

	<p>A public meeting was held by SEW, where several concerns were raised around traffic movements.</p> <p>In addition, a KCC members briefing session attended by myself and Gary Cooke representing residents in Leeds was held, to go through the scheme in more detail. At this session we also raised some concerns and asked KCC officers to consider further mitigation to include the option of one-way systems.</p> <p>What have KCC done:</p> <p>As the Highway Authority, KCC are unable to refuse works from utilities who have the legal right under the New Roads and Streetworks Act 1991 to access, maintain, repair, inspect and replace their plant in the highway.</p> <p>Under the Kent Permit Scheme, KCC can request additional conditions to be placed onto permits prior to the authority to work being granted. They can include restrictions on dates, times of works, extended working hours and seven day working, where necessary.</p> <p>These can also include directions on who needs to be notified, and consulted with, and the Traffic Management required.</p> <p>To close a road, a Temporary Traffic Regulation Order is required to ensure that the closure is legal and can be enforced by Kent Police. Within this legislation, a suitable diversion should also be put forward by the promotor (SEW) which KCC will accept or reject. In this case, the use of A20, Willington Street, and the A274 was accepted.</p> <p>As part of the notification process, varied stakeholders are contacted by KCC to make them aware of the closure or other restrictions.</p> <p>These include, but are not limited to, emergency services, bus companies, councillors (district included) and this notice is given eight weeks in advance so that they are able to make the necessary arrangements whilst works are in progress.</p> <p>Due to the huge number of works we are aware have taken place, most of which have been carried out as emergencies, and not all by SEW; we are aware that certain additional roads suffer higher levels of traffic, as drivers do not wish to follow the signed diversion.</p> <p>Therefore, we intended to close the access from Burberry Lane onto Upper Street as this has been used as an unsuitable diversion in the past.</p> <p>In addition to the standard signage required for the works, we requested the following:</p> <ul style="list-style-type: none"> • Variable message signage in 3 locations to ensure the message is received by as many people as possible. • Buildouts on all accesses from A20 and A274 to reduce the width and advisory signs stating 'Not suitable for diverted traffic, no ability for vehicles to turn around' on Old Mill Lane, Caring Lane, Otham Lane, Back Lane • Additional signage stating no access to A20/A274 via Leeds Village <p>Following on from a meeting with the parishes and County Council Members; Andrew Loosemore (Head of Highways), Richard Emmett (Senior Highways Manager for West Kent) and Streetworks considered requests for one-way orders on various roads around Leeds, Otham and Kingswood & Broomfield.</p> <p>Initially, concerns were raised by officers for the safety of drivers, due to contravening these TTRO's and the additional speeds that can occur when vehicles feel that no other vehicles, will be travelling in the opposite direction.</p> <p>After a further meeting held between the Cabinet Member for Highways, Corporate Director and I; KCC officers were requested to consider a trial of certain roads being made one way, specifically for this site only.</p> <p>Therefore:</p> <ul style="list-style-type: none"> • Burberry Lane, one way northbound, after the initial phase where it must remain closed, whilst the junction is closed then a diversion sign will be placed at the junction with Park Barn Road • Park Barn Road, one way westbound for its entire length • Broomfield road, one way east/southbound for its entire length • Gravelly Bottom Road one way westbound for its entire length • Lenham Road, will remain two way. • Chegworth road one way north/eastbound for its entire length. • Back Street, one way northbound for its entire length • Forge Lane, one way east/southbound for its entire length <p>These have been put to SEW for them to adopt as part of the TM, associated with the works, and a further TM drawing and amendment to the order will be added.</p> <p>I must point out that SEW are going above and beyond for this project, as they are under no obligation to carry out any of additional interventions over and above the standards set out under Streetworks legislation.</p> <p>As they wish to retain the goodwill of the community and work with KCC, they have taken on board all points raised by interested parties, to facilitate these works with the least disruption to local communities.</p> <p>The works are to be completed in 6 phases, commencing on the 27th July to coincide with the start of the school holidays, and will be complete by 20th January 2024.</p> <p>Provision has been made for access to Leeds Castle for their large events, including the fireworks in November.</p> <p style="text-align: right;">Signed _____</p>	
