

BROOMFIELD AND KINGSWOOD PARISH COUNCIL

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Minutes of a meeting of the Parish Council held at Kingswood and Broomfield Village Hall, Gravelly Bottom Road, Kingswood on Monday 5th December 2011

PRESENT:

Cllr Terry Baker	Cllr Paul Beaney	Cllr Peter Coleman
Cllr Vince Cooper (Chairman)	Cllr Mike Evans	Cllr Peter Forster
Cllr Mike O'Neil*	Cllr Justin West	(8)

Mrs S Wotton - Clerk
Mrs G Gosden – Assistant Clerk & Finance Officer

There were 3 members of the public present, 2 questions were asked 1 - regarding the obstruction of footpaths around the village by wheelie bins and vehicles that parked across the footpath. 2 – Concern regarding the change of status to the Parish's Affordable Housing for people with connection to the village to social housing by MBC.

Cllr Cooper opened the meeting at 7.40 pm

APOLOGIES FOR ABSENCE

Cllr Gareth Davies, Vice Chairman Family / work commitments

216. COUNCILLORS DECLARATIONS (Regarding Agenda Items)

- 216.1 Lobbying
- 216.2 Personal Interest – Cllr Coleman, Village Hall
- 216.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)

217. CO-OPTION OF NEW MEMBER

Mr Mike O'Neill had put himself forward for Co-option and had attended the previous two full Parish Council meetings. Cllr Cooper proposed that Mr O'Neill be Co-opted, seconded by Cllr West and agreed by all. Cllr O'Neill* signed the Declaration of Acceptance of Office form, witnessed by the Chairman. Cllr Cooper welcomed Cllr O'Neill to the Parish team, Clerk to inform MBC Registration Officer accordingly. Clerk reported that the Council, now having nine Members, was up to strength with no casual vacancies remaining. Website will be updated accordingly. **ACTION – Clerk**

218. MINUTES OF THE PARISH COUNCIL MEETING HELD 7TH NOVEMBER 2011

Cllr Beaney proposed these minutes as a true record, seconded by Cllr Cooper, agreed by all and signed by the Chairman

219. ACTIONS & OUTCOMES

A/Clerk circulated updated report which was received, agreed and retained on file.

A/Clerk advised that we had reached the agreed six month trial period for A & O's. Councillors agreed that they wished the A/Clerk to continue with them, Cllr Coleman suggested that an indexing system be incorporated to enable easy reference. **ACTION – Cllr Coleman**

Cllr Forster asked if the A/Clerk had been sending out the agreed CDM letters upon approval of planning applications. The A/Clerk advised that at this time she had not sent any out, partly due to time constraints and prioritizing her hours and also that she had understood this was only for new development. It was proposed by Cllr Evans that Cllr Forster write to Rob Jarman, head of planning at MBC to clarify if the PC had any authority to send out a CDM letter, seconded by Cllr West and agreed. **ACTION – Cllr Forster**

Signed _____ Chairman

220. MINUTES OF THE SPORTS FIELD COMMITTEE MEETING HELD 29TH NOVEMBER 2011

The A/Clerk apologised that she had been unable to complete the minutes for this Sports Field Committee meeting at this time and requested this item to be carried over to the January meeting. **ACTION - Clerks**

221. KENT COUNTY COUNCIL

County Councillor, Jenny Whittle, Maidstone Rural East extended her apologies for not being able to attend the previous two meetings due to other work commitments. She reported that a suggestion had been put forward that the application for Super fast Broadband be jointly applied for between Hollingbourne and Leeds PC's. Round two funding would be opened for applications later this month.

KCC draft budget is undergoing consultation and there is a need to make cuts of an additional £100million in 2012/13.

Proposed development for warehousing at Junction 8 at M20 – Cllr Whittle is still going through the process of obtaining a preservation order as an Area of Natural Outstanding Beauty, but is considering an interim protection order for land south of the M20, including the previously proposed KIG site, Leeds Castle, the Biffa site and the Greensand Ridge area.

