

Coxheath Parish Council Agenda

To All Members of the Council, Press and Public

Members are hereby summoned, and notice is given that the Meeting of the Parish Council will be held on **Tuesday 30th July 2019** in Coxheath Village Hall commencing **at 7.30 pm**

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.

PRIOR TO THE START OF THE MAIN MEETING:

Representations from the general public will be taken for a period up to thirty minutes before the opening of the formal meeting. Individuals may speak for up to three minutes at the discretion of the Chairman.

Main 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.

2. Consideration of any request to film or record all or part of the meeting:

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.

3. Consideration of items to be taken in private because of the disclosure of exempt information:

4. 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.

5. To receive reports from:

- 5.1 Police Representative and Community Warden
- 5.2 Kent County Councillor
- 5.3 District Councillor

6. Minutes of the Parish Council Meeting :

To consider the minutes and if in order sign as a true record

- 6.1 Minutes of Parish Council Meeting 25th June 2019

7. Matters arising from the minutes (not included in other agenda items)

- 7.1 Medical Centre
- 7.2 Defibrillator in the Village Centre
- 7.3 Bi Monthly Meetings with Chartway
- 7.4 Village Hall Acoustics
- 7.5 Action List from 25th June 2019 CPC Meeting

8. Councillors' Reports Members Individual Reports:

9 Finance:

9.1	To Agree Financial Performance Against Budget July 2019 :	
9.2	Online Banking: Update	
9.3	Update of account for 2019/120 including payments received:	
9.4	Accounts paid since the last meeting to be ratified:	
9.4.1	Clerks Salary June 2019	£ 1072.28
9.4.2	BT Bill Parish Office Paid online by Clerk	£ 149.97
	Total Payment to Clerk (9.4.1 + 9.4.2)	£1222.25
9.4.3	HMRC April, May June 2019	£ 1435.79
9.5	Accounts for payment:	
9.5.1	David Mann Grass Cutting and Planting	£ 615.47
9.5.2	Vodafone Parish Mobile 8 July -7 August 2019	£ 38.00
9.5.3	Internal Auditor Fee	£ 450.00
9.6	Payment requests to be discussed for approval and payment	
9.6.1	Clerks Salary July 2019	
9.6.2	Clerks Expenses	
9.7	Late Payment Request/s to be discussed for approval and payment	
9.8	Village Hall Management Accounts	
9.9	Use of Payroll Company for Clerks Salary	

10 Planning:

- 10.1 To receive minutes of Planning Committee Meeting 25th June 2019
Appendix A page 4
- 10.2 To receive draft minutes of Planning Committee Meeting 18th July 2019
Appendix A page 6
- 10.3 Matters arising from the minutes (not included in other agenda items)
Appendix A page 8

11 Neighbourhood Plan and Strategic Planning:

Update

12 Traffic and Community Safety:

Review Progress

- 12.1 HGV Pilot Scheme Initiative
- 12.2 20 mph Initiative Outside the School
- 12.3 Highways Improvement Plan (HIP) **Appendix B page 9**

13 Maintenance Issues:

Review Progress

- 13.1 Replacement Litter Bins/ Location of Salt Bins
- 13.2 Parish Noticeboards
- 13.3 Playground Maintenance

14 Youth and Recreation:

Review Progress

15 Development of Multi-Use Games Area (MUGA):

- 15.1 Update

16 Seasonal Events:

17 Correspondence:

- 17.1 To table items of late correspondence :
- 17.2 Items circulated for information: For further information contact the Clerk
 - 17.2.1 Fake TV Licensing Emails - Updated scam warning!!
 - 17.2.2 Community Protection In Maidstone
- 17.3 Items acted on:
 - 17.3.1 School Litter Pick email from D Flisher
 - 17.3.2 Coxheath Village Hall play park- report from member of the public
- 17.4 Items for discussion/action

- 17.4.1 Street Naming and Numbering Request- Land South of Forstal Lane, Coxheath **Appendix B page 10**
- 17.4.2 NALC Policy E-Briefing PC8-19 – Consultation - Draft Data Sharing Code of Practice - deadline 16 August
- 17.4.3 Community Infrastructure Levy (CIL) Regulation 123 List Review - Public Consultation
- 17.4.4 Planning Training - MBC
- 17.4.5 MAIDSTONE BOROUGH LOCAL PLAN REVIEW REGULATION 18 CONSULTATION
- 17.4.6 Annual Policing Survey
- 17.4.7 Charity Scope, helping to find new locations for textile recycling banks

