



# 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 15 September 2025

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

Hayley Roberts - Parish Clerk/RFO

There was six members 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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| <b>425.</b> | <b>To receive and approve apologies for absence</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |        |
| 425.1       | Cllr Malcolm Clark - illness                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| 425.2       | Cllr Chris Pink – work commitments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |
| <b>426.</b> | <b>Councillors Declarations of interest in items on the agenda</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |        |
| 426.1       | Lobbying – None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |        |
| 426.2       | Personal Interest – None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |        |
| 426.3       | Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion) - None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |        |
| <b>427.</b> | <b>Welcome by the Parish Council Chairman, Cllr Tina Clark</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |        |
| <b>428.</b> | <b>Reports from Representatives of Outside Bodies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |        |
| 428.1       | Maidstone Borough Council – Ward Councillor – Cllr Gill Fort – not present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |        |
| 428.2       | <p>Kent County Council – County Councillor – Cllr Sarah Emberson - apologies received and report provided which was read at the meeting...</p> <p>On August 7<sup>th</sup> KCC made our announcement regarding roads in the county. We have committed a total spend of £67m, broken down as follows:</p> <p>£25m constructing new roads - Bearsted Relief Road project started on 18<sup>th</sup> Aug</p> <p>£10m on preventative measures to stop pot holes forming</p> <p>£11m for quick efficient and permanent repairs by the KCC team</p> <p>£7m on urgent repairs to keep pathways safe</p> <p>£14.2m pothole patching</p> <p>KCC are also pursuing our alternative option to the Local Government Reorganisation proposals – we believe this is in the best interests of the people of Kent. I will have more detail on this to share in time.</p> |        |
| <b>429.</b> | <p><b>To approve the minutes of the meeting of Broomfield &amp; Kingswood Parish Council</b></p> <p><b>Minutes of Parish Council Meeting held on 21st July 2025</b></p> <p>The above minutes were approved as a true copy and duly signed by Cllr Clark.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| <b>430.</b> | <b>Planning Applications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |
| 430.1       | <p>Application Ref: 25/503688/FULL</p> <p>Proposal: 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).</p> <p>Address: The Old Forge Ashford Road Broomfield Kent ME17 1PZ</p> <p><b>After due consideration Cllrs had no objections to this application.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |        |
| 430.2       | <p>Application Ref: 25/503657/FULL</p> <p>Proposal: Change of for the use of land to a natural burial ground with landscaping, parking and access</p> <p>Address: Land East Of The Homestead Gravelly Bottom Road Kingswood Kent</p> <p><b>After due consideration Cllrs resolved to object to this application.</b></p> <p style="text-align: right;">Signed _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |        |

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| 431. | <b>Ratification of Planning consultation applications decided by email using Delegation Powers re Planning (Minute No 19/101.1) Delegation;</b><br>Application Ref: 25/502223/FULL<br>Proposal: 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.<br>Address: Land At Junction Of Pitt Road/Chartway Street Cross Drive Kingswood Kent ME17 3JB<br><b>After due consideration Cllrs had no comments to make on this application.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 432. | <b>Planning Outcomes (for report only)</b><br>Six applications have changed since the last PC meet:<br><br>432.1 25/502053/LBC<br>The Old Forge Ashford Road Broomfield Kent ME17 1PZ<br>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.<br><b>Decision: Application withdrawn 03.09.25</b><br><br>432.2 25/502429/LBC<br>The Old Forge Ashford Road Broomfield Kent ME17 1PZ<br>Listed Building Consent for conservation works including: roof re-tiling, mortar re-pointing, replacement of irremediable windows, repainting the main door. Internal finishes with lath and plaster finishes over removed plasterboard. Reinstatement of original fireplace masonry. Erection of part 2 part single storey rear extension with addition of dormer. Replacement of the existing front wall, gates and railings.<br><b>Decision: Application refused 07.08.25</b><br><br>432.3 25/502428/FULL<br>The Old Forge Ashford Road Broomfield Kent ME17 1PZ<br>Erection of a part two part single storey rear extension with addition of dormer. Replacement of the existing front wall, gates and railings and irreparable windows.<br><b>Decision: Application refused 07.08.25</b><br><br>432.4 25/502338/FULL<br>78 Cayser Drive Kingswood Kent ME17 3QF<br>Erection of a single storey rear extension including 1no. roof light.<br><b>Decision: Application permitted 05.08.25</b><br><br>432.5 25/502052/FULL<br>The Old Forge Ashford Road Broomfield Kent ME17 1PZ<br>Conversion of an existing outbuilding into residential annexe (ancillary to the main dwelling) and siting of two mobile homes as temporary accommodation.<br><b>Decision: Application refused 24.07.25</b><br><br>432.6 25/502059/FULL<br>Tarn Hows 5 Charlesford Avenue Kingswood Kent ME17 3PE<br>Extension of existing dropped kerb.<br><b>Decision: Application permitted 23.07.25</b> |  |
| 433. | <b>Actions &amp; Outcomes (for report only)</b><br>433.1 <ul style="list-style-type: none"><li>Clerk is in the process of obtaining quotations for the possible car park resurfacing and extension.</li></ul> 433.2 <ul style="list-style-type: none"><li>Strategic Playground Grants – email sent to MBC in relation to this and the possible funding available.</li></ul> 433.3 <ul style="list-style-type: none"><li>Remedial tree work complete following the annual tree inspection.</li></ul> 433.4 <ul style="list-style-type: none"><li>Timber assessment carried out on the 12<sup>th</sup> of September on the basket swing, all ok however two posts highlighted to monitor.</li></ul> 433.5 <ul style="list-style-type: none"><li>Shelving has been installed in the container.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 434. | <b>Finances and Payment of Accounts</b><br>434.1 Bank reconciliation August 2025<br>This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Blainey and RFO.<br><br>434.2 Responsible Finance Officer's report August 2025<br>This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Davies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

