.** (9.30)
- Monday 2nd April 2012 at Tyland Barn, Sandling 7:30 p.m.

Clerk to the Council.

For information – items to be returned/placed to agenda on further developments.

In agreement with policy the committee meeting is due to stop at 9.30 p.m. The Chairman has discretionary powers to extend by half an hour to 10.00 p.m.

Item 3 Minutes of the Meeting of the Parish Council held at Beechen Hall, Wildfell Close, Walderslade on Monday 23rd January 2012 commencing at 7.30 pm.

Councillors present – Mr M Pepper (Chairman), Mrs P Brooks, Mr I Davies, Mr V Davies, Mr T Harwood, Mr B Hinder, Mrs W Hinder, Mrs K Macklin, Mr K Perry, Mr G Smith, Mr A Springate, Mr P Sullivan, Mr W Stead and Mrs M Waller together with the Clerk, Assistant Clerk, Borough Councillor D Butler, PCSO Hawthorn (left after item 5), Mr M Cheverton KCC (left after item 6), 6 members of the public and 2 member of the press.

1. Apologies and absences.

Mrs A Spain (convalescing), County Cllr Paul Carter.

2. Declaration of Interests or Lobbying.

Councillors (excluding Cllr Harwood and Cllr Bob Hinder) declared they had been lobbied on Item 6.

Cllr Stead reminded members that he was Vice Chair on KALC Maidstone Area Committee - item 4.1.

Cllr Harwood and Cllr Bob Hinder notified members that due to their connection with the Maidstone Planning Committee that they would take no part in item 6 and would remove themselves from the meeting.

3 Minutes of the Parish Council Meeting on 5th December 2011.

The minutes of the meeting were **agreed** and **signed** as a true record.

4 Matters Arising From Minutes.

4.1 Minute 2357/4.1 concurrent functions. **Noted** the Chairman had written to Cllr Beerling and the Downs Mail about a front page article on Parish Council reserves which specifically mentioned Boxley Parish Council. The letter, received by members, clarified why the Council had reserves.

4.2 Parking, Grove Green. Members **received** the response from Geoff Miles of Maidstone and discussed the disruption to the residential area. It was **agreed** the Chairman would have discussion with Geoff Miles. **Action** – Cllr Pepper.

5 Report from the PCSO and Police Issues.

Noted and **received** the crime statistics. It was reported that the crime rate was, when compared to last year, down. Cllr Harwood raised the issue of trail bikes on Pilgrims Way. The Clerk was to clarify the situation with the PROW officer as Cllr Harwood was of the opinion that the work to close up the road had been completed. **Action** – agenda.

Cllr Smith reported that the white lines at Orbit Close need repainting. The Chairman notified the meeting that the Bredhurst PCSO position was vacant and that he had been contacted by the Police and that PCSO Hawthorne will have a watching brief over that parish until it was filled.

Cllr Harwood and Cllr Hinder left the meeting.

The meeting was adjourned at 7.45 to allow the Chairman of Walderslade Woods Group and members of the public to comment. Comments were made on: the work of the volunteer group; the length of time taken to get Village Green Status and the need for a clear completion date for auctioning the application; need to protect the woodland for future generations; need for the whole of the woodland to receive village green status.

The Chairman notified the public that he was minded to try to take some form of proposal to the 2nd April 2012 Parish Council meeting to allow members to make decision on future action. The Parish Council was thanked for the letter supplied to the residents concerning the KCC consultation on household waste management. The meeting reconvened at 7.56 pm.

In view of the confidential nature (financially sensitive) on the item 6 the Chairman passed a resolution for the public and press be excluded from the meeting for the duration of the item.

6. Round Wood.

Discussion took place on the strategy being suggested by Kent County Council with members making their views known. The Clerk was asked to provide some further

information to KCC and Mr Cheverton was asked, having considered the information and taking legal advice, to come back to the Parish Council in time for the 2nd April 2012 meeting. The Chairman invited the press and public back to the meeting.

The Chairman notified the public that KCC had been asked to come back to the 2nd April meeting where the Parish Council would consider its position.

The meeting was adjourned at 8.37 pm to allow a question from the public about village green application area. A comment was also made that a path in woodland still needed repair. The Chairman thanked everyone for attending and the meeting reconvened at 8.40pm.