222. MAIDSTONE BOROUGH COUNCIL

Leeds Ward Councillor, Peter Parvin reported that MBC are in favour of the development at Junction 8, but an alternate site at Detling airfield has been proposed by the airfield owner. Cllr John Horne – Chairman of Thurnham PC has called a meeting of JPG to discuss this item.

Cllr Parvin congratulated the organizers at the Village Hall for the Pie Lunch held on 19th November.

He advised that the old MBC offices in Tonbridge Road, Maidstone, had now been sold to be developed as a nursing home.

It is anticipated that the MBC Council Tax will remain the same in 2012/13.

The Localism Bill is now an Act (part), therefore new arrangements need to be applied to replace the old Code of Conduct, the old Standards Board having been disbanded. MBC propose that an independent person be appointed to consider complaints before they are passed to MBC. Details of this proposal will go before the next appropriate MBC meeting for resolution. Cllr Parvin advised that in most cases it is likely that Parish Councils would adopt C of C procedures put in place by the Borough Council.

Affordable Housing – Cllr Parvin reported that MBC's Housing Officer, Andrew Connors, has stated that all correct procedures in regard to the allocation of Parish Affordable Homes had been complied with.

223. POLICING - PCSO Kirby

223.1 *Crime figures and Police report by PCSO Kirby:* Kingswood – 0; Langley - Criminal Damage 2, Theft 1; Ulcombe - Criminal Damage 1, Theft 1; Sutton Valence - Criminal Damage 2, Theft 1; Leeds - Criminal Damage 1, Theft 2.

PCSO Kirby had requested to remain working in this area/Parish and would receive confirmation at the end of this week. Parishes would no longer have a dedicated Officer; point of contact other than PCSO Kirby was now Sgt Martin Ford. Sgt Ford hoped to attend the next Parish Council meeting to introduce himself.

Cllr Forster asked if Speed Watch was being continued along the Lenham Road; PCSO Kirby confirmed that they were but no prior notice was being given to the public. Councillors expressed their concern regarding the continued problem of motorbikes in the woods; PCSO Kirby informed Cllrs that Police are aware of this.

223.2 *Neighbourhood Watch* - Clerk informed Councillors that despite advertising in K & B News and on the notice boards no one had come forward to become the Neighbourhood Watch Area Coordinator. Cllr Evans agreed to contact the Police liaison officer Lorraine Hemphrey to discuss this.

ACTION – Cllr Evans

Signed _____ Chairman

224. FINANCES

224.1 Responsible Finance Officer's report was read to Councillors and retained on file. The following issues were resolved:-

- (i) The bank reconciliation for November was approved and signed by the Chairman.
- (ii) Payments were agreed and cheques signed by Cllrs Coleman & Evans

224.2 Concurrent Functions

The MBC consultation document re: Concurrent Functions Grant was completed by the RFO and submitted on 25th November.

The Concurrent Functions Grant payment for 2012/13 has still not been agreed but MBC Cabinet Members are meeting to discuss and resolve this in January 2012.

225. COMMITTEES

225.1 Membership – F&GP, Planning and Sports Field. Councillors agreed to form the following Committees:-

F & GP

Terry Baker
Peter Coleman
Vince Cooper
Gareth Davies
Mike Evans
Peter Forster
Mike O'Neil

Sports Field

Terry Baker
Paul Beaney
Vince Cooper
Gareth Davies

Peter Forster

Planning

Peter Coleman
Vince Cooper

Peter Forster
Mike O'Neil

225.2 Staff Committee – Cllr Cooper outlined the purpose and practicalities of a Staff Committee and advised that having such a Committee is considered best practise. Cllr O'Neil proposed that a Staff Committee be formed, seconded by Cllr Coleman and agreed by a majority of 7 to 1.

Cllrs Baker, Cooper, Evans & O'Neill agreed to become Members; a date will be organised in the near future for the inaugural meeting.