18 Terms of Reference (TOR) for Committees and Working Groups:

19 Website Improvements:

**20 Date of Future Meetings: 7.30 pm in the Small Hall, Coxheath Village Hall
27th August; 24th September; 29th October; 26th November**

Irene Bowie
Clerk to the Parish Council
Email: clerk@Coxheathparishcouncil.org.uk

24/07/2019

Appendix A:

10.1 To receive minutes of Planning Committee Meeting 25th June 2019



COXHEATH PARISH COUNCIL

CLERK: Irene Bowie
Pollyfield Cottage, Scragged Oak Road, Detling,
Kent ME14 3HD
E – MAIL: clerk@coxheathparishcouncil.org.uk
WEBSITE: www.coxheath.net

**Minutes of the Planning Committee Meeting
held in the Parish Office, Coxheath Village Hall, Stockett Lane, Coxheath
at 7.30pm on **Tuesday 25th June 2019****

Present: Cllrs R Divall (Chairman); V Page; R Webb, J Wilson; K Woollven; J Wilson
Clerk Irene Bowie

1. **Apologies for Absence:**
Apologies received from Cllr Parker
2. **Part 2 Items – To consider whether any items should be taken in private because of possible disclosure of exempt information:**
It was noted that there were no items to be taken in Part 2 of the meeting due to the possible disclosure of exempt information.
3. **Representations from the members of the public:**
There were no members of the public in attendance
4. **Minutes of the previous meeting – 30th May 2019**
These were accepted as a true record. Proposed by Cllr Webb and seconded by Cllr Page.
5. **Matters arising out of previous minutes:**
 - a) BT Telephone Box – Centre of the Village
Discussions are underway with BT for it to be removal. Clerk to follow up
6. **New Planning applications for discussion:**
No new planning applications were received prior to the publication of the agenda.
7. **Late planning applications received for discussion:**
 - a) **19/503075/FULL 2A Hanover Road Coxheath Maidstone Kent ME17 4QH**
Demolition of existing boundary wall and construction of new boundary fence.
Deferred to next meeting.
 - b) **19/502806/FULL Westerhill Barn Westerhill Road Coxheath ME17 4BS**
Change of use and conversion of the barn including a two storey extension to create a pair of semi-detached dwellings, with re-instatement of historic fabric and associated landscaping (as an amendment to the prior approval for the change of use and building operations to convert the barn into a dwelling under reference 18/502881/PNQCLA). Erection of a detached store/garage in place of former piggery.
Clerk to : i) **Request an extension to response deadline**
ii) **Circulate a draft letter for consideration by Cllr's at the next meeting.**
 - c) **19/502714/LBC Stockyard Westerhill Road Coxheath ME17 4BT**
Listed Building Consent for relocation of ground floor partition and removal of conservatory.
CPC No Objection

8. Decisions by the Planning Authority since the last meeting:

- a) **19/501175/HYBRID Land South Of Heath Road Coxheath Kent ME17 4PB** **MBC**
Approved

Proposal Removal of condition 15 and variation of condition 16 pursuant of application 18/501268/HYBRID (Section 73) - Hybrid application for detailed planning permission for a residential development of 70 dwellings comprising of 2, 3 and 4 bedroom two storey terraced, semi-detached and detached houses and 4 No. 1 bedroom units together with outline planning permission for a two storey medical centre with all matters reserved for future consideration).

- b) **18/506143/SUB 90-92 Heath Road Coxheath Maidstone Kent ME17 4EJ** **MBC**
Approved

Proposal Submission of Details to Discharge Condition 3 Landscaping details Subject to 18/503898/FULL.

- c) **19/501823/FULL 56 Stockett Lane Coxheath Maidstone Kent ME17 4PX**
MBC Approved

Proposal single storey front, side and rear extensions. Revision to 18/502243/FULL (Part retrospective).

9. Correspondence/Reports:

There were no items of correspondence to consider

10. Agenda Items for Next meeting:

To discuss options regarding the potential usage of the land when the medical centre relocates.

