



# Coxheath Parish Council

Minutes of the Meeting of Coxheath Parish Council held on the 24<sup>th</sup> September 2024  
at 7.15 p.m. in the Small Hall of Coxheath Village Hall.

**Present:** Parish Cllrs: G Crickett (Chairman), C Bird (Vice Chairman), D Carpenter, N Gardner, K Laponder, C Parker, E Potts, S. Thomas

**In Attendance:** Irene Bowie, Parish Clerk, MBC Councillor Kehily

## 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.

It was RESOLVED to accept the apology and reason given from Councillor Down.

1.2 Declaration of Changes to the Register of Interests. No changes were declared.

1.3 To receive Declarations of Interest in respect of matters contained in this agenda.

This is in accordance with the provisions of the Localism Act 2011 with respect to members and with the provisions of the Local Government Act 1972 with respect to officers.

Councillor C Parker declared an interest as a Member of the Village Hall Management Committee in agenda item 12.1

Councillor Carpenter, as Chairman of the Village Hall Management Committee, declared an interest in agenda item 12.1

1.4 Requests for Dispensations. There were none.

1.5 Declarations of Lobbying. None were declared.

## 2. 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. The Minute Book will be closed.**

There were no members of the public present.

## 3. Reports from external parties (if present).

Kent County Councillor, Maidstone Borough Councillors, Police, Community Warden, Community Protection Officer.

MBC Councillor Kehily reported on parking issues in Coxheath, which included pavement parking, nuisance parking, and the need for new double yellow lines. She also reported on complaints regarding traffic on Heath Road and the build-outs. She reported on the use of Wilberforce Road by low-loaders. Anti-social behaviour at Forstal Mead.

## 4. CO OPTION of Parish Councillor/s: To consider candidates for co-option. There were no candidates for co-option

## 5. To Receive reports on matters not included elsewhere on the agenda.

5.1 Chairman of the Parish Council

Cllr Crickett

The Chairman reported that he had :

- Met with contractors over the path, and improvements to the Village Green area. It was AGREED that the Clerk would obtain more quotes for the next meeting.
- Attended the Coffee morning
- Attended at KALC Planning Training course
- Attended the Beacons Field Development Open Day
- Attended the Community Group meeting

5.2 Playground Inspection Report

Cllr Parker

Councillor Parker spoke to his report. He reported on the July RoSPA Inspection. It was AGREED that any 'cosmetic' requirements from the report would be considered at a later date if required.

Councillor Parker said he would be happy to continue the monthly Play Ground Inspections.

- 5.3 Councillors Reports All Cllrs
- Councillor Bird reported that the additional tree works would be scheduled for 2025
  - Councillor Carpenter enquired about the status of a Memorial Bench for Mr Brian Mortimer. The Clerk reported that no further information or requests had been received.
  - Councillor Potts reported on Coxheath Primary School - Community Information Event on Tuesday 1st October
- 5.4 Community Litter Pick Cllr Down
- 5.5 Social Media Clerk
- The Clerk and Councillors Gardner and Thomas to meet to discuss improvements.
- 5.6 Clerk's Report. All matters included elsewhere on the agenda.

**6. Minutes of the Parish Council Meeting:**

It was RESOLVED that the minutes of the Parish Council Meeting held on 30 July 2024 were taken as read, confirmed as a correct record, and signed by the Chairman.

**7. Finance:**

- 7.1 To receive and authorise payments listed on the schedule (to be provided at the meeting).

Councillor Parker and Councillor Carpenter objected to the solicitor's payment regarding the Village Hall's legal advice.

The Clerk advised that they both had a disclosable interest in the Village Hall, so they could not comment on the invoice or discuss the matter. Councillor Carpenter did not vote or comment on the payment schedule. Councillor Parker did not vote on the payment to the solicitor but approved all other payments.

It was RESOLVED to authorise the payments on the schedule by majority 7 For 1 Abstention. Excluding the payment to Surrey Hills Solicitors.

It was RESOLVED to authorise the payment to Surrey Hills Solicitors by majority 6 For 2 Abstentions

Vodafone	September2024	20.94
Ionos	Emails September	61.80
HP Instant Ink	September2024	25.49
Adobe	September2024	19.97
Post Office	Postage	24.57
Amazon	Stationery	56.36
Dave Mann	September Planting Maintenance/Grass-cutting	1,458.97
Bartletts	Tree Works June 2024 Invoice 41936175	3,600.00
HMRC Q 2	PAYE/NI July, August, September 2024	Confidential
Coxheath Village Hall	Invoice July, Aug, September 2024	231.38
Surrey Hills Solicitors	Legal Advice re Coxheath Village Hall	660.00

BCH Builders Ltd	Paving at War Memorial	912.20
Staff Costs		Confidential

- 7.2 Late Payment Request/s to be discussed for approval and payment. There were none
- 7.3 Banking Arrangements – Unity Bank Account had been set up.
- 7.4 To consider any grant or donation requests. There were none
- 7.5 To consider any late financial matters, the Finance Committee agreed to postpone the meeting on September 26th due to the Clerk's ill health.

