

**NEW ASH GREEN VILLAGE ASSOCIATION LIMITED**

Meeting of the **AMENITY COMMITTEE** to be held  
On Tuesday 27<sup>th</sup> May 2025 at 8.00pm at the Pavilion

**Present:** Simon Cornelius – Chair  
 Alex Franklin (AF)  
 Paul Campion (PC)

**In Attendance:** Hannelie Bauer  
 Darryl Patrick

**APOLOGIES** were received from Adrian Clark (ACL)  
 Louise Walsh (LW)

1. **MINUTES** of the meeting held on 8<sup>th</sup> April 2025 were agreed and will be signed as a correct record

2. **MATTERS ARISING**

- a) **Punch Croft Front Doors** Draft letter about SPAN doors to go to CoM for approve. AC recommended that pictures of the approved doors should be circulated with this letter when it goes out to all Punch Croft residents.
- b) **2 Lambardes/Potential extension breach** Response received from resident 22.05.25, resident to submit retrospective approval for cladding and capping.
- c) **21 Redhill Wood/Breach windows** Response received from RWRS Chair and breach to remain.
- d) **55 Bazes Shaw/Replacement shed** awaiting confirmation that the shed has been painted in accordance with the retrospective approval. OM to chase resident for response.
- e) **54 Caling Croft/Unapproved alteration to front garden** breach removed and CCRS to liaise with resident to get landscapers to turf the area.
- f) **10 Manor Forstal/Alteration to garage pillar** brickwork not reinstated. Chase letter 29.04.25. OM to follow up.
- g) **Hanover Place/Car park cameras** Chase letter 11.04.25. OM to write to them to say if no response will close this matter.
- h) **66 Caling Croft/EVCP to side of garage** OM wrote to resident 21.05.25 asking for plan and specification. Awaiting response.
- i) **35 Caling Croft/Unapproved alterations to front garden** OM emailed CoM 21.05.25 awaiting action.
- k) **57 Spring Cross/Replacement front door colour** approval was granted for black door. SXRS Chair then went back to resident and said can do sage green. 23.05.25 request received from SXRS Secretary to add sage green as door colour. AC approved this colour but said if any further colours added need to remove one of the old colours.
- l) **7 Olivers Mill/Windows & extension** retrospective approval outside committee 25.04.25
- m) **44 Farm Holt/Garage outside wall replacement** resident reported wall to insurance, outside wall work completed 05.05.25

3. **EXTENSION AND CONSERVATORIES**

- a) **64 Colt Stead/Double storey rear extension** OM wrote to resident 23.05.25. Awaiting response.
- b) **16 Spring Cross/Replacement roof tiles for conservatory and changing it to a pitched roof** approval outside committee on 16.04.25
- c) **114 Ayelands/Conservatory refurbishment** 22.05.25 resident asked permission to use roof sheets. AC said roof should be constructed with felt and the glazing should not have bars.
- d) **39 Bowes Wood/Conservatory replacement** the application for a replacement conservatory was approved in accordance with the following conditions:
  - i) To be of the same footprint and the total height including the lantern roof should not exceed the red line on the attached photo.
  - ii) To be built in accordance with the details submitted
  - lii) To be finished to match the neighbourhood colour scheme
  - iv) All brickwork to match existing
  - v) Roof should be plain glass or equivalent and not coloured
  - vi) Acceptance by the resident of the responsibility for future external redecoration of the rear elevation of the property
  - vii) Completion and return of the Form of Undertaking
  - viii) Notification of start date to the VA
- e) **18 Penenden/Rear elevation single storey extension** AF declared a conflict of interest and declined to discuss 18PE. The application for a rear elevation single storey extension was approved in accordance with the details submitted and subject to the following conditions:
  - i) To be built in accordance with the design details submitted
  - ii) All materials and design details to match existing
  - iii) Windows must be finished to match the neighbourhood colour scheme
  - iv) Completion and return of the Form of Undertaking
  - v) Notification of start date to the VA
  - vi) The Society has no objections to the application.
- f) **24 Westfield/Double storey side extension, relocation of gate** AF declared a conflict of interest and declined to discuss 24WF. Emailed to ACL/LW for approval outside of meeting. Awaiting responses.

