



Broomfield and Kingswood Parish Council

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Minutes of the Meeting of the Parish Council

Minutes of the Parish Council Meeting held at
Broomfield and Kingswood Village Hall, Kingswood ME17 3PX on Monday 17 February 2025

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Malcolm Clarke, Cllr Linda Blainey, Cllr Daren Moss and Cllr Chris Pink.

Hayley Roberts - Parish Clerk/RFO

There was one member of the public present.

Cllr Gill Fort

There were no declarations of intent to record the meeting by Councillors or members of the public.

Cllr Davies opened the meeting at 7:30pm

Min No	Item	Action
279. 279.1 279.2	To receive and approve apologies for absence Cllr Robert Mercer - holiday Cllr Simon Pearce – no apologies received	
280. 280.1 280.2 280.3	Councillors Declarations of interest in items on the agenda Lobbying – Item 6.1 - None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
281.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
282. 282.1	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Cllr Gill Fort Cllr Fort read an update from MBC Ward Councillor Cllr Gary Cooke... <i>Devolution - You will be aware that Kent were the only council in the South East of England that were not accepted for the Devolution Priority Plan. This only affects the new strategic level of local government that is envisaged by the Labour government. It means that Kent will not be electing a county mayor to oversee this new layer of government in May 2026. This will happen at a later date and means that the county council elections will go ahead as scheduled on the 1st May 2025. The other element of what government envisages continues as previously planned. This is the Local Government Reform (LGR) which will entail the complete abolition of district and borough councils together with upper tier county councils and Medway Council, to be replaced by a number of unitary authorities (probably 3) covering all of Kent. This is subject to an ambitious time table and central government is expecting a draft from Kent and Medway setting out draft plans for the unitaries as soon as 21st March with a final submission to be on the ministers desk in September later this year. Meanwhile MBC is consulting on a plan that would use the former Maidstone Urban Council area as the basis for a Town Council that if approved, would take over a number of existing parish councils! It needs to be remembered that Town Councils may have a Town Mayor but they only have exactly the same powers as a parish council.</i> Leeds Relief Road – the £1 million funding allocated by the previous administration for a preliminary study into the relief road is now being removed from the budget by the new administration. A petition is to be circulated that residents will be able to sign and this will be sent to Broomfield and Kingswood Parish Council shortly. A meeting is being held by MBC shortly to discuss this change. Garden Waste Service – a new garden waste scheme will start on the 1 st of July. A permit will be issued with subscriptions and this will need to be displayed on all bins. The subscription will cost £48. Signed _____	