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	<p>SEW continues to consult with the George P.H via their public relations team. Permanent VMS signs to be utilised by our Highway Management Centre to show the closure before the start and during the works.</p> <p>SEW are speaking to the farms on Park Barn Road so they can advise deliveries of the routes in and out again.</p> <p>SEW have been in discussions separately with the bus company, with a view to 'hopper' style buses being utilised, at a cost to SEW, to link to the A20 and the A274 for all passengers to access the services, and for school children to reach their destinations in a timely manner.</p> <p>Future:</p> <p>Further details will be shared at public meeting, to be held in the next couple of weeks — details to follow from SEW and KCC Officers.</p> <p>Whilst works are on site both KCC and SEW will be monitoring the Traffic Management and progress of work daily.</p>	
848.	<p>To approve the minutes of the meetings of Broomfield & Kingswood Parish Council</p> <p>Minutes of Annual Parish Council Meeting held on 15th May 2023</p> <p>The above minutes were approved as a true copy and duly signed by Cllr Clark.</p>	
849.	<p>Planning Applications</p> <p>The following Planning Application to be considered and resolved:</p> <p>849.1 Application Ref: 23/502299/FULL Proposal: Extensions and alterations including the erection of a part two storey part first floor side, single storey rear extension and front porch including extending parking area and changes to fenestration. Address: Fairleigh Chartway Street Sutton Valence Maidstone Kent ME17 3HZ After due consideration Cllrs had no objections to this application.</p> <p>849.2 Application Ref: 23/502198/FULL Proposal: Erection of 1no. residential dwelling, including access drive, parking and external paving. Address: Kwana Cross Drive Kingswood Maidstone Kent ME17 3NP After due consideration Cllrs had no objections to this application.</p>	
850.	<p>Planning Outcomes (for report only)</p> <p>No applications have been decided since the May 2023 annual meeting.</p>	
851.	<p>Actions & Outcomes (for report only)</p> <p>Cllrs reviewed and discussed actions and outcomes. Cllrs noted the following...</p> <ul style="list-style-type: none"> - Bench now installed at The Sports Field. - Three trees have been planted at The Sports Field. - All Cllrs have now been added as signatories on the Unity Trust Bank account. Cllrs resolved to add Cllr Whitcombe and Cllr Moss as signatories. Clerk to arrange paperwork for July meeting. - Shed at Sports Field for Headcorn FC – Cllrs resolved that the shed should be placed on concrete area to the left of the Sports Field. Clerk to contact Headcorn FC. 	<p>Clerk</p> <p>Clerk</p>
852.	<p>To review the effectiveness of the system of Internal Control</p> <p>Cllrs considered and approved the Statement of Internal Control for the year ending 31 March 2023. Cllr Clark and Clerk signed the Statement.</p>	
853.	<p>Approval of Annual Governance and Accountability Return (AGAR)</p> <p>853.1 To review and note the Annual Internal Audit Report dated 23 May 2023 Circulated prior to meeting. Cllrs discussed and resolved to accept the internal audit. Comments noted.</p> <p>853.2 To approve the Annual Governance Statement for 2022/23, Section 1 of the AGAR for the year ending 31 March 2023. Section 1 The Annual Governance Statement for 2022/23 was considered and approved by Cllrs. Duly signed by Cllr Clark and the Clerk.</p> <p>853.3 To approve the Accounting Statements for 2022/23, Section 2 of the AGAR for the year ending 31 March 2023, the supporting Bank Reconciliation as of 31 March 2023 and the explanation of the significant variations from last year (2021-22) to this year (2022-23). Section 2 The Accounting Statements for 2022/23 and supporting documents was considered. and approved by Cllrs and signed by Cllr Clark. RFO had signed prior to the meeting.</p> <p>853.4 To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer and to approve the dates proposed. Cllrs noted and approved the period for the Exercise of Public Rights from Monday 26th June 2023 until Friday 4th August 2023. Signed _____</p>	