**8. Planning: To receive the decisions and recommendations from the Planning Committee.**

The Chairman of the Planning Committee, Councillor Gardner, reported on the meeting. Draft minutes attached as Appendix 1.

**9. Working Groups: To receive Updates and Recommendations.**

**9.1 Recreation & Youth Working Group**

- 9.1.1 To receive and consider complaints from residents regarding anti-social behaviour and noise nuisance from the MUGA.
- It was AGREED that the cost of higher and angled fencing would be investigated
  - Raise the anti-social behaviour at the Cluster Meetings
  - Contact the local Beat Officer
  - Contact the Community Warden.

**9.2 Traffic & Community Safety Working Group**

- 9.2.1 Parish Portal Report. The report was circulated before the meeting.
- 9.2.2 To Receive and consider a report from MBC Councillor Kehily regarding nuisance parking in the Village.  
Councillor Kehily gave her report earlier in the meeting. It was AGREED that the working group would review Councillor Kehily's report when compiling the Parish Council Highways Improvement Plan.

**9.3 Seasonal Events Working Group**

- 9.3.1 To consider the dates and arrangements for the Village Christmas Lights and Tree
- 9.3.1.1 1st December 2024 for Christmas Lights Switch On  
It was RESOLVED that the Christmas Lights switch on would be on the 1<sup>st</sup> of December 2024
- 9.3.1.2 To apply for a license for the Christmas Lights from KCC.  
It was AGREED that the Clerk would progress this.
- 9.3.1.3 To purchase a Christmas Tree. It was AGREED that the Clerk would progress this.
- 9.3.1.4 To set a budget for refreshments.  
It was RESOLVED to set a budget of £150 for refreshments  
It was AGREED that Councillor Gardner would contact local companies for sponsorship.
- 9.3.2 To consider a Land Usage Agreement from Avante (Coxheath) Management Ltd.  
The Clerk reported that she had emailed and telephoned the management company but had not had a response—Clerk to follow up.

It was AGREED that the Clerk would contact Avante (Coxheath) Management Ltd and enquire if they might consider transferring the land around the Church into Parish Council ownership.

- 9.3.4 To consider and agree on the arrangements for Remembrance Sunday, 10<sup>th</sup> November 2024.  
It was RESOLVED that the Clerk would order two wreaths.

#### 9.4 **Environmental Initiatives Group.**

Councillor Crickett proposed that a steering group be formed to consider the feasibility of installing a wooden pavilion-style structure behind the hornbeam trees. This building would replace the two metal containers and provide storage and meeting space for community groups using the fields.

Section 106 funding would finance the project. Councillor Crickett explained that a significant amount of Section 106 money was available and had to be used for the community's benefit.

It was RESOLVED to set up a steering group.

The Members would be:

Parish Council: Councillor Crickett, Councillor Gardner, Councillor Bird. Parish Clerk

Non-Councillor Members: Mr D Mann, Mr N Hadley, plus an additional representative of the football club.

#### 10. **Correspondence:**

10.1 To table items of late correspondence:

Harry Croft, aged 9, emailed to request consideration for a small mountain bike track on the left side of the Village Hall field. The Clerk responded and referred Harry to the Village Hall Management Committee. The request is to be reviewed by the Parish Council Recreation and Youth Working Group.

10.2 Items circulated :

10.2.1 MBC Non-Domestic Rates Discretionary Rate Review policy.

10.2.2 Public Presentation Day for Beacon Park - Site LPRSA312 MBC Local Plan Review

10.2.3 KALC MOTIONS FOR KALC AGM - DEADLINE 7TH OCTOBER

10.2.4 Helen Grant MP - Newsletter

10.2.5 Kent Resilience Forum 5 steps to become better prepared

10.2.6 Maidstone Resident Survey 2024

#### 11. **To Agree Meeting Dates for 2025.**

The meeting dates for 2025 were AGREED.

28<sup>th</sup> January, 25<sup>th</sup> February, 25<sup>th</sup> March, 29<sup>th</sup> April, 27<sup>th</sup> May, 24<sup>th</sup> June, 29<sup>th</sup> July, 30<sup>th</sup> September, 28<sup>th</sup> October, 25<sup>th</sup> November.

#### 12. **Consideration of items to be taken in private (Exclusion of Public and Press):**

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

***Councillors Carpenter and Parker, having declared an interest, left the room, did not participate in the discussions, and did not vote.***

12.1 To receive and consider Legal Advice pertaining to a request from the President of Coxheath Residents Village Hall Management Committee. The Advice from the Parish Council Solicitor was circulated and noted.