7 **Draft Minutes of Meetings since Previous Parish Council Meetings.**

Received and **noted** the draft minutes of

- 7.1 Environment meeting 5th December 2011. Amendment to Environment Committee minutes to add Cllr Stead's name to the list of attendees.
- 7.2 Environment Committee 12th December 2011.
- 7.3 Estates Committee 13th December 2011.
- 7.4 Environment Committee 9th January 2012.
- 7.5 Finance Committee 10th January 2012.
- 7.6 Financial Scrutiny Committee 11th January 2012.

8 **Finance.**

- 8.1 **Noted** payments made out of meeting 06.12.11 – 16.01.12. Appendix A.
- 8.2 **Noted** receipts for the period 26.11.11 – 16.01.12. Appendix B.
- 8.3 **Noted** account balances as at 16.01.12. Appendix C. It was **agreed** that the suggestion for another investment bond could be investigated with members briefed out of meeting and being allowed to make their views known. **Action** – Clerk. To consider a short term investment.
- 8.4 **Authorised** payments of accounts. Appendix D.

9 **2012/13 Budget and Precept. Business plan?**

- 9.1 Members **received** the Chairman's narrative report on the budget and also the Finance Committees recommendation. The Chairman proposed "**The 2012/13 budget is agreed and a precept of £81,916 be set**". **Unanimously agreed.**
- 9.2 Vision and Business plan. Members considered the draft and it was **agreed** to place the document on the website and invite comments for the Council to consider. **Action** – office.
- 9.3 £10,000 Community Project. Members considered the draft and Cllr Macklin requested an addition to exclude any applications for grants for activities that were Statutory Obligations for Local Authorities e.g. education. She also requested a more exciting title than Community Project. It was **agreed** to place the document on the website and invite comments for the Council to consider. **Action** – office.
- 9.4 Precept referendum, members **noted** the update on the Governments response to the consultation.

10 **Matters for Decision.**

- 10.1 2012 Annual Parish Meeting. After discussion it was **agreed** that the Council should consider arranging a social event with some wine and small snacks. It was suggested that the event would be held at the European School of Osteopathy. **Action** – Chair and office.
- 10.2 Crossing point Provender Way. After discussion it was **agreed** that a formal opening/dedication could take place in March, to allow County Councillor Paul Carter and the Chairman to attend. However Parish Councillors were to attend on the first day it was in use by the schoolchildren and the Chairman and office would put together a communications programme **action** – Chair and Clerk.
- 10.3 Energy. Cllr Smith's report was **received** and after discussion it was **agreed** that the Council would become more involved by
 1. Writing to the MP to lobby the Government to keep the need for action high on its agenda.
 2. Open dialogue with MBC about the countryside outside of the AONB as a suitable place for alternative energy structures.

3. Encourage MBC to actively work with farmers/business producing alternative energy.

4. Include links on the PC website to the Carbon Trust and other relevant organisations to help conserve energy etc.

The Clerk was asked to bring back to discussion the Parish Council's Carbon Footprint review. **Action** – Clerk and office.

10.4 Localism Act, Code of Conduct. Members considered the MBC letter and **agreed in principle** to the adoption of an MBC produced Code of Conduct. The issue of advertising Councillors contact details on the MBC website would be cleared with individual members. It was **noted** that in certain circumstances information on the Register of Interest could be redacted and this would be discussed with councillors who had concerns about releasing their home address.

It was **agreed** that the Parish Council would have a statement on the MBC website and a draft would be submitted to members for consideration. **Action** – Clerk.

10.5 KALC The Localism Conference on 28th January at Lenham. Cllr Stead asked to attend.

10.6 Police Forum, Headcorn Village Hall (Longmeadow) on Wednesday 22nd February 2012 at 7.30pm. Apologies to be sent as no one could attend. **Action** –office.

11 **Reports from Borough and County Councillors.**

Received the written report from County Councillor Carter.

Cllr Butler gave a report on matters affecting the parish including Locality Boards. Members noted that 2 meetings had been held but no minutes released and members agreed that they would like to see minutes and terms of reference. **Action** – Clerk. Cllr Butler would be taking up with the Conservative Group the possibility of forming a Transport Board.