**g) 60 Redhill Wood/Single storey side extension** the application for a single storey rear extension was approved in accordance with the details submitted and subject to the following conditions:

- i) To be built in accordance with the design details submitted
- ii) All materials and design details to match existing
- iii) Windows must be finished to match the neighbourhood colour scheme
- iv) Completion and return of the Form of Undertaking
- v) Notification of start date to the VA
- vi) The Society has no objections to the application.

#### 4. **REPLACEMENT WINDOW AND DOOR UNITS & other Miscellaneous Applications**

**a) 129 Knights Croft/Shed** retrospective approval 14.05.25

**b) 69 Capelands/Replacement cladding on garage to artificial cladding** OM wrote to them 21.05.25 asking for a sample of proposed composite/artificial cladding. Awaiting response.

**c) 182 Knights Croft/Replacement windows** work done prior to approval letter, see email 20.05.25. AC happy with replacement windows.

**d) 24 Caling Croft/Decking and lean-to pergola** OM wrote to them 21.05.25. Awaiting response.

**e) 1 Foxbury/Kitchen window replacement** the application for the replacement kitchen window has been approved in accordance with the information provided and will be white UPVC and subject to the following conditions:

- i) The size of the external opening is not altered
- ii) The design of the window units including the opening lights remains the same as the original as built items
- iii) Glazing should be plain glass (not leaded, squared or patterned)
- iv) Frame sections are to the same dimensions as the original items
- v) All materials to be finished to match the neighbourhood colour scheme
- vi) Notification of start date to be given to the VA

**f) 5 Bowes Wood/Replacement back French doors** resident to provide the size of the existing French doors and to also provide the specification of the proposed replacement.

**g) 1 Capelands/Air condition unit** the application for an air condition unit was approved in accordance with the details submitted and subject to it being located on the ground floor wall below fence level as indicated on the sketch.

**h) 10 Spring Cross/Solar Panels** the application for solar panels were approved in accordance with the details submitted.

**i) 72 Olivers Mill/Front door replacement** OM to inform resident that they may replace their front door provided it conforms with the approved design for Olivers Mill. Number 47 is an example of an approved door.

#### 5. **VA MATTERS**

**a) Replacement barriers** AF/LW to help with finding suppliers that can supply replacement barriers in appropriate sizes.

**b) Disabled access project** LW to provide list to Hardlands Director

#### 6. **BREACHES**

**a) 29 Manor Forstal/installation of woodburning stove chimney** 2<sup>nd</sup> chase letter 08.05.25. Breach to be referred to CoM for action.

**b) 1 Millfield/Unapproved shed** 24.05.25 resident provided photo to show shed has been removed.

**c) 61 Manor Forstal/Unapproved front window** AC has made an exception for this window but said that when it is due for replacement it should be returned to neighbourhood scheme of single window pane, bottom opening.

**d) 19 Colt Stead/EVCP to side of garage** Chased for update 22.05.25, to be chased again.

**e) 76 Manor Forstal/Unapproved flue** Correspondence emailed to Com Chair 23.05.25 awaiting response.

**f) 17 Seven Acres/Unapproved chimney** 23.05.25 response received from resident saying chimney was part of property when it was purchased in 2002. OM to check historic records.

**g) 118 Colt Stead/Unapproved windows** OM spoke to resident and retrospective approval will be given with the condition that when the windows are changed they are sized in the correct proportions.

#### 7. **RESIDENTS SOCIETY MATTERS**

**a) Manor Forstal RS/Proposed tree works** 11.04.25 Greenlands Manager happy with replanting proposal and locations on map provided.

**b) Penenden RS/Car Park Repairs** 29.04.25 Secretary came back to say they do not currently have funds to complete work. AC to arrange inspection.

**c) Bazes Shaw RS/Unapproved landscaping and bollards** Meeting between SC/LW and BSRS chair outstanding

**d) Millfield RS/Proposed removal of tree on greens** approval issued 11.04.25

#### 8. **VILLAGE CENTRE**

OM to meeting with Managing Agents to discuss plans to improve village centre and overdue repairs.

**9. OTHER BUSINESS**

- a) House sales/Alterations check process** It was agreed that a list of new sales will be emailed to the AC every Friday so that they can provide their feedback.
- b)** AC agreed to include new section for house sales, this will capture all weekly communications and decisions.
- c)** AC/OM agreed to capture both start and completion dates of any proposed works, with scheduled inspection of works carried out.

**10. NEXT MEETING: 15<sup>th</sup> July 2025**