



Coxheath Parish Council

SUMMONS

To all Members of the Parish Council In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the **Statutory Annual Meeting of Coxheath Parish Council** on **Tuesday 30th May 2023 at 7.15 p.m.** The meeting will be held in the Small Hall Coxheath Village Hall, Stockett Lane, Maidstone ME17 4PT.

Irene Bowie

Clerk to the Council

clerk@coxheathparishcouncil.org.uk

24th May 2023.

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

AGENDA

- 1. Election of a Chairman:**
 - 1.1 To elect a Chairman
 - 1.2 To receive the Chairman's Declaration of Acceptance of Office
- 2. Election of a Vice Chairman:**
 - 2.1 To elect a Vice Chairman.
 - 2.2 To receive the Vice Chairman's Declaration of Acceptance of Office
- 3. Apologies and absences:**
 - 3.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.
 - 3.2 Declaration of Changes to the Register of Interests.
 - 3.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
 - 3.4 Requests for Dispensations.
 - 3.5 Declarations of Lobbying.
- 4. Consideration of items to be taken in private (Exclusion of Public and Press):** In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature.
- 5. Public comments and observations. (Maximum 15 minutes)**
The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes at the discretion of the Chairman.
- 6. Reports from external parties (if present).**
Kent County Councillor, Maidstone Borough Councillor/s, Community Warden, Maidstone Borough Council Community Protection Officer.
- 7. Coxheath Parish Councillor Reports**
 - 7.1 Chairman of the Parish Council
 - 7.2 Playground Inspection Report
 - 7.3 Councillor's Reports
 - 7.4 Community Litter Pick

Cllr Parker

Cllr Mickleburgh

All Cllrs

Cllr Down

8. Minutes of the Parish Council Meeting:

To resolve that the minutes of the Parish Council Meeting held on 25th April 2023 to be taken as read, confirmed as a correct record and signed by the Chairman.

9. Allocation of Responsibilities. Current Allocation (Appendix 1)

- 9.1 Finance Committee
- 9.2 Planning Committee
- 9.3 Recreation and Youth Working Group
- 9.4 Environmental Initiatives Working Group
- 9.5 Seasonal Events Working Group
- 9.6 Traffic and Community Safety Working Group
- 9.7 Communications and Social Media Working Group
- 9.7 Speed Watch Liaison
- 9.8 Web Master
- 9.9 Play Area Safety Inspections
- 9.10 Village Centre & Street Lighting
- 9.11 Footpaths / PROW / Church
- 9.12 Police Liaison
- 9.13 Parish Council Representative to the Village Hall
- 9.14 Developer Liaison
- 9.15 Kent Association of Local Councils Representative
- 9.16 Village News
- 9.17 Coxheath School
- 9.18 Coxheath School – Eco Council
- 9.19 Community Litter Pick
- 9.20 Football Club
- 9.21 Coxheath Community Group

10. Clerk's Report: (not included in other agenda items)

- 10.1 New Noticeboards
- 10.2 Adoption of Play areas and Scout Hut Car Park
- 10.3 To receive an update on request or a review of the MBC Parish Services Scheme.

11. Finance:

- 11.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)
- 11.2 Late Payment Request/s to be discussed for approval and payment.
- 11.3 Banking Arrangements – Update.
- 11.4 To note receipts of Income
- 11.5 To receive the Bank Reconciliation
- 11.6 To consider any late financial matters.
- 11.7 To receive recommendations from the Finance Committee Meeting 25th May 2023
- 11.8 To receive the DRAFT Annual Governance and Accountability Return (AGAR) 2022/23

12. Planning:

- 12.1 To receive the Minutes of the Planning Committee meeting held on the 25th April 2023
- 12.2 To receive the decisions and recommendations from the Planning Committee Meeting 30th May 2023

13. Working Groups: To receive Updates

- 13.1 **Recreation & Youth Working Group**
 - 13.1.1 MUGA Maintenance
 - 13.1.2 Football Pitch
 - 13.1.3 Play Area and MUGA Inspections from April 2023
 - 13.1.4 Sports Wall Surface
 - 13.1.5 Benches for Playing Fields
 - 13.1.6 Any other matters
- 13.2 **Traffic & Community Safety Working Group**
 - 13.2.1 KCC Highway Improvement Plan
 - 13.2.2 Parish Portal Report

13.2.3 To consider the email comments made by KCC Cllr S Webb and MBC Cllr Parfitt-Reid regarding the build outs on Heath Road to a resident.

13.2.4 To receive a progress update from KCC Highways regarding a safety review by the KCC Highway Planners of the build outs on Heath Road.