12 **Queen Elizabeth Diamond Jubilee Anniversary Project.**

It was **agreed** (with 2 abstentions) that the area would be named Weaving Diamond Jubilee Orchard. Members **noted** that 2 interpretation boards would be included at the site giving a history of the area and these would include the Boxley Parish Council name.

As it was 9.30 pm the Chairman used his discretionary powers to extend the meeting until 10.00 pm.

13 **Policies and Procedures Review.**

13.1 **Agreed** the review of the Policies and Procedure Review list.

13.2 Members numbers for committees. **Agreed** current numbers to be retained.

14 **Reports from councillors/office.**

Cllr Pepper notified members that he had been interviewed by Radio Kent about the KCC Waste Consultation.

15 **Matters for Information.**

15.1 Report and thank you from Vinters Valley Park Trust.

15.2 Consultation Business Rates retention – update on the Government's response to the consultation.

15.3 Maidstone KALC reply to Borough Councillor John Wilson concerning the Corporate Services & Community Overview and Scrutiny Committee Review of Concurrent Functions.

15.4 CPRE Planning e-learning course now available, details from parish office.

15.5 KWT report and Wild Kent Winter 2011/12.

15.6 Thank you letter from Samaritans for the PC grant.

15.7 Kent Downs Orchid – Autumn/Winter. E Bulletin Dec 2011.

15.8 Countryside Voice and CPRE Field Work – Winter 2011

15.9 Kent Downs AONB E Bulletin Dec 2011.

15.10 Kent County Playing Fields Assoc. Dec 2011 newsletter.

15.11 Kent Forum Briefing Edit 4, next meeting Feb 2012.

15.12 Medway Neighbourhood Watch Winter 2011

15.13 www.bigenergyweek.org.uk- new website with tips on how to cut energy bills.

15.14 Mid Kent Downs Countryside Partnership e- bulletin.

15.15 Boxley Warren Report January 2012.

16 **Next Meeting.**

Monday 5th March 2012 at Weaving Village Hall at 7:30 p.m.

Meeting closed at 9.40 p.m.

Item 4.4 Bikes on Pilgrims' Way. *Purpose of item: information*

Investigation by the office and PROW has shown a number of issues and KCC PROW have been asked to rectify these by: replacing the PROW fingerpost with an old style one that does not have a picture of a motorbike on it (currently there are 2 signs one states that it is open to motorbikes the other states that motorbikes are prohibited); investigate the information on the interactive map and how it is presented - as without the specific footpath number you cannot view the footpath restrictions and there is apparently no way of finding the specific number on the interactive map; conflicting advice is being given out by the PROW customer services as it appears that they have access to a different mapping system. Arrangements have been made with the Mid Kent Downs Group for logs to be kept of the usage and KCC PROW will attempt to get the Police motorbike unit down to the area.

Item 4.9 KIMS development at Grove Green. *Purpose of item: information*

The on-site work for the hospital is due to commence in early March. The contractors' website www.vinciconstruction.co.uk/kims is now live. The Clerk is pleased to report the construction company had been very helpful in keeping her updated and whilst there would be local disruption during the build it was obvious the company was attempting to ensure everyone knew how to contact them so that they could deal with any issues.

Item 5 Crime statistics 21/01/2011 - 20/02/2012. *Purpose of item: information*

Burglary

24/01/2012, Birch Drive, Lordswood.
04/02/2012, Badger Road, Lordswood.
14/02/2012. Fir Tree Grove, Garage on-bloc

Attempted Theft

03/02/2012, Forstal Road, Aylesford,
16/02/2012. Bell Lane, Boxley, Attempted theft of a lightning conductor.

Criminal Damage

10/02/2012. Boxley Road, Walderslade, Vehicle scratched.
17/02/2012. Woodlands, Chatham, Vehicle window broken.

Theft from a Motor Vehicle

28/01/2012, Forstal Road, Aylesford, Items stolen from a truck cab.
09/02/2012, St Michaels Close, Aylesford, Fuel stolen.
10/02/2012, Village Hotel Car Park, Items left on display, stolen from a car.

Item 6.1 Minutes of the Environment Committee on Monday 6th February 2012 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Councillors present; Mrs W Hinder (Chairman), Mrs P Brooks, Mr I Davies, Mrs A Spain, Mr A Springate and Mr W Stead together with the Clerk, 1 member of the public and Mr Court (who left after item 4).

