



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 15th December 2025

Present at meeting: Cllr Tina Clark (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Linda Blainey, Cllr Darren Moss, Cllr Robert Mercer and Cllr Malcolm Clarke

Hayley Roberts - Parish Clerk/RFO

There was one member of the public present.

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

Cllr Clark opened the meeting at 7:30pm

Min No	Item	Action
495.	To receive and approve apologies for absence Cllr Pink – sickness	
496. 496.1 496.2 496.3	Councillors Declarations of interest in items on the agenda Lobbying – None Personal Interest – None Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None	
497.	Welcome by the Parish Council Chairman, Cllr Tina Clark	
498. 498.1	Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Cllr Gill Fort – apologies sent Please accept my apologies I won't be able to attend the PC meeting tonight as I have a budget briefing tonight at Maidstone House. We are looking to re establish the £1m earmarked for work needed to provide the evidence that a relief road is needed and looking at funding options. MBC have written to the government with their support for a 3 unitary structure for Kent choosing option 3a which would see Maidstone in West Kent. The Gypsy, Traveller and Travelling Showpeople development plan is under consultation. You have until 11th Jan 2026 to respond. There is a site in Pitt rd which doesn't say the number of pitches. Please pass on my regards and wishing you all a very happy Christmas.	
498.2	Kent County Council – County Councillor – Cllr Sarah Emberson – apologies sent	
499.	To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 17th November 2025 The above minutes were approved as a true copy and duly signed by Cllr Clark.	
500. 500.1	Planning Applications Application Ref: 25/504671/FULL Proposal: Section 73 - Application for Minor Material Amendment to approved plans condition 2 (to allow for a change of the design and the external appearance of the approved dwelling.) pursuant to 24/502642/FULL Section 73 - Application for minor material amendment to approved plans condition 2 (to enable a minor change to the position of the approved dwelling) pursuant to 21/500168/FULL for - Demolition of the existing dwelling Loxley House and the erection of replacement dwelling with amenity space, landscaping and access. Address: Loxley House Gravelly Bottom Road Kingswood Kent ME17 3NT After due consideration Cllrs resolved they can not support this application due to lack of clear information. More information has been requested.	

500.2	<p>Application Ref: 25/504698/TPOA Proposal: TPO application to reduce one Sweet Chestnut (T1) to a height of 14m and 3m spread and removal of two Sweet Chestnut (T2 and T3). TPO 6 of 1992. Address: 6 Nine Oaks Court Kingswood Kent ME17 1LW After due consideration Cllrs had resolved that they approve the height reduction but they can not support the removal of the trees on this application due to lack of evidence.</p>	
501.	Planning Outcomes (for report only)	
501.1	<p>Three applications have changed since the last PC meet: Application Ref: 25/502137/FULL Address: Selangor 24 Charlesford Avenue Kingswood Kent ME17 3PE Proposal: Demolition of existing conservatory, porch and garage. Erection of porch, single-storey side extension, changes to fenestration and associated landscaping. Decision: Application Permitted 14.11.25</p>	
501.2	<p>Application Ref: 25/504337/TPOA Address: Hunters Moon Broomfield Road Kingswood Kent ME17 3NY Proposal: TPO application to Remove the stand of 4x sweet chestnuts to ground level due to the stems leaning outward and posing a risk to property or persons due to decay and delamination to the main stems caused by Honey fungus. fruiting bodies visible as well as rhizomorphs under delaminated bark. Decision: Application Permitted 02.12.25</p>	
501.3	<p>Application Ref: 25/504334/TPOA Address: 5 Holly Tree Close Kingswood Kent ME17 3QJ Proposal: TPO application to carry out proposed works as per the "application form" and "tree measurements" Decision: Application Permitted 10.12.25</p>	
502.	Actions & Outcomes (for report only)	
	<p>All action updates are being dealt with within the agenda.</p> <ul style="list-style-type: none"> • The bin at the Sports Field has now been installed. • We have received a number of volunteers for the new Neighbourhood Watch Scheme and the Parish Clerk will action this further in January. 	Clerk
503.	Finances and Payment of Accounts	
503.1	<p>Bank reconciliation November 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.</p>	
503.2	<p>Responsible Finance Officer's report November 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Blainey and Cllr Mercer.</p>	
503.3	<p>To approve the schedule of payments for December 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Clark.</p>	
503.4	<p>To ratify payments already made in November 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Blainey and Cllr Mercer.</p>	
503.5	<p>Reconciliation of invoices against cheques and ledger for November 2025 Councillors reconciled the invoices against the ledger, Cllr Clarke and Cllr Mercer initialled the invoices and ledger accordingly.</p>	
503.6	<p>To consider the year end performance against the 2024/25 budget Cllrs considered the budget performance for 2025/26 so far.</p>	
503.7	<p>To review and discuss draft budget for 2026/27 Cllrs discussed and approved the draft budget of £61,507. There will be no increase in the precept for residents.</p>	
503.8	<p>To discuss the Parish Council credit card Cllrs discussed and approved a credit limit increase to £1000. Clerk to action.</p>	Clerk
503.9	<p>To consider grant funding request from Marie Curie Cllrs considered request and resolved to donate £200 to Marie Curie who support our Parish.</p>	Clerk