Signed

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| 434.3       | To approve the schedule of payments for September 2025<br>This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Blainey.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| 434.4       | To ratify payments already made in August 2025<br>This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Clark and Cllr Davies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| 434.5       | Reconciliation of invoices against cheques and ledger for August 2025<br>Councillors reconciled the invoices against the ledger, Cllr Moss and Cllr Blainey initialled the invoices and ledger accordingly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| 434.6       | To consider the year end performance against the 2024/25 budget<br>Cllrs considered the budget performance for 2025/26 so far.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |              |
| <b>435.</b> | <b>Sports Field</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |              |
| 435.1       | Review of the month's Sports Field Inspection Sheets<br>There have been a number of issues lately with the bins overflowing at the sports field. This will be dealt with in the next agenda item.<br>There has been some damage to trees at the Sports Field, after inspection and discussion it appears to have been caused by animals, this is to be monitored.<br>Dog poo has become an issue inside the play area, can we remind users that dogs are not allowed within the fenced off play area, this will be monitored and if this persists Councillors discussed the possibility of having no dogs at the sports field at all.<br>A red metal post has been found at the Sports Field, it is unknown where this came from and has now been removed. |              |
| 435.2       | To discuss concerns in relation to the bins at the Sports Field and resolve how to proceed<br>Councillors discussed and agreed that another bin should be purchased for the Sports Field. Clerk to liaise with the maintenance team with regards to what bin would be best.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>Clerk</b> |
| <b>436.</b> | <b>Policing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |
| 436.1       | Crime Figures<br>On Thursday 17th of July around 02:00 in Chartway Street. Somebody stole a large amount of BT copper cable from the street.<br>Crime Report No. 46/123512/25 - Posted 21/07/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |
| 436.2       | Between 00:01 on Sunday 13th of July and 11:13 on Monday 21st of July in Charlesford Avenue.<br>Somebody stole a vehicle, HK21***, from the road.<br>Crime Report No. 46/126079/25 - Posted 24/07/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
| 436.3       | On Friday 1st of August between 11:45 and 12:15 in Chartway Street. Somebody stole a golf club left unattended at a driving range.<br>Crime Report No. 46/134278/25 - Posted 04/08/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |
| 436.4       | Between 23:30 on Thursday 14th of August and 11:15 on Friday 15th of August in Bushy Grove.<br>Somebody smashed a window of a Jaguar parked in the road.<br>Crime Report No. 46/142394/25 - Posted 18/08/2025<br>UPDATE: we have been advised that a suspect has been arrested in regards to this incident.                                                                                                                                                                                                                                                                                                                                                                                                                                                |              |
| 436.5       | Between 22:00 on Wednesday 20th of August and 09:31 on Thursday 21st of August in The Waldens.<br>Somebody stole a vehicle, P66***, from a driveway.<br>Crime Report No. 46/146217/25 - Posted 25/08/2025<br>UPDATE: Door to door enquiries have been carried out by Kent Police.                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |
| 436.6       | Between 00:01 on Wednesday 27th of August and 23:59 on Thursday 28th of August in Bell Way.<br>Somebody tried to break into a Volkswagen and a Ford Transit parked on a driveway.<br>Crime Report No. 46/154065/25 - Posted 05/09/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |
| <b>437.</b> | <b>To discuss and resolve to accept and implement the NALC National Salary Award 2025/2026</b><br>Circulated prior to the meeting, Cllrs discussed the 3.2% NALC National Salary Award 2025/26 and resolved to accept it. Clerk to action necessary changes and implement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Clerk</b> |
| <b>438.</b> | <b>To receive an update on the Joint Village Hall Project</b><br>This is still ongoing, no new updates to report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |              |
| <b>439.</b> | <b>To consider request from the Churchwarden for St Margaret's Church in Broomfield</b><br>Request received in relation to lighting at the Church. The Church Warden was not in attendance therefore this matter could not be discussed further. Clerk to contact Church Warden.<br><b>Signed</b> _____                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Clerk</b> |