1. Declaration of Interest or Lobbying.

All members declared that they had been lobbied on item 11.2 and on MA/10/2185.

2. Apologies and absences

Cllr Pepper (holiday), Cllr Perry (holiday) and Cllr Waller (snow bound).

3. Minutes of the Meetings of 9th January 2011.

The minutes of the meeting were **agreed** and **signed** as a true and correct record.

The meeting was not adjourned as no members of the public wished to speak.

4. Cowbeck Woods.

Mr Court agent of the landowners was welcomed to the meeting and he explained that he was there to open a dialogue with the Council to see what the community required (low cost housing, open space etc.) to see if there was a possibility that these needs could be met if any development plans were put forward. Mr Court assured members that there were currently no actual plans being produced as there was a need to explore the situation before this. After discussion, where members identified their general concern, it was agreed that a copy of the Council's wish list and allotments report would be provided to Mr Court and he was asked to provide a map of the area that he was referring to. **Action** – office. Mr Court was thanked for attending and the opportunity given to the Council.

5. Matters Arising From Minutes.

- 5.1 Minute 2367/4.2 inconsiderate parking Walderslade Village/Boxley Road. **Noted** a response from Medway Council was still awaited and the Clerk was asked to send a reminder. **Action** – office.
- 5.2 Minute 2367/4.4 Walderslade Woods road/A2045 the report was **noted** and Cllr Davies **agreed** no further action.
- 5.3 Minute 2369/9 Double Yellow lines at Orbit Close. **Noted** the next batch of restrictions will be progressed by MBC in the summer. A diary entry will be made to follow this up and if necessary return it to the agenda.

6. Planning Applications and Appeals for Consideration.

6.1 MA/10/2185 Change of use of existing buildings from agricultural/equestrian use to educational and leisure use (County headquarters for Kent Scouts) with retention of existing residential use of White Cottages for on-site manager, together with associated operational development including extensions and alterations to the existing buildings, erection of new building to house climbing wall and formation of car parking areas at White Cottage, Grange Lane, Sandling. *Wished to see approved.*

6.2 MA/11/0791 (amended details) erection of 2.4m high green mesh fencing to site boundary and around tennis court and erection of front entrance gates and walls at The Oaks, Westfield Sole Road, Walderslade. *Wish to see refused and reported to the Planning Committee. The Parish Council welcomed the change in the proposed landscaping to hedgerows and ivy however this does not remove the main objection which is that Westfield Sole Road has a rural setting and the impact of this structure (this being a retrospective planning application) due to the height and design is considered detrimental to the street scene.*

6.3 MA/11/2023 Erection of B8 storage and distribution..... at Brooklyn Yard, Chatham Road, Sandling. **Ratified** the Clerks decision to respond, after discussion with members, *Noted.*

6.4 MA/11/2023 Erection of B8 storage and distribution..... at Brooklyn Yard, Chatham Road, Sandling. Amended details – bat survey and crested newts report, which deals with the plan to move the newts to Allington Castle. *Noted*

6.5 MA/11/2034 Erection of a conservatory to the south elevation of dwelling and erection of a detached tractor/implement store at Arran Bank Stables, Dunn Street, Bredhurst. *Do not wish to object however there is concern that the site is being developed beyond the original application for a dwelling for a site manager. The building of a detached tractor/implement store is further encroachment into the AONB.*

6.6 MA/11/2143 Application for erection of a conservatory at Chandos, Harbourland Close. *Do not wish to object.*

6.7 MA/12/0021 Application to remove condition 2* of planning permission MA/11/0242 at Plot 4, Eclipse Park, Sittingbourne Road, Maidstone. *Do not wish to comment.*

6.8 MA/12/0022 Application to remove condition 2* of planning permission of MA/11/0227 at Eclipse Park, Sittingbourne Road, Maidstone. *Do not wish to comment.*

6.9 MA/12/0101 Provision of a bunded fuel tank at Travis Perkins Cobtree House, Forstal Road. *Do not wish to object.*

6.10 TA/0001/12 –TPO No.1 of 1969 an application for consent to reduce canopy of 1 oak tree 33% and fell 1 oak tree at The Oaks, 6 Longwood, Walderslade.
Part approved and part refused. Wish to see felling refused due to the environmental importance of Oak trees. If the officer is minded to agree with the felling then wish to see the application reported to the Planning Committee.
Will accept reasonable canopy management of the trees.

