

# 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 6<sup>th</sup> June 2011

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## PRESENT:

Cllr Peter Coleman                      Cllr Vince Cooper                      Cllr Gareth Davies  
Cllr Mike Evans                          Cllr Derek Hobson                      Cllr Tom Hoy (Chairman)                      (6)

Mrs S Wotton – Parish Clerk

Mrs G Gosden – A/Clerk & Finance Officer

PCSO Richard Kirby

There were 7 members of the public present; There were five points raised:- (1) A resident complained about the flooding along Chartway Street/Lenham Road due to heavy rain, she had 'phoned the Council, but nothing had been done. (2) Resident complained about the No 59 bus service regarding reduction and unreliable service and has complained constantly directly to Arriva – Councillors agreed to write to Arriva and MP (**ACTION – Clerk**). (3) Several issues were raised in respect of the proposed removal of the dog bins around the village, (see item 18.4) (4) Complaints about hedges obstructing footpaths around the village (**ACTION – A/Clerk**) and laurel hedge, GB Road. (5) A resident raised issue in regard to large vehicles parking on and obstructing pavements – **ACTION - PCSO Kirby**.

Cllr Hoy opened the meeting at 7:50pm.

## APOLOGIES FOR ABSENCE

Cllr Jenny Whittle, KCC                      Addressing meeting at Sheerness  
Cllr Peter Forster                              Work commitments  
Cllr Paul Beaney                                Family commitments

## 30. COUNCILLORS DECLARATIONS (Regarding Agenda Items)

- 30.1 Lobbying
- 30.2 Personal Interest – none declared
- 30.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) – none declared.

## 31. CASUAL VACANCY

Clerk reported that the vacancy details had been posted on the Parish notice boards and website, on 1<sup>st</sup> June. To date only one person had confirmed their interest. Co-option would take place at the next Parish Council meeting on 4<sup>th</sup> July and if, in the meantime, no-one else puts him/herself forward for consideration, co-option of that person would be automatic.

## 32. MINUTES OF THE PARISH COUNCIL MEETING HELD 16<sup>TH</sup> MAY 2011

Cllr Evans proposed these minutes be accepted as a true record, seconded by Cllr Davies and agreed by all and signed by Cllr Hoy.

## 33. MINUTES OF THE SPORTS FIELD COMMITTEE MEETING HELD 13<sup>TH</sup> MAY 2011

Cllr Coleman proposed these minutes be accepted as a true record, seconded by Cllr Davies and agreed by all and signed by Cllr Hoy.

## 34. ACTIONS & OUTCOMES

A/Clerk had previously circulated a draft table of Actions & Outcomes. Cllr Evans suggested this system should be trialed and reviewed in 6 months; this was agreed by all. **ACTION – A/Clerk**

## 35. PROCEDURAL REVIEW

A/Clerk had previously circulated a report which highlighted certain procedures that could improve efficiency. Cllrs agreed to trial and review for six months, except the proposal and seconding of items.

Signature \_\_\_\_\_ Chairman

### 36. PARISH COUNCIL COMMITTEES

Clerk reminded Members that this item had been carried forward from the meeting 16<sup>th</sup> June. A/Clerk had circulated associated information and advice 3/6 for Members' consideration.

#### 36.1 Finance & General Purposes

Councillors Coleman, Cooper, Davies, Evans, Hobson & Hoy agreed to serve on this committee. The above named Councillors also agreed to be included on the NatWest Banking mandate.

**ACTION - RFO**

#### 36.2 Planning

Councillors Coleman, Cooper, Evans, Hobson & Hoy agreed to serve on this committee

#### 36.3 Recreation & Sports Field

Councillors Beaney, Coleman, Cooper, Davies, & Forster agreed to serve on this committee.

#### 36.4 Delegation of Powers to Committees

Cllr Evans proposed that powers be delegated to these Committees, seconded by Cllr Coleman and agreed by all.

### 37. POLICING

37.1 *Crime figures and Police report* – PCSO Kirby reported 4 crimes in Kingswood, (1) 19-20/05/11, Vehicle interference - Lower Street, Broomfield, (2) 20-23/05/11, Theft - Cayser Drive, (3) 18-19/05/11, Criminal damage - Gravelly Bottom Road, (4) 17-18/05/11, Burglary other than dwelling – Gravelly Bottom Road. Crimes in surrounding villages had decreased:- *Leeds* - Theft 1, Criminal damage 1, Burglary other than dwelling 1; *Langley* - Theft 3; *Sutton Valence* - Theft 1; *Ulcombe* - Theft 4, Vehicle interference 1.

37.2 *Update on outstanding issues* - PCSO Kirby stated that South East Water was still not reporting theft of drain covers. However local scrap dealers had been targeted which appeared to have reduced these and other metal thefts. Local Policing teams are targeting overweight Lorries. It had not yet been confirmed who the replacement Neighbourhood Police Officer would be.