- 11. Date of the next meeting: 7.30pm on Thursday 18th July 2019**

The meeting closed at 7.29 pm

Signed:

Date :

10.2 To receive draft minutes of Planning Committee Meeting 18th July 2019



COXHEATH PARISH COUNCIL

CLERK: Irene Bowie Pollyfield Cottage
Scragged Oak Road, Detling,
Kent ME14 3HD

E – MAIL: clerk@coxheathparishcouncil.org.uk
WEBSITE: www.coxheath.net

MINUTES of the PLANNING COMMITTEE MEETING held in the Parish Office, Coxheath Village Hall, Stockett Lane, Coxheath at 7.30pm on **Thursday 18th July 2019**

Present: Cllrs R Divall (Chairman); V Page; C Parker; K Woollven; J Wilson; I Bowie (Clerk).

1. **Apologies for Absence:**
Apologies for absence were received from Cllr Webb
2. **Part 2 Items – To consider whether any items should be taken in private because of Possible disclosure of exempt information:**
It was noted that there were no items to be taken in Part 2 of the meeting due to the possible disclosure of exempt information.
3. **Representations from the members of the public:**
There were no representations from members of the public.
4. **Minutes of the previous meeting – 25th June 2019**
These were accepted as a true record. Proposed by Cllr Parker, seconded by Cllr Wilson and agreed by all.
5. **Matters arising out of previous minutes:**
 - i) BT Telephone Box – Centre of the Village
Clerk to contact BT with telephone number of the BT Box for a usage check.
 - ii) **19/503075/FULL 2A Hanover Road Coxheath Maidstone Kent ME17 4QH CPC No Objection**
Demolition of existing boundary wall and construction of new boundary fence.
 - ii) **19/502806/FULL Westerhill Barn Westerhill Road Coxheath ME17 4BS**
Change of use and conversion of the barn including a two storey extension to create a pair of semi-detached dwellings, with re-instatement of historic fabric and associated landscaping (as an amendment to the prior approval for the change of use and building operations to convert the barn into a dwelling under reference 18/502881/PNQCLA)
Erection of a detached store/garage in place of former piggery.
CPC requested that additional information was provided by the applicant to enable a decision to be reached. Clerk to respond to MBC requesting further information.
6. **New Planning applications for discussion:**
There were no new planning applications.
7. **Late planning applications received for discussion:**
There were no late planning applications.
8. **Decisions by the Planning Authority since the last meeting:**
 - i) **19/502008/FULL Land North Of Heath Road Coxheath Kent ME17 4TB** **MBC Approved**
Installation of drainage works associated with development approved under 18/506425/REM

including the laying of a foul water sewer pipe and installation of three deep bore soakaways.

9. Correspondence/Reports:

i) Email from a student requesting assistance with Planning Thesis on Neighbourhood Plans.
CPC agreed to assist. Clerk to make contact with John Hughes to request his assistance.

ii) CPC Planning Spreadsheet

The Clerk had produced a planning tracker spreadsheet for members consideration. Cllr's unanimously agreed to adopt the tracker.

iii) Tracking of Key Conditions from Planning Applications

It was agreed that the key planning conditions for large developments would be identified by Cllrs and that the Clerk would then track them via the spreadsheet. **Clerk to liaise with Cllr Webb**

iv) MBC Enforcement Report re: Forstal Farm

The Clerk reported that she had made a report, following a residents complaint, to enforcement Regarding the parking of Commercial Vans and Lorries at Forstal Farm. **Clerk to follow up with Cllr Webb and MBC Enforcement**

10. Use of Land following Medical Centre Relocation

Cllr Wilson and the Clerk to liaise and establish the planning process for the Land.

11. Agenda Items for Next meeting:

Adoption of Playareas (Whitebeam and Adbert Drive) from MBC. Clerk and Cllr Wilson to progress.