6.11 TA/0009/12 – TPO No.1 of 1969 and application for consent to fell No.1 Hornbeam at 8 Orbit Close, Walderslade.
Do not wish to object defer to the Landscape Officer's views

7. **Planning applications taken to Planning Committee.**

7.1 **Noted** Planning rota – Cllr Ivor Davies 8th March and Cllr Pepper 19th April 2012.

7.2 MA/11/1965 erection of 7no dwellings comprising 3no 3 bedded dwellings and 4no 2 bed houses at Penhurst Close, Grove Green. Cllr Brooks report was **received**.

8. **Planning Applications and appeals decisions.**

Noted

MA/11/1349	GRANTED	MA/11/1970	GRANTED
MA/11/1992	GRANTED	MA/11/1976	GRANTED
MA/11/2000	GRANTED	MA/11/2022	GRANTED
TA/0192/11	GRANTED	KCC/MA/0517/11	GRANTED

9. **Strategy for dealing with highway issues not receiving KHS funding.**

After discussion members **agreed** a basis for a strategy and the Clerk was asked to bring a draft to the next meeting. The draft to be based on the street maintenance policy that: the work was relevant; it benefited a number of residents rather than one resident; the gain was commensurate with the expenditure; it was not just a cosmetic issue; it was work that KHS felt was needed etc. Part of the procedure was also to be notification to Paul Carter. **Action** – agenda.

10. **Walderslade Woods and Volunteer Group**

Members' **received** a report on the group and the December AGM.

11. **Highways and Byways.**

11.1 Highway verge Gleamingwood Drive. After discussion it was **agreed** that the first step would be a letter to residents asking them not to park on the verge and if this persisted then thought would be given to paying for bollards to be installed.

11.2 Styles Lane hedge maintenance. After discussion it was **agreed** that the residents letter would be responded to with the information requested but that the Council would not consider paying for or to the costs. Members' asked that the residents be assured that whilst the flailing initially looked terrible this soon passed.

11.3 **Welcomed** and **received** the Highway Stewards report on white lining and maintenance work planned.

11.4 Cossington Lane/Beechmore Drive private road sign. Members expressed concern that the sign (which was inaccurate) was stopping walkers using the road to get access to Walderslade Woods. After discussion it **agreed** to explore the possibility of erecting a footpath sign/marker on the verge. Any costs to be met from the street maintenance budget. **Action** – office.

11.5 Replacement Tree Beechmore Drive. **Noted** that due to site related problems **no further action would be taken**.

Cllr Davies asked whether to commemorate the Jubilee whether a flag pole could be installed at the hall. **Agreed** issue would be referred to Estates Committee.

Action – Estates Committee.

- 11.6 **Noted** land request: MBC is asking land owners, agents and public bodies if they know of any suitable land or have any land that they wish to sell for Public Gypsy and Traveller sites.
- 11.7 Lordswood alleyways. After discussion it was agreed that the Parish Council would consider writing to residents about flytipping issues but would not become involved in the gating and planning issues that were surrounding the alleyways. It was recognised that these were privately owned alleyways and not defined footpaths.
- 11.8 Parking restrictions. Noted MBC have received a resident's request that parking restrictions be placed down Chatham Road, Sandling. MBC were undertaking an assessment. Members asked that the Clerk ensure that the Parish Council received consultation on any suggested lines. **Action** – office.
- 11.9 Land ownership Walderslade Woods. The Clerk notified members of a growing issue concerning land ownership at Walderslade. Members noted the situation and it was suggested that the Council carry out Land Registry searched if it was felt that it would be helpful.

12. Policy and procedures review.

12.1 BPC wish list 2012 members **agreed** the list and format but asked that allotments be specifically mentioned under the a general title.

12.2 Street Maintenance and policy and pro forma deferred to next meeting. **Action** – agenda.

13. Matters for information.

Members were notified that it appeared that the legal work to classify 2 footpaths in the Walderslade Woods as PROW may not have been completed as they were not included on the definitive map. The Clerk would be investigating this with KCC.

14. Next Meeting.

Next environment meetings 5th and 12th March 2012 (full) at Beechen Hall commencing at 7.30 p.m.