37.3 *Cold Calling Control Zone* – Clerk reported that the CCCZ stickers had, as agreed, been distributed to every household in the Parish with the June edition of the K&B News. CCCZ notices had been erected at various locations around the Parish. PCSO Kirby had undertaken to visit households not displaying the sticker to encourage them to do so.

**ACTION – PCSO Kirby**

### 39. PARISH NEIGHBOURHOOD WATCH

39.1 *Resignation of Main Coordinator* – Following Rose-Marie Bowker's recent retirement it was considered essential to identify a replacement as a matter of urgency. Chairman had received copy letter 31/5 from Mrs Bowker addressed to the Chief Constable in regard to correspondence she had received from Lorraine Hemphrey, Police NHW Coordinator at Maidstone relating to Mrs Bowker's details being removed from Police records due to her retirement and several other issues. Following discussion it was resolved to wait for a response to Mrs Bowker's letter before discussing this matter further.

39.2 *Finding a replacement* - Cllr Evans expressed concern on behalf of Parishioners and stated the need to keep NHW going. It was agreed that Members would speak with individual people to encourage them to consider becoming the new NHW coordinator. Cllr Coleman proposed that an edition of The Echo be published in respect of this and also 'situations vacant' for Village Hall Committee Members and in respect of a Superfast Broadband survey. This was seconded by Cllr Cooper and agreed by all.

**ACTION - Clerks**

39.3 *Neighbourhood Policing information & publications – Website and associated costs* – Clerk reported that some Parish websites have a dedicated Police page and considered that this would be beneficial for our residents. Items of local crime information, Country Eye Newsletter, etc. could be displayed on this page instead of the News page, as it was now.

The Clerk had liaised with Webmaster, Clive Stanley, in this respect – Mr Stanley reported that the details are circulated by the Police in a standard Word document; it is thus straight forward to use that text and merge it into the News page style. He went on to say that a separate Policing page would be more focused and free up much space on the current News page. Publications would be replaced by each new edition and a maximum number of crime items, etc. displayed would result in it not being necessary to increase the capacity of the website. Mr Stanley anticipated that the adding and maintaining of a Policing page would incur a minimal increase in the Webmaster's monthly fees. This would also mean that non-Watch members could access current local crime information, etc.

Signature \_\_\_\_\_ Chairman

#### 40. PLANNING

##### 40.1 Applications

Received since published Agenda – **MA/11/0451 – Wylendra, Lenham Road, Kingswood** – erection of first floor side extension over existing garage. Amendment to previous application. **ACTION – A/Clerk**

##### 40.2 Decisions (MBC)

**MA/11/0567 – Huntsend, Chartway Street, Sutton Valence** – erection of single storey rear extension – approved with conditions

##### 40.3 Other

**MA/11/0224 – Oaklands, Gravelly Bottom Road** - application withdrawn

#### 41. FINANCES

41.1 Responsible Finance Officer's report was read out, payments were agreed and signed, it was also agreed to defer consideration of any applications for donations until the end of the year, it was agreed that the A/Clerk should attend the SLCC conference on the 1<sup>st</sup> July. Report retained on file.

41.2 Concurrent Functions - MBC had advised that the Concurrent Functions Grant payable this year is £7,230.00, to be paid in two installments, first payment of £3,615.00 will be made on 10<sup>th</sup> June

41.3 The Annual Insurance had been renewed with Came & Company, 1<sup>st</sup> June 2011 to 31<sup>st</sup> May 2012.

41.4 Bank Mandate declaration – as agreed, Councillors serving on the F & GP Committee would be Bank signatories. The mandate was signed; RFO to take to Nat West, 3 High Street, Maidstone where new signatories, Cllrs Cooper and Davies, would need to attend with ID details. **ACTION - RFO**  
**ACTION – Cllrs Cooper / Davies**

#### 42. OPENING CEREMONY & TIME CAPSULE PETER PEASE CLOSE

42.1 Members' attendance - Members confirmed their attendance for lunch following the ceremony, Clerk to ascertain whether Cllrs Beaney and Forster would attend **ACTION - Clerk**

42.2 Costs - time capsule plaque – Jenner's, the building contractors had agreed to meet the cost of the plaque, Clerk to liaise with Jenner's and Kingswood Primary School in this respect **ACTION - Clerk**

