



# Coxheath Parish Council

## Minutes of the Meeting of the Parish Council held on 28<sup>th</sup> February 2023 at 7.15 pm in the Village Hall

Present: Parish Cllrs : C Parker (Chairman), C Bird ( Vice Chairman), E Chandler, G Crickett, G Down, R Mickleburgh, V Page, E Potts, R Webb.

In Attendance: Irene Bowie ( Parish Clerk) 1 Member of the public

### PRIOR TO THE START OF THE MAIN MEETING:

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

To receive reports from (if present):

*Kent County Councillor* Simon Webb;

Cllr Webb reported that he was concerned re cuts in the KCC Budget. He also reported that he had challenged KCC Highways regarding the lack of a pedestrian crossing for the Greensands Surgery. He was informed that there are insufficient houses to qualify for a crossing at this location. Cllr Webb has challenged this and as he believes it is the wrong decision. He encouraged all Parish Councils who have residents affected by this to work together.

*Maidstone Borough Councillors*; Richard Webb, Lottie Parfitt-Reid and/or Simon Webb.

*Cllr Parfitt-Reid* reported that regular meetings were held with the ~~our~~ MP Helen Grant Whately and a request had been made for more funding for Primary Care. She reported that the Adult Social Care Budget was increasingly rapidly because of problems accessing GP's and Hospitals. She reported that MBC had delivered a balanced budget also that they were on track to deliver 1000 affordable homes. Cllr Parfitt Reid also reported on the Cost of Living Workshops that are aimed to assist residents to manage their expenses. Cllr Parfitt-Reid to contact Coxheath Village Hall with a view to holding one of the workshops in Coxheath.

• *Community Warden* Owen Moemken. No Report

• *Community Protection Officer* MBC Community Protection Team Laura Bullen No report . Apologies received.

### 1. Apologies and absences:

- 1.1 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. Apologies were received and from Councillors Carpenter, Small, Woollven and Whitehead. It was RESOLVED to accept the reasons given.
- 1.2 Declaration of Changes to the Register of Interests. There were none.
- 1.3 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.  
Councillor Parker declared a non-pecuniary interest in agenda item 6.81. Councillors Crickett and Parker declared a non-pecuniary interest in agenda item 6.1. ( Grant Payment to the Village Hall)
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. There were none

### 2. 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

### 3. Reports

- 3.1 Chairman of the Parish Council Cllr Parker  
Councillor Parker gave his report. Appendix 1.
- 3.2 Playground Inspection Report Cllr Small  
Cllr Mickleburgh

Councillor's Mickleburgh and Parker reported on the recent Playground Inspection course they had recently attended. It was RESOLVED that Cllr Mickleburgh would complete the monthly visual inspections and Cllr Bird would conduct a weekly visual inspection.

It was RESOLVED that the Clerk would obtain quotes for an Annual RoSPA Inspection.

It was RESOLVED that Cllr Mickleburgh would purchase 4 HAGS Anti Wrap Swing Bearings at a cost of £456 + £15 postage)

- 3.3 Councillor's Reports All Cllrs  
Clerk to request again via KCC Highways re a larger planter being sited where the old BT Telephone Box was.

- 3.4 Litter Pick Cllr Down  
Councillor Down reported that the next litter picks will be held on the 15<sup>th</sup> and 16<sup>th</sup> March. Clerk to follow up on provision of vests and litter picking equipment.

**4. Minutes of the Parish Council Meeting**

It was RESOLVED that the minutes of the Parish Council Meeting held on 24<sup>th</sup> January 2023 were taken as read and confirmed as a correct record and signed by the Chairman.

**5. Matters arising from the minutes:** (not included in other agenda items)

- 5.1 Defibrillator in the Village Centre. The Clerk reported that the defibrillator was in situ in the Scout Hut Car Park and was fully serviced and operational. It was AGREED that larger defibrillator signs would be posted on the noticeboards.
- 5.2 New Noticeboards . It was RESOLVED that two noticeboards would be ordered . One for Westerhill Road and the other for the Beacons. Clerk to progress.
- 5.3 Adoption of Play areas and Scout Hut Car Park. Clerk to follow up MBC progress in March.