15. Enforcement and Section 106 updates from MBC.

Noted no information had been received.

Meeting closed 9.55 pm.

Item 6.2 Minutes of the Estates Committee Meeting held at Beechen Hall, Wildfell Close, Walderslade on Tuesday 14th February 2012 at 7.30pm.

Councillors present – Mr V Davies (Chairman), Mrs P Brooks, Mr I Davies (arrived with apologies at item 3), Mr P Sullivan, Mr G Smith, Mr W Stead, together with the Clerk, Cllr Bob Hinder (left after item 5) and a member of the public.

1. **Declaration of Interest or Lobbying.**

There were none.

2. **Apologies and absence.**

Cllr Pepper (holiday).

3. **Minutes of Previous Meeting 13th December, 2011.**

The minutes of the meetings were **agreed** and signed as a true record.

4. **Matters Arising From Previous Minutes.**

4.1 Minute 2346/10 Boxley War Memorial **noted and ratified** the novation agreement had been signed; assurances having been received about payment and insurance cover. The start date for the work was to be agreed and the Church would be kept informed.

- 4.2 Minute 2366/11 Sandling Village Sign members received information on naturally occurring Oak shrinkage and splits. **Agreed** that the situation would be monitored but currently there was no cause for concern.
- 4.3 Minute 23665/12 Chess Club at Beechen Hall **noted** Cllr Smith, had confirmed that after further investigation into the feasibility of holding a chess club at Beechen Hall, has concluded that Beechen Hall was not a suitable venue.
- 4.4 Minute 2366/10 Grounds Maintenance **noted** Roundwood Roundabout maintenance came under the environment committee's budget ref.3.3.
- 4.5 Minute 2365/9.1 Extractor Hood/Fan for kitchen **noted** further investigations were required and this would be brought back to the April agenda for consideration.
- 4.6 Minute 2366/9.7 Whiteboard for the Committee Room **received** the report on the feasibility of purchasing a whiteboard. **Noted** a media trolley would be purchased and the Council's screen and projector would be made available. The issue to be returned to the agenda should the need for a whiteboard develop. **Action** - parish office.

5. **Allotments.**

Cllr Bob Hinder gave a presentation on allotment and members discussed the briefing report and the various issues it raised. After discussion it was **unanimously agreed**, proposed by the Chairman seconded by Cllr Brooks, that the project to acquire land for allotments be recommended to the Parish Council. Cllr Stead offered to arrange a visit to the Burham Parish Council allotments and Cllr Ivor Davies suggested that leasing land should also be explored. The Clerk was asked to contact local landowners to ascertain whether they might be willing to enter discussions with the Parish Council. Cllr Hinder was thanked for his presentation.

The meeting was adjourned at 8.25pm to allow the member of the public to make a suggestion concerning wind turbines and reconvened at 8.27pm.

6. **Asst Clerk's Report.**

6.1 **Noted** the following hire fees were received for December/January. (Brackets indicate income over same period previous year).

		2010/2011
Casual	£2,060.49	(£1,581.01)
Regular	<u>£3,035.83</u>	<u>(£2,371.56)</u>
Total	£5,096.32	(£3,952.57)
Cumulative figures for	2011/12	2010/11
Casual	£ 9,907.13	(£ 9,716.29)
Regular	<u>£15,311.72</u>	<u>(£13,167.10)</u>
Total	£25,218.85	(£22,883.39)

6.2 Marketing Plan, update **received** and **noted**.

Action	Note	Completion date	Office review Date
Leaflets	New leaflets have been designed and will be distributed with Downs Mail.	February	6 monthly
Beechen hall information	Completed		Annually- April
Website	Work in progress for new website.	Expected end March beginning April	Quarterly
Targeting other hall users	Leaflet has been mailed to local businesses	w/e 10 th February	6 monthly
Advertising External Noticeboard	New poster on local boards Advertising availability at the Hall.	w/e 10 th February	Quarterly

Planning Change Extended Hours	To be reviewed as time allows. It is considered that other work takes priority.		Bring back to agenda with report October 2012.
Review of Hire Fees	A 2% increase was agreed at December 2011 meeting	To take effect 1 April 2012	Annually- December

6.3 **Loss of Regular Hirers.** It was **noted** that the hall had recently lost 3 regular hirers and in view of this leaflets were currently being delivered to the local area and consideration was also being given to taking an advert out in a quarterly publication.