13.3 Seasonal Events Working Group

13.3.1 To receive and update on planned and future events

13.3.2 Any other matters.

13.4 Environmental Initiatives Group

13.4.1 Tree Survey – Level 2

13.4.2 To receive recommendations from the EIG group (Appendix 3)

13. Annual Policy Review.

14. Correspondence:

14.1 To table items of late correspondence :

14.2 Items circulated : For further information contact the Clerk

14.2.1 Parish Council Community Cost of Living Support Grant - Apply today!

14.2.2 Maidstone's Armed Forces Day Flag Raising Ceremony - 19 June

14.2.3 Kent Police - Latest rural update

14.2.4 Bench in Westerhill Road

14.2.5 KALC Summer Events 2023

14.2.6 FREE community resilience training - Thursday 1st June

Meeting Dates 2023 : 27th June, 25th July, 29th August, 26th September, 31st October,
28th November.

Appendix 1 Current Roles and Responsibilities .

Finance Committee Cllrs

Cllr Parker **Chair**
Cllr Bird
Cllr Potts
Cllr Woollven
Cllr Small
Cllr Chandler

Planning Committee

Vacancy **Chair**
Cllr Carpenter
Cllr Webb
Cllr Woollven
Cllr Crickett
Cllr Parker substitute member

Recreation and Youth Group

Cllr Potts **Lead**
Cllr Carpenter
Cllr Mickleburgh
Cllr Parker
Cllr Bird

Seasonal Events Group

Cllr Webb **Lead**
Cllr Carpenter
Cllr Parker
Cllr Woollven
Cllr Crickett

Traffic and Community Safety

Vacancy **Lead**
Cllr Bird
Cllr Mickleburgh
Cllr Parker

Cllr Woollven

Environmental Initiatives Group

Cllr Small **Lead**
Cllr Parker
Cllr Bird
Cllr Crickett
Cllr Whitehead
Affiliates: David Mann

Areas of Interest / Coordination:

Speed Watch Liaison
Web Site
Play Area Safety Inspections
Village Centre & Street Lighting
Footpaths / PROW / Church
Police Liaison
Village Hall Representative
Developer Liaison
Kent Association of Local Councils
NHS / Surgery Liaison
Village News Editor
Coxheath School
Coxheath School Eco Council
Community Litter Pick
Football Club

Cllr Webb
Cllr Bird
Cllr Small
Cllr Page
Cllr Parker
Cllr Parker
Cllr Potts
Cllr Webb
Cllr Small
Clerk – Irene Bowie
Vacant
Cllr Mickleburgh
Cllr Small
Cllr Down
Cllr Mickleburgh



Coxheath Parish Council Planning Committee Meeting

MINUTES of the PLANNING COMMITTEE MEETING
held in the Parish Council Office Coxheath Village Hall 6.45 pm 25th April 2023

Present: R Webb, K Woollven, Gavin Crickett.
Also Present : I Bowie (Clerk) .

Due to the death of the Chairman of the planning Committee , Councillor Val Page, it was RESOLVED unanimously that Councillor Richard Webb would Chair the meeting.

1. Apologies and absences:

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. Apologies were received from Cllr Carpenter

2. To Receive Declarations of Interest and Dispensations:

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. To consider any Dispensation requests received by the Parish Clerk and not previously considered. There were none

3. Consideration of items to be taken in private (Exclusion of Public and Press): In accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the public and press be excluded from the meeting by the reason of its confidential nature: There were none

4. Minutes of the Planning Committee Meeting on the 28th March 2023.

It was RESOLVED that the minutes of the Parish Council Meeting held on 28th March 2023 were taken as read and confirmed as a correct record and signed by the Chairman.

5. Clerk and Councillors Reports: Cllr Webb confirmed that he would be attending the MBC Local Plan Hearing Session on the 18th May 2023.

6 Planning Applications:

6.1 To table planning applications for consideration:

6.1.1 23/501427/FULL 6 Westerhill Road Coxheath Kent ME17 4DG

Demolition of cold store/laundry and mortuary building and erection of a single storey rear extension to veterinary surgery with staff accommodation (resubmission of 23/500113/FULL).
CPC No Objection

6.1.2 23/501304/FULL Coxheath County Primary School Stockett Lane Coxheath Maidstone Kent ME17 4PS

Install an all-weather pitch / play surface (MUGA) on part of the existing field to provide an outdoor area that can be used for both playtimes and PE. Siting of a decommissioned double-decker bus to be used as learning room classroom (Retrospective).
CPC No Objection

6.2 To table planning applications dealt with since last meeting: There were none.

6.3 To table decisions by Maidstone Borough Council (MBC) since the last meeting. There were none

7. To table late planning applications and other planning matters received for consideration:

7.1 23/501534/FULL 1 & 2 Forstal Park Well Street Loose Kent ME15 0QE

Part retrospective application for the erection of a day room, and amendment to site layout of permitted gypsy and traveller site approved under 22/504364/FULL to show relocated mobile homes and position of access track.

It was AGREED that CPC Planning Committee would support the decision made by Loose PC.

8. Agenda items for the next meeting:

Date of Next Meeting (Please note meetings may be cancelled if not required) 30th May 2023

Coxheath Parish Council

Appendix 3.