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| 440.  | <b>To discuss KCC Parish Bus Stop Shelter Grant</b><br>The Parish Council do not own the bus stops and therefore can not apply for the grant but were in agreement that they could be updated and improved. Clerk to contact KCC to discuss.                                                                                                                                   | Clerk |
| 441.  | <b>Feedback from the Maidstone KALC Meeting on Monday 28 July 2025</b><br>Cllr Clark provided feedback from the meeting and minutes circulated prior to the meeting.                                                                                                                                                                                                           |       |
| 442.  | <b>To discuss the Parishes fire hydrants</b><br>Cllr Davies discussed issues faced by Kent Fire and Rescue during a recent fire in the Parish and fire hydrant locations. Clerk to speak to Kent Fire and Rescue to see if we can provide any support.                                                                                                                         | Clerk |
| 443.  | <b>Cllr Davies left the meeting at 8.38pm and returned at 8.40pm</b>                                                                                                                                                                                                                                                                                                           |       |
| 444.  | <b>To consider request from Leeds and Kingswood Scout Group</b><br>Cllrs discussed request from Leeds and Kingswood Scout Group in relation to a donation in order to make the building more accessible. Cllrs resolved that a donation of £249.60 will be made to the group. Clerk to action.                                                                                 | Clerk |
| 445.  | <b>To discuss converting the Parish Council website to .gov.uk</b><br>Cllr Pink was not present therefore item to be on the next agenda.                                                                                                                                                                                                                                       |       |
| 446.  | <b>Residents' concerns</b>                                                                                                                                                                                                                                                                                                                                                     | Clerk |
| 446.1 | Ebikes – concern has been raised regarding e-bikes in the Parish. Cllrs discussed and Clerk will contact PC Phillips to raise concerns.                                                                                                                                                                                                                                        |       |
| 446.2 | Parking on Cayser Drive – issues have been raised regarding parking around the Primary School at school pick up and drop off times. The Primary School have been proactive in contacting parents. Cllrs discussed and Clerk to contact PC Phillips for advice.                                                                                                                 | Clerk |
| 446.3 | Dumped waste – Broomfield Road – animal waste was left on Broomfield Road in August. It was cleared quickly by KCC but presented issues for drivers and residents. Clerk has contacted KCC to enquire about what happened. Await contact.                                                                                                                                      |       |
| 447.  | <b>Any other information</b>                                                                                                                                                                                                                                                                                                                                                   |       |
| 447.1 | Kent County Council Budget Consultation - Closes on the 29th September. Visit <a href="http://www.kent.gov.uk/budget">www.kent.gov.uk/budget</a> . The consultation closes on 29 September 2025.                                                                                                                                                                               |       |
| 447.2 | Kent County Council is taking part in the National Highways and Transport Survey 2025–26. Take part here: <a href="#">National Highways and Transport Survey 2025</a>                                                                                                                                                                                                          |       |
| 423.  | <b>Items for next agenda</b><br>To discuss converting the Parish Council website to .gov.uk                                                                                                                                                                                                                                                                                    |       |
| 424.  | <b>Parish Council Meeting</b><br><br><b>The next meeting of the Parish Council is scheduled for Monday 20<sup>th</sup> October 2025. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</b><br><br>Cllr Clark closed the meeting at 8.49pm.<br><br><div style="text-align: right;">Signed _____</div> |       |