



**BOXLEY PARISH COUNCIL**  
[www.boxleyparishcouncil.org.uk](http://www.boxleyparishcouncil.org.uk)

Beechen Hall, Wildfell Close, Walderslade, Chatham, Kent. ME5 9RU

☎ 01634 861237 ☒ clerk@boxleyparishcouncil.org.uk

**Clerk** Mrs Pauline Bowdery **Assistant Clerk** Mrs Melanie Fooks

## **A G E N D A**

### **To All Members of the Council, Press and Public**

There will be a meeting of the **Environment Committee** on **Monday 8 January 2018** at Beechen Hall, Wildfell Close, Walderslade ME5 9RU commencing at 7:30 pm when it is proposed to transact the following business:

- 1 **Apologies and absences** (7.30)  
To receive and accept apologies for absence.
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying** (7.31)  
Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.
- 3 **Minutes of the Meetings 4 & 11 December 2017.** (7.33)  
To consider the minutes (pages 3-6) and if in order sign as a true record.
4. **Matters Arising from the Minutes** (7.37)
  - 4.1 Minute 3034/5 Kitewood Land Impton Lane. Kitewood will attend the 5 February meeting to update members on a proposal.
  - 4.2 Minute 3045/4.1 Development Wildfell Close. MBC is insisting that there is buffer zone for the Ancient Woodland adjacent to Walderslade Woods Road so it may be necessary to reduce the number of proposed units and the financial sustainability of the scheme will need to be reviewed. New plans are being drawn up.
  - 4.3 Minute 3045/4.2 Ancient Woodland and TPOs. The issue will be taken by Maidstone KALC to the 15/01/18 MBC liaison meeting.
  - 4.4 Minute 3045/4.5 Boxley Road, Walderslade, KCC tree/verge maintenance. Awaiting additional KCC maintenance.
  - 4.5 Minute 3045/4.6 Traffic Speeds, Boxley Road/Beechen Bank Road. Awaiting response from Medway Council.
  - 4.6 Minute 3045/4.7 Chatham Road design, Sandling. Awaiting update from KCC on the costs and whether the whole design will be funded. **Noted.** The Clerk was asked to get an update for the next meeting.
  - 4.7 Minute 3057/7.1 Junction 3 M2. The issue is being taken up with the Minister responsible for Highways. Response awaited from Helen Whately MP.
  - 4.8 Minute 3057/7.2 Flooding Boxley Road. Awaiting response from Southern Water.
  - 4.9 Any other matters arising from the minutes not on the agenda.
- To adjourn to allow members of the public to address the meeting** (7.44)
5. **Planning Applications for Consideration - DECISION** (7.54)  
To receive and decide on responses to planning applications. See reports (page 7).
6. **Planning Decisions, Appeals and Appeals Decisions - INFORMATION** (8.02)  
17/505399/FULL. Garage/Store (works started). The Stables, Street Farm, The Street, Boxley, Kent, ME14 3DR. Cllr Bob Hinder attended the MBC meeting. GRANTED

7. **Highways and Byways - DECISION** (8:06)
  - 7.1 Yellow lines at junctions on Provender Way (extract from St John's School December newsletter enclosed for members). See report (page 7).
  - 7.2 Yellow lines Provender Way. See report (page 7).
  - 7.3 Yellow lines Boxley Road/Travertine Close. Request from resident to have yellow lines installed to stop vehicles parking on the small verge by the junction of Travertine Road. See report (page 7).
  - 7.4 Gleamingwood Drive/verge to rear of Yew Tree Close. Tree felling see report (page 7).
8. **Safer Crossing Point Grovewood Drive North** (8.16)  
Fixed electronic signs. See enclosure and report (pages 7-8).
9. **20mph speed limits** (8.24)  
Item requested by Cllr Constable. See enclosed briefing note.
10. **Street Maintenance Budget** (8.34)  
Barrier The Spinney, Walderslade. See report (page 8).
11. **Policy and Procedures - REVIEW** (8.40)  
Policies and Procedures Review Calendar (review). See report (pages 8-9).
12. **Members Reports - INFORMATION** (8.45)  
To receive any reports or notification of issues from members.
13. **Volunteer Groups - INFORMATION** (8.46)  
To receive any reports.
14. **Matters for Information – INFORMATION** (8.55)
15. **Next Meeting** (8.56)  
Next Environment Committee meeting 5 February 2018 at Beechen Hall commencing at 7:30pm. Items for the agenda must be with the parish office no later than 29 January 2018.