ACTION – Cllrs Baker, Cooper, Evans & O'Neil

226. PLANNING

226.1 *Applications – none received*

226.2 *Decisions (MBC)*

MA/11/1547 – Leeds Castle, Ashford Road, Hollingbourne – Erection of a single storey toilet block – approved with conditions

MA/11/1534 – Land rear of Orchard Farm Nursery, Chartway Street – Change of use of and to use as a residential caravan site for 2 gypsy families involving the siting of 4 caravans of which no more than 2 are to be static mobile homes; the erection of 2 amenity blocks and the laying of hard standing and construction to a driveway – approved with conditions

MA/11/1678 – Leeds Castle, Ashford Road, Hollingbourne – an application for listed building consent for the installation of a new safety line platform to roof of Gloriette. Installation of fall prevention system together with portable ladder to roof slope and provision of new vertical rail system to existing ladder to front water tank turret – approved with conditions

TA/0119/11 – 5 Holly Tree Close, Kingswood – Tree Preservation Order No. 6 of 1995: an application for consent to lift lower canopies to 4 metres from ground level of Oak, Sweet Chestnut and Silver Birch within group 1, thin canopies by 25%, remove dead wood and remove low bough overhanging phone lines of mature Oaks to right hand side - approved 6

226.3 *Decisions (Parish Council)* - No Planning applications received this month

226.4 *Planning Committee Meetings*

In an effort to reduce the number of required Planning Committee meetings, sometimes needed when

Signed _____ Chairman

applications were received after the publication of the Agenda of the next full Council meeting giving 7 days notice, it had been proposed that meetings of the Planning Committee be held prior to the monthly meeting, as appropriate, as only 3 days notice was required – Councillors agreed unanimously to this proposal.

ACTION – A/Clerk

227. SUPER-FAST BROADBAND

Project Manager, Peter Corfield, had met with the Clerk 30/11 re: current broadband speed (0.9). Mr Corfield had indicated that there was a need to conduct a second Parish survey, to be available hard copy and on-line, and suggested this be notified to residents via The Echo after the Christmas period, in January. It was not appropriate to wait until the March edition of the K&B News or we would 'miss the boat' for preparing the business plan and submitting our application for KCC funding.

ACTION – Clerk

Councillors agreed that the application for S-F Broadband would not be ready to submit for the second round of funding applications due in December 2011.

A report was due to be received from PM Peter Corfield; it was agreed to carry this item over to the next meeting.

ACTION - Clerk

228. REPORTS

- 228.1 Joint Parishes Group meeting, 10th November – Cllr Coleman requested that Councillors agree in principal to funding Ferria Urbanism to consult with MBC on the JPG's behalf. Agreed by all.
- 228.2 KALC AGM, 12th November - Cllr Evans
- 228.3 KALC Maidstone Area Committee meeting, 15th November – Cllr Evans
- 228.4 Village Hall AGM, 21st November – Cllr Coleman
- 228.5 MBC Corporate Services and Community Joint Overview and Scrutiny Committee Meeting, 29th November – Clerk
- 228.6 Maidstone NhW Ass'n meeting, 10th November - residents Sue Chambers and Peter Pilfold attended on behalf of PC

All reports had previously been circulated to Members; copies retained on file.

229. AFFORDABLE HOUSING

As previously agreed Cllr Coleman had put an article in the December issue of the K&B News regarding the allocation of Affordable Housing by MBC and is awaiting responses from any interested parties. He is also continuing to liaise with ACRK Housing Enabler, Tessa O'Sullivan, in this regard.

ACTION – Cllr Coleman

230. PARISH FORUM

Cllr Beaney reported that there is no increase in the use of the forum and not so many hits. Cllrs agreed to continue to monitor progress.

ACTION – Cllr Beaney

231. WEBSITE / PARISH COUNCIL NEWS

Cllr Coleman proposed that the Parish Council article produced by the Clerk for the quarterly K&B News should be displayed on the 'Parish Council' page of the Website, primarily to raise the profile of the Parish Council and the work it does and for the information of any interested parties who are not in receipt of a copy of the village magazine, seconded by Cllr Evans and agreed by all.

ACTION – Clerk

232. NEIGHBOURHOOD PLAN / VISIONING EXERCISE - Clerk

Clerk had, as requested, included details in the December issue of the K&B News. To date three residents had volunteered to be involved. Cllr Forster proposed that the PC instigate the initial stages towards forming a steering group to run the Visioning Exercise with a view to a Neighbourhood Plan, seconded by Cllr Baker and agreed

ACTION - Clerk

It was also agreed to arrange a meeting at the Primary School for an initial introduction to the Visioning Exercise to residents.

