



BEARSTED PARISH COUNCIL

BPC_POL04 GRANTS AND DONATIONS POLICY AND FORM

Please complete this form and attach any other relevant information and send to Bearsted Parish Council, Madginford Hall, Egremont Road, Bearsted, Maidstone Kent ME15 8LH

Tel 01622 630 165 e-mail clerk@bearstedparishcouncil.org.uk

Application from

Title/organisation	St Peters Busy Bees Pre-School
Contact details	St Peters Church, Button Lane, Bearsted, Maidstone ME15 8NJ.
Telephone/email	Phone: [REDACTED] Phone: [REDACTED]
Requested grant/donation amount	£1,150.00
Should you be successful please detail the account to transfer the fund.	Account name: St Peters Pre School Fundraising Account number: [REDACTED] [REDACTED] [REDACTED]

Please state or attach an explanation on the amount of grant requested, why you are applying for a grant and the potential benefits for the residents of the parish. If possible, include the number or percentage of members that belong to the organisation and live within Bearsted Parish. **Please see attached Letter**

If applicable, registered charity reference number.

Have you included a copy of the last year end accounts? **No - This can be provided**

Are there any restrictions placed on who can use/access the services? **YES**

Please supply details of any restrictions. **This is a preschool and therefore only children of preschool age are allowed at the setting (2 years to 4 years)**

Signed...Georgia Legge.....date...02/12/2024.....

Statement of understanding.

I have read and understood the Bearsted Parish Council Grant Policy and procedure information, and if a grant is awarded the organisation agrees to abide by the conditions outlined.

Signed...Georgia Legge.....date.....02/12/2024.....

Position in

organisation.....Chair of the Committee.....

Grants policy & procedure.

A grant is a payment or gift made by the Council to an organisation for a specific purpose. The law requires that Section 137 grants must be “in the interest of or will directly benefit the area or its inhabitants, or of part of it, or of some of it” and “the direct benefit should be commensurate with expenditure.” Similar considerations will apply when considering applications for other grants.

At the Finance Committee meeting in January an amount will be set from which grants will be allocated during the following financial year. Once the Grants budget is exhausted, the parish council will only consider emergency requests for assistance, and generally only from organisations with which it has close links.

Application Procedure

Organisations requesting financial assistance will be requested to submit:

- A completed application form.
- Copies of their last year end accounts.
- If possible, the number, or percentage, or members that belong to the organisation and live within Bearsted Parish.
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that if agrees with the PC’S Equal Opportunities Policy or give details of their own policy.

Organisations will normally be expected to have clear written aims and objectives, a written constitution and a separate bank account.

For grant requests for projects costing over £3,000 the Parish Council will require that the organisation has a robust tendering regulations, e.g. obtaining a minimum of three tenders. The Parish Council reserves the right to request proof of the tender process. Projects notified to the Parish Council in advance and included in the Parish Council’s budget documents will only have the funds released on completion of the work unless otherwise agreed. Whilst Bearsted Parish Council would not normally

consider applications for Capital Projects, any such applications will require a more substantial case with supporting evidence of the community benefit.

Applications will not be considered from:

- Individuals
- A political party
- Private organisations operated as a business
- “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.

Assessment Procedure

A grant request, once received in writing, will be considered at the next meeting of the Finance Committee. Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Council will take into account the amount and frequency of any previous awards. Due account may also be taken of the extent to which funding has been sought or secured from other sources or funding raising activities. (The Clerk can advise on alternative funding sources). Proposals for match funding will also be considered.

Successful Applications

Organisations receiving grants are required to advise their users/members that the grant or equipment had been received from Bearsted Parish Council. Where possible, the Council will affix an appropriate label. Where equipment is gifted to an organisation, the parish council requires that it be insured and maintained at the recipient's expense.

END

Bearsted Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
5161		£243.00	£243.00	250/1	16/12/24	125473	LRH Property Maintenance - Take down and get rid of notice boards, put up new one	
5162		£80.00	£80.00	280/2	16/12/24	125472	LRH Property Maintenance - Lay bark in mud holes - EH Field	
5115		£72.00	£72.00	115/4	01/01/25	19139	Compute4U - Leased laptops x 3	
5116		£32.58	£32.58	115/4	01/01/25	19303	Compute4U - Licences for laptops x 3	
5127		£1.35	£1.35	115/8	02/01/25	Coop card	Lloyds Bank - Coop - milk	
5134	Lloyds bank DD 16.1	£3.00	£3.00	115/17	02/01/25	Card chgs	Lloyds Bank - Dec card fee	£3.00
5140		£7.29	£7.29		07/01/25		Joanne Upton - Expenses	
	1	£1.30		115/8		Milk 12.11.24		
	2	£5.99		115/5		A5 diary		
5165		£19.97	£19.97	115/4	07/01/25	Adobe Card1	Lloyds Card - Adobe - Jan Adobe charge	
5120		£6.26	£6.26	220/2	08/01/25	10005115314	Castle Water - Pond water rates December	
5128		£76.80	£76.80	165/1	09/01/25	Aford card	Lloyds Card - Aford Awards - Engraving plate - awards	
5129		£1.35	£1.35	115/8	09/01/25	Coop card	Lloyds Bank - Coop - milk	
5144		£710.00	£710.00	117	10/01/25	10257	Venues By Easydine Ltd - 01.04.25 APM food costs	

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Date _____

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Bearsted Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
5163		£1,575.00	£1,575.00	740/2	10/01/25	32868	Dynamic Fireworks Ltd - Deposit 07.11.25 fireworks	
5164		£370.80	£370.80		10/01/25	28858	Safeplay PS Ltd - Monthly play area checks - Dec	
	1	£185.40		210/2			Monthly play area inspections	
	2	£185.40		285/1/2			Monthly play area inspections	
5159		£32.50	£32.50	115/14	12/01/25	12012025-BPC	Madginford Hall - Hire of halls Jan	
5117		£122.58	£122.58	115/4	13/01/25	19299	Compute4U - New laptop set up x 3	
5158		£10.00	£10.00	115/12	14/01/25	14.01.25	Ian's Window Cleaning - Cleaning windows 14.01.25	
5156		£2,497.32	£2,497.32		15/01/25	14611	Paul Waring - Qtr 3 Maintenance charges	
	2	£151.38		280/1			EH Field - tractor and man mowing, aerating	
	4	£1,060.44		210/1			Bearsted Green - mowing, strimming, aerating, seeding	
	5	£749.52		265/3			Closed Churchyard mowing/strimming	
	6	£99.18		255/2			Mowing church car park	
	7	£106.80		295/1			Church Landway - mowing	
	8	£132.00		285/1/1			CL Play Area - mowing	
	9	£198.00		210/3			Misc work - rubbish, xmas tree	
5139		£699.84	£699.84	165/1	16/01/25	AF-74087	Aford Awards - Clear circle plaque GOLD	
5155		£2,255.82	£2,255.82	250/2	16/01/25	30337/2	Greenbarnes Ltd - 1 two bay noticeboards, engraving, panel	

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Date _____

Bearsted Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
5130		£24.26	£24.26	115/4	20/01/25	Adobe Card	Lloyds Card - Adobe - Jan Adobe charge	
5121		£30.00	£30.00	235/2/2	21/01/25	Refund	██████████ - Refund of deposit 03B	
5131		£185.00	£185.00	240/6	21/01/25	MBC card	Lloyds Bank - Apply for heritage, landscape or tree preapplication advice - tree works	
5122		£93.08	£93.08	115/2	23/01/25	M131 H9	British Telecom - BT charges Jan	
5146		£60.00	£60.00	235/2/3	23/01/25	INV-0661	Cutting Edge Locksmiths Ltd - Removal of jammed key in padlock	
5143		£1,032.60	£1,032.60	115/4	24/01/25	38342	EDGE IT Systems - 03.02.25 - 02.02.26 2nd of 3 year contract	
5141		£6.26	£6.26	255/3	26/01/25	105084498016	Three - Three monthly SIM charges - new contract	
5166		£31.14	£31.14	115/4	27/01/25	Cleverbridge, C	Lloyds Bank - CBA Winzip std suite	
5142		£389.00	£389.00	285/1/2	28/01/25	125478	LRH Property Maintenance - Replace three top rails, missing slats, fill posts - fence	
5132		£11.00	£11.00	115/8	29/01/25	Snappy Snaps	Lloyds Card - Snappy Snaps - Prints - Pat	
5135		£6.00	£6.00	115/8	29/01/25	M&S Card	Lloyds Bank - M&S - Frame for Pat photo	
5137		██████████	██████████	100/8	31/01/25	96	Nicola Brittain - Finance support January	
5138		██████████	██████████	100/8	31/01/25	3	Louise Mills - Freelance admin support	
5136		£65.00	£65.00	115/14	02/02/25	02022025 - BP	Madginford Hall - Hire of halls Feb	

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Bearsted Parish Council

Expenditure transactions - payments approval list Start of year 01/04/24

No	Payment Reference	Gross	To pay	Heading	Invoice date	Invoice no.	Details	Payment Reference Total
5133		£3.00	£3.00	115/17	03/02/25	Card chgs	Lloyds Bank - Jan card fee	
5157		£10.00	£10.00	115/12	04/02/25	04.02.25	Ian's Window Cleaning - Cleaning windows 04.02.25	
5123		£685.94	£685.94		25/02/25	Feb Pay	HMRC - PAYE and NI Feb (office staff)	
	1	£309.00	100/1			PAYE Feb		
	2	£376.94	100/6			NI Feb		
5124		£202.80	£202.80	100/5	25/02/25	Feb Pay	NEST Pension - Feb pension	
5125		██████	██████	100/3	25/02/25	JU Feb	Joanne Upton - Feb payroll	
5126		██████	██████	100/3	25/02/25	AB Feb	Amy Bush - Feb Payroll	
Sub Total		£15,325.49	£15,325.49					
Total		£15,325.49	£15,325.49					

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Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
INCOME				
Full Council				
1000	Precept	£92,767.00	£92,767.00	£0.00
1050	Bearsted & Thurnham Bowling Club			
1050/1	Peppercorn rent	£0.00	£0.00	£0.00
1050	Total	£0.00	£0.00	£0.00
1060	Bearsted Guide Association			
1060/1	Peppercorn rent	£0.00	£0.00	£0.00
1060	Total	£0.00	£0.00	£0.00
1070	Bearsted Scout Group			
1070/1	Peppercorn rent	£0.00	£0.00	£0.00
1070	Total	£0.00	£0.00	£0.00
1080	Bearsted Cricket Club			
1080/1	Peppercorn rent	£0.00	£0.00	£0.00
1080	Total	£0.00	£0.00	£0.00
1090	Bearsted & Thurnham Lawn Tennis Club			
1090/1	Peppercorn Rent	£0.00	£0.00	£0.00
1090	Total	£0.00	£0.00	£0.00
1100	Bank Interest - Current	£0.00	£0.00	£0.00
1110	Bank Interest - Environmental Project	£120.00	£68.77	-£51.23
1120	Bank Interest - Land & Buildings Account	£850.00	£436.72	-£413.28