In view of the confidential nature (personal details and data) on the Enforcement item about to be transacted, it is advisable that the public and press will be excluded from the meeting for the duration of or part of the item.

16. **Enforcement and Section 106 updates from MBC** (8.57)  
To receive a confidential update. See enclosure.

*Pauline Bowdery*

Pauline Bowdery  
Clerk to Boxley Parish Council

Date: 2 January 2018

In accordance with policy the meeting should close no later than 9:30pm but the Chairman has devolved powers to extend it by 30 minutes.

Items to be returned to agenda: Minute 3031/15.1 MC/17/2341 Proposed development Darland Farm (checked 20/12/17). February 2018 T&MBC Local Plan update.  
March 2018 Minute 3030/7.1 Lidsing Road. Request for road painted chevrons at all its junctions.  
August 2018 Minute 3028/4.6 Speed Reduction Walderslade Woods Road.  
Minute 3011/8.3 Westfield Sole Rd/Yelsted Lane/ Harp Farm Rd, return if any fundamental changes.  
Minute 3028/4.1. Land to the rear of Tesco Grove Green. Parish office will undertake the work when it is able.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

**Supporting agenda papers for the Environment Committee Meeting 8 January 2018. The Chairman will assume that these have been read prior to the meeting.** Councillors wishing to suggest changes to any policy or procedure document in this agenda should notify the office, in writing, at least three working days in advance of the meeting to allow details to be circulated at the meeting (or in advance if particularly contentious).

**Item 3 Minutes of the Meetings 4 & 11 December 2017.**

**Minutes of the Environment Committee on Monday 4 December 2017 at St John's School, Provender Way, Grove Green ME14 5TZ commencing at 8.45 pm.**

Councillors present: Mr P Dengate (Chair), Mr Ivor Davies, Mr Bob Hinder and Mr D Hollands, together with the Assistant Clerk Mrs M Fooks.

- 1 **Apologies and absences**  
Cllr Hinder (convalescing) Cllr Clarke (unwell) and Cllr Constable (hospital).
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
None.
- 3 **Planning Applications for Consideration**  
17/505836/FULL – Conversion of a garage to form a games room. Alterations to fenestration at 1 Tufa Close, Boxley ME5 9LU.  
The parish council can see no material reason to object.  
However, members have concerns that this room could become a habitable dwelling. If the officer is minded to approve this application members would like to request a condition is placed that would tie this building to the primary property and not be allowed to be let or sold as a separate entity.  
  
17/503360/FULL – Single storey front extension at 1 Mayfield Close, Boxley ME5 9QZ.  
The parish council can see no material reason to object.
- 4 **Next Meeting**  
Next full environment meeting 11 December 2017 at Beechen Hall commencing at 7:30pm.

Meeting closed at 8.50 pm.

**Minutes of the Environment Committee on Monday 11 December 2017 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 pm.**

Councillors present: Mr P Dengate (Chairman), Ms L Clarke, Mr J Constable, Mr Ivor Davies (arrived with apologies at item 4.3), Mr Bob Hinder, together with the Clerk and two members of the public who left after the public session.

1. **Apologies and absences**  
Cllr Wendy Hinder (convalescing) and Cllr Hollands (work commitment).
- 2 **Declaration of Interests, Dispensations, Predetermination or Lobbying**  
17/506011 Cllr Bob Hinder declared that knew the applicants but was not predetermined.  
17/505898 all councillors declared that they had been lobbied.
- 3 **Minutes of the Meetings 6 & 13 November 2017.**  
The minutes were **agreed** and **signed** as a correct record.
4. **Matters Arising from the Minutes**