282.2	<p>Kent County Council – County Councillor – Cllr Shellina Prendergast – report received prior to meeting Dear Residents,</p> <p>Devolution - Many of you have been in touch in recent weeks regarding the Government’s proposals on decision making powers moving away from Whitehall and out into the regions as outlined in the English Devolution White Paper published in December 2024. In this White Paper, Angela Rayner, Deputy Prime Minister, set out a vision for restructured local government and more elected Mayors across England.</p> <p>Leaders across Kent – Kent County Council, Medway Council and all 12 District and Borough Councils in the county – submitted an expression of interest just after the general election in July 2024 to the Deputy Prime Minister, telling her they were keen to work collaboratively as a group, and with Government, to shape an innovative and comprehensive devolution for Kent and Medway. On 9th January, 2025, Kent County Council Cabinet Members agreed to ask for Kent and Medway to be considered for inclusion in the Devolution Priority Programme (DPP) by submitting a letter to Jim McMahon OBE, Minister for Local Government and Devolution.</p> <p>However on Wednesday 5th February, the Leaders of Kent County Council and Medway Council were informed by Jim McMahon that the bid to be part of the DPP had not been successful. To quote the Leader of Kent County Council – “the reason we have been given is both confusing and insufficient and we will be seeking more detail from Ministers as to the rationale as soon as possible”.</p> <p>Like many of my colleagues at Kent County Council, I share the Leader’s disappointment that residents and businesses of Kent have been let down by the Government and will not be able to benefit from the increased monies, powers and opportunities promised through devolution. These include economic growth, housing and transport which are all vital for our residents in Kent. Following this announcement, the Government has formally invited all those not involved in the DPP to submit a further proposal for local government reorganisation by 21st March 2025. I will, of course, keep you updated on developments over the next few months. In the meantime, it is and always has been business as usual in serving the best interests of all our communities in Kent.</p> <p>Budget – On Thursday 13th February, Members of Kent County Council will meet to set the budget for 2025/26. This article from the County Council’s Network County Councils Network responds to final Local Government Finance Settlement - County Councils Network will give you some indication of the challenges being faced by County Councils across the country and Kent County Council is no exception. There will undoubtedly be many tough decisions to make but I know that we will endeavour to continue to provide the best services possible within our extremely constrained financial envelope for our communities. I will, of course, provide an update on the outcome following the meeting later this week.</p> <p>Streetworks – the single biggest item in my inbox and a significant area of concern for residents is the disruption to day-to-day journeys caused by what seems to be a never-ending series of streetworks on our roads and the overuse of emergency permits by utility companies. It is also a concern for Kent County Council in terms of the impact on the structural integrity of the highway and any subsequent cost to the taxpayer to carry out the repairs.</p> <p>In 2023/24, 29% of all permits for works on Kent’s Road network were for emergency (immediate) works. Consequently we have no opportunity to carry out our coordination function or ensure the proper planning of these street works. We, like other Highway Authorities, have found that often these works need not be carried out on an emergency basis (for example, to repair a water leak that has been ongoing for some time) but that the permit system is too open to improper use of this category. Kent County Council – both Members and Officers – has been working tirelessly to address these issues which require changes to primary legislation by Parliament. Part of this work has been raising awareness of the impacts of works on the highway network undertaken by the utility companies and a recent submission to the Transport Select Committee can be found here - https://committees.parliament.uk/writtenevidence/136070/pdf/</p> <p>A key recommendation in our evidence is that there is a change to the definition of ‘emergency’ works so that we have the best opportunity to enact our Traffic Management Duty and the evidence recommends how the management of these works could be improved. This includes further research into the economic and societal impacts of both street works and road works to determine if there is a case for changes to working practices to be mandated. This would be justified where the economic benefits of reducing street works/road works duration outweighs the costs of undertaking works more quickly and Kent County Council would welcome the opportunity of a pilot to support this research. This has been shared with all our Kent MPs to seek their support. I would welcome the opportunity to discuss any of the points raised with you to support our efforts on this front and would encourage you to do the same with our MPs to seek their commitment on seeking change on a matter that has a significant impact on our lives in so many ways.</p> <p>I hope you will find this update useful and please do let me know if you require any further information or assistance on the above or other matters – I can be contacted via email at Shellina.Prendergast@kent.gov.uk or telephone on 0300 042 1591.</p>	
	Cllr Gill Fort left the meeting at 7.46pm	
283.	<p>To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Parish Council Meeting held on 20th January 2025 The above minutes were approved as a true copy and duly signed by Cllr Davies. Signed</p>	