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
1125	Bank Interest - Cambridge Acct	£300.00	£1,324.02	£1,024.02
1130	Bank Interest - Skipton	£1,000.00	£1,059.85	£59.85
1131	Bank Interest - Redwood	£0.00	£3,271.59	£3,271.59
1132	Bank Interest - Unity Savers	£0.00	£357.61	£357.61
1140	Misc Income	£0.00	£105.00	£105.00
Total Full Council		£95,037.00	£99,390.56	£4,353.56
Environment				
2005	Precept	£26,500.00	£26,500.00	£0.00
2010	Miscellaneous Income	£0.00	£111.00	£111.00
2020	Allotments			
2020/1	The Street			
2020/1/1	Rent	£1,575.92	£1,245.28	-£330.64
2020/1/2	Key Deposit	£0.00	£200.00	£200.00
2020/1/3	Insurance	£0.00	£0.00	£0.00
2020/1/5	Plot deposit	£0.00	£100.00	£100.00
2020/1	Total	£1,575.92	£1,545.28	-£30.64
2020/2	Church Lane			
2020/2/1	Rent	£1,142.04	£1,053.58	-£88.46
2020/2/2	Key Deposit	£0.00	£300.00	£300.00
2020/2/3	Insurance	£0.00	£0.00	£0.00
2020/2/5	Other	£0.00	£0.00	£0.00
2020/2	Total	£1,142.04	£1,353.58	£211.54
2020/3	Key, plot deposits held	£0.00	£110.00	£110.00
2020	Total	£2,717.96	£3,008.86	£290.90

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
2030	Electricity Refund			
2030/1	Church Landway/Tractor Barn	£0.00	£11.50	£11.50
2030	Total	£0.00	£11.50	£11.50
2035	Insurance Claim - Noticeboards	£0.00	£0.00	£0.00
2150	Play areas - PSS			
2150/1	Bearsted Green			
2150/1/1	Parish Services Scheme	£437.00	£437.00	£0.00
2150/1	Total	£437.00	£437.00	£0.00
2150	Total	£437.00	£437.00	£0.00
2200	Grounds maintenance-PSS			
2200/1	Bearsted Green	£211.00	£211.00	£0.00
2200/2	Church Landway	£0.00	£0.00	£0.00
2200/3	Elizabeth Harvie Field	£1,341.00	£1,341.00	£0.00
2200/5	Meadow Bank/Bell Lane	£8,424.26	£8,789.20	£364.94
2200	Total	£9,976.26	£10,341.20	£364.94
2300	Churchyard War Memorial - PSS			
2300/1	Closed Churchyard			
2300/1/1	Parish service scheme	£234.00	£234.00	£0.00
2300/1	Total	£234.00	£234.00	£0.00
2300/2	War Memorial			
2300/2/1	Parish Service scheme	£164.00	£164.00	£0.00
2300/2/2	Grant	£0.00	£0.00	£0.00
2300/2	Total	£164.00	£164.00	£0.00
2300	Total	£398.00	£398.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
2400	Elizabeth Harvie Field Hire	£180.00	£290.00	£110.00
2450	The Green - Hire fees	£180.00	£400.00	£220.00
Total Environment		<u>£40,389.22</u>	<u>£41,497.56</u>	<u>£1,108.34</u>
Community Projects				
7000	Market on the Green			
7000/1	Income	£0.00	£0.00	£0.00
7000/4		£0.00	£0.00	£0.00
7000	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
7060	Christmas Market			
7060/1	Miscellaneous Income	£0.00	£0.00	£0.00
7060	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
7100	Playscheme			
7100/1	MBC Grant	£0.00	£0.00	£0.00
7100/2	Attendance income	£23,000.00	£19,087.29	-£3,912.71
7100/3	Other PC Contribution	£350.00	£0.00	-£350.00
7100/4	Member Grant Scheme	£0.00	£0.00	£0.00
7100/5	Golding Homes - Community Chest	£0.00	£0.00	£0.00
7100/6	Sponsorship	£100.00	£250.00	£150.00
7100/7	Boxley Parish Council Contrn	£0.00	£250.00	£250.00
7100/8	KCC Grant	£1,000.00	£1,000.00	£0.00
7100/9	Bearsted & Thurnham Club donation	£50.00	£0.00	-£50.00
7100/10	Downswood	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
7100/11	Thurnham Parish Council	£250.00	£250.00	£0.00
7100	Total	£24,750.00	£20,837.29	-£3,912.71
7400	Fireworks			
7400/1	Ticket sales - Online	£18,750.00	£20,240.00	£1,490.00
7400/4	Ticket Sales - Gate	£0.00	£0.00	£0.00
7400/6	Food Stall	£75.00	£0.00	-£75.00
7400	Total	£18,825.00	£20,240.00	£1,415.00
7600	Bearsted Green - Hire fees			
7600/1	Hire fees	£290.00	£0.00	-£290.00
7600	Total	£290.00	£0.00	-£290.00
7650	Other income			
7650/1	Sponsorship - Old Time Event	£0.00	£0.00	£0.00
7650/2	Jubilee Event	£0.00	£0.00	£0.00
7650	Total	£0.00	£0.00	£0.00
7660	Misc Income	£0.00	£1,256.57	£1,256.57
7700	Precept	£10,000.00	£10,000.00	£0.00
	Total Community Projects	£53,865.00	£52,333.86	-£1,531.14
	Special Projects			
9000	Special Projects Income	£0.00	£0.00	£0.00
	Total Special Projects	£0.00	£0.00	£0.00
	Traffic and Transport			
3000	Precept	£4,000.00	£4,000.00	£0.00
3004	Hopper Bus			

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
3004/1	Hopper Bus Grant	£0.00	£0.00	£0.00
3004/2	Detling PC Contribution	£0.00	£500.00	£500.00
3004	Total	<u>£0.00</u>	<u>£500.00</u>	<u>£500.00</u>
3005	CIL Neighbourhood Receipts	£0.00	£0.00	£0.00
3006	Miscellaneous			
3006/1	Other Parish Council conts	£500.00	£0.00	-£500.00
3006/2	Grants	£0.00	£8,374.00	£8,374.00
3006	Total	<u>£500.00</u>	<u>£8,374.00</u>	<u>£7,874.00</u>
Total Traffic and Transport		<u>£4,500.00</u>	<u>£12,874.00</u>	<u>£8,374.00</u>
Total Income		<u>£193,791.22</u>	<u>£206,095.98</u>	<u>£12,304.76</u>

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
EXPENDITURE				
Full Council				
100	Staff Salaries			
100/1	PAYE	£3,624.96	£1,548.40	£2,076.56
100/3	Staff Salary	£39,660.12	£27,925.82	£11,734.30
100/4	Chairmans allowance	£150.00	£180.81	-£30.81
100/5	Pension	£2,472.96	£1,442.31	£1,030.65
100/6	Employers and Ees NIC	£4,792.56	£2,214.82	£2,577.74
100/7	Settlement Agreement Pmts	£0.00	£0.00	£0.00
100/8	Agency/Freelancers	£3,500.00	£4,052.50	-£552.50
100	Total	£54,200.60	£37,364.66	£16,835.94
106	Bank charges - Eenvt Proj			
106/1	Bank charges - Environmental Project	£25.00	£0.00	£25.00
106	Total	£25.00	£0.00	£25.00
107	Bank charges (Land Fund)	£25.00	£0.00	£25.00
108	Bank Charges - Cambridge	£25.00	£0.00	£25.00
109	Bank Charges - Skipton	£25.00	£0.00	£25.00
110	Parish Office - (Equipment)			
110/1	Equipment			
110/1/1	Renewals	£0.00	£58.23	-£58.23
110/1/2	Repairs	£0.00	£0.00	£0.00
110/1	Total	£0.00	£58.23	-£58.23
110/2	Maintenance charges	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
110	Total	£0.00	£58.23	-£58.23
115	Parish Office (Administration)			
115/2	Telephone - Landline/calls/internet	£852.00	£776.08	£75.92
115/3	Alarm System	£257.50	£0.00	£257.50
115/4	Computer/Printer costs	£2,680.00	£2,481.87	£198.13
115/5	Stationery	£250.00	£114.81	£135.19
115/6	Postage	£100.00	£216.65	-£116.65
115/7	Mobile phone	£0.00	£0.00	£0.00
115/8	Miscellaneous	£150.00	£176.65	-£26.65
115/10	Payroll services	£270.00	£190.00	£80.00
115/11	Sensitive Waste Shredding	£0.00	£0.00	£0.00
115/12	Parish Cleaning	£720.00	£463.20	£256.80
115/13	Website Costs	£3,271.50	£749.05	£2,522.45
115/14	Hire of Halls	£860.00	£417.13	£442.87
115/15	Mileage/Parking	£50.00	£0.00	£50.00
115/16	Recruitment	£0.00	£0.00	£0.00
115/17	Bank Charges - Current Acct	£272.00	£181.05	£90.95
115/18	VDU test - staff	£60.00	£0.00	£60.00
115	Total	£9,793.00	£5,766.49	£4,026.51
116	Bank Account Set Up	£0.00	£0.00	£0.00
117	APM Costs	£200.00	£1,301.67	-£1,101.67
120	Training			
120/1	Councillor	£500.00	£245.00	£255.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
120/2	Staff/Clerk	£1,200.00	£179.00	£1,021.00
120	Total	£1,700.00	£424.00	£1,276.00
125	Law & Order	£0.00	£0.00	£0.00
130	Subscriptions			
130/1	KALC	£1,800.00	£1,765.00	£35.00
130/3	CPRE	£40.00	£36.00	£4.00
130/4	SLCC	£500.00	£120.00	£380.00
130/5	National Allotment Society	£60.00	£55.00	£5.00
130/6	ICO	£0.00	£0.00	£0.00
130	Total	£2,520.00	£1,976.00	£544.00
140	Parish office (Refurbishment)	£0.00	£85.00	-£85.00
145	Audit fees			
145/1	External Audit	£800.00	£630.00	£170.00
145/2	Internal Audit	£900.00	£662.60	£237.40
145	Total	£1,700.00	£1,292.60	£407.40
150	Parish office- (Utilities)			
150/1	Rates	£0.00	£0.00	£0.00
150/2	Water	£92.00	£0.00	£92.00
150/3	Gas	£425.00	£0.00	£425.00
150/4	Electricity	£392.00	£0.00	£392.00
150/5	Miscellaneous	£336.00	£1,047.14	-£711.14
150/6	Car Park Rent	£100.00	£100.00	£0.00
150/7	Office Rent	£105.00	£0.00	£105.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
150	Total	£1,450.00	£1,147.14	£302.86
155	Legal/Consultancy Fees			
155/1	Smarts Cottages	£500.00	£0.00	£500.00
155/2	Employment	£1,000.00	£0.00	£1,000.00
155/4	HR Consultancy	£5,000.00	£0.00	£5,000.00
155/5	Other professional fees	£2,000.00	£224.00	£1,776.00
155	Total	£8,500.00	£224.00	£8,276.00
160	Councillors Allowance			
160/1	Cllr Richard Ash	£0.00	£0.00	£0.00
160/3	Cllr Pat Marshall	£0.00	£0.00	£0.00
160/7	Cllr Suzanne Camp	£0.00	£0.00	£0.00
160/8	Cllr Jon Hughes	£0.00	£0.00	£0.00
160/9	Cllr Fabienne Hughes	£0.00	£0.00	£0.00
160/16	Councillors PAYE	£0.00	£724.80	-£724.80
160/17	Cllr M Bollom	£0.00	£0.00	£0.00
160/18	Overall Councillors Allowance	£5,280.00	£3,115.20	£2,164.80
160/19	Cllr Frank Jagger	£0.00	£0.00	£0.00
160/20	Cllr Denis Spooner	£0.00	£0.00	£0.00
160/21	Cllr Joanna Tribley	£0.00	£0.00	£0.00
160/22	Cllr Graham Norton	£0.00	£0.00	£0.00
160	Total	£5,280.00	£3,840.00	£1,440.00
165	Parish Awards			
165/1	Mynn Awards	£100.00	£647.20	-£547.20