504.	Sports Field Review of the month's Sports Field Inspection Sheets No issues to report at the Sports Field.	
504.1		
504.2	To consider quotations for car park extension and resolve how to proceed Cllr Clarke presented his findings in relation to the extension. Clerk to speak to MBC in relation to proposed extension layout and report back.	Clerk
505.	Policing Crime Figures No new reports showing on Kent Police website. Clerk to speak to PC Phillips regarding lack of reports showing despite being made aware of reports that have been made.	
506.	To discuss the Maidstone Gypsy, Traveller and Traveling Showpeople Development Plan Document – Preferred policies and Potential sites (Regulation 18c) Consultation There is an active consultation in relation to the placing of Gypsy, Traveller and Travelling Showpeople development plans within our Parish. Cllrs urge all residents to please take the time to review the consultation and make comment. Link below to the consultation but please do contact the Clerk if you require any further information. https://maidstone.oc2.uk/	
507.	To review the Parish News Cllrs discussed the current Parish News format and agreed it could be updated. Clerk to research.	Clerk
508.	To receive feedback from the Reverse Santa Event Cllr Clark provided feedback from the event. Event went very well and feedback received from residents is very positive. Cllrs resolved that the event should go ahead again next year.	
509.	To discuss converting the Parish Council website to .gov.uk Cllrs continued to discuss the website. Clerk to prepare a draft of what would be required of a new website and report back.	Clerk
510.	To receive feedback from the Ward Cluster meeting Clerk feedback from recent meeting where fly tipping, a new litter pick trolley and antisocial behaviour was discussed.	
511.	To review request from The Village Hall Committee in relation to the defibrillator Cllrs reviewed request and resolved they would be willing to fund the cost of the inspection to ensure the defibrillator remains active for the use of residents. Maintenance and repairs would remain the responsibility of the Village Hall Committee. Clerk to arrange for cost of the inspection to be sent to the Village Hall Committee.	Clerk
512.	To review quotation in relation to defibrillator inspections and resolve how to proceed Cllrs reviewed and agreed that this should be implemented to ensure the defibrillators are kept active and ready for residents to use. Clerk to arrange.	Clerk
513.	Residents' concerns 513.1 Road closures – something the Parish Council continues to raise with KCC. Please email any concerns to the Parish Clerk who will collate and feedback to KCC. 513.2 HGVs using Broomfield Road – this is an ongoing concern. There will be a new weight limit applied to Broomfield Road and other village roads. Currently the roads are 'access only' however with the new 7.5 tonne weight limit it will be possible to prosecute HGVs using these roads and fines can be issued.	
514.	Any other information 514.1 Amendment 3 a Traffic Movements Order on Various Roads, Kingswood in the Borough of Maidstone NOTICE is given that the Kent County Council under Sections 1(1), 2(1) to (3), 3, 4, 19, 65(1), 124 and of Part IV of Schedule 9 of the Road Traffic regulation Act 1984 ('the Act') as amended and all other enabling powers, and having regard to Section 122 of the Act and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby make the following order:- The effect of the Order would be to prohibit all vehicles over 7.5T except for access on the following length of roads in Kingswood, Maidstone:- ASHFORD DRIVE, BELL WAY, BUSHY GROVE, CAYSER DRIVE, CHARLESFORD AVENUE, CHESTNUT DRIVE, ELDER CLOSE, HEATHERWOOD CLOSE, HOLLY TREE CLOSE, IVY CLOSE, LAUREL GROVE, THORNEY CROFT CLOSE, TALL TREES CLOSE, THE WALDENS and WILDWOOD CLOSE – For their entire length. WHITEHALL DRIVE – From its junction with Chestnut Drive to its junction with Charlesford Avenue. DUCK POND LANE - Remove the TRO weight limit for its entire length. The Order was made on 11 December 2025 and its provisions will come into effect on 12 December	

	<p>2025.</p> <p>A full statement of the Council's reasons for making the Order, a plan indicating the location and the effect and a copy of any other Orders which will be amended by the made Order may be examined at Kroner House, Eurogate Business Park, Ashford, Kent TN24 8XU by appointment booked through tro@kent.gov.uk or viewed online from 12 December 2025 at www.kent.gov.uk/highwaysconsultations</p> <p>Anyone may, by application to the High Court within 6 weeks of the date of publication of this Notice, challenge the validity of the Orders or of any provision contained in them on the grounds that it is not within the powers conferred by the Road Traffic Regulation Act 1984, or any instrument made thereunder, or that there has been a failure to comply with any statutory requirement to the Orders.</p> <p>514.2 Landscape Character Assessment Consultation MBC are updating Maidstone's Landscape Character Assessment and want your views. This study will guide how MBC protect and manage the borough's unique landscapes in future planning. MBC will use this information to build a picture of the value of our landscapes and what landscape features matter to local people and help to develop a draft LCA document, which MBC will consult further on in Spring/Summer 2026.</p> <ul style="list-style-type: none"> • Complete the consultation mapping here: Landscape Character Assessment 2025–26 • Deadline: 11 January 2026 <p>All your answers will be treated in the strictest confidence and will be stored securely. All personal information is held in accordance with the Data Protection Act 1998 & UK GDPR.</p> <p>If you have any questions or concerns about this survey, please contact Consultation@maidstone.gov.uk.</p> <p>Your feedback will help shape planning policy and landscape management.</p>	
493. 493.1 493.2 493.3	<p>Items for next agenda</p> <p>To discuss car park extension To discuss the placement of a bench within the village To discuss next steps in relation to a new Parish Council website</p>	
494.	<p>Parish Council Meeting</p> <p>The next meeting of the Parish Council is scheduled for Monday 19th January 2026. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>Cllr Clark closed the meeting at 9.12pm.</p> <p style="text-align: right;">Signed _____</p>	