42.3 Costs – aviation fuel re: fly-over Memorial Site – Clerk reported that, weather permitting, a Tiger Moth trainer from Headcorn Airfield would overfly Peter Peases's crash / memorial site off Duck Pond Lane, during the time the site was being visited on 7<sup>th</sup> July, by Sir Richard and Lady Pease. She reminded Members that FO Peter Pease would have received his initial pilot training in a Tiger Moth so it would be particularly poignant. The fuel cost would be in the region of £120. Cllr Coleman proposed the PC meet this cost from the Chairman's allowance, seconded by Cllr Cooper and unanimously agreed. The fly over would take place at approx. 10:40am and could be viewed from the entrance to the memorial field. **ACTION - RFO / Clerk**

#### 43. SUPER-FAST BROADBAND

Clerk reported that former Councillor, Bob Bowker, had 'started the ball rolling' as Project Manager. He was liaising with Stockbury Parish Council who had been successful in their bid to KCC for super-fast broadband in regard to the preparation of the required business plan and had also opened an account with Survey Monkey in regard to a Parish questionnaire. Bob Bowker would also contact Yalding PC in this respect.

A/Chairman of the Village Hall Committee, Mrs Val Clarke, volunteered the free use of the Hall for any meeting to further the application. She was thanked for this kind offer.

#### 44. NEIGHBOURHOOD PLAN

Cllr Hoy proposed removing this item from the Agenda and that in future it be included within the JPG and LDF agenda item. He requested the A/Clerk include this within the history section of future 'Actions and Outcomes' **ACTION – A/Clerk**

#### 45. NETWORK OF RURAL BUSINESS FORUMS (NRBF)

Cllr Evans advised he would be attending a meeting in this respect, in the near future, and would report to Members thereafter **ACTION – Cllr Evans**

#### 46. LETTER CDM REGULATIONS

Cllr Forster had sent his apologies; item to be carried forward to next meeting. **ACTION - Clerk**  
Signature \_\_\_\_\_ Chairman

#### **47. RECREATION AND SPORTS FIELD**

47.1 7-a-side goal posts and nets had been delivered; Phil Tweddell had quoted £80.00 for their installation, which was agreed. A/Clerk would notify resident, Stephen Adamson, of the impending installation **ACTION – A/Clerk**

47.2 Outdoor exercise equipment – photographic report regarding the missing knob and cracks to welding joints had been forwarded to Fresh-air Fitness and receipt had been acknowledged. A/Clerk to follow up **ACTION – A/Clerk**

47.3 Footpath to Sports Field – A/Clerk contacted KHS re: this application; reply from Ben Hilden states, "Your request for the footway is still on our system to be undertaken as the Parish Council have identified the need for the works. At the present time the works cannot be funded from our IT (Integrated Transport) Budget due to the budgetary restraints. Once more funding is allocated to highway improvement schemes I will then review the proposals again to seek if funding can be allocated". It was also suggested that the Parish Council request Kent Police to carry out speed enforcement in the area. **ACTION – A/Clerk**

Members discussed and agreed that the A/Clerk should apply to Cllr Jenny Whittle for funding from her KCC Highways budget, to seek her support and advice in progressing this issue and also to request from KHS, a feasibility study that included the cost for it to be carried out. A/Clerk was meeting with fund finders at VAM on 20<sup>th</sup> June to ascertain whether funding might be available for a project such as this. Cllr Hoy requested this item be included on the history section of A & O's. **ACTION – A/Clerk**

#### **48. ROADS AND PAVEMENTS**

48.1 Clerk had received further complaints, verbal and e-mail, in regard to the laurel hedge in Gravelly Bottom Road that was once again protruding into the carriageway, it having received no attention from KHS since the site meeting held in July 2010. It was also now completely obscuring the 'school' warning sign and was considered a road safety issue. Jacobs' Abby Manser had been sent details and photographs of the hedge and had confirmed that she was awaiting quotes for contractors to attend to carry out necessary work. Clerk had requested this be dealt with as a matter of urgency; on 2/6 Ms Manser had since confirmed that this would be the case. A/Clerk would monitor progress. **ACTION – A/Clerk**

48.2 Clerk had also received a number of reports in regard to foliage in private gardens overgrowing the footways, including Bushy Grove, Ivy Close and Chestnut Drive. Details had been passed to the A/Clerk and letters delivered to the households concerned, requesting attention as required.

48.3 Some potholes in Gravelly Bottom Road had been filled on 31<sup>st</sup> May. Following a resident's suggestion KHS had agreed to re-sweep Broomfield Road following its recent resurfacing, in regard to the build up of plant detritus, to prevent the possible recurrence of potholes and surface deterioration.