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
165	Total	£100.00	£647.20	-£547.20
170	Defibrillator			
170/1	The Green	£100.00	£35.95	£64.05
170/2	Madginford	£100.00	£205.00	-£105.00
170	Total	£200.00	£240.95	-£40.95
175	Insurance			
175/1	Employers Liability Insurance	£2,715.00	£2,062.17	£652.83
175/2	Premises Insurance	£0.00	£0.00	£0.00
175	Total	£2,715.00	£2,062.17	£652.83
180	S137 Payments/Donations	£2,000.00	£2,252.20	-£252.20
190	Contingency	£0.00	£0.00	£0.00
195	Election costs	£0.00	£0.00	£0.00
Total Full Council		£90,458.60	£58,682.31	£31,776.29
Environment				
200	General			
200/2	General maintenance	£3,000.00	£2,043.66	£956.34
200/4	Hire of Garden Waste bin	£45.00	£48.00	-£3.00
200/6	Maps	£0.00	£51.00	-£51.00
200/8	Litter Picking	£50.00	£0.00	£50.00
200	Total	£3,095.00	£2,142.66	£952.34
210	Bearsted Green (Maintenance)			
210/1	Contract grass maintenance	£4,854.00	£4,378.50	£475.50
210/2	Play area maintenance	£1,848.00	£1,390.50	£457.50

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
210/3	General maintenance	£1,500.00	£620.08	£879.92
210/4	Electric Box	£200.00	£0.00	£200.00
210	Total	<u>£8,402.00</u>	<u>£6,389.08</u>	<u>£2,012.92</u>
215	Bearsted Green (Benches			
215/1	Benches - Repair	£1,000.00	£628.00	£372.00
215/2	Benches - new	£0.00	£0.00	£0.00
215	Total	<u>£1,000.00</u>	<u>£628.00</u>	<u>£372.00</u>
220	Bearsted Green (Pond)			
220/1	Maintenance	£1,078.00	£290.00	£788.00
220/2	Water rates	£250.00	-£296.45	£546.45
220/3	Garden waste bin	£0.00	£0.00	£0.00
220	Total	<u>£1,328.00</u>	<u>-£6.45</u>	<u>£1,334.45</u>
235	Allotments			
235/1	The street allotments			
235/1/1	Keys deposit return	£0.00	£0.00	£0.00
235/1/2	Water rates	£600.00	£433.08	£166.92
235/1/3	General maintenance	£500.00	£2,000.00	-£1,500.00
235/1/4	Insurance	£110.00	£76.65	£33.35
235/1	Total	<u>£1,210.00</u>	<u>£2,509.73</u>	<u>-£1,299.73</u>
235/2	Church Lane allotments			
235/2/1	Water rates	£250.00	£302.36	-£52.36
235/2/2	Key deposit return	£0.00	£220.00	-£220.00
235/2/3	General maintenance	£1,000.00	£280.74	£719.26

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
235/2/5	Insurance	£110.00	£76.64	£33.36
235/2/6	Green waste bin	£50.00	£0.00	£50.00
235/2/7	Keys	£0.00	£0.00	£0.00
235/2/8	Manager Expenses	£0.00	£50.00	-£50.00
235/2	Total	£1,410.00	£929.74	£480.26
235/4	Green Waste Bin	£50.00	£0.00	£50.00
235	Total	£2,670.00	£3,439.47	-£769.47
240	Tree work			
240/1	St Faiths/Roseacre Lane	£0.00	£2,350.00	-£2,350.00
240/2	Bearsted Green	£0.00	£0.00	£0.00
240/3	Tree management	£0.00	£0.00	£0.00
240/4	Meadow Bank	£0.00	£0.00	£0.00
240/6	Tree Work - Total	£11,690.00	£4,200.00	£7,490.00
240/7	Church Landway	£0.00	£0.00	£0.00
240	Total	£11,690.00	£6,550.00	£5,140.00
245	Environmental Enhancements			
245/1	Planters	£2,000.00	£606.00	£1,394.00
245/2	Other	£0.00	£0.00	£0.00
245/3	Bearsted Station Improvements	£200.00	£0.00	£200.00
245	Total	£2,200.00	£606.00	£1,594.00
255	Church Lane car park			
255/1	Rates	£1,082.00	£0.00	£1,082.00
255/2	Repairs	£0.00	£797.90	-£797.90

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
255/3	CCTV Charges	£550.00	£52.20	£497.80
255	Total	£1,632.00	£850.10	£781.90
260	Bearsted Green (Bins)			
260/1	New	£0.00	£0.00	£0.00
260/2	Rental/maintenance	£0.00	£0.00	£0.00
260	Total	£0.00	£0.00	£0.00
265	Holy Cross Church			
265/2	War Memorial	£0.00	£0.00	£0.00
265/3	Contract Grass Mnt	£5,000.00	£2,914.80	£2,085.20
265	Total	£5,000.00	£2,914.80	£2,085.20
270	Meadow Bank Maintenance			
270/1	General maintenance	£834.00	£870.00	-£36.00
270/2	Project work	£0.00	£0.00	£0.00
270	Total	£834.00	£870.00	-£36.00
280	Elizabeth Harvie Field Maintenance			
280/1	Contract grass maintenance	£2,136.00	£1,065.45	£1,070.55
280/2	General Maintenance	£0.00	£128.00	-£128.00
280	Total	£2,136.00	£1,193.45	£942.55
282	Church Landway Maintenance			
282/2	General maintenance	£0.00	£0.00	£0.00
282	Total	£0.00	£0.00	£0.00
285	Church Landway - Play area			

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
285/1	Play area			
285/1/1	Contract grass maintenance	£0.00	£550.00	-£550.00
285/1/2	Repairs	£5,848.00	£10,646.15	-£4,798.15
285/1	Total	<u>£5,848.00</u>	<u>£11,196.15</u>	<u>-£5,348.15</u>
285	Total	<u>£5,848.00</u>	<u>£11,196.15</u>	<u>-£5,348.15</u>
290	Church Landway - Lighting			
290/1	Installation	£0.00	£0.00	£0.00
290/2	General maintenance/repairs	£0.00	£0.00	£0.00
290	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
295	Church Landway - Grass maintenance			
295/1	Contract grass maintenance	£1,120.00	£445.00	£675.00
295	Total	<u>£1,120.00</u>	<u>£445.00</u>	<u>£675.00</u>
400	Footway Lighting			
400/1	Street lighting energy	£2,070.00	£1,606.00	£464.00
400/2	Street lighting repairs	£0.00	£0.00	£0.00
400/3	Xmas Lighting	£0.00	£0.00	£0.00
400	Total	<u>£2,070.00</u>	<u>£1,606.00</u>	<u>£464.00</u>
410	Electricity costs			
410/1	The Green	£317.14	£681.39	-£364.25
410/2	The Landway	£876.00	£694.47	£181.53
410	Total	<u>£1,193.14</u>	<u>£1,375.86</u>	<u>-£182.72</u>
Total Environment		<u>£50,218.14</u>	<u>£40,200.12</u>	<u>£10,018.02</u>

Planning

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
600	Planning	£0.00	£0.00	£0.00
Total Planning		£0.00	£0.00	£0.00
Community Projects				
135	Licensing			
135/1	Bearsted Green - Premise	£100.00	£0.00	£100.00
135/2	EH Premises Licence	£100.00	£70.00	£30.00
135	Total	£200.00	£70.00	£130.00
205	Christmas Costs			
205/1	Christmas Tree			
205/1/1	Installation/Removal	£0.00	£0.00	£0.00
205/1/2	Repairs	£1,000.00	£0.00	£1,000.00
205/1/3	Lights	£200.00	£0.00	£200.00
205/1	Total	£1,200.00	£0.00	£1,200.00
205/3	Christmas Lights			
205/3/1	Installation/Removal	£3,800.00	£4,594.80	-£794.80
205/3/2	Bearsted Green Lights	£0.00	£5,983.82	-£5,983.82
205/3/3	Madginford Lights	£0.00	£0.00	£0.00
205/3	Total	£3,800.00	£10,578.62	-£6,778.62
205/5	Load Testing	£0.00	£1,495.00	-£1,495.00
205	Total	£5,000.00	£12,073.62	-£7,073.62
250	Noticeboards			
250/1	Repairs	£500.00	£509.00	-£9.00
250/2	Replacement	£2,000.00	£4,174.28	-£2,174.28
250	Total	£2,500.00	£4,683.28	-£2,183.28