ACTION - Clerk

Signed _____ Chairman

233. RECREATION AND SPORTS FIELD

233.1 Weekly safety Inspections were received from Cllr Forster, with no problems reported.

233.2 Outcomes from meeting 29/11 (see Item 5 apologies from A/Clerk in the delay in publishing the minutes) A quote for the costs of installation of Street Snooker has been requested for discussion at the next Sports Field meeting, (TBA) **ACTION – A/Clerk**

233.3 Scout Group Lease - Once again unavailable, A/Clerk has now written again to Paul Fisher and Jayne Bolas of Legal Services. **ACTION – A/Clerk**

234. QUEENS DIAMOND JUBILEE

A/Clerk advised that the Diamond Jubilee Beacon Project was an item on the Sports Field agenda 29/11 and had been discussed. It was agreed that as Leeds and Hollingbourne PCs were not interested in a Beacon within Leeds Castle grounds, to write to the Village Hall Committee and display notices on the boards to ascertain if any local residents would be interested.

Following further discussion Cllr Baker proposed that as there appeared to be little interest we write and decline the offer made by Leeds Castle, seconded by Cllr Beaney and agreed by a majority.

ACTION - Clerk

235. ROADS AND PAVEMENTS

Clerk reported that notification had been given in regard to the closure of Chartway Street on 10th/11th December from Morry Lane to Gravelly Bottom Road, details circulated via NhW, Website and word of mouth. The recent closure of GB Road for road surface repairs had been notified well in advance and was well signed and managed. An un-notified closure of Ulcombe Road on 19th November had caused considerable inconvenience to residents and the Clerk had received 4 complaints. Clerk had instigated enquiries of KHS to establish why there was no notification in this instance and notified Langley Clerk.

ACTION - Clerk

Despite repeated promises, MBC had still not installed the new Duck Pond Lane street signs; Clerk would once again chase this up. **ACTION - Clerk**

Repairs to the bus shelter in Cayser Drive have still not taken place following damage to the roof by a Gallaher cement lorry in early March 2011. **ACTION - Clerk**

236. CORRESPONDENCE FILE

(i) MBC – review of Polling Districts, Polling Places and Polling Stations – no changes in Parish, no response required.

(ii) KCC – consultation on the future of KCC's Household Waste Recycling Center Service, closing date 9th February 2012 – Cllr Evans agreed to complete this on behalf of the Parish Council.

ACTION – Cllr Evans

237. ITEMS FOR NEXT MEETING'S AGENDA

- (i) Parish Neighbourhood Watch Scheme - Cllr Evans
- (ii) In-house training / information for new Councillors - Clerk
- (iii) Actions & Outcomes - Cllr Coleman
- (iv) External representation - Cllr Evans
- (v) Super-fast Broadband - Cllrs Beaney / Forster

238. ANY OTHER INFORMATION

(i) JPG Meeting Thursday 8th December, 11.0am Tudor Park Hotel – it was agreed for the Clerk to attend with Cllr Cooper **ACTION – Cllr Cooper & Clerk**

(ii) Cllrs Baker & Cooper had attended a Localism Bill meeting at Langley on 1st December and reported that in general they did not consider the input had been particularly useful

(iii) Clerk had written to residents, Sue Chambers and Peter Pilfold, thanking them for attending and representing the Parish at the NhW Association meeting 10th November (See Min. 228.6)

Signed _____ Chairman

(iv) Chairman and Clerk had received an invitation from Leeds Castle Trustees to attend Christmas drinks at the Castle on 4th December; unfortunately neither was able to attend.

239. PLANNING ENFORCEMENT

Clerk reported that nothing further had been received from MBC Enforcement.

240. PARISH COUNCIL MEETINGS

The next full Meeting of the Parish Council will be held on **Monday 9th January 2012** at Kingswood Primary School, Cayser Drive, Kingswood commencing 7.15pm.

There was no further business; Cllr Cooper closed the meeting at 11.0pm.

Signed _____ Chairman

DRAFT