- 4.1 Minute 3034/5 Kitewood Land Impton Lane. Kitewood will attend the 5 February meeting to update members on a proposal. **Noted.**
- 4.2 Minute 3045/4.1 Development Wildfell Close. Awaiting Planning Officer's report. **Noted.** The Clerk was asked to get an update for the next meeting. **Action: Clerk.**
- 4.3 Minute 3045/4.2 Ancient Woodland and TPOs. The issue will be taken by Maidstone KALC to the 15/01/18 MBC liaison meeting. **Noted.**
- 4.4 Minute 3045/4.4 Milestone Chatham Road. Sandling Village Hall Association will take on and fund the project to refurbish the stone. **Noted.**
- 4.5 Minute 3045/4.5 Boxley Road, Walderslade, KCC tree/verge maintenance. Cllr Bob Hinder notified members that maintenance work had been undertaken by UKPower and KCC and more maintenance was planned. Cllr Bob Hinder had identified that a resident was keeping a large compost bin on the verge and would supply the address so that the office could send a letter asking for its removal. **Action: Cllr Bob Hinder and office.**
- 4.6 Minute 3045/4.6 Traffic Speeds, Boxley Road/Beechen Bank Road. Awaiting response from Medway Council. **Noted.**
- 4.7 Minute 3045/4.7 Chatham Road design, Sandling. Awaiting update from KCC on the costs and whether the whole design will be funded. **Noted.** The Clerk was asked to get an update for the next meeting. **Action: Clerk.**
- 4.8 Any other matters arising from the minutes not on the agenda. None.

The meeting was adjourned at 7.36pm to allow the two members of the public to explain their objections to planning application 17/505898. The meeting reconvened at 7.45pm.

## 5. **Planning Applications for Consideration**

17/505898/FULL - Change of use of waste/common land to rear of property to residential garden land. 1 Yew Tree Close Lordswood Chatham. Members were notified that MBC had confirmed that if planning consent is given then the parish council would be asked for its views on the sale of the land. Borough Councillor Wendy Hinder had objected to the planning application and was still attempting to find out whether MBC had felled the three trees. After discussion on the importance of green screening in large residential developments and the importance of retaining amenity land.

*The parish council wishes to see the application refused on the grounds that this would be a loss of public amenity land which would have an adverse impact on the street scene and character of the area. If the Planning Officer is minded to recommend that the application is permitted then the parish council asks that the application is reported to the Planning Committee.*

*To ensure the remaining trees are protected Boxley Parish Council requests a condition, should the application be approved, that any erection of a fence or wall shall not commence until full details of tree protection measures have been submitted and approved by MBC.*

*Boxley Parish Council has been assured that it will be consulted before MBC makes any decision on whether to sell the land.*

17/506025/FULL - New garage to replace existing. New roof to existing extension, with this roof to extend over a new raised patio area, which itself is replacing an existing conservatory. 102 Chatham Road Sandling Maidstone.

*The Parish Council has no material reasons to object.*

17/505654/FULL - Removal of existing single-storey sun room and scullery structures, and replacement with proposed two-storey extension to side of existing dwelling house. Curlews Boarley Lane Sandling, Maidstone.

*The Parish Council has no material reasons to object.*

17/506039/ TPO - Application to fell 7 trees (four Leyland Cypress trees, two Ash trees and one Field Maple tree) to the ground level. Sandhurst Grove Green Road Weaving Maidstone. *Do not wish to object, defer to the views of the landscape officer. The parish council would like to see the felled trees replaced with indigenous species.*

17/506003/FULL - Construct brick built electricity substation to serve the 77 units. The Maidstone Studios Vinters Business Park New Cut Road Maidstone.  
*The Parish Council has no material reasons to object to the substation. The parish council expects, as the actual planning application title does not include reference to it, that a separate application is made for the tree work.*

17/506037/FULL - Erection of three buildings subdivided into seven individual units consisting of 3839 sq.m of floor space for B1(b) B1(c), B2 & B8 employment uses with ancillary yards, parking and landscaping. Land at St Michaels Close Aylesford Kent.  
*The Parish Council has no material reasons to object.*

17/506237/FULL - Erection of a single storey front extension to existing garage (re submission of 17/502798/FULL) at 39 Coltsfoot Drive Weaving.  
Members asked for information on why this was resubmitted. The decision to be taken out of meeting. **Action: Office.**

17/506084/FULL - Conversion of garage into habitable space with external alterations at Ronnville 21 Harrow Way Weaving Maidstone.  
*The Parish Council has no material reasons to object.*