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
700	Market on the Green			
700/2	Licensing	£0.00	£0.00	£0.00
700/3	Printing/Banners	£0.00	£0.00	£0.00
700/4	Insurance	£0.00	£0.00	£0.00
700/6	Miscellaneous	£0.00	£0.00	£0.00
700	Total	£0.00	£0.00	£0.00
710	Play scheme			
710/1	Admin	£0.00	£0.00	£0.00
710/2	DBS Checks	£51.00	£0.00	£51.00
710/3	Salaries	£11,652.00	£12,352.71	-£700.71
710/4	Hall Hire	£1,001.00	£1,000.00	£1.00
710/5	Equipment	£1,199.00	£799.12	£399.88
710/8	Entertainment	£2,133.00	£1,529.67	£603.33
710/9	Miscellaneous	£250.00	£253.36	-£3.36
710/10	Volunteers (Under 16)	£4,696.00	£4,850.00	-£154.00
710/11	Management Charges	£1,202.00	£1,200.00	£2.00
710/12	PAYE re salaries	£1,589.00	£1,943.20	-£354.20
710/13	Uniforms/Clothing	£358.00	£237.50	£120.50
710/14	Fruit/Food	£619.00	£302.99	£316.01
710	Total	£24,750.00	£24,468.55	£281.45
720	Older Generation Event			
720/1	Hall Hire	£250.00	£0.00	£250.00
720/2	Stationery	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
720/3	Sundries/First Aid	£200.00	£0.00	£200.00
720/4	Entertainment	£1,850.00	£0.00	£1,850.00
720/5	Transport	£200.00	£0.00	£200.00
720	Total	<u>£2,500.00</u>	<u>£0.00</u>	<u>£2,500.00</u>
730	Newsletter			
730/1	Newsletter	£0.00	£0.00	£0.00
730/2	Campaign Monitor	£100.00	£39.91	£60.09
730	Total	<u>£100.00</u>	<u>£39.91</u>	<u>£60.09</u>
740	Fireworks			
740/1	Insurance	£400.00	£224.00	£176.00
740/2	Fireworks	£5,750.00	£6,562.50	-£812.50
740/4	Equipment hire	£1,670.00	£2,151.48	-£481.48
740/5	Printing	£0.00	£0.00	£0.00
740/6	Miscellaneous	£1,096.00	£1,915.00	-£819.00
740/7	Security	£1,250.00	£1,270.00	-£20.00
740	Total	<u>£10,166.00</u>	<u>£12,122.98</u>	<u>-£1,956.98</u>
760	Hire fees (Green)			
760/1	Deposit return	£0.00	£0.00	£0.00
760	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
770	Christmas Market			
770/1	Waste inc toilets	£574.00	£0.00	£574.00
770/2	Banners, decorations etc	£230.00	£0.00	£230.00
770/3	Licence	£115.00	£0.00	£115.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
770/4	Sundries	£465.00	£33.59	£431.41
770/5	Event Management	£400.00	£0.00	£400.00
770/6	Entertainment	£1,148.00	£0.00	£1,148.00
770/7	Equipment hire	£1,721.00	£0.00	£1,721.00
770/8	Electrics	£230.00	£0.00	£230.00
770/9	Security	£2,869.00	£0.00	£2,869.00
770	Total	£7,752.00	£33.59	£7,718.41
785	Other Events			
785/7	Other Events	£0.00	£0.00	£0.00
785/8	Total	£500.00	£0.00	£500.00
785	Total	£500.00	£0.00	£500.00
786	Comms - Safety Initiatives	£0.00	£0.00	£0.00
Total Community Projects		£53,468.00	£53,491.93	-£23.93
Special Projects				
900	Contingency	£0.00	£0.00	£0.00
902	Meadowbank/Bell Lane	£0.00	£0.00	£0.00
903	Bearsted Goods Shed (Coalyard)	£0.00	£0.00	£0.00
904	Other New	£0.00	£0.00	£0.00
905	Special Projects - Church Landway Drainage	£0.00	£0.00	£0.00
906	Special Projects - Allotments	£0.00	£0.00	£0.00
907	Special Projects - Tree Work	£0.00	£0.00	£0.00
908	Special Project - Play Area Enhancements	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

		2024/2025	Actual Net	Balance
909	Special Projects - Community Project	£65,000.00	£0.00	£65,000.00
910	Special Projects - Office Extension	£94,000.00	£2,466.00	£91,534.00
911	Special Projects - Car Park Drainage	£35,000.00	£2,030.00	£32,970.00
Total Special Projects		<u>£194,000.00</u>	<u>£4,496.00</u>	<u>£189,504.00</u>
Land Fund				
300	Land Fund	£0.00	£0.00	£0.00
Total Land Fund		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Traffic and Transport				
350	Traffic Calming			
350/1	Speed Surveys	£0.00	£0.00	£0.00
350/2	Gateways	£0.00	£0.00	£0.00
350/4	Double Yellow Lines	£7,500.00	£0.00	£7,500.00
350/5	Community Initiatives			
350/5/1	Station Crossing	£0.00	£0.00	£0.00
350/5/2	Otham Lane	£0.00	£0.00	£0.00
350/5	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
350/6	Lilk Hill Speed Reduction (A20)	£0.00	£0.00	£0.00
350	Total	<u>£7,500.00</u>	<u>£0.00</u>	<u>£7,500.00</u>
351	Hopper Grant Costs			
351/1	Bus Costs	£9,500.00	£5,000.00	£4,500.00
351	Total	<u>£9,500.00</u>	<u>£5,000.00</u>	<u>£4,500.00</u>
352	CIL Neighbourhood Grant Costs	£2,000.00	£4,776.14	-£2,776.14

Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

	2024/2025	Actual Net	Balance
353 Contingency/Other Costs	£4,000.00	£0.00	£4,000.00
Total Traffic and Transport	<u>£23,000.00</u>	<u>£9,776.14</u>	<u>£13,223.86</u>
Total Expenditure	<u>£411,144.74</u>	<u>£166,646.50</u>	<u>£244,498.24</u>
Total Income	£193,791.22	£206,095.98	£12,304.76
Total Expenditure	£411,144.74	£166,646.50	£244,498.24
Total Net Balance	-£217,353.52	£39,449.48	

BANK ACCOUNT DETAILS

Bank	Acc. Type	Term	Ends	Interest Paid	Interest Rate	Balance
Unity	Current	n/a	n/a			£37,068.92
Unity - Instant Access	Instant Access Saver	n/a	n/a	Annually in December	2.60%	£50,357.61
Unity - Fixed Rate	Fixed Rater Saver	24 month	02/07/2026	Annually in July	5.00%	£85,000.00
Cambridge & Counties	Fixed Rater Saver	60 months	31/10/2029	Annually in Oct	4.40%	£50,000.00
Hampshire	Fixed Rater Saver	12 months	19/09/2025	Annually in September	4.55%	£80,000.00
Redwood Bank	Fixed Rater Saver	12 months	19/07/2025	Monthly	5.08%	£128,271.59

31/01/2025

As reviewed and
agreed at Finance
meeting on the 4th
February 2025

BEARSTED CONSERVATION AREA

Conservation Area Appraisal and Management Plan

Review



Draft July 2024

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Conservation Area Appraisal

1. Introduction

1.0. Review

Under Section 69(2) of the Planning (Listed Buildings and Conservation Areas) Act 1990, Maidstone Borough Council has a responsibility to review Conservation Areas ‘from time to time’. This is to ensure that the character of the area is reassessed, highlighting where designation may no longer be justified through degradation of all or part of the Conservation Area, and review the boundary to ensure that it is still appropriate.

This addendum to the existing Conservation area Appraisal and Management Plan looks to record¹:

- What has changed
- Confirming or redefining the special interest that warrants designation, highlighting additional aspects that contribute to the area’s significance or features newly identified as desirable to preserve or enhance
- Setting out any new recommendations
- Revising the management strategy

The existing combined Conservation Area Appraisal and Management Plan (CAAMP) was adopted 22 March 2010.

This review process included a walk around the Conservation Areas (Village Green and Holy Cross) with some members of the Parish Council in April 2024.

1.1. Summary of Character of Bearsted

The general character has not changed since the time of appraisal, however, there has been several back land developments. A majority of these have been undertaken with care to enhance the character of the Conservation Area. The Green itself remains the dominant defining characteristic of Bearsted Conservation Area, with Holy Cross Church defining the Holy Cross Conservation Area.

Within the Conservation Areas, it has been identified that the following individual features or characteristics contribute to the character:

- Village Green
 - The Green itself
 - Boundary treatment – Kentish Ragstone Walls & railings
 - Enclosed nature of the Green, with glimpsed views to the countryside beyond
- Holy Cross
 - Quieter setting, with the Church dominating
 - Scale and position of the houses

¹ Taken from Historic England’s Guidance

- Link
 - The narrow lane, dominated by the Kentish Ragstone retaining wall
 - Open space between the building, most with front gardens
 - Views out across the Oast Houses to the countryside
 - More enclosed views to the south-west with footpaths to the countryside

Within the Conservation Area, it has been identified that the following issues or vulnerabilities have been recognised:

- Loss of boundary treatments to allow for off-road parking
- Loss of metal railings on ragstone walls
- Replacement windows, generally timber to UPVc
- Impact on wider views from piecemeal development
- Increase in traffic, particularly HGV's due to other Highways work

The Bearsted Conservation Areas is not subject to Article 4 Directives, and these are discussed further in Section 5.

1.2. The Definition, Purpose, and Effect of Conservation Areas

The concept of conservation areas was first brought into being by the Civic Amenities Act 1967, however, they are now covered under the Planning (Listed Buildings and Conservation Areas) Act 1990. This Act places a duty on local authorities to designate Conservation Areas where appropriate and defines a Conservation Area as *“an area of architectural or historic interest the character and appearance of which it is desirable to preserve or enhance”*.

Designation as a Conservation Area makes additional controls available to the Local Planning Authority. Briefly these include the control of demolition of unlisted buildings, more restricted permitted development rights for single dwelling houses and protection of trees.

In addition to these enhanced powers, the Local Planning Authority is also required when dealing with applications for planning permission to have special regard to ensure that the proposed development would preserve or enhance the special character of the Conservation Area (Section 72.1 of the Act). There is a presumption that developments which would not preserve or enhance the special character should be refused planning permission.

Figure 1 –.

1.3. The Appraisal

No additional research was undertaken for the review. Initial discussions were held with the Parish Council during the site visits, with a meeting undertaken prior to the completion of the initial draft Review Addendum.

The draft Review Addendum will be subject to review at Committee and then subject to public consultation, which will include a public meeting.

The Addendum to the CAAMP will then be presented at Planning Committee for adoption.

1.4. Policy context

Since the original CAAMP, Planning Policy has been updated as follows:

1.4.1. National Policy

National policy and advice regarding conservation area matters is given in National Planning Policy Framework (NPPF) which is available to at the link given below (<https://www.gov.uk/government/publications/national-planning-policy-framework--2>).

Paragraph 197 of the NPPF (2023) points out that the quality and interest of areas rather than individual buildings is the prime consideration in identifying Conservation Areas. Paragraph 203 sets out the benefits that accrue from preserving the historic environment whether it be the wider social, cultural, economic, and environmental advantages, the desirability of new development to make a positive contribution or the opportunities arising from an understanding of the intrinsic character of a place.

[PHOTO]

1.4.2. Local Policy

Maidstone Borough Council published its Local Plan in 2024, which can be found online - <https://localplan.maidstone.gov.uk/>

A supplementary planning document to cover Conservation Areas has not yet been produced but there is specific reference to heritage assets in the Local Plan.

While this Management Plan indicates how national and local policies will be applied in the on-going management of the Conservation Area, it is not in itself a planning policy document but Local Plan policy LPRENV1 refers to Conservation Area Appraisals and Management Plans as supporting documents, so they are material to planning considerations.

1.4.3. Guidance

The Historic England guidance document (Conservation Area Designation, Appraisal and Management – 2016) refers to the importance of keeping the boundaries of existing Conservation Areas under periodic review to ascertain whether any changes are required.

The document suggests that designation of a Conservation Area is unlikely to be effective without the formulation of specific policy guidance and reminds Local Planning Authorities of the duty imposed on them by Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to formulate and publish proposals for the preservation and enhancement of conservation areas and for these to be submitted to a ‘public meeting’ in the area. Paragraph 4.16 points out that such proposals cannot realistically seek to prevent all new development and should instead concentrate on the controlled and positive management of change; indeed, it is suggested that there may be instances where redevelopment will be a means of enhancing character.

2.0. Existing Boundary

The Bearsted Conservation Area was first designated by the Kent County Council on 3 July 1970 and revised on 19 October 1977 as part of a general review of conservation areas in the Borough. Prior to this review, the question of extending the boundary of the Conservation Area has been raised by Bearsted Parish Council on several occasions. The assessments that resulted in the 1990s led to the designation of a new conservation area on 9 June 1992: Bearsted (Holy Cross Church) Conservation Area. In addition, it was determined to expand the Bearsted Conservation Area to include the site surrounding Snowfield on 29 October 1999.