Environmental report to the May Parish Council Meeting

Notes of the EIG meeting held 7th April 2023

Apologies there were 2 apologies Sara and Gavin they were duly accepted

The planed works for 2023, the group discussed the Bartletts quotes in detail and it was concluded there was one tree that was identified as dead, so this needs to be taken into account when future planting takes place, it appeared from the recommendations, that it was dead wood removal, that formed the bulk of the work needed within the WER, it was agreed to recommend to the full council the quote be accepted. The survey regarding the boundary fencing was discussed it was agreed, if possible, the group would clear anything leaning on the fence lines.

Low level planting, it was discussed and agreed that more detail need to be put in place regarding species and sundries required to establish a shopping list, the group being mindful of the fact the time table had now elapsed, it was therefore agreed to inform the council, the group would be seeking to defer this part of the plan to the autumn.

Copse, after discussions with the clerk through email, it was agreed the group could undertake a survey suitable to receive a quote with reference to land clearance in the west field, and trench drawing for the bulb planting element in the east field, with regards to the village green, it was suggested and agreed that the bulbs be planted in groups, to allow access onto the green and to prevent trampling by green users, it was thought maybe 3000 bulbs would be needed in the east field with additional bulbs for the village green

Ecology issues, there was a concern that land clearance might raise ecology issues, it was hoped there maybe a small window of opportunity that might allow the work to be done, and the planting to be undertaken as the original plan, it was agreed that other than the necessary contractors input it would remain a community project. To further matters it was agreed a site meeting be arranged to take into account all the matters raised above, and report back.

Rubbish and litter anti-social behaviour and tree vandalism in the WER, reports were given of youths climbing on the changing rooms and swinging from ropes tied to trees, anti-climb paint was mentioned to prevent this dangerous activity, it was agreed when the site walk was undertaken this was another matter which could be looked at.

Coronation Table, Sara Gavin and Clive had indicated they would be able to represent the group.**KCC Tree planting**, it was agreed to recommend that the council register an interest in this scheme**KALC topics**, a recap of the points discussed with further discussion on the practicalities and the cost of heat pumps, boilers, and larger radiators, the group talked about EV's and the lack of infrastructure to charge them, green hydrogen was seen by the group as maybe a positive move in the way of Diesel hydrogen hybrids, and petrol hydrogen hybrids, and pure green hydrogen fuel cell technology, using hydrogen to provide an electric power train. It was noted some countries were spending more on these technologies than the UK. Home energy consumption was a matter recapped on one member of the group having solar panels, he reported that it made a minimal saving to his household energy bills, ULEZ was touched on and how many cars were non-compliant, to the emission requirements, for sure it's possible to purchase a compliant car if you have the financial resource to do that

Matters arising none notified

Subsequent matters arising from these notes, there were two matters arising, concerning the site meeting to ascertain requirements going forward, for land clearance, low level planting and village green plans, at this time I have

to report due to logistical problems I have been unable to set a date, it seems work obligations make difficulties for some of the members who work, it also seems that evening site meetings are not that welcome by some group members

Planting an Acorn was a suggestion by Chris for the school ECO council to consider, they think it's a great idea and are going to do it.

Coxheath School green accreditation, as councillors will be aware the school is trying to achieve a green status as an education centre and if you recall we supported them in this effort, they have asked if they can do a litter pick in the WER as part of the process, I have been informed a full risk assessment will be taken before the pick, training will be given, with all the appropriate PPE available and used, the requirement of teacher to children ratio will be strictly observed they have asked to do this on a Friday afternoon in June and would love someone from the working group to attend, I would be recommending we support them in their efforts in this admirable community project

WER inspection for the May meeting Inspection date 17th May 2023 time 2.00pm

Eastern boundary (Saturn Road) no evidence of Ash Die Back trees in healthy condition fencing intact

Northern boundary fencing intact some leaning posts, gate operational, no further tree vandalism other than already reported, no further fly tipping Saturn Road end.

Western boundary, fencing secure, south west corner additional fly tipping (metal framing)

Southern Boundary Linden Road, West Field, lots of garden rubbish an old car wheel lots of plastic there is evidence of illegal garden encroachment into Parish land by two residents who have added woodland to their gardens, there is a disused Chicken or rabbit hutch disposed of over the fence, lots of timbers, plastic pots cans, in the north west corner lots of cans and rubbish too, continuing along Linden Road boundary large hole in wire netting fence, changing hut, roofing material being torn of, and laying around, less fly tipping in east field some litter behind changing hut, it should be noted by Councillors that this report is in addition to matters previously reported.

Trees, it has been noted more work has been done removing dead wood, on the inspection I never found any matters that could concern us regarding health and safety, the Hornbeams look in a good state, and the stakes look fine.

Flora it appears the gorse is now flowering and the small group of white bells look splendid, the brambles and fire weed are also growing, this will all provide a habitat and a food source an aim of the WER.

E Small May 2023