



Broomfield and Kingswood Parish Council

<http://www.broomfieldandkingswood-pc.org.uk/>



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 November 2025

Present at meeting: Cllr Tina Clarfk (Chairman), Cllr Gareth Davies (Vice Chairman), Cllr Linda Blainey, Cllr Daren Moss 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 |
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| 474. 474.1 474.2 | To receive and approve apologies for absence Cllr Robert Mercer – illness Cllr Pink – work commitments | |
| 475. 475.1 475.2 475.3 | 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 | |
| 476. | Welcome by the Parish Council Chairman, Cllr Tina Clark | |
| 477. 477.1 477.2 | Reports from Representatives of Outside Bodies Maidstone Borough Council – Ward Councillor – Cllr Gill Fort – apologies sent Kent County Council – County Councillor – Cllr Sarah Emberson – apologies sent | |
| 478. | To approve the minutes of the meeting of Broomfield & Kingswood Parish Council Minutes of Annual Parish Council Meeting held on 20th October 2025 The above minutes were approved as a true copy and duly signed by Cllr Davies. | |
| 479. 479. 479.2 479.3 | Planning Applications Application Ref: 25/504224/LBC Proposal: Listed Building Consent for re-painting of the internal beams to an oak colour matching the original beams Address: 2 Vine Cottages Lower Street Broomfield Kent ME17 1PT After due consideration Cllrs had no objections to this application. Application Ref: 25/504334/TPOA Proposal: TPO application to carry out proposed works as per the "application form" and "tree measurements" Address: 5 Holly Tree Close Kingswood Kent ME17 3QJ After due consideration Cllrs had no objections to this application. Application Ref: 25/504337/TPOA Proposal: TPO application to remove the stand of 4x sweet chestnuts to ground level due to the stems leaning outwards 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. Address: 1 Hunters Moon Broomfield Road Kingswood ME17 3NY After due consideration Cllrs had resolved to object to this application due to lack of evidence. <div>Signed _____</div> | |

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| <p>480.</p> <p>480.1</p> <p>480.2</p> <p>480.3</p> | <p>Planning Outcomes (for report only)</p> <p>Three applications have changed since the last PC meet:</p> <p>25/502223/FULL Land At Junction Of Pitt Road/Chartway Street Cross Drive Kingswood Kent ME17 3JB The use of land for the stationing of 2no. caravans for residential purposes, erection of 2no. dayrooms and laying of hardstanding ancillary to that use. Decision: Application permitted 21.10.25</p> <p>25/503688/FULL The Old Forge Ashford Road Broomfield Kent ME17 1PZ Conversion of an existing outbuilding into residential annexe (ancillary to the main dwelling) and siting of two mobile homes as temporary accommodation (Resubmission of 25/502052/FULL). Decision: Application permitted 29.10.25</p> <p>25/503689/LBC The Old Forge Ashford Road Broomfield Kent ME17 1PZ Listed Building Consent for internal and external alterations including enlargement of roof space, insertion of solar panels, replacement windows and doors and changes to fenestration to allow for the conversion of an existing outbuilding into residential annexe (ancillary to the main dwelling) and siting of two mobile homes as temporary accommodation (Re-submission of 25/502053/LBC) Decision: Application permitted 29.10.25</p> | |
| <p>481.</p> | <p>Actions & Outcomes (for report only)</p> <p>All action updates are being dealt with within the agenda.</p> <ul style="list-style-type: none"> • Bin for sports field purchased and await delivery. • Spoke to the owners of the shop re the possibility of placing a bench on the forecourt, await confirmation. • KCC Parish Bus Stop Shelter Grant is not applicable to us as we do not own the bus shelters. • Reported stolen plants from the planters to the Police and PC Phillips will make enquiries. • Neighbourhood Watch scheme now registered and await marketing materials. | |
| <p>482.</p> <p>482.1</p> <p>482.2</p> <p>482.3</p> <p>482.4</p> <p>482.5</p> <p>482.6</p> <p>482.7</p> <p>482.8</p> <p>482.9</p> | <p>Finances and Payment of Accounts</p> <p>Bank reconciliation October 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and RFO.</p> <p>Responsible Finance Officer's report October 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clarke and Cllr Davies.</p> <p>To approve the schedule of payments for November 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Clark.</p> <p>To ratify payments already made in October 2025 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clarke and Cllr Davies.</p> <p>Reconciliation of invoices against cheques and ledger for October 2025 Councillors reconciled the invoices against the ledger, Cllr Pink and Cllr Blainey initialled the invoices and ledger accordingly.</p> <p>To consider the year end performance against the 2024/25 budget Cllrs considered the budget performance for 2025/26 so far.</p> <p>To review and discuss draft budget for 2026/27 Cllrs discussed and Clerk to produce draft budget for approval at the December meeting.</p> <p>To discuss the Parish Council credit card Item moved to December meeting.</p> <p>To consider grant funding request from The Heart of Kent Hospice Cllrs considered request and resolved to donate £1000 to The Heart of Kent Hospice who support our Parish.</p> | |
| <p>483.</p> <p>483.1</p> | <p>Sports Field</p> <p>Review of the month's Sports Field Inspection Sheets No issues to report at the Sports Field.</p> <p style="text-align: right;">Signed _____</p> | |