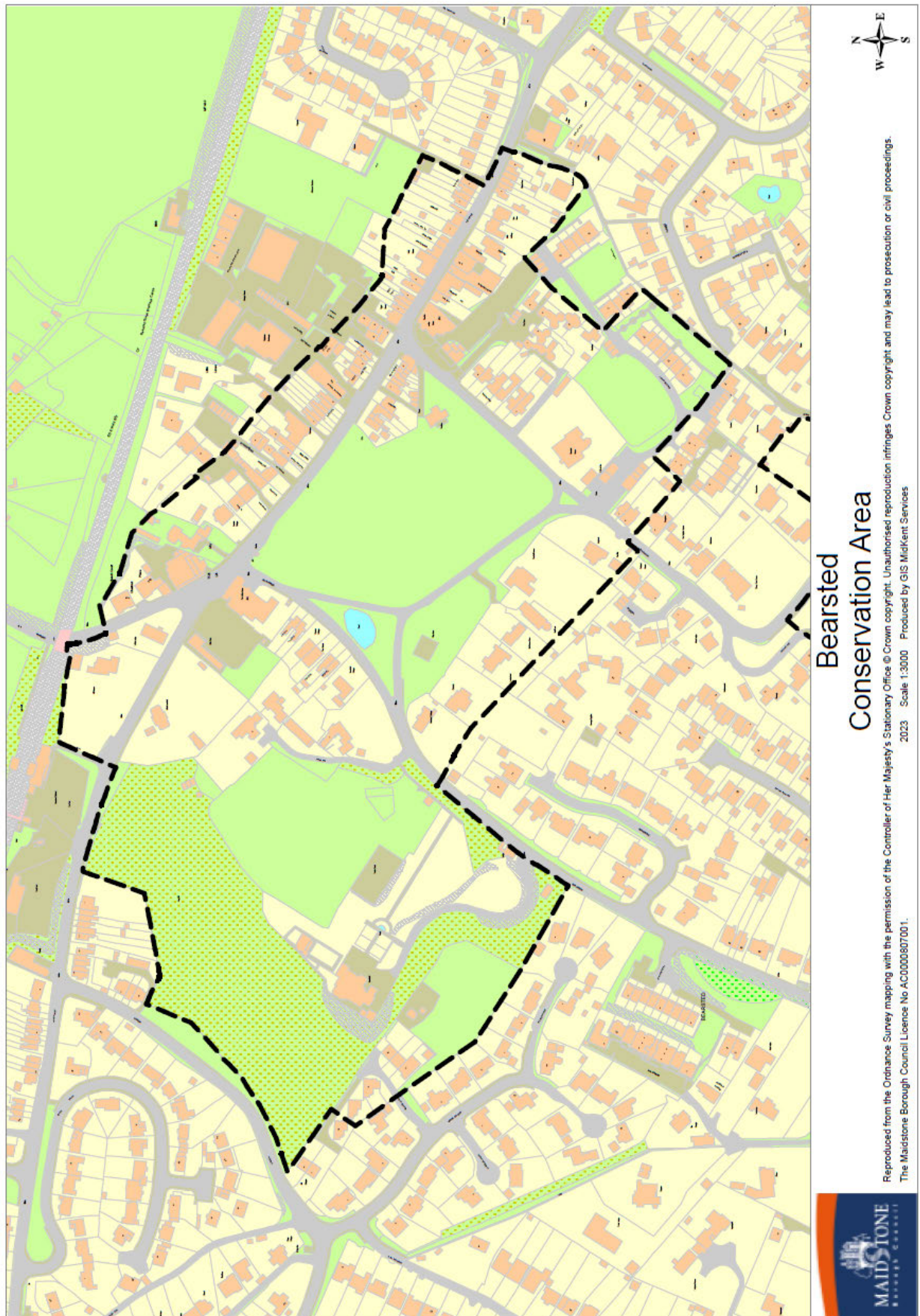


Figure 2 - Current conservation area boundary – The Green

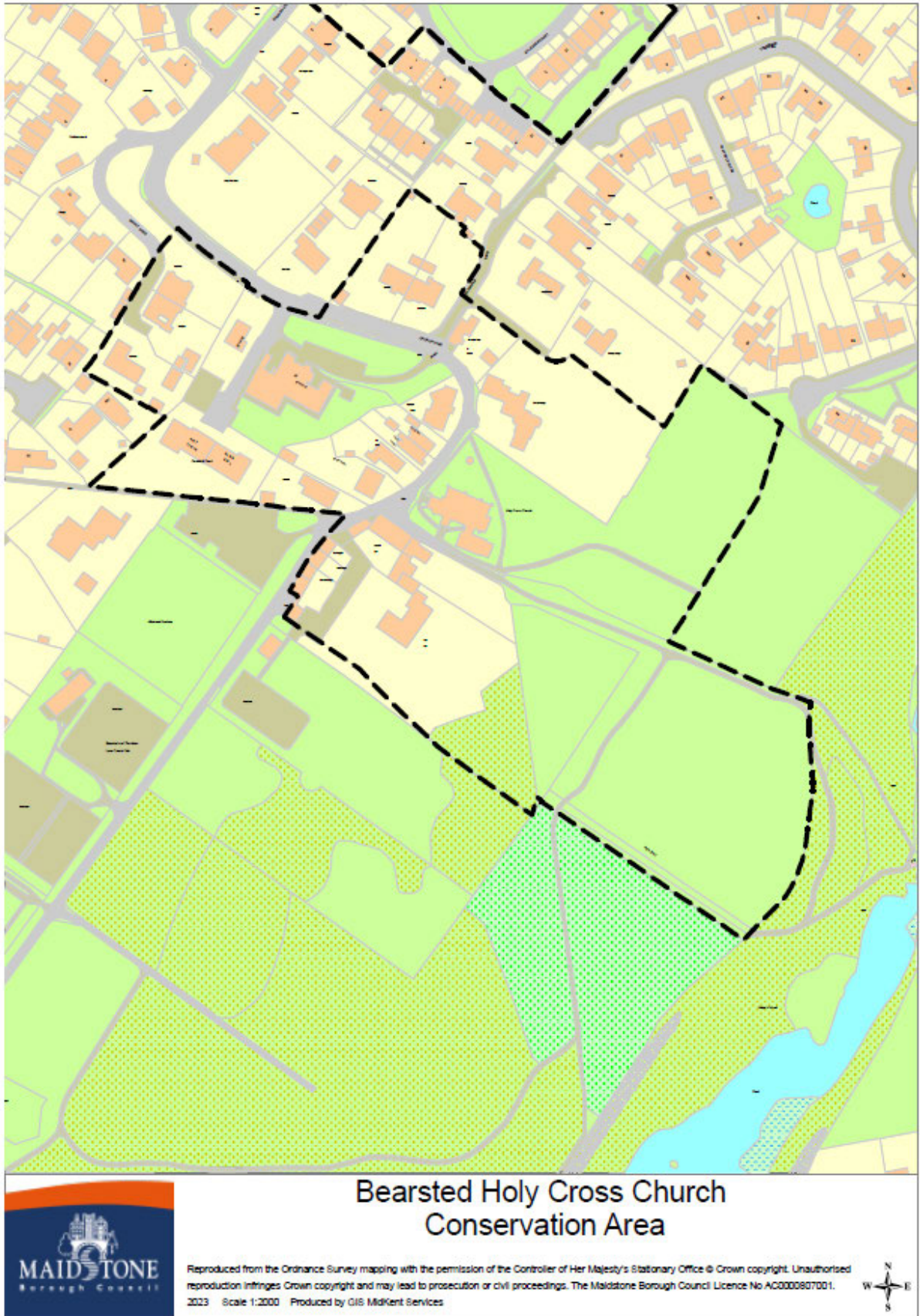


Figure 3 – Current conservation area boundary – Holy Cross

3.0. Appraisal

3.1. Review

A few changes have occurred since the previous Conservation Area Appraisal and Management Plan (CAAMP) was written. These include:

3.1.1 Location and Topography

The village is no longer served with a public bus, but with a community bus. (CAAMP - Pg4)

3.1.2 Detailed Analysis and Description

Bearsted Branch Library (The School House) (CAAMP – Pg 34) has now been converted into a residential dwelling, which has resulted in the formation of a drive and parking area and replacement windows (mix – timber sash and fixed) to UPVc.

Egypt House, The Street (CAAMP -Pg 52) has been rendered and new windows installed (c.2009) and aging poorly. This now provides a negative impact on the character of the Conservation Area.

3.2. Assessment of Condition

The general condition of the Conservation Areas and the properties within them, are in good condition and have been well maintained. Development has been limited, and where it has occurred, it generally has been undertaken with consideration of the character of the Conservation Areas.

There has been an increase in the use of poor quality UPVc windows, and these are resulting in harm to the character of the Conservation Area due to the change of style of windows and the bulky appearance of the frames. Good quality windows that match the character and appearance of the original windows, or windows that compliment the character of the building should be used to retain the character of the Conservation Area.



Figure 4 - example of UPVc window and traditional window

There is an increase in off-street parking, especially surrounding The Green and this is having a negative impact with the loss of the boundary treatments and front gardens. The introduction (or use) of drop kerbs is reducing the available parking within the area, which could have a negative impact on the viability and accessibility to the services (The Parade, shops, and pubs), resulting in harm to the local businesses. The loss of the services would impact on the vibrancy of the village. Off street parking creates a more urban feel, and therefore results in the loss of the village atmosphere.

4. Conservation Area Boundary

4.1.1. Existing Boundary

The previous Conservation Area Appraisal recommended extensions to the existing boundary (pg. 75), but these were not implemented. The proposed extension is still supported by the Parish Council.

4.1.2. Proposed Boundary Changes

It is proposed to amend the existing boundary, as per the 2010 Appraisal, but include the removal of the land to the south-east of the church which is owned by the Woodland Trust.

The appraisal provides the following summary:

The above Conservation Area Appraisal suggests that one significant extension to the designated area be considered, to include the railway station and a number of other buildings along Ware Street to the west ending at areas of more modern development.

The suggested extension would end with Sandy Mount Farmhouse on the southern side of Ware Street and 30-36 (Even) Ware Street to the north. The reasons for this proposed extension are:-

- *The historical importance of the railway station to the development of the village as well as the notable survival of many special architectural features;*
- *The surviving railway heritage landscape, which includes the existing goods shed and coal yard; and*
- *The age and character of the other surviving buildings, all of which were built in the Victorian period or earlier. They include a number of attractive dwellings and the village's Methodist church.*

Originally part of the medieval Le Ware estate of Thurnham, the area contributed to Bearsted village's earlier industries of farming and sand quarrying. The site of an important sand quarry was later developed as the site of the Bearsted and Thurnham railway station and Methodist Chapel.

The revised boundary would look to remove a section to the south-east as this land is owned by Bearsted Woodland Trust, who also own and manage the land to the south which is outside of the Conservation Area boundary. This land was original included within the Conservation Area, as it was

part of the curtilage (1897 OS Map) for Mote Hall. The land to the south (now Woodland Trust) was farmland (1897 OS Map), which is why it was previously excluded.