6.4 **New and future hirers. Noted** enquiries for the use of the committee room for training purposes had been received. **Noted** there had been a drop off in advance bookings for casual hirers and this was another reason the advertisement campaign was happening.

Cllr Smith suggested that a short mat bowls group might be interested. **Noted** this had been explored but the storage requirements of such a group could not be met by the hall.

7. **Review of Policies and Procedures.**

7.1 **Agreed** the policies and procedures list. It was noted that once the Orchard was up and running the Estates Committee would take over management and at this time reviews etc. will be built into the timetable. **Action** – parish office.

7.2 Business Continuity Plan the recommendation that it was still fit for purpose was **agreed**.

7.3 Sharps policy the recommendation that it was still fit for purpose was **agreed**.

7.4 Terms of Reference members **agreed** that it needed no amendments.

8. **Burial Ground.**

8.1 West corner of North Wall, **noted** a quote had not been received for the section that the Council had wanted checked. Another section of the wall had been inspected and this was in need of repair but it was likely that this was the responsibility of the Church. The Chairman offered to attend a site meeting if required. **Action** – parish office. It was **noted** that a decision may have to be taken between meetings with members kept informed.

8.2 Graves conforming to burial regulations. Members considered the draft documents and made a few changes to the wording used. **Action** – Clerk.

9. **Renewal of Utilities Contracts.**

The Asst Clerk's report was **received** and the recommended process to make a decision was **agreed**.

10. **Matters for Information**

10.1 Performing Rights Licence. Members **received** the Clerks' verbal briefing on the changes and the potential impact that this would have on hire fees. Members expressed concern about the potential massive increase in the licence and **noted** that a written response to specific questions was awaited from the Performing Rights Society.

10.2 Flag pole. The Environment Committees suggestion that a flag pole, to commemorate the Queens Diamond Jubilee, be erected at the hall was considered. It was **agreed** (with 2 abstentions) that this would be investigated.

11. **Date of Next Meeting.**

Tuesday 17th April 2012 at Beechen Hall, Wildfell Close, Walderslade, Chatham commencing at 7.30 p.m.

Meeting closed at 9.11 p.m.

Item 8.1 – Matters for Decision - Draft paper on the 'community project' scheme proposal author Cllr Pepper. *Purpose of item: to consider the proposal and agree a document that can be supplied to the public.*

A proposed budget of £10,000 has been identified for 2012/2013. This budget may be allocated to one or several projects although initially a maximum of 2 projects would be set to ensure sufficient time, support and focus is given by the Parish Council. This does not imply that all of the £10,000 would be allocated. Each project may be partly or fully funded.

The applicant seeking funding and support will find the following guidance and requirements helpful when considering the suitability of their community project idea.

Many of the 'guidelines' here have been lifted from the Awards For All scheme as a best practice. The Parish Council may at a second and final consideration seek further information in line with the Awards For All scheme. A copy of the guidance will be available for the applicant who should familiarise himself/herself with the contents

Proposed guidelines for applications under the scheme:

- Preference will be given to projects - that have the widest benefit to the community and it is expected that the scale and scope would be identified by the applicant
- The project must meet the requirements of the Parish Council's anti-discrimination policies.
- The project must not be created to substitute for works or Statutory Duties that are the responsibility of the local or another authority (KCC, MBC, Environment Agency etc.) to pay for.
- The project must have been adequately researched and shown to be sustainable
- Evidence of any public consultation undertaken should be provided
- The project should have a fairly detailed milestone plan
- An evaluation of the health and safety risks is required
- A fully costed proposal should support the application
- The applicant may consider 'match funding' to increase the contribution being made to the project or to defray the cost on the Parish Council
- The applicant may wish to join with another group for support and practical help. However there must be a 'lead' and an accountable applicant.
- A project may run over 2 years. The milestone plan would demonstrate timely project planning and determination to conclude the project in as short a time frame as is reasonably practicable
- The group or persons willing to undertake the project should be identified and be prepared to give an undertaking to complete the project.
- The benefits to the community (tangible and intangible) should be identified as part of the proposal
- The sponsor (Parish Council) will require progress reports
- The sponsor will hold all monies and pay any contractors
- The sponsor will expect to see the project owner comply with the sponsors tendering procedures for every element of the work (buying in labour or materials) valued at over 10% of the project's total value to a minimum of £100. This is to ensure small low value projects can progress without incurring high costs in tendering. The applicant will have to obtain agreement to spend any monies with the clerk of the Parish Council before it is spent and produce receipts. The clerk will also advise on how the Parish Council's Financial Regulations 'deal' with any tendering.
- Post-completion on going costs must be identified.