**6. Finance:**

- 6.1 To receive and authorise payments listed on the schedule (to be provided at the meeting) . Cllr's Parker and Crickett having declared a non-pecuniary interest did not vote of the payment to the Village Hall. It was RESOLVED to approve the payments on the schedule.

<b>MBC</b>	Bin Emptying February and March 2023	260.00
<b>Bartlett</b>	Tree Works	780.00
<b>Hopkins</b>	iPAD Adult / child defibrillator pads.	86.33
<b>Vodafone</b>	February 2023	16.00
<b>Ionos</b>	Emails and Wen Hosting	60.60
<b>HP Instant Ink</b>	HP Instant Ink February 2023 2	22.49
<b>Coxheath Village Hall</b>	Electrical Works as per grant agreement	3,288.00
<b>KALC</b>	Training	£72.00
<b>R Mickleburgh</b>	Replacement Shackles Play area	£42.64

- 6.2 Late Payment Request/s to be discussed for approval and payment.  
It was RESOLVED UNANIMOUSLY to make payments to OLP, Tate Fencing

<b>OLP</b>	4 x HAGS Anti Wrap Swing Bearings	471.00
<b>Tate Fencing</b>	Football Field Entrance	642.00

- 6.3 Banking Arrangements – Update. It was RESOLVED to add Councillor Chandler to the Unity Banking Mandate.

- 6.4 To note receipts of Income. It was reported that there was approx. £33K worth of VAT being reclaimed. It was reported that section 106 funds had been paid

- 6.5 To receive the Bank Reconciliation. Was received and noted.
- 6.6 To receive recommendations from the Finance Committee
  - 6.6.1 To receive the draft minutes of the Finance Committee Meeting 23<sup>rd</sup> February 2023.  
Not available.
  - 6.6.2 To review the 2022/23 spend vs budget forecast. It was reported that the spend vs budget was 90% of forecast.
- 6.6 To consider any late financial matters.  
It was RESOLVED by accept the quotation from Landscape Services for grounds maintenance 2034/24.
- 6.7 To receive an update on request or a review of the MBC Parish Services Scheme. This had not been received.
- 6.8 To receive and consider grant application/s
  - 6.8.1 Grant application request from Coxheath Pre-School  
Councillor Parker ,having declared a non-pecuniary interest, left the room and did not vote or discuss the grant application of £274.50 for Coronation Mugs for the children.  
It was RESOLVED by MAJORITY (7 votes For: 1 Against) to make the payment to the Pre-School.
  - 6.8.2 Late Applications  
It was RESOLVED that the group requesting £250 towards bunting for the Coronation would advise the Parish Council of their requirements and the Parish Council would purchase the items as the requesting group is not formally constituted and does not have a bank account
- 6.9 SE Water Community Grant Update. The Clerk reported that following discussion with SE Water that any funds would be paid directly to those organisations who had applied. Funds would not be paid to the Parish Council.