The proposed extension also looks to link the two existing Conservation Areas to protect the ragstone boundary & retaining walls which provide a positive feature of both Conservation Areas.

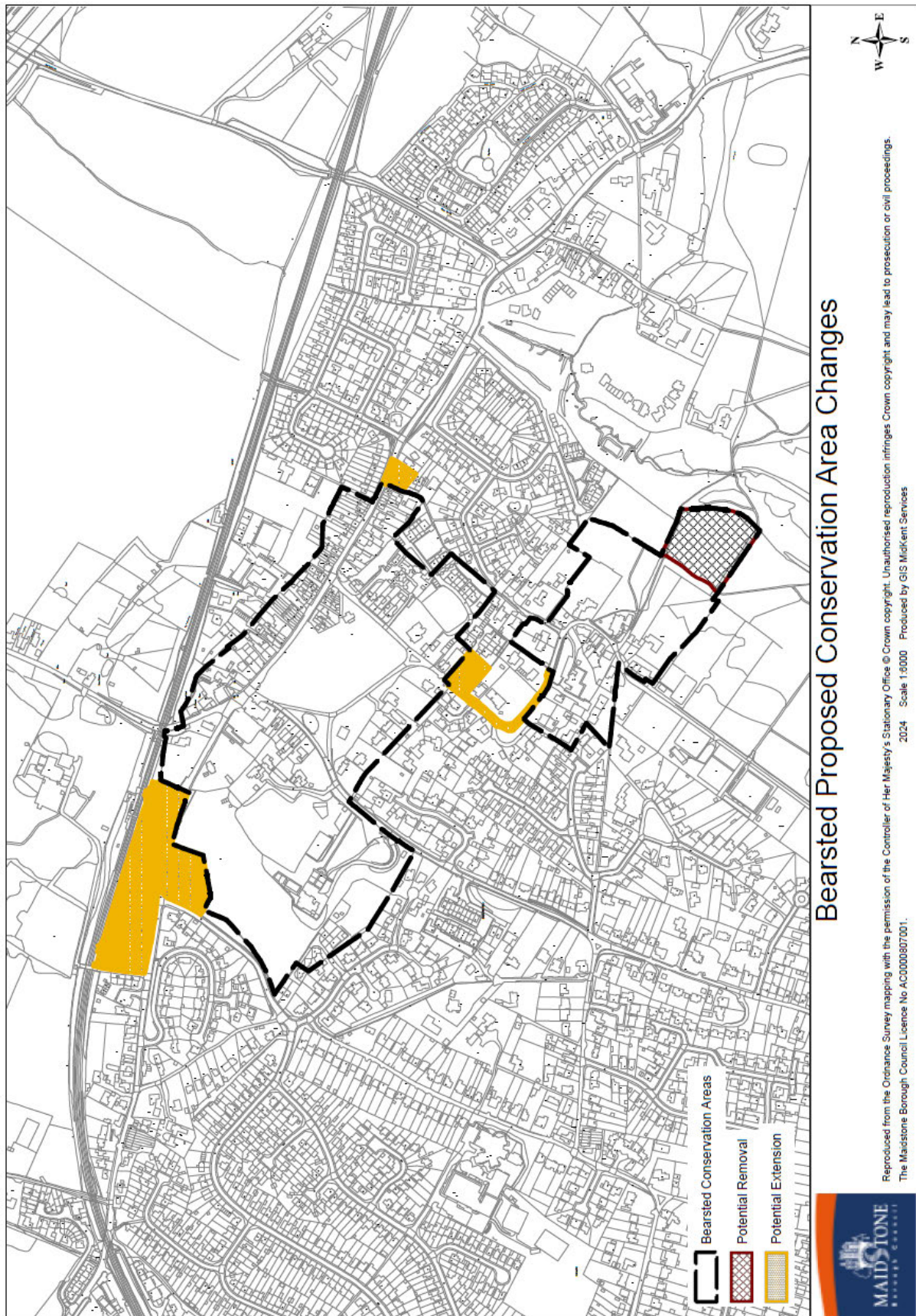


Figure 5 – Proposed boundary changes shown in yellow, with the proposed removal shown in red.

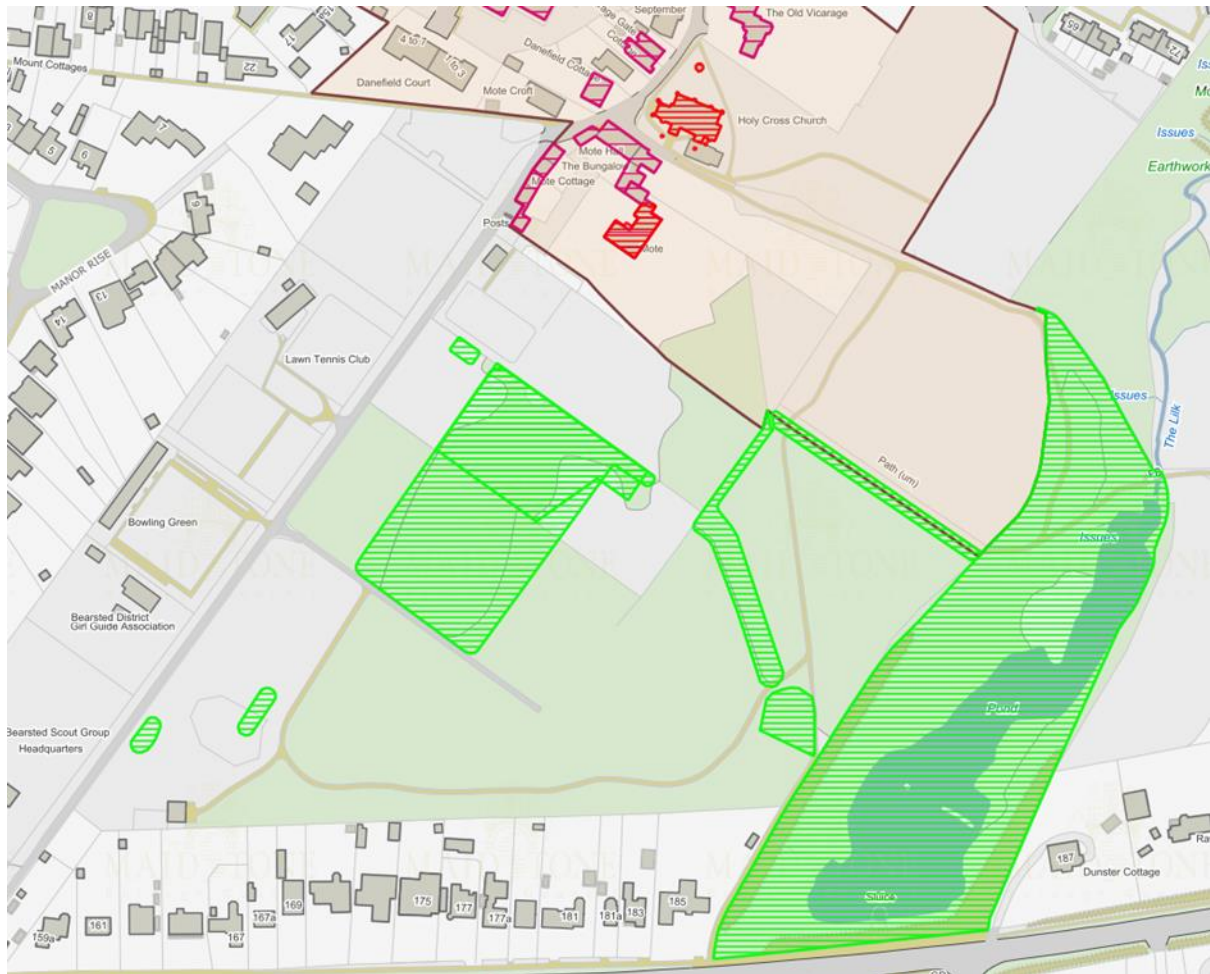


Figure 6 - Existing TPO protection to the area.

5. Article 4 Directions

5.1. Introduction

The character of the Conservation Area can suffer significantly from the cumulative impact of minor alterations or home improvement which can be carried out to single dwelling houses as permitted development under the General Permitted Development Order without the need for planning permission. Such alterations can include replacement windows and doors and re-roofing using inappropriate non-traditional materials.

The Local Planning Authority can seek to bring such minor alterations under planning control using Directions under Article 4 of the General Permitted Development Order.

Article 4 Directions can increase the public protection of designated and non-designated heritage assets and their settings. They are not necessary for works to listed buildings and scheduled monuments as listed building consent and scheduled monument consent would cover all potentially harmful works that would otherwise be permitted development under the planning regime. However, Article 4 Directions might assist in the protection of all other heritage assets (particularly Conservation Areas) and help the protection of the setting of all heritage assets, including listed buildings.

5.2. Existing Article 4 Directions

At present there is no Article 4 Directive.

5.3. Proposed Article 4 Directions

At the time of reviewing the Conservation Area, a review of the existing Art. 4 Directive was undertaken, and it is clear that where there is currently no Art. 4 Directive there has been piecemeal impact on the character of the Conservation Area.

The consideration of implementing Article 4 directives could focus on:

- Enlargement, Improvement, or other alteration
- Alteration to roof
- Addition of Porch
- Building or enclosure within curtilage
- Installation of Satellites
- Alternations to gates; fences or enclosure treatments
- Installation of hardstanding
- Installation of container for storage of oil for domestic heating.

6.0. Conservation Area Management Plan

6.1. Introduction

Under Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990, the Local Planning Authorities has a requirement to draw up and publish proposals for the preservation and enhancement of Conservation Areas.

It is important to note that a Conservation Area Management Plan cannot introduce entirely new planning objectives. Instead, it will need to refer to the original legislation; to government guidance (mainly National Planning Policy Framework for heritage assets); to the adopted local plan policies; and to the emerging Local Development Framework. It can interpret established legislative provisions and planning policies and explain how they will be applied within the Conservation Area to ensure its preservation and/or enhancement. If any issues are identified which do require new policies to be drawn up, the management plan can indicate these and set a programme for their development as part of the Local Development Framework process.

Figure 7

6.2. Principles for development management

6.2.1. Planning Considerations

Sensitive and responsive management of development is required in order that new developments do not spoil the character and appearance of the conservation areas or its setting. To this end, the Council will adopt the following principles when dealing with planning applications within the Conservation Area or on sites affecting its setting.

The Council will apply the principles, guidance and regulations set out by the Planning (Listed Buildings and Conservation Areas) Act 1990 and the further guidance of the National Planning Policy Framework and any subsequent revisions, additions, or replacement government guidance.

The Council will apply the relevant policies from the Maidstone Local Plan 2017 until such time as these policies are replaced by a future Local Plan or by policies in the emerging Local Development Framework.

Outline planning applications will not be accepted for proposals within the conservation area or on sites affecting its setting.