12. Date of the next meeting: 7.30pm on Thursday 15th August 2019

Signed:

Date :

10.3 Matters Arising

Actions from Planning Meeting 18th July 2019

Date Added	Action Description	For Action By	Date Completed
18.07.19	BT Phone Box- Centre Village Clerk to request usage data from BT	IB	
18.07.19	Planning Application 19/502806/FULL Westerhill Barn Westerhill Road Clerk to write to MBC requesting additional information (Liase with Cllr Webb)	IB/RW	
18.07.19	Planning Student re NHP Clerk to contact John Hughes	IB	
18.07.19	Planning Tracker Clerk to update as applications/decisions are received	IB	
18.07.19	Identifiacion of key planning conditions for large developments for inclusion on the tracker	IB/RW	
18.07.19	Forstal Farm Enforcement Clerk to follow up and liase with Cllr Webb	IB/RW	
18.07.19	Use of Land following Medical Centre Relocation Cllr Wilson and Clerk to liase and establish the planning process for the Land.	IB/JW	
18.07.19	CPC Adoption of Playareas: Whitebeam and Adbert Drive, from MBC. Clerk and Cllr Wilson to progress.	IB/JW	

Appendix B 12.3 Highways Improvement Plan

Coxheath Parish Council - Highway Improvement Plan/Action Plan

HIGHWAY IMPROVEMENT PLAN – Stage 1			ACTION PLAN – Stage 2		
Priority	Location	Problem and suggested remedy	Cost Estimate	Funding Source	Action/Programme (Who/When)
1.	Speed survey: Woodchurch Road from the current 40MPH speed limit sign to Four Wents Cross Road	Speeding. Establish if a speed limit reduction is required or additional signage.	£1000	Parish council	KCC to arrange a speed survey to be funded by the Parish Council.
2.	Speed survey: Kenardington Road from Gusbourne to Four Wents Cross Roads	Speeding. Establish if a speed limit reduction is required or additional signage.	£1000	Parish council	KCC to arrange a speed survey to be funded by the Parish Council.
3.	Speed survey: School Road from Tenterden cross roads to Four Wents cross roads	Speeding. Establish if a speed limit reduction is required or additional signage.	£1000	Parish council	KCC to arrange a speed survey to be funded by the Parish Council.
4.	Speed survey: Tenterden Road from Park house to the junction with the Street	Speeding. Establish if a speed limit reduction is required or additional signage.	£1000	Parish council	KCC to arrange a speed survey to be funded by the Parish Council.
5.	Speed survey: Heath Road from Four Wents cross roads to the junction with the Street	Speeding. Establish if a speed limit reduction is required or additional signage.	£1000	KCC	KCC to arrange and fund a speed survey.
6.	Speed survey: Court Lodge Road from Quilletts Oast to the junction with The Street	Speeding. Establish if a speed limit reduction is required or additional signage.	£1000	KCC	KCC to arrange and fund a speed survey.
7.	Change to road markings: The Street Appledore	Remove centre line and replace with edge lines on The Street and install SLOW marking outside Magpie Farm	£7500	Parish council	KCC to undertake a site visit and provide advice on options within 3 months.
8.	Pedestrian safety: The Street Appledore	Options to prevent pavement parking	£15000	Parish council	KCC to undertake a site visit and provide advice on options within 3 months.
9.	Road safety improvements: Four Wents crossroads	Movement survey on Coach Lane to aid decision on possible stopping up. Provision of virtual table top through crossroads. Improved road signage.	£30000	Parish council	KCC to arrange a speed survey to be funded by the Parish Council and then provide advice on options within 3 months.

From: Kelly Shew <Kelly.Shew@MidKent.gov.uk>
To: "Coxheath Parish Council (MBC)" <clerk@coxheathparishcouncil.org.uk>
Date: 23 July 2019 at 13:14
Subject: Street Naming and Numbering Request- Land South of Forstal Lane, Coxheath

Good Afternoon all at Coxheath Parish Council,

I am working on behalf of Susan Francis and Maidstone Borough Council Street Naming and Numbering Department so I apologise if the format of this request is not what you are used to.

We have been formally requested by "New Chartway Development Group" to Street Name and Number 14 new roads across the development using a pastureland, meadow and native species theme.

The following names have been suggested:

Meadow

Harvest

Foxglove

Honeysuckle

Bramble

Burnet

Harrow

Weaving

Valerian

Selandine

Marigold

Barley

Skipper

Trefoil

Please deliberate these name choices at your next parish meeting. We will require a response within 4 weeks as per Maidstone Borough Council policy which sets the deadline for any suggestions or alterations for **20th August 2019**. If we have not heard from you within this time frame then the site will be named as above and you will be notified of such.