17/506237/FULL - Erection of a single storey front extension to existing garage (re submission of 17/502798/FULL) at 39 Coltsfoot Drive Weaving.  
*The Parish Council has no material reasons to object.*

17/506084/FULL - Conversion of garage into habitable space with external alterations at Ronnville 21 Harrow Way Weaving.  
*The Parish Council has no material reasons to object.*

17/506011/LBC - Listed Building Consent for essential repairs to failing plaster finishes and reinstatement of rotting joinery, minor alterations to modern internal partitions and conversion of existing single storey conservatory into a habitable garden room at Barn Cottage, Boxley Road, Boxley.  
*The Parish Council has no material reasons to object.*

17/506277/FULL - Erection of a single storey side and rear extension at Halcyon, Grove Green Road, Weaving, Maidstone.  
*The Parish Council has no material reasons to object.*

17/506168/FULL - Single storey rear extension, single storey side extension above existing single storey garage at 13 Grey Wethers, Sandling, Maidstone.  
*The Parish Council has no material reasons to object.*

17/506011/LBC - Listed Building Consent for essential repairs to failing plaster finishes and reinstatement of rotting joinery, minor alterations to modern internal partitions and conversion of existing single storey conservatory into a habitable garden room at Barn Cottage, Boxley Road Boxley, Maidstone.  
*The Parish Council has no material reasons to object.*

17/506277/FULL - Erection of a single storey side and rear extension at Halcyon, Grove Green Road, Weaving, Maidstone.  
*The Parish Council has no material reasons to object.*

17/506168/FULL - Single storey rear extension, single storey side extension above existing single storey garage at 13 Grey Wethers, Sandling, Maidstone.  
*The Parish Council has no material reasons to object.*

## 6. Planning Decisions, Appeals and Appeals Decisions

- 6.1 STEM School, Land at Valley Park School, New Cut Road. The appeal will be decided at a Public Inquiry with Cllrs Bob and Wendy Hinder indicating that they would wish to attend to represent the parish council. **Noted.**
  - 6.2 Review of recent decisions from MBC that did not correspond with BPC responses. **Noted.**
  - 6.3 17/504882/FULL Proposed single storey extension and associated external works at Beechen Hall, Wildfell Close ME5 9RU. **Granted.**
7. **Highways and Byways**
- 7.1 M2 junction 3 and A229 and surrounding highway infrastructure. KCC had responded that due to lack of funding there were no improvements planned, and Helen Whately MP is now taking the case up directly with the Minister responsible for Highways. **Noted.** The Clerk was asked to release the report to residents via the website and community e-mail alert system. **Action: Office.**
  - 7.2 Flooding Boxley Road Walderslade. The report was **received and noted.** Members wished to obtain a map of the discharge pipe for the Bell Lane reservoir and also asked for an update on the replacement of the faulty valves. **Action: Office.**
  - 7.3 Lower Thames Crossing. Traffic information. The report was **received and noted.** Members asked for clarification on the figures supplied about total usage. **Action: Clerk.**
8. **Safer Crossing Point Grovewood Drive North**  
Members were notified that KCC would not approve a zebra crossing at the Grovewood Drive North site as it was considered that the removal of the pedestrian refuge would result in an increase in the speed limit along the road. After lengthy discussion members asked for an investigation into whether interactive illuminated signs could be installed in addition to what other measures could be considered. **Action Clerk.** Cllr Constable asked whether it was possible to have a 20mph speed limit throughout Grove Green. A briefing report on the KCC policy for 20mph speed limits was requested for the next meeting. **Action: Clerk.**
9. **Policy and Procedures**
- 9.1 BPC Wish List. Clarification on crossing point for new development. **Received and noted.**
  - 9.2 Cllr Bob Hinder's request for the wishlist to be amended to include the construction of a footway beside Beechen Bank Road from Cossington Valley to Woodlands was considered. Cllr Dengate requested a dual use cyclist/pedestrian footway if it was possible **agreed.** **Action: Office.** Cllr Hinder notified members that he was going to approach the parish council to request it consider funding the provision of the footway and would be submitting the relevant paperwork once he had undertaken further investigation. **Noted.**
10. **Members Reports**  
There were none.
11. **Volunteer Groups**
- 11.1 Community working. Cllr Bob Hinder notified members that a resident was very complimentary about the work the group had done in Leybourne Close.
  - 11.2 Friends of Boxley Warren. Cllr Bob Hinder gave a verbal report.
12. **Matters for Information**
- 12.1 Programmed Tree Work. The report was **received and noted.**
  - 12.2 Yellow lines Provender Way. The repainting of the yellow lines by MBC was welcomed however the decision not to paint a bus stop box, because it was only a request bus stop, was deemed not acceptable to members. The Clerk was asked to respond to the officer with the details from the school and cc in Paul Carter. **Action: Office.**
13. **Next Meeting**  
Next Environment Committee meeting 15 January 2018 at Beechen Hall commencing at 7:30pm.
14. **Enforcement and Section 106 updates from MBC**  
There were none.
- Meeting closed at 9.04pm.