6.2.2. Pre-application Advice

The council encourages the use of the pre-application process which ensures that planning officers are aware of a proposal at an early stage and can give advice to ensure the appropriateness and quality of any design. See pre application guidance [[Link](#)]

6.2.3. Required Information for Applications

The Maidstone Borough Council website gives advice on the content of a planning application – see [validations checklist](#). Any applications which fail to provide adequate detail will not be validated.

The Council will require all planning applications and applications for Listed Building Consent to be supported by a **Design and Access Statement**. This should be a brief but thorough document setting out the reasons for the development, explaining how the design has been evolved and showing how it will preserve or enhance the character of the conservation area; it should also cover any access issues which exist.

There is guidance on preparing a Design and Access Statement produced by CABE (CABE was merged with the Design Council in 2011) (<https://www.designcouncil.org.uk/resources/guide/design-and-access-statements-how-write-read-and-use-them>).

In some cases, a separate **Heritage Statement** will also be required. Historic England have published guidance on this aspect in 2019 (<https://historicengland.org.uk/images-books/publications/statements-heritage-significance-advice-note-12/>).

A simple template and guidance has been produced by Maidstone Borough Council for smaller domestic proposed works. This can be found [[Link](#)].

Where proposed works are to be undertaken that could affect known archaeology sensitive areas, an **Archaeological Desk Based Assessment** should be provided. This information can be found via the Councils GIS System [link] or via <https://www.heritagegateway.org.uk/gateway/>

Applications must be accompanied by clear and accurate **drawings** showing the proposed development in detail and illustrating how it fits in to its context. Drawings should clearly indicate materials to be used in producing the external finish and architectural details of proposed buildings.

Site plans should accurately depict the positions of trees on or adjacent to the site and clearly show those which will need to be removed and those which will be retained. Where trees are affected by the proposals, the application should include a **Tree Survey** by a professional arboriculturist to comply with current British Standard BS5837, 'Trees in Relation to Construction – Recommendations'. It should also include details of any proposed works to, and methods for protecting, any retained tree. Photographs and other illustrative media are encouraged.

6.2.4. Assessing the Application

The Council will make use of technically experienced and qualified officers in guiding the assessment and determination of all applications within the Conservation Area or affecting its setting.

6.3. Design Principles

Any proposed works to the Conservation Area, or within its setting should look to protect and/ or enhance the character of the area.

6.3.1. Identity

- Generic buildings within the Conservation Area should be enhanced to contribute to the character of the area.
- Increase in planting in areas that have historically been planted.
- Understanding and recognising the former Industrial heritage (including archaeology) and ensure that this is not lost within any proposed development. This includes the relationship between the former industrial sites and their associated houses.

6.3.2. Built Form

- New buildings (and extensions) should relate to the height, proportions, massing of the existing buildings, or where there is historic evidence of taller buildings.
- Roof form and rooflines are an important feature within the Conservation Area

6.3.3. Nature

- Natural privacy barriers should be provided through soft landscaping
- Quality of life can be improved by enhancing living conditions

6.3.4. Public Spaces

- Community spaces will be encouraged

6.3.5. . Uses

- The former Industrial use of the many of the buildings has now been lost, with buildings converted into residential use.

6.4. Design Code

6.4.1. Neighbourhood Plans

Many Neighbourhood Plans have already considered design codes or principles, and these should be used as part of the overall Design Code for the settlement. Where a Neighbourhood Plan has not considered these or been created, a design code will be formed.

6.4.2. Design Codes – Guiding Principles

Any proposed design within the Conservation Area or within the setting of the Conservation Area should comply with the Design Code Approach as per the National Model Design Code (NMDC) process (<https://www.gov.uk/government/publications/national-model-design-code>). The NMDC is based on a series of place characteristics from the National Design Guide, and places these in a wheel. These ten characteristics of a well-designed place are explained further within the NMDC guidance.



Figure 8 - the National Model Design Code wheel showing the ten characteristics of a well-designed place.

6.5. New Development

The Maidstone Borough Local Plan 2024 states that the Conservation Area is appropriate for minor residential development – normally this would be restricted to proposals for one or two houses. It will be necessary for any new housing development proposals to illustrate that it is appropriate within the context of the Conservation Area and will not harm its special character. It is considered that the scope for new developments within the Conservation Area is very limited, but in dealing with any proposals the Council will have regard to the vernacular building materials that dominant that area.

The overriding consideration in dealing with any proposal for development will be whether or not it would either preserve or enhance the special character of the Conservation Area. Any proposal which fails to do so will be refused.

The Council will not insist on any particular architectural style for new building works, but the quality of the design and its execution will be paramount. The Council encourages the use of high-quality contemporary design, where appropriate and subject to proposals being appropriate to their context in terms of scale and use of materials; however, there may be instances where a traditional approach is appropriate – in such case, designs should be high in quality and well-researched, resulting in a scheme which accurately reflects the design, scale, massing, detail, and materials of local tradition. A mix of architectural styles and ethos within the area should not be used to create a single dwelling or building as this creates a poor quality, confusing design.

Buildings should respect the predominant scale. Buildings should not generally exceed 2 storeys in height. The social hierarchy of the buildings should be respected, responding to the scale and appearance of the building, together with the prominence or position within the street scene.

6.5.1. Layout

The proposed layout of a scheme should recognise the existing, historical development pattern of the settlement. Where more modern development has introduced new patterns, this will not generally be accepted for future development.

Developments should preserve trees and hedges which are healthy and make a significant contribution to the character of the Conservation Area. All substantial trees within the Conservation Area are protected and a notice must be served prior to any works to a tree of the prescribed size.

The Council will seek to protect the attractive peaceful environment of the Conservation Area. Special areas, such as church yards and protected gardens shall have extra consideration for impacts of harm to ensure that these spaces can continued to be enjoyed.

6.6. Existing Buildings

Except in the most exceptional circumstances, planning consent will not be granted for the demolition of buildings identified as being ‘essential’ to the character of the Conservation Area and is unlikely to be granted for those rated as ‘positive’.

Buildings cited as ‘neutral’ may be considered appropriate for redevelopment, subject to the quality of any replacement scheme constituting an improvement over current circumstance. The redevelopment of sites and buildings judged to be ‘negative’ will usually be encouraged so long as any scheme is appropriate to its context.

In dealing with applications for the redevelopment of existing buildings, the Council will have regard to the detailed building assessments provided within a Heritage Statement.

In dealing with proposals for extensions and other alterations to existing buildings, the Council will have regard to the following considerations:

- Extensions should normally be of sympathetic materials, design and detailing to the host building, and should be subservient in scale. See [Extensions SPD](#).
- Satellite dishes will only be considered acceptable when they cannot be readily seen from the streets or other public spaces.
- Shop fronts and signage should respect the character of the conservation area and materials and typefaces should be appropriate to its historic nature. (Refer to Shop Front Design Guidance).

6.7. Demolition

Where a building has been recognised as having ‘neutral’ or ‘positive’ contribution to the character of the conservation area, there will need to be justification to clarify for the loss of the building or structure.

Buildings cited as ‘neutral’ may be considered appropriate for redevelopment, subject to the quality of any replacement scheme constituting an improvement over current circumstance. The redevelopment of sites and buildings judged to be ‘negative’ will usually be encouraged so long as any scheme is appropriate to its context.

6.8. Non-designated Heritage Assets

Where recognised, either before or during an application, weight will be given for the retention of non-designated heritage assets (NDHA), as per Policy DM4.

As with listed buildings, a NDHA could be of local interest through archaeological, architectural, artistic, and historic interest. It does not have to have all four areas of interest to be recognised as a NDHA.

6.9. Window and Door Replacement

Replacement Windows can have a detrimental impact on the character and appearance of a conservation area. Where there is no Article 4 Directive (refer to Appendix 2), it will be encouraged

that traditional and historic windows and doors are retained, and where there is a need to replace, these will be undertaken with timber, and of a design responding to the dwelling.

Dormer windows may be acceptable, depending on their position, number, scale, and design. No more than one or two dormers per elevation will normally be considered appropriate and as a general rule a dormer should not occupy more than about one third of the overall height of the roof. Depending on circumstances, dormers should either be covered by a pitched clay tiled roof or, in the case of smaller or shallower roofs, a flat lead roof above a traditionally detailed cornice. They should not appear crowded together or be located too close to hip or gable lines. Large ‘box’ dormers will not be considered appropriate; neither will dormers which extend above the existing ridge height.

Roof lights may be considered acceptable and will be subject to the same considerations as dormers in relation to numbers, position, and scale. ‘Conservation’ roof lights which sit close to the roof slope should be used. Rooflights should not be placed on principle elevations unless screened by parapet or similar.

6.10. Extensions

Extensions should normally be of sympathetic materials, design and detailing to the host building, and should be subservient in scale. See [Extensions SPD](#).

Any extensions should respect the spacing and character of the street scene, and not look to overcrowd or dominant the street scene.

6.11. Boundary Treatments

Boundary enclosures can have a significant effect on the character of the conservation area. The most appropriate forms are considered to be hedging, low brick walls or wooden open fencing.

Close-boarded fences or similar will not be considered appropriate in any situation.

Where there are existing ragstone walls, these should be retained as they form a significant contribution to the character of the area.

The demolition of boundary walls to allow for off-road parking will be refused where the loss of the boundary treatment will have a negative impact on the character of the conservation area.

Further details can be found in the Boundary Walls Guidance [link]

6.12. Commercial and Retail

Retail and commercial functions within many of the Conservation Areas offer many advantages and can often help create a vibrant and attractive street scene. The retention of shops and services will be encouraged, though it is recognised that there has been a decline in the use of shops over recent years². Creative change of these buildings can often find new uses, and by recognising that places

² <https://historicengland.org.uk/advice/planning/historic-towns-and-high-streets/>

need to be adaptable; it is possible to adjust to changing retail and social trends and offer shoppers and visitors the experience they want and need.

Where there is a proposed loss of a shop, evidence must be provided to show that all efforts have been undertaken to retain the shop.

Shop fronts and signage should respect the character of the Conservation Area and materials and typefaces should be appropriate to its historic nature. Large scale signage and covering of principle windows will be discouraged as this provides a negative appearance.

Further information can be found in the Shop Front Guidance [\[Link\]](#)

6.13. Parking

The creation of parking for both domestic dwellings and for commercial/ retail/ business use can have a detrimental impact on the character of the Conservation Area. It is acknowledged that for many businesses to survive, especially retail, then ease of parking is important. A balance judgement will be undertaken to ensure that the parking does not have negative impact on the business.

Parking for private dwellings will be considered on a case for case basis. Where conversion of a building is proposed, parking will be taken into consideration for the impact on the harm to the significance and setting of the heritage asset. This will include incremental impact from previous development within the area.

6.14. Traffic Management

The impact of traffic within most Conservation Areas has a critical impact on the area. The build-up of traffic and congestion at peak times can be significant. However, this needs to be considered with the success of an area retaining a vibrant and viable core and therefore access to the centre should continue to be encouraged while reducing the number of cars involved.

The Management Plan alone cannot reduce traffic concerns, but additional consideration for the proposed conversion of buildings into HMO's or flats, and the associated car parking and traffic should be undertaken as part of the consideration for conversion.

The position of the carparking on a proposed scheme should be considered as parked cars (or the open hardstanding) can have a negative impact on the character of the area. It may not always be appropriate to locate the parking to the front of the building.