48.4 As a result of Cllr Parvin's request, the Clerks had met with MBC's John Edwards on 3<sup>rd</sup> June when it had been agreed to install new litter bins at five sites around the village, i.e. ground mounted large bins at the Sports Field and west end of Charlesford Avenue, small post/railing mounted bins at Chestnut Drive/Whitehall Drive, Village Hall and opposite bus stop in Cayser Drive, estimated installation was two weeks. Due to the Sports Field not being MBC maintained, installation of the bin would cost £158.34, emptying cost £7.50 per week. Members requested the A/Clerk to obtain further quotes for this service. **ACTION – A/Clerk**

#### **49. JOINT PARISHES GROUP / LOCAL DEVELOPMENT FRAMEWORK**

Cllr Hoy awaiting replies. (Include on A & O's) **ACTION – A/Clerk**

#### **50. CORRESPONDENCE FILE – Clerk**

50.1 19/5, Letter of thanks from Bob and Rose-Marie Bowker in regard to retirement presentation 16/5 upon their retirement as Parish Councillor and Main NHW Coordinator respectively. The Bowker's have requested that their gift is donated to the school for use as a 'School Neighbourhood Watch feature'. Councillors agreed to this proposal. **ACTION - Clerk**

50.2 24/5, KHS – Parish & Town Seminar 12<sup>th</sup> July – **ACTION – Cllr Evans**

50.3 Village Hall Committee – invitation to run stall or demonstration on 2<sup>nd</sup> July. Cllrs Evans, Davies and Hoy agreed to run a 'splat the rat' stall. They requested that the cost of a Parish Council banner is researched. **ACTION – A/Clerk**

50.4 27/5, KCC Mineral & Waste Development Framework – consultation & DVD available

Signature \_\_\_\_\_ Chairman

50.5 27/5, Sir Richard & Lady Pease, confirm acceptance of lunch invitation 7<sup>th</sup> July following opening of Peter Pease Close (see 12)

50.6 16/6, Citizens Advice Maidstone – Open Evening 16<sup>th</sup> June – no-one available to attend

50.7 3/6, Peter Court Associates, Chartered Town Planners – independent advice to Parish Councils in regard to new Government guidance – National Planning Policy Framework on file

50.8 'Keeping in touch with your MTW' (Maidstone & Tunbridge Wells NHS Trust) – updated information

#### **51. ITEMS FOR NEXT MEETING'S AGENDA**

51.1 Recruitment/Engagement with young people in the Parish – Cllr Beaney

#### **52. ANY OTHER INFORMATION**

52.1 Clerk had sent out the first 3 no. Welcome Packs to new residents and letters + information on FO Peter Pease and details of the Affordable Housing 'journey', with Welcome Packs, to all residents in Peter Pease Close.

52.2 Cllrs Beaney and Hobson were requested to submit their Electoral Expenses (nil) forms to MBC as soon as possible.

52.3 Scout Group Lease update – A letter was sent to Paul Fisher at MBC regarding the time it has taken to date, whilst the lease has still not been completed; subsequently a letter from Jayne Bolas, Senior Solicitor has been received explaining that this was not considered a priority due to staffing issues at MBC but that it is anticipated that this should be completed by the end of July. A/Clerk to monitor

**ACTION – A/Clerk**

52.4 'No Golfing' sign has been received for erection at the Sports Field.

**ACTION – A/Clerk**

52.5 New Councillors training by KALC on Saturday 23<sup>rd</sup> July at Lenham Community Centre. Councillors to confirm availability; Cllr Davies unavailable.

**ACTION – Cllrs Cooper & Beaney**

52.6 Cllr Evans reported that the Leeds Castle maintenance team had been working at Broomfield Green and requested a letter of thanks be sent.

**ACTION - A/Clerk**

52.7 Cllr Evans requested the Clerk to wish all the Pensioners a good day out on their outing tomorrow, on behalf of the Parish Council.

**ACTION - Clerk**

52.8 Cllr Hoy requested that Leeds Castle be re-contacted regarding the condition of the cart shed in Park Barn Road as the condition of the roof was still deteriorating.

**ACTION – A/Clerk**

52.9 Damaged bus shelter; witness statements had been sent to Caroline Matthews at MBC who had liaised with Gallagher's insurance re: necessary repairs. The Clerk was requested to contact police in regard to lack of action re: alleged road traffic offences.

**ACTION - Clerk**

#### **53. PLANNING ENFORCEMENT**

A/Clerk had obtained advice from Clive Powell at KALC regarding Planning Enforcement closed sessions, but had also requested this be an Agenda item for discussion at the MBC Clerks' training day at MBC on 23<sup>rd</sup> June.

**ACTION – A/Clerk**

Clerk reported on two Enforcement cases, minuted and retained separately.

#### **54. PARISH COUNCIL MEETINGS**

The next full Meeting of the Parish Council will be held on **Monday 4<sup>th</sup> July 2011** at Kingswood and Broomfield Village Hall commencing 7:30pm.

There was no further business; Cllr Hoy closed the meeting at 10.10pm

Signed \_\_\_\_\_ Chairman