## 7. Planning:

- 7.1 The Minutes of the Planning Committee meeting on 24<sup>th</sup> January 2023 (Appendix 2) were received.
- 7.2 To Table Planning Applications dealt with since the last Planning Committee meeting
  - 7.2.1 22/505836/FULL 23 Linden Road Coxheath Maidstone Kent ME17 4QS  
Erection of single storey side and rear extension and front porch extension.  
**CPC No Objection**
- 7.3 To table decisions by Maidstone Borough Council (MBC) since the last Planning Committee Meeting.
  - 7.3.1 22/505843/FULL Demolition of existing garage and erection of double garage  
**MBC Application Permitted**
  - 7.3.2 22/505668/FULL 1 Orchard Close Coxheath Maidstone Kent ME17 4HE  
Proposal Demolition of existing garage and erection of a single storey rear extension and conservatory. Creation of a new vehicle access, driveway and erection of a brick boundary wall. (Re-submission of 22/504409/FULL)  
**MBC Application Permitted**
  - 7.3.3 22/505394/REM At Linden Farm Barn Stockett Lane Coxheath Maidstone Kent ME17 4PS  
Proposal Approval of Reserved Matters for the erection of two dwellings and associated carports and access (scale, layout, appearance, access, and landscaping being sought) pursuant to 19/505232/OUT for - Outline Application for a residential development with all matters reserved (Resubmission of 19/503865/OUT).  
**MBC Application Permitted**
- 7.4 To table late planning matters:  
The MBC Gypsy, Traveller and Travelling Showpeople Development Plan Document – Scoping, Issues & Options Public Consultation (Regulation 18) was discussed and the Planning .Committee will prepare a response before the closing date of the 17<sup>th</sup> April 2023.  
MBC Local Plan Review - Stage 2 Hearings. It was reported that clarification had been requested if the parish council previous submission was sufficient. It was reported that the hearings are scheduled for May 2023 and Coxheath parish Council have been allocated an opportunity to speak.

## 8. Working Groups: To receive Updates

- 8.1 Recreation & Youth Working Group
  - 8.1.1 MUGA Maintenance . Councillor Mickleburgh awaiting a meeting with Chartway regarding issues with the MUGA. The new lock had been broken and damaged by vandals.
  - 8.1.2 Village Hall Field - Outdoor Gym behind the Play Area. It was reported that the equipment will be installed within the next week.
  - 8.1.3 Football Pitch- Clerk to follow up.
  - 8.1.4 Play Area and MUGA Inspections from April 2023

- 8.1.4.1 Play Area Inspection Course 14<sup>th</sup> February – Feedback from delegates. This was discussed under agenda item 3.2
  - 8.1.5 Sports Wall Surface. It was AGREED that the Clerk would seek advice on improvements from contractors.
  - 8.1.6 Benches for Playing Fields. It was AGREED that the Clerk would circulate quotes for benches for consideration at the March meeting.
  - 8.1.7 Any other matters
  - 8.2 Traffic & Community Safety Working Group
    - 8.2.1 KCC Highway Improvement Plan. It was AGREED that a new HIP would be produced.
    - 8.2.2 Parish Portal Report. Received and noted
    - 8.2.3 Any other matters
      - 8.2.3.1 Linton Health Centre - Crossing
  - 8.3 Seasonal Events Working Group
    - 8.3.1 To consider events and budget for the Coronation of His Majesty King Charles III  
The group reported that were to have a meeting on the 2<sup>nd</sup> March to discuss options for the Coronation.
      - 8.3.2.1 Grant application for King Charles III Coronation via The National Lottery Awards for All- update. The Clerk reported that an application had been made.
    - 8.3.3 Future projects
  - 8.4 Environmental Initiatives Group
    - 8.4.1 Tree Survey – Level 2. The Clerk reported that the report was outstanding.
    - 8.4.2 To receive recommendations from the EIG meeting on the 9<sup>th</sup> February 2023. The recommendations were noted and AGREED. Members discussed ways to reduce domestic energy use.
    - 8.4.3 Future Works – Tree planting at the Village Green update
    - 8.4.4 Cllr Small - Environmental Report . Received and AGREED. It was noted that Councillor Small is working with the school Eco Council
    - 8.4.5 Anti-Idling Signs.
    - 8.4.6 Email from a resident – Overhanging Trees. It was RESOLVED to remove the overhanging branches. It was RESOLVED to delegate to Clerk under Local Government Act 1972 , Section 101 to arrange these works to a maximum budget of £800.
- 9. Correspondence:**
- 9.1 To table items of late correspondence :
  - 9.2 Items circulated for information: For further information contact the Clerk
    - 9.2.1 Kent Police & Crime Commissioner Newsletter - Victim Voice Special Edition OPCC/MS/OG/070/23
    - 9.2.2 Search for water aid distribution sites across the borough of Maidstone. Coxheath Village Hall car park nominated.
    - 9.2.3 Maidstone Borough Council Parish News
    - 9.2.4 Platinum Jubilee Village Halls Fund – Circulated to the VHMC
    - 9.2.5 Draft Minutes of the KALC Maidstone Meeting 30.1.2023
  - 9.3 Items for discussion/action
    - 9.3.1 Cllr John Britt Response to Maidstone Area KALC minutes
    - 9.3.2 MBC Cost Of Living (COL) Roadshow
- 10. KALC Community Awards Scheme 2023** – The nomination had been sent to KALC
- 11. Policy Review:**
- 11.1 Memorial Bench Policy**  
It was RESOLVED to adopt the policy.  
Meeting Dates 2023 : **28<sup>th</sup> March, 25<sup>th</sup> April, 30<sup>th</sup> May, 27<sup>th</sup> June, 25<sup>th</sup> July, 29<sup>th</sup> August, 26<sup>th</sup> September, 31<sup>st</sup> October, 28<sup>th</sup> November.**