The formation of crossing points and other Highway interventions should consider the character of the Conservation Area as many of these can introduce a very urban characteristics into a rural setting.

6.15. Public Realm Improvements

The public realm is often managed by different organisations, including Kent County Council, Maidstone Borough Council, and the parish council.

Photograph

Where practical and possible, consideration for improvements should be undertaken. These could include items such as:

- Resurface High Streets and key/ main road within the Conservation Area
- Mitigate against urban road schemes in rural areas, or where required, ensure that they are minimal or designed to respond to the character
- Parking controls within more sensitive areas
- Reverse process of inappropriate modifications to buildings
- Measures to ensure that property owners outside the conservation are encouraged to maintain and plant new hedges
- Improve quality and consistency of shop fronts, signage, and lighting
- Improve green and communal spaces
- Reduce clutter in some areas
- improve Highway's requirements, such as thinner yellow lines, reduction in signage, etc.
- improve front boundary treatments
- improve pathways and connectivity.

Historic England provide good guidance on improving public realm -
<https://historicengland.org.uk/advice/caring-for-heritage/streets-for-all/>

6.16. Carbon Reduction Incentives and Schemes

Within Conservation Areas, it is possible to install carbon neutral or 'Green' initiatives, though they will require consideration. A holistic, whole building approach should be undertaken to the building, rather than a presumption of a single solution, such as double-glazed windows.

Where a planning or listed building consent application is submitted, it will be expected that the holistic consideration for the buildings has been undertaken by providing a simple statement, either within the Design & Access Statement or within the Heritage Statement.

There are numerous options available, many will be Conservation Area and site specific, but the general considerations are:

- Solar panels should not be installed on buildings where visible from the public realm, or if the building is listed. Consideration for any associated plant, including the batteries should be considered, and should not be within the public realm.
- Double glazing is generally not permitted within listed buildings. With other buildings within Conservation Areas, it is preferred that it is not installed to primary routes or buildings of local or national interest. The installation of double glazing creates a strange reflection, and the additional weight of the glass requires a larger or chunkier frame, both of which can alter the appearance of the building in a negative appearance.

The manufacture of double glazing has a high carbon contribution due to the use of glass and UPVc, and therefore it is recommended that existing windows are overhauled, repaired and secondary glazing installed.

- Secondary glazing can be installed to improve the thermal efficiency of buildings. This often provides a better solution than installing double glazing. The use of shutters on buildings can improve the heat-loss of the building and could be found in many older buildings.
- Awnings to windows are generally associated today with shops, but they have been traditionally used on domestic houses to provide sun screening and to protect the glass from weather. The use of awning could be used, where appropriate, to assist against solar warming.
- Ground and Air Source Heat Pumps can be installed to buildings within the Conservation Area, with planning permission [?]. The external air source should not be visible from the public realm. Consideration for any potential archaeology should include within an application, with the expectation of where there is deemed to have potential, that a Watching Brief will be conditioned.
- External insulation will not be considered acceptable to a majority of buildings within the Conservation Area due to the visual impact on the appearance of the property.
- Retrofitting is a wide subject, with some aspects that would not need permission to be undertaken, such as loft insulation.
- External Electric Car Charging points should be formed via a pole, rather than connected to the wall. Where a pole or freestanding system is not practical, the unit should not be placed on the principle and/or front façade of the building and be positioned as discreetly as possible. The point should be a socket system and not a tethered (ie, with fixed cable). The cable connecting the socket to main supply should not be run where visible and it should consider the fabric and details of the building.

As these often require dedicated off-street parking, works to create the off-street parking should be considered. The demolition of front boundary walls will not generally be allowed within a Conservation Area due to the impact on the character.

6.17. Ecology Measures

Integrated biodiversity enhancements, such as bird/bat bricks/tiles/tubes, and bee bricks, should be included with any new builds or extensions.

With listed buildings, some consideration for these should be undertaken to enhance biodiversity. Alternative positions may be a more sympathetic solution, such as the grounds, existing boundary walls (if brick or stone), or associated outbuildings.

Where replacement roof coverings or alterations are proposed, then integrated biodiversity enhancements should be included if the building is not already hosting ecology (such as bats).

6.18. Services

There is a growing demand for services and the associated equipment to domestic houses. Consideration for the character of the area, and the setting of listed buildings should be undertaken.

- Satellite dishes (one per building) will only be considered acceptable when they cannot be readily seen from the streets or other public spaces.
- Air conditioning units (and associated plant) should not be placed where it can be seen from the public realm.
- Meter Boxes should not be placed on the front façade of the building but should be located within the grounds.
- Alarm boxes should be positioned with consideration to ensure that they do not form the main focus of an elevation or cover architectural details.
- Security Cameras will not usually be supported unless a strong business case is provided. Where they are needed, they should be sensitively positioned, with the minimum number of cameras required.
- Security measures, such as grills and shutters will not be permitted where visible from the public realm as these often provide a negative impact on the appearance of the street scene. Where there is a strong business requirement for shutters, these should be internal and open to allow for passive security protection. [Refer to shop guidance].

7.0. Review and practice procedures

The Conservation Area Appraisal and Management Plan will be reviewed after an appropriate period of not less than five years and any required amendments will be incorporated.

8.0. Action Plan Summary

The Action Plan Summary below has been taken from the existing Conservation Area Appraisal and Management Plan and has been updated and amended to reflect the review.

Measures to remedy breaches of planning or listed building control and the disrepair of buildings will be pursued in an ongoing fashion whenever appropriate. A summary of action to be taken on specific issues follows:

Issue	Action	Responsibility	Priority
Suggested Ware Street boundary extension	Research and propose appropriate changes to the boundary for approval of Cabinet Member for Regeneration. Conduct public consultation.	Heritage, Landscape and Trees Team (HLT) Cabinet Member for Regeneration	High
Additional conservation area based around Stocks House in Ware Street	Report to Cabinet Member for Regeneration regarding feasibility	HLT Cabinet Member for Regeneration	Medium
Character Area Assessment for Church Lane, Yeoman Lane and other nearby streets	Survey, analyse and report	Planning Policy Team	Medium
Introduction of Article 4 Direction	Submit report for approval of Cabinet Member for Regeneration. Conduct public consultation.	HLT Cabinet Member for Regeneration	High
Intrusive wirescape	Identify problematic areas and liaise with public utilities to encourage more sensitive approaches.	HLT Utilities	Medium
Street furniture improvements	Liaise with the relevant Council departments	HLT/KCC	Medium
Highway Signage Improvements	Liaise with KCC Highways	HLT/KCC	Medium

Need for improvements to White Horse Car Park	Negotiate with owner of White Horse PH to encourage improvements.	HLT Development Control Team	Low
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Key:

DC = Development Control

HLT = Heritage, Landscape & Trees Team

Appendix 1 – CAA Bibliography

Author	Publication Date	Title	Volume No	Editor
Newman, John	2012	The Buildings of England Kent: West and the Weald	-	-
	2009	Archaeologia Cantiana	-129	-
Hasted, Edward	1798	The History and Topographical Survey of the County of Kent	V5	
KCC		Kent Historic Environment Record https://webapps.kent.gov.uk/KCC.ExploringKentsPast.Web.Sites.Public/Default.aspx		
KCC Heritage Conservation Group	2004	Kent Historic Towns Survey Headcorn – Kent Archaeological Assessment Document	-	-
Dr Harris	1724	A History of Kent	-	-
Pernille Richards	2021	History on our doorstep – a walk in Headcorn		Ella Martignetti

Appendix 2 – Summary

Characteristic features of the Conservation Areas

<i>Boundary Treatment</i>	<i>Use</i>
Picket fences	<i>Limited use</i>
Brick walls	<i>Generally to the large dwellings</i>
Ragstone walls	<i>Church Lane</i>
Hedges	<i>Throughout the CA's, often supported with iron railings</i>
Iron railings	<i>Common feature</i>

<i>Materials</i>	<i>Use</i>
Red brick	<i>Used for later developments, from the Victorian period onwards</i>
Ragstone	<i>Limited</i>
Timber	<i>Used as Mock-Tudor as well as limited exposed timber on Medieval buildings</i>
Bethersden Marble	-
Slate tiles	<i>Limited use to one side of The green only</i>
Clay tiles	<i>All</i>
Plain tiles	<i>Common</i>
Weatherboarding	<i>Limited use, generally on subservient structures</i>
Tile hung cladding	<i>Limited use</i>
Render	<i>Common</i>

Architectural features	Use
Sash windows	<i>All</i>
Casement windows	<i>All</i>
Close studding	<i>Limited – most Medieval timber framed buildings are rendered.</i>
Venetian windows	<i>None</i>
Bay windows	<i>Limited</i>
Dormer windows	<i>Limited. Some houses were designed with a dormer detail</i>
Leaded light windows	<i>Limited</i>

Public Realm and Street Furniture	Use
Asphalt	<i>Pavements and roads. No historic finishes</i>
Planters	<i>None</i>

Built Form	Use
Detached properties	<i>Surrounding The Green & Church Lane</i>
Terraced properties	<i>Very common</i>
Semi-detached properties	<i>Limited historical building</i>

Appendix 3 - Useful Contacts

- Historic England - Cannon Bridge House 25 Dowgate Hill London EC4R 2YA
customers@HistoricEngland.org.uk
- Kent County Council (Heritage Conservation Group) Invicta House, County Hall, Maidstone ME14
Email: heritageconservation@kent.gov.uk
- Maidstone Borough Council (Heritage, Landscape & Design), Maidstone House, King Street, Maidstone, Kent, ME15 6JQ.
Email: Conservation@Maidstone.gov.uk

Neighbourhood Plans – Maidstone Borough Council

Professional Bodies

- The Arboricultural Association, The Malthouse, Stroud Green, Standish, Stonehouse, Gloucestershire GL10 3DL T: +44(0)1242 522152 Email: admin@trees.org.uk
- Institute for Archaeologists, Miller Building, University of Reading, Reading RG6 6AB. T: 0118 378 6446 Email: admin@archaeologists.net
- Landscape Institute 33 Great Portland Street, London W1W 8QG T: +44 (0)20 7299 4500 Email: mail@mail@landscapeinstitute.org
- Royal Institute of British Architects 66 Portland Place, London W1B 1AD T: +44 (0)20 7580 5533 Email: info@inst.riba.org
- Royal Institution of Chartered Surveyors, RICS Contact Centre, Surveyor Court, Westwood Way, Coventry CV4 8JE T: +44 (0)870 333 1600
Email: contactrics@rics.org
- The Institution of Structural Engineers, International HQ, 47-58 Bastwick Street, London, EC1V 3PS, United Kingdom Tel: +44 (0)20 7235 4535
- The Institute of Historic Building Conservation (IHBC) South East branch SEBranch-Secretary@ihbc.org.uk
- The Society for the Protection of Ancient Buildings (SPAB) 37 Spital Square London E1 6DY info@spab.org.uk
- Design and Access Statements
<http://webarchive.nationalarchives.gov.uk/20101121172431/http://cabe.org.uk/files/design-and-access-statements.pdf>