It was RESOLVED that:

1. A budget of £5000 would be allocated for legal advice. This allocation would come from General Reserves or the Recreation and Youth Working Group Budget.

2. The Annual Grounds Maintenance Agreement Document received from Landscape Services should be returned, and they should be advised to contact the Village Hall Management Committee.

**Meeting Dates 2024:**

**FULL COUNCIL :** 29<sup>th</sup> October, 26<sup>th</sup> November.  
**PLANNING COMMITTEE:** 6.45 pm before the Full Council Meetings listed above.  
*Please note that Planning Committee meetings may be cancelled if they are not required.*  
**FINANCE COMMITTEE:** 14<sup>th</sup> November

***These minutes are not a verbatim record of the meeting but a record of resolutions made.***

There being no further business to be transacted, the Chairman closed the meeting at 9.33 pm.

Signed on behalf of the Parish Council

Signature:

Date:

Chairman: Gavin Crickett



## Coxheath Parish Council

### MINUTES of the PLANNING COMMITTEE MEETING held in the Parish Council Office, Coxheath Village Hall 6.30 pm 24<sup>th</sup> September 2024

**Present:** Cllrs G Crickett opened the meeting, N Gardner was Elected as Chairman, and K Laponder.  
**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. **To Elect a Chairman:** It was RESOLVED that Councillor Gardner was elected as the Chairman of the Planning Committee.
2. **To Review the Terms of Reference:** It was RESOLVED. With one amendment. To adopt the Terms of Reference.
3. **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 Councillor Carpenter.
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. There were no declarations.
5. **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 reason of its confidential nature.**  
There were no items to be taken in private.
6. **Minutes of the Planning Committee Meeting on the 25<sup>th</sup> of June 2024.**  
It was RESOLVED that the minutes of the Parish Council Meeting held on July 25, 2024, were taken as read, confirmed as a correct record, and signed by the Chairman.
7. **Clerk and Councillors Reports:** Councillor Laponder reported on the issues residents of Mill Lane were having with HGV vehicles. It was AGREED that this would be referred to the Parish Council Traffic and Community Safety Working Group.  
  
It was AGREED that the Clerk would circulate a draft Pre-Application Meeting with Developers Policy for consideration at the next meeting.
8. **Planning Applications:**
  - 8.1 **To table planning applications for consideration:**
    - 8.1.1 24/503436/FULL 28 Gresham Road Coxheath Maidstone Kent ME17 4EY  
Proposed loft conversion with a rear dormer and rooflights.

CPC No Objection

- 8.1.2 24/503567/FULL 64 Huntington Road Coxheath Kent ME17 4DY  
Erection of single storey rear extension.#CPC No Objection

**8.2 To table planning applications dealt with since the last meeting.** There were none.

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

- 8.3.1 24/502380/FULL Plot 5 Forstal Farm Barn Forstal Lane Coxheath Kent ME15 0QE  
Retrospective planning application for 1(no) static Caravan, 1(no) touring caravan, 3(no) parking spaces for Gypsy and Traveller use.  
Application Permitted
- 8.3.2 24/500468/FULL Land Rear Of Blossom Lodge Site 2 Stockett Lane East Farleigh Kent ME15 0QG  
Change of use of existing caravan site to land for the siting of 10no. static caravan pitches for Gypsy and Traveller use and erection of a single storey facility block (Resubmission of 23/503783/FULL).  
Application Permitted
- 8.3.3 24/502291/FULL 22 Hanover Road Coxheath Maidstone Kent ME17 4QQ  
Erection of a rear single storey infill extension.  
Application Permitted
- 8.3.4 24/502200/FULL 3 James Grieve Mews Coxheath Kent ME17 4FZ  
Erection of a single storey rear extension.  
Application Permitted
- 8.3.5 24/502017/FULL 1 Orchard Close Coxheath Maidstone Kent ME17 4HE  
Replacement of conservatory with rear extension, construction of porch and replacement boundary wall (Retrospective).  
Application Permitted

**9. To table late planning applications and other planning matters received for consideration:** There were no other matters for consideration.

**10. To discuss the Public Presentation Day for Beacon Park - Site LPRSA312 MBC Local Plan Review.**

It was AGREED:

1. That members of the Planning Committee would review any outline of full applications submitted to MBC.
2. The Planning Committee would organise a public meeting if/when an application was submitted to MBC.
3. The Clerk would contact MBC to discuss potential Section 106/CIL (Community Infrastructure Levy) implications for Coxheath

**11. To receive correspondence:** Coxheath Primary School - Community Information Event on Tuesday 1st October was noted.

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

Pre-application meetings with Developers Policy

***These minutes are not a verbatim record of the meeting but a record of resolutions made.***

There being no further business to be transacted, the Chairman closed the meeting at 7:10 pm.

Signed on behalf of the Planning Committee.

Signature:

Date:

DRAFT