## **Item 5 Planning Applications for Consideration - DECISION**

### **For Ratification**

17/506237/FULL - Erection of a single storey front extension to existing garage (re submission of 17/502798/FULL) at 39 Coltsfoot Drive Weaving. To ratify the Clerk's decision, after consulting members, *The Parish Council has no material planning reason to object.*

17/506340/FULL. Proposed detached double garage. Hillside Harbourland Close Boxley Kent ME14 3DP. Deadline: 1 January 2018. To ratify the Clerk's decision, after consulting members, *The Parish Council has no material reasons to object however there are concerns about the parking and access/egress on and at the junction of Harbourland Close.*

17/506339/FULL. Single storey side extension. Hillside Harbourland Close Boxley Kent ME14 3DP. Deadline 1 January 2018. To ratify the Clerk's decision, after consulting members, *The Parish Council has no material reasons to object however there are concerns about the parking and access/egress on and at the junction of Harbourland Close.*

### **For Decision:**

17/506384/FULL Two storey front/side extension combined with first floor side extension above existing ground floor extension and external alterations. 6 The Covert Boxley Chatham Kent ME5 9JJ. Deadline 10 January 2018

17/506439/FULL. Amendments to existing car park to provide 29 additional spaces. Towergate House Eclipse Park Sittingbourne Road North Maidstone. Deadline: 11 January 2018

17/506440/FULL. Variation of condition 3 to application MA/07/1773 with amendment to allow the provision of additional 29 parking spaces. Towergate House Eclipse Park Sittingbourne Road North Maidstone. Deadline 11 January 2018.

## **Item 7 Highways and Byways - INFORMATION**

- 7.1 Yellow lines at junctions on Provender Way. MBC, KCC. The PCSO and County Councillor Paul Carter have again been contacted about the problem parking. St John's School now runs a name and shame column of offenders (copy of a recent column supplied to members as an enclosure). KCC has responded to an e-mails from the office as to whether they would support yellow lines at the junction was "Certainly, if funds can be found we can look at corner protection, but would rely on MBC to enforce."  
Complaints about parking on the junctions has also been received for times outside of school drop off and pick up times.
- 7.2 The yellow lines at Provender Way have been repainted after the parish office asked for the work unfortunately it appears that they are being ignored by inconsiderate drivers. MBC has been asked to enforce them. MBC refused to yellow paint a bus box as it was a request bus stop, this decision has been challenged by the parish council.
- 7.3 Yellow lines Boxley Road/Travertine Close. Request from resident to have yellow lines installed to stop vehicles parking on the small verge by the junction of Travertine Road. The resident was invited to address members but declined the invitation.
- 7.4 Gleamingwood Drive/verge to rear of Yew Tree Close. Tree felling. The trees were felled by MBC as they were leaning towards properties.

## **Item 8 Safer Crossing Point Grovewood Drive North**

For technical reasons KCC will not allow a zebra crossing at Grovewood Drive North and members asked for an investigation into the possibility of a fixed electronic sign (FES). Toby Butler Traffic & Network Solutions Asset Manager at KCC was contacted and supplied with the speed survey. The following note was taken of his conversation with the Clerk.

"He had read the speed survey and advised that it would be a waste of money to install a fixed electronic sign (FES) as the average speed on Grovewood Drive North would never activate the sign. A FES has to conform to legislation and can only be fixed to activate once the speed limit has been exceeded by 10%, but in reality in a 30mph area it will activate at 35mph and the average speed along Grovewood Drive South did not exceed this.