The Parish Council will:

- Form an evaluation panel comprising 5 people. A minimum of 3 will be Parish Councillors
- Agree the money allocated to the project and approve all payments
- Review the progress against the project plan by meeting the project team and visiting the project periodically
- Publicise the project

- Provide advice and support whenever and wherever requested or required to safeguard the project and monies.

Item 10 Weaving Diamond Jubilee Orchard. *Purpose of item: Information*

Play equipment. Quotes are being received for the new play equipment and it looks like 3 items can be afforded (including installation) and the lowest quote will be taken up. Quotes have not been submitted to the Orchard Working Group or Parish Council as it was agreed that the residents choices would be installed and so the lowest price will be accepted.

- Job specification has been sent out quotes are awaited.
- Interpretation boards - three cabinets have been ordered.
- Information inserts - work is in hand.

Item 11 Policies and Procedures Review. *Purpose of item: review and if required amend the policies/procedures.*

- 11.1 Equal Opportunities Statement (copy available on request). In 2011 this was changed to reflect a change in legislation, and the Clerk considers that it is still fit for purposed. However it is suggested that its title be change to Equality Statement to reflect the legislation it relates to Equalities Act 2010 title.
- 11.2 Replacement Procedure. *Clerk's comment – this document clarifies who does what and is a helpful tool to ensure projects are completed effectively and efficiently.*

Replacement procedure for project not managed by parish office.

If the parish council takes on a project that is not managed by the parish office or which deviates from the normal procedures already in place then a Replacement Procedure must be completed to ensure that the work is undertaken effectively and efficiently. Recommendations denoted by ** must be agreed by parish councillors at a meeting. Delegated powers can be given to members or staff to agree aspects of a Project Brief or Terms of Reference however a copy must be supplied to the next meeting of the Parish Council or relevant Committee. It is recommended that this document includes;

- Details of what the aims and objectives are or an identified outcome.** This to include details of any specifications of works etc.
- Details of any delegated powers for decision making (i.e spending a budget).**
- A named person who will manage/lead the project (project manager).**
- The exact responsibilities of that person and whether they report back to the parish council or a committee.
- If the parish office is to be partly involved then the exact duties that are required of it.
- Deadlines/requirements for reports back to the parish council/committee, for the project to end and/or a review date to decide whether to continue with the project. **
- Project Plan to include dates for key milestones in the project and also any important/gateway decision dates.
- What records will be kept and submitted to the parish council/office.
- What, if any constraints, there are.**
- Budget allowances or implications.
- Any administrative, standing orders or legal requirements that the 'project manager' is required to know and which will be supplied by the parish office.

Should, in the course of the project, the work deviate from that which is agreed then the parish office and/or project manager will refer the issue back to the parish council or relevant committee.

Item 13.4 Parish Council Elections. *Purpose of item: information.*

The following has been placed in the March edition of the Downs Mail. MBC has stated that details will be provided to the Parish Councils and when received these will be forwarded to Parish Councillors and interested persons.

- Nomination papers. MBC is reviewing how it will be dealing with Parish Council elections and nomination papers. Details should be displayed on the MBC website and if it is possible information will also be placed on the Boxley Parish Council website. Information/advice can be sought from MBC on 01622 602007. If you wish to stand and do not have access to a computer please contact MBC or the parish office if you need help. Further details about Parish and Community Elections can be found at www.electoralcommission.org.uk
- Nominations period commences **28th March 2012.**
- 2 people must support your nomination and must be on the Register of Electors.
- Nomination papers must be received by the Registration Officer at Maidstone Borough Council by **12.00 noon** on the **4th April 2012.**

Clerk's comment: It would be helpful, to the parish office, to know whether councillors are standing and which ward that they are standing in.