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| 483.2 | To consider quotations for car park extension and resolve how to proceed Cllrs discussed quotations and Cllr Clarke and Cllr Pink agreed to take charge of this project. Cllrs to discuss and confirm exact measurements and requirements and report back. | Cllr Pink & Cllr Clarke |
| 484. | Policing Crime Figures Between 09:00 on Tuesday 14th of October and 18:00 on Saturday 18th of October in Gravelly Bottom Road. Somebody stole plants from council planters at the side of the road. Crime Report No. 46/182495/25 - Posted 23/10/2025 On Saturday 8th of November between 16:00 and 18:30 in No Road Name. Somebody stole a bronze Land Rover Discovery, DCR***, from a car park. Crime Report No. 46/193307/25 - Posted 12/11/2025 | |
| 485. | To provide feedback from and discuss Annual Clerks Conference Clerk attended and various topics were discussed such as Local Government Organisation, Assertion 10, AI. Clerk provided feedback to Cllrs. | |
| 486. | To provide feedback from MBC Parish Conference 2025 Cllr Clark and Clerk provided feedback from the conference. | |
| 487. | To receive an update on the Reverse Santa Event Update provided by Clerk, Cllr Clarke and Cllr Clark. The Reverse Santa event will take place on Sunday the 14 th of December at 5pm with carols and refreshment at the Village Hall from 6.30pm. More details regarding the route will be circulated shortly. Cllrs approved payments for hall hire and Santa related expenses. | |
| 488. | To discuss converting the Parish Council website to .gov.uk Due to new legislation Cllrs resolved that it is important that the website is compliant. Clerk to obtain further quotations for a new website and research how other Parish Councils websites run. | Clerk |
| 489. | To receive an update on the Joint Village Hall Project After discussion Cllrs resolved that this project will not be proceeding mainly due to high costs and lack of grants available. | |
| 490. | To discuss village planters Cllrs want to publicly thank Alison and Paul Beaney for their kind donation of plants for the village planters to replace those plants that were recently stolen. Cllrs are monitoring the situation and as previously stated may resolve to remove the planters if this continues. The theft has been reported to the Police who are investigating. | |
| 491. | Residents' concerns Roadworks – roadworks continue to cause havoc around the Parish. All issued raises are being taken up with Cllr Emberson from KCC. | Clerk |
| 491.1 | Leeds Castle Fireworks – concerns raised regarding traffic and litter during the event. The Clerk has contacted Leeds Castle who have taken the concerns on board for the next event. | |
| 491.2 | Crime figures not being a true reflection on minutes – concern raised regarding the crimes being reported in the minutes not being a true reflection of all the crimes being reported. Cllrs discussed this and Clerk will speak to PC Phillips again. | Clerk |
| 491.3 | | |
| 492. | Any other information 492.1 Have Your Say on the Heathlands Garden Settlement Draft Supplementary Planning Document (Monday 3 November – Monday 15 December) Maidstone Borough Council is inviting residents, businesses and stakeholders to take part in the consultation for the: <ul style="list-style-type: none"> • https://maidstone.oc2.uk/document/2 The consultation will run from Monday 3 November to 23:59 on Monday 15 December 2025, and we welcome your input. <div style="text-align: right;">Signed _____</div> | |

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| 492.2 | <p>Have Your Say on the Lidsing Garden Community Draft Supplementary Planning Document (Monday 3 November – Monday 15 December)</p> <p>Dear Sir/Madam,</p> <p>Maidstone Borough Council is inviting residents, businesses and stakeholders to take part in the consultation for the:</p> <ul style="list-style-type: none"> • <u>Lid https://maidstone.oc2.uk/document/1</u> <p>The consultation will run from Monday 3 November to 23:59 on Monday 15 December 2025, and we welcome your input.</p> | |
| 492.3 | <p>From Kent Police: Amended Surgery Location for Kingswood</p> <p>Just to make everyone aware our upcoming surgery for Kingswood will now NOT be at the Kingswood Village Hall, it will be held at the forecourt outside the Charlesford Avenue NISA shop.</p> <ul style="list-style-type: none"> • Kingswood - Saturday 29th November 09:00-10:00 @ Charlesford Avenue Shop. <p>Many thanks, PC Phillips and PCSO Boyd</p> | |
| <p>472.</p> <p>472.1</p> <p>472.2</p> <p>472.3</p> | <p>Items for next agenda</p> <p>To discuss Parish Council website</p> <p>To consider quotations for car park extension and resolve how to proceed</p> <p>To discuss the Parish Council credit card</p> | |
| 473. | <p>Parish Council Meeting</p> <p>The next meeting of the Parish Council is scheduled for Monday 15th December 2025. 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 8.58pm.</p> <p style="text-align: right;">Signed _____</p> | |