There being no further business to be conducted the Chairman closed the meeting at 9:33 pm.

Chairman .....

Date

Signed .....

## Appendix 1 3.1 Chairman's Report

30 Jan - Play area graffiti removed, raked fence panel secured at corner post.

07 Feb – VHMC meeting attended, as a member of the VHMC, to note that the Main Hall floor repairs and Electrical Certification works are all now complete, as agreed grant funding from CPC. Discussion on Coronation Events in hand with a new sub-committee set up.

09 Feb – Environmental group meeting attended to discuss planting, tree works and Climate Change issues, as item 8.4.

10 Feb – Walking Group attended, to note NE & SE PROW footpaths all in good order.

11 Feb – Church Coffee morning attended. Request for York Stone Paving around Coxheath War Memorial noted. CPC agreed to investigate / undertake these works under the Seasonal Events Group budget. Initial enquiry to landowner at Avanté to be made by RW, target for completion before November 2023.

14 Feb – Play Area Inspection Course attended with RM. Feedback given and agreement for RM to complete monthly Visual Inspection Report for CPC from April 2023. Other interim visual inspections to be completed by Parish members each month whenever possible. See Item 8.1.4.

16 Feb - #LoveCoxheathDay event as advertised on FB attended at Church. Printed Community Groups flyer received for distribution to all properties in Coxheath.

20 Feb – Community Groups meeting attended, items raised were as follows:

- Boughton Monchelsea Minibus – Coxheath Parish does not have any Section 106 monies from the surgery development in Linton Parish to buy a minibus – see the Transport Agreement in place between Involve Kent & the Greensand Surgery;
- Village News – a volunteer has expressed an interest in producing a 4<sup>th</sup> Generation Village News magazine. A meeting has been arranged for 02 March and preliminary quotes for printing are in hand. Distribution to all properties in Coxheath remains an issue to be resolved;
- Notice boards – a question was raised about notice boards at new developments. The Parish Council have agreed that 7 No. are more than sufficient and unless new volunteers come forward to take ownership, including to service, clean, maintain and repair then no further notice boards are to be provided.
- Community Group funding for Coronation Events – it was stated that any requests for funding from the Parish Seasonal Events Group could be considered. Such requests need to be specific in terms of materials required and estimated cost.

23 Feb – Finance Committee chaired – as Item 6.

24 Feb – Beacon Men's film night attended – Top Gun Maverick.

Clive Parker



**MINUTES of the PLANNING COMMITTEE MEETING  
held in the Small Hall Coxheath Village Hall  
6.30 pm 24<sup>th</sup> January 2023**

**Present:** Cllrs V Page (Chairman); D Carpenter, G Crickett, R Webb, K Woollven  
**Also Present :** I Bowie (Clerk) .

**PRIOR TO THE START OF THE MAIN MEETING:**

Representations from the public *will be taken for a period up to fifteen minutes before the opening of the formal meeting. Individuals may speak for up to three minutes, on agenda items, at the discretion of the Chairman. The minute book will be closed.* There were no members of the public present.