<p>854.</p> <p>854.1</p> <p>854.2</p> <p>854.3</p> <p>854.4</p> <p>854.5</p> <p>854.6</p>	<p>Finances and Payment of Accounts</p> <p>Bank reconciliation May 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and RFO.</p> <p>Responsible Finance Officer's report May 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Clark.</p> <p>To approve the schedule of payments for June 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Davies and Cllr Clarke.</p> <p>To ratify payments already made in May 2023 This was circulated to Cllrs prior to the meeting and agreed by all at the meeting. Signed by Cllr Moss and Cllr Clark.</p> <p>Reconciliation of invoices against cheques and ledger for May 2023 Councillors reconciled the invoices against the ledger and Cllr Pearce initialled the invoices and ledger accordingly.</p> <p>To consider performance against the 2023/24 budget Cllrs considered the budget performance for 2023/24 so far.</p>	
<p>855.</p> <p>855.1</p> <p>855.2</p> <p>855.3</p> <p>855.4</p> <p>855.5</p>	<p>Sports Field</p> <p>Review of the month's Sports Field Inspection Sheets Cllrs discussed inspection reports for May 2023 and resolved to remove the rotten bollard along the bound at The Sports Field. Cllrs resolved to look into options with regards to replacing the bollards as a number of them are now rotting. Clerk to arrange removal.</p> <p>To discuss goal post quotations and resolve whether to purchase goal posts. Cllrs reviewed documents and three quotations and resolved to proceed with 16ft by 7ft socketed goal posts at a cost of £1,007.40. These will replace the existing smaller goal posts which have been highlighted as deteriorating and requiring improvement by the Annual Playground Inspection. Clerk to arrange.</p> <p>To review the play area Annual Inspection Report and resolve how to address the recommendations. Cllrs discussed and there are no urgent issues to address. Clerk to ask Village Handyman to action minor issues and contact the relevant playground companies in relation to the other minor work required. Cllrs resolved that Clerk should look into quotations for wetpour around equipment as highlighted in the report.</p> <p>To consider and approve nuisance bike sign quotation. Cllrs considered and further research is required. Cllrs/Clerk to action.</p> <p>To review noticeboard quotations and resolve whether to proceed with the purchase of one noticeboard for the Sports Field Cllrs discussed quotations and resolved to proceed with the 2 bay, single sided, A1, A-Multi Contemporary aluminium noticeboard (Ref: AF30MC/DA1) in green. Noticeboard to be erected along the play area fencing on the outside of the play area. Clerk to arrange.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs/ Clerk</p> <p>Clerk</p>
<p>856.</p> <p>856.1</p> <p>856.2</p> <p>856.3</p> <p>856.4</p>	<p>Policing</p> <p>PCSO update PCSO Shvon De Rose is no longer our ward-based officer and has started a new role within Kent Police. Cllrs want to wish her well for the future and thank her for all of her hard work. Our new Neighbourhood Policing Beat Sergeant will be attending the Pop-Up Café on the 27th of July 2023 to introduce himself. It is unclear how long he will be able to attend but should be there at the beginning of the Pop-Up Café.</p> <p>Crime Figures On Wednesday 7th of June between 00:01 and 23:59 in Broomfield. Somebody broke into a commercial property and stole some catering stock. Crime Report No. 46/102550/23 - Posted 11/06/2023.</p> <p>On Wednesday 31st of May between 21:00 and 21:39 in Laurel Grove. Somebody tried to damage the windows of a residential property. Crime Report No. 46/99856/23 - Posted 06/06/2023.</p> <p>On Monday 1st of May around 01:06 in Ashford Drive. Somebody damaged a residential garden. Crime Report No. 46/86660/23 - Posted 17/05/2023.</p>	<p>Signed</p>

857.	To review and adopt Risk assessment risk matrix 2023. Circulated prior to the meeting and following discussion at the meeting Cllrs resolved to approve and adopt the risk assessment matrix. Signed by Cllr Clark.	