284.	<p>Planning Applications Application Ref: 25/500263/FULL Proposal: Demolition of existing conservatory, front porch and bathroom. Erection of a single storey rear and side extension with loft conversion including 2no. front dormers, 1no. rear dormer, 4no. roof lights, erection of a replacement front porch and improvements to existing access driveway. Address: The Chimneys Gravelly Bottom Road Kingswood Kent ME17 3NX After due consideration Cllrs had no objections to this application.</p>	
285. 285.1 285.2 285.3	<p>Planning Outcomes (for report only) Application Ref: 24/503444/FULL Address: Land Adjacent To Knights Cottage Leeds Castle Broomfield Kent ME17 1PL Proposal: Replacement of 8(no) seasonal glamping tents, with 8(no) timber pod units. Widening of existing entrance gates, construction of new access road and parking. Application Permitted 20.01.2025</p> <p>Application Ref: 24/504883/LBC Address: 2 Vine Cottages Lower Street Broomfield Kent ME17 1PT Proposal: Listed Building Consent for installation of EV charger. Application Permitted 23.01.2025</p> <p>Application Ref: 24/504902/FULL Address: Burleigh 12 Chestnut Drive Kingswood Kent ME17 3PD Proposal: Demolition of existing conservatory and erection of a single storey rear extension. Application Permitted 06.02.2025</p>	
286. 286.1 286.2 286.3 286.4 286.5 286.6	<p>Actions & Outcomes (for report only)</p> <ul style="list-style-type: none"> • Container has now been delivered and installed at the Sports Field. • Clerk has spoken to Cllr Shellina Prendergast to chase up a meeting in relation to the 'lessons learnt' from the Leeds Road Closure. Cllr Prendergast will arrange this. The need for this was highlighted recently when a road closure diversion was incorrect. • The new Sports Field CCTV order has been placed and should be installed in March. • Safety signs have been received and will be installed at locations around the village shortly. • Dog Fouling - MBC have been contacted and Community Protection Officers have sprayed pavements and will be inspecting the Sports Field to educate dog owners and if necessary prosecute any offenders. Clerk continues to liaise with MBC regarding problem areas. • Salt bin has been installed on Broomfield Road. 	
287. 287.1 287.2 287.3 287.4 287.5 287.6	<p>Finances and Payment of Accounts Bank reconciliation January 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Pink and RFO.</p> <p>Responsible Finance Officer's report January 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Davies and Cllr Clarke.</p> <p>To approve the schedule of payments for February 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Pink and Cllr Blainey.</p> <p>To ratify payments already made in January 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting and signed by Cllr Davies and Cllr Clarke.</p> <p>Reconciliation of invoices against cheques and ledger for January 2025 Cllrs reconciled the invoices against the ledger Cllr Clarke and Cllr Moss initialled the invoices and ledgers accordingly.</p> <p>To consider the performance against the 2024/25 budget Circulated prior to meeting. Clerk reviewed budget for the year 2024/25 so far.</p>	
288. 288.1	<p>Sports Field Review of the month's Sports Field Inspection Sheets Clerk advised that the potholes at the Sports Field have gotten bigger and require attention. Cllrs asked the Clerk to arrange for them to be painted to ensure they are visible to users and to arrange for an urgent repair. Clerk to action. Moles are an issue currently at the Sports Field, the Clerk is having the mole hills flattened regularly and Cllr Moss will investigate options with regards to the moles.</p>	<p>Clerk</p> <p>Cllr Moss</p> <p>Signed</p>