**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. 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.*

**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:**

**4. Minutes of the Planning Committee Meeting on the 29<sup>th</sup> November 2022**

It was RESOLVED that the minutes of the Parish Council Meeting held on 29th November 2022 were taken as read and confirmed as a correct record and signed by the Chairman.

**5. Matters Arising from the Minutes: There were none**

**6 Planning Applications.**

**6.1 To table planning applications for consideration:**

- 6.1.1 23/500113/FULL 6 Westerhill Road Coxheath Kent ME17 4DG  
Demolition of converted garage and erection of enlarged veterinary surgery with staff accommodation.  
**CPC No Objection**
- 6.1.2 22/505983/FULL Ambury House Amsbury Road Hunton Kent ME15 0QH  
Proposed new garage with room above. **CPC No Objection ( Request case officer adds a condition to prevent the added to or split into separate dwellings)**
- 6.1.3 22/505989/SUB 146 Heath Road Coxheath Kent ME17 4PL  
Submission of details pursuant to conditions 4 (landscaping scheme) & 6 (biodiversity enhancement scheme) of application 20/502698/FULL. **CPC No Objection**
- 6.1.4 22/505843/FULL 30 Huntington Road Coxheath Kent ME17 4DY  
Demolition of existing garage and erection of double garage  
**CPC No Objection.**

**6.2 To table planning applications dealt with since last meeting:**

- 6.2.1 22/505668/FULL 1 Orchard Close Coxheath Maidstone Kent ME17 4HE  
Demolition of existing garage and erection of a single storey rear extension and conservatory. Creation new vehicle access, driveway and erection of a brick boundary wall. (Re-submission of 22/504409/FULL  
**No Objection**

**6.3 To table decisions by Maidstone Borough Council (MBC) since the last meeting.**

- 6.3.1 22/505191/FULL 88 Amsbury Road Hunton Maidstone Kent ME15 0QH  
Erection of a single storey rear extension. **MBC Application Permitted**
- 6.3.2 22/505095/FULL The Orchard Medical Centre 146 Heath Road Coxheath Kent ME17 4PL  
Section 73 - Application for minor material amendment to approved plans condition 15 (to allow amenity to footprint, internal layout and minor elevation changes to plots 06-08 to create 3rd bedroom) pursuant to 20/502698/FULL for - Erection of 8no. residential dwellings with associated parking and landscaping of existing doctor's surgery to be demolished. **MBC Application Permitted**
- 6.3.3 22/505340/FULL Chapel Nursery Pleasant Valley Lane East Farleigh Maidstone Kent ME15 0BB  
Demolition of existing buildings and erection of a detached four bedroom chalet bungalow with associated access, parking, amenity and landscaping. **MBC Application Permitted**

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

- 7.1.1 23/500325/FULL 5 Chaffinch Drive Coxheath Maidstone Kent ME17 4FF  
Erection of a single storey rear/side wrap-around extension. **CPC No Objection**
- 7.1.2 23/500167/FULL 8 Pippin Close Coxheath Maidstone Kent ME17 4DS  
Erection of a single storey side extension and creation of additional parking area. **CPC No Objection**

**8. New Health Centre Heath Road Linton – Lack of a public Crossing**

The request from KCC Highways that due to a lack of funding the parish council may consider funding a puffin crossing of a minimum of £45,000. It was AGREED to recommend to Full Council that other parishes should be contacted to assess if there was a willingness to participate as the surgery is not in Coxheath.

Members were concerned that the lack of a pedestrian crossing was raised by the PC in 2019 but KCC agreed with the developer in that a dropped crossing would be sufficient. The pedestrian crossing was rejected. MBC as the planning authority had to accept the recommendation of KCC as the statutory body at the time.

**9. New Road Name required by Coxheath Parish Council for a New development by Hillstone Homes Property Developers on former site of surgery at 146 Heath Road. It was AGREED to propose to the full council that the name should be 'Mulberry Close' as there was a Mulberry Tree at the old surgery.**

**10. Agenda items for the next meeting:**

**Date of Next Meeting (Please note meetings may be cancelled if not required) 28<sup>th</sup> February 2023**