858.	To review and adopt General Data Protection Policy and Procedures Policy Cllrs discussed; document requires amendment. Clerk and Cllr Pink to action.	Cllr Pink/Clerk
859.	To consider software options for the Councillors laptops and resolve whether to purchase. Cllrs discussed options and resolved to proceed with subscription to office 365 at £6.99 per month per user for all four of the Parish Council laptops. Clerk and Cllr Pink to arrange.	Cllr Pink/Clerk
860.	To discuss correspondence received in relation to the number 59 bus service and resolve what contribution should be made by Broomfield and Kingswood Parish Council to the running costs of the service. Documents circulated prior to the meeting. Funding of £3,650 had been obtained from the KCC Community Transport grant scheme towards a 12-month trial of the once-weekly shopper bus service between Grafty Green and Maidstone. A further £1,825 contribution from Parish Councils would be required to run the service until 31st March 2024. Boughton Malherbe Parish Council have resolved to contribute £1000. Cllrs discussed and resolved to contribute £825 towards the running costs of the bus service. Clerk to arrange.	Clerk
861.	To discuss First Aid Course for the Parish and resolve how to proceed Cllrs discussed and resolved to proceed with the First Aid Course as per details presented by Clerk at £35 per person. The course will be subsidised by the Parish Council however attendees will be required to pay £10 per person for the course. Clerk to discuss dates with Trainer and arrange. Details will be sent to residents once confirmed and it will be on a first come first served basis.	Clerk
862.	To resolve how to proceed with purchase of two Silent Tommy Statues Clerk advised the large Silent Tommys are currently out of stock. There may be more stock in September. Cllrs resolved to wait until September to purchase two large Silent Tommy statues.	
863. 863.1 863.2	Maidstone Borough Council Love Where You Live Grant To review and sign the Love Where You Live Grant Agreement Cllrs reviewed agreement and resolved to accept it. Duly signed by Cllr Clark and witnessed by Clerk. To resolve how to spend the grant of £400 for the purchasing and installing of bee and bird boxes and wildflower seeds to improve Broomfield and Kingswood Cllrs discussed options and resolved to add something in the next Parish News edition asking for public participation in making the decision on how to spend the grant. Clerk to action.	Clerk
864.	To receive an update on the Joint Village Hall Project Cllr Clark and Cllr Clarke reported that the project is moving forward jointly with the Village Hall Committee.	
865.	Residents' concerns To consider and resolve what if any action to be taken in respect of: Road closures – Chartway Street and Leeds Village See report from Cllr Shellina Prendergast above. Cllrs discussed the report and resolved that more information is required, in particular a map of the exact diversion route as it is currently unclear. Cllrs resolved that whilst they support a one way system it needs to be properly managed and the route should ideally not include Kingswood village end of Broomfield Road as this will disrupt the free movement of residents. Cllrs discussed how communication between Parish Councils, KCC and SEW is key in minimising the disruption that this road closure will cause. Cllr Pearce and Clerk will continue to chase this with all parties. Please note that there is going to be another public meeting, we are currently awaiting exact details however once these are confirmed the details will be added to noticeboards, social media, our website and emailed to residents on the Parish Council email notification list. Please keep an eye on these for further details.	
866.	Any other information	
842. 842.1	Items for next agenda To discuss The Sports Field car park area	

843.	<p>Parish Council Meetings</p> <p>The next meeting of the Parish Council is scheduled for Monday 17th July 2023. The meeting will take place at Broomfield and Kingswood Village Hall, Gravelly Bottom Road, Kingswood ME17 3PX from 7.30pm.</p> <p>There was no further business, Cllr Clark closed the meeting at 9.49pm</p> <p>Signed _____</p>	
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