A mobile Speed Indicator Device (MSID) did not have to conform to legislation. Any person going between 20 and 30 mph will see a static number showing the speed the vehicle is travelling. At 30-40mph that number will flash but the device shows no figure if the vehicle goes over 40mph, as this will encourage 'speed games'. There is a safety issue with putting such a device close to a crossing area or at uncton as it could cause a distraction for the driver.

Toby suggested asking the Area Manager Susan La-Porte to put up fixed plate triangular warning signs showing pedestrians crossing along GWDNorth (facing both directions). These would need to be in place before any FES sign could be considered for installation.

Clerk's note: Should members wish to consider purchasing a MSID members might wish to consider the logistics of operating, moving, securing etc. any unit. Members may wish to consider if any lessons could be learnt from the experience with the Speedwatch equipment.

**Item 10 Street Maintenance Budget**

Barrier The Spinney, Walderslade. Cllrs Bob and Wendy Hinder and a resident asked whether a barrier/s could be installed on the footpath between The Spinney and Leybourne Close to stop quad bikes using it as a race route. A site visit with MBC officers and a meeting with the councillors identified that due to the layout of the area: entrances to residential properties; the extremely complex underground cabling system (serving a telecommunication box, street lights and an electricity sub-station) it was going to be impossible to put in a barrier to slow down the racing quad and off road bikes.

CCTV was suggested and BPC has contacted the Community Safety Unit about the possibility of converting a lamp post so that it will take CCTV. The parish clerk was instructed to organise a letter drop in the local area to ask for the anti-social behaviour to stop and to encourage residents to report any sightings.

**Item 11 Policy and Procedures - REVIEW**

**Environment Committee  
Review of policies and procedures 2018/2019.**

The purpose of this document is to ensure that the parish council meets its duties and manages any associated risk effectively and efficiently by regular review of its policies and procedures to ensure that they are up-to-date and fit for purpose. The annual review of this document reminds members and the public of their existence and allows for members to make amendments.

Some documents are reviewed biennially or by the parish office as "housekeeping". If this has been agreed then **H** (housekeeping), **O** (odd year review) or **E** (even year review) are shown; no letter indicates an annual review. The parish office will bring forward a review if necessary and a member can request a review at any time.

January		Review of this document to allow adjustments.
February	<b>E</b>	<ul style="list-style-type: none"> <li>• Street Maintenance policy and pro forma</li> <li>• Risk assessment volunteer litter pickers</li> </ul>
March	<b>H</b>	Sale of public land.



		<ul style="list-style-type: none"> <li>• Terms of Reference (to go to April PC mtg) – are there any amendments that the committee wish to request?</li> </ul>
<i>Office note</i>		<i>Reminder A onto agenda.</i>
April	<b>E</b> <b>E</b>	<ul style="list-style-type: none"> <li>• BPC Planning information leaflet</li> <li>Parking in the parish</li> </ul>
May	<b>H</b>	<ul style="list-style-type: none"> <li>• Site Traffic Management informative note.</li> </ul> Review training needs.
June	<b>H</b>	Are laminated planning advices (used at meetings) still fit for purpose?
July	<b>O</b>	Review response comments that are available for responding to planning applications.
August		
September	<b>E</b>	Pre application discussions
<i>Office note</i>		<i>Remind members about need to notify office of any budget ideas.</i> <i>Reminder A onto agenda.</i>
October		
November		<ul style="list-style-type: none"> <li>• Section 106 wish list</li> <li>• Grounds maintenance policy &amp; pro forma</li> <li>• Highway projects policy &amp; pro forma</li> </ul>
December		

Reminder A.

- When the office receives a major application just before a meeting an extension to the deadline will be requested. It is recognised that this may not be given. The purpose is to allow members to visit the site and to wait to see if any residents' objections were received.
- If members have concerns and, if the deadline allows, they do not have to make a decision at a meeting. Policy exists to delegate the decision to the office, after consultation with the Chair and Vice Chair or all members of the committee. If deciding to delegate a decision, members should be prepared to give guidance to the office.