288.2	To review request from Scout Group to consider installing more dog fouling signs at the Sports Field Maidstone Borough Council will be attending to inspect the Sports Field and educate dog owners. Clerk to speak to Maidstone Borough Council regarding signage.	
289.	Policing Crime Figures Between 19:00 on Sunday 26th of January and 10:18 on Monday 27th of January in Peter Pease Close. Somebody smashed a window of a Skoda Citigo parked in the road. Crime Report No. 46/15160/25 - Posted 29/01/2025	
290.	To receive a Headcorn FC mid-season update and to look at possible investment opportunities from the football association Matt Botley Chairman of Headcorn FC attended the meeting and reviewed the last season. The Sports Field is used most weekends and it is working well. Car parking is something that is regularly monitored to ensure it does not cause disruption to residents. The defibrillator at the Sports Field is a welcome addition and although it is hoped it will never be needed it gives a lot of peace of mind to the football teams. Matt discussed the possibility of pitch improvement funding from the FA, Cllrs will review this information and make a decision about whether to apply.	
Matt Botley left the meeting at 8.14pm		
291.	To review and approve co-option procedure Cllrs reviewed and approved the co-option procedure. Cllr Clark signed the document.	
292.	To review the following policies and resolve to adopt them; 292.1 Code of Conduct 2025 292.2 FOI Publication Scheme 2025 292.3 Grant awards policy and application form 2025 292.4 Health and Safety Policy 2025 292.5 Lone working Policy 2025 292.6 Reserves Policy 2025 292.7 Working Group Terms of Reference 2025 292.8 Performance Management and Staff Development Policy 2025 All policies reviewed by Cllrs. Cllrs resolved to adopt the polices and Cllr Clark signed all policies.	
293.	To receive an update on the Joint Village Hall Project Cllr Clark advised there are no new updates to report. Cllr Clark and Cllr Clarke to request an update from the Village Hall Committee and report back at the next meeting.	Cllr Clark/Cllr Clarke
294.	To discuss VE Day and consider whether to hold a celebration Cllrs discussed VE Day and resolved to hold an event for residents on the 10 th of May 2025. This will be a village picnic at the Village Hall. More details to follow shortly.	
295.	To consider attendance of Chairman and Vice Chairman at the Chairmanship Conference Cllrs considered and resolved that Cllr Clark and Cllr Davies should attend at a cost of £70 plus VAT per person. Clerk to arrange.	Clerk
296.	To approve attendance of Cllr Blainey and Cllr Mercer at the KALC Nuts and Bolts of Parish Councils - For Councillors training Cllrs discussed and approved the attendance of Cllr Blainey and Cllr Mercer at the training session at a cost of £50 plus VAT per person. Clerk to arrange.	Clerk
297.	To resolve when to hold the April Parish Council meeting as third Monday falls on Easter Monday Cllrs resolved to hold the April meeting on the first Monday of April – April the 7 th .	
298.	To resolve a date for the Reverse Santa event in 2025 Cllrs reviewed dates that Santa is available and resolved to hold the event on the 14 th of December 2025. More details to follow later.	
299.	To receive feedback from the Clerks attendance at the KALC website webinars Clerk advised that the webinars were very useful in highlighting what is required on a Parish Council website including polices and accessibility. Clerk is in the process of reviewing the Parish Council website and updating it accordingly. <p style="text-align: right;">Signed _____</p>	Clerk

<p>300. 300.1 300.2</p>	<p>Residents' concerns Dog fouling is still a big concern around the village. The Clerk has been liaising with Maidstone Borough Council who continue to monitor the issue. Pavements have been sprayed and inspections are being completed. You can report dog mess using the following link and Maidstone Borough Council will attend and clear it; https://maidstone.gov.uk/home/primary-services/street-care-and-cleaning/report-dog-mess Parking on pavements is occurring around the Parish, this is not only disruptive to pedestrians but also dangerous. Please can residents ensure they and their visitors are parking appropriately. Clerk to speak to Kent Police regarding the issue.</p>	<p>Clerk</p>
<p>301.</p>	<p>Any other information New HGV Restriction The signs have been installed incorrectly and we have been in touch with KCC who will correct these ASAP. For clarification the new restrictions were installed after residents contacted KCC with concerns. Before the installation of the new restrictions if a HGV is travelling along Gravelly Bottom Road and arrives at the Duck Pond Lane/Broomfield Road crossroads, it doesn't matter what direction they go, as each road from there is unsuitable for HGVs. Changes have been made to move the restriction up to the crossroads itself, it means HGV drivers can turn legally towards Chartway Street at the junction and away from Broomfield. The restriction also includes the whole of the residential area, with the hope of stopping a few stray HGVs from driving round those roads. The Parish Council appreciates that all restrictions on the road (speed limits, parking restrictions etc) are only as good as the enforcement, KCC have introduced the restrictions, the enforcement is the responsibility of Kent Police. HGVs using inappropriate roads is something that the Parish Council will continue to raise with them</p>	
<p>277. 277.1 277.2</p>	<p>Items for next agenda To discuss VE Day celebrations on the 10th of May 2025 To receive an update on the Joint Village Hall Project</p>	
<p>278.</p>	<p>Parish Council Meeting The next meeting of the Parish Council is scheduled for Monday 17th March 2025. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm. Cllr Clark closed the meeting at 8.56pm. Signed _____</p>	