

## DRAFT AND UNAPPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL MEETING 13<sup>TH</sup> DECEMBER 2021

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Minutes of the meeting of Hollingbourne Parish Council monthly meeting held on Monday 13<sup>th</sup> December 2021, 7.30 pm. The meeting took place 'in person' within the Cardwell Pavilion. Parish Council members and the public are requested to wear masks within the building, observe social distancing advice and perform lateral flow tests before attending the meeting.

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**Present:** Cllr S Hulme (Chair), Cllr A Ward (Vice Chair), Cllr D Ardley, Cllr A Marshall, Cllr M Domican and Cllr C O'Meara

**In attendance:** Cllr P Garten (MBC) and Mrs V Smith –Parish Clerk.

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1. **Apologies for absence:** Cllr Dr S Bauer and Cllr Mrs S Prendergast (KCC) – COVID prevention, vulnerable adults at home. PCSO Matthew Adlington – work commitments.
2. **Declarations and Requests:**
  - a. Declaration of Changes to the Register of Interests – none.
  - b. Declaration of Interest in items on the Agenda – Cllr Hulme is a neighbour of the applicant for 21/505933/FULL and 21/505934/LBC – Snagbrook, 115 Eyhorne Street, but agreed to vote in favour as there were no issues of conflict.
  - c. Requests for Dispensations – none.
3. **Approval of minutes of last meeting.** It was agreed that the minutes of the meeting on 8<sup>th</sup> November 2021 are a true and accurate record of the meeting.
4. **Matters Arising** (not covered elsewhere on the agenda) – none arising.
5. **Open forum for members of the public to speak** (10 minutes) – None in attendance.
6. **Chair's Report –**
  - a. Cllr Hulme thanked Cllr Ward for chairing the Parish Council meetings and the Parish Assembly, whilst he was absent due to work commitments.
  - b. The building development within Culpeper Close, near to the entrance of the Hollingbourne Meadows Trust land is still in disrepair. The Parish Council wrote to the resident concerned back in July 2021, who then responded, apologising for the state of the area and promising to tidy it up, however, much of the work has not taken place. The Hollingbourne Meadows Trust has granted the resident the permission to place another skip on the Trust's land to enable a tidy up of the development. The Parish Councillors agreed to send another letter to the resident with a deadline of the end of January 2022 to carry out all necessary works. **ACTION: The Clerk/Cllr Hulme**
  - c. The Parish Council needs to take over the bookings of the Cardwell Pavilion, to be fully compliant with its building and public liability insurance and security of the building. Cllr Hulme will write to the current bookings contact, thanking him for his hard work, with the reasons for this change in management and requesting the return of the building's keys. **ACTION: Cllr Hulme / The Clerk**
  - d. The Parish Councillor's Action Tracker document will be produced by the Clerk for distribution within the week of the Parish Council meetings, and the minutes will follow up later on in the month. The Clerk will stop producing paper copies of the documents for all of

the Parish Councillors, as they usually bring along their electronic copies to the meetings. Just a handful of documents, in particular the agenda, will be produced on the night of the meeting. This will dramatically save on paper and printer ink.

**7. Parish Council Vacancy**

a. On the 23<sup>rd</sup> November 2021, the Principal Electoral Services Manager at the Maidstone BC advised the Clerk, that as nobody has applied for the role directly through the Borough Council, the vacancy can now be filled by co-option by the Parish Council. Residents fitting the criteria of the role, should attend the Parish Council meeting on the 10<sup>th</sup> January 2022 to express their interest.

**8. Clerk's Report –**

a. There is a diseased Beech tree on the Lance Memorial Field, which needs to be removed. A second quotation has arrived at the same cost as the original estimate. Cllr Hulme and Cllr Marshall have looked at the tree with the Clerk, and it looks like the tree is still alive as most of the branches have buds upon them. The Clerk will get guidance from the officer at the Maidstone BC to see if the tree needs chopping down or removal of diseased branches only. **ACTION: The Clerk**

b. The Clerk attended the East of Maidstone Transport Group meeting on the 22<sup>nd</sup> November 2021 (not a public meeting). It is good news that the KCC advised that the pilot bus scheme for Hollingbourne, the number 13 bus run by Nu-Venture, is guaranteed to run until the end of April 2023. It is more than likely that the scheme will then be a permanent arrangement for the residents. Norman Kemp, Director and Company Secretary of the Nu-Venture Coaches is really glad that he can provide a regular driver for the number 13 bus, who has a good rapport with the bus travellers. The bus service is a 'life line' to its travellers and Nu-Venture is in the process of running a survey with customers, asking them about their experience on the buses, and where they usually travel to when using the bus; it is predominately to the supermarket or further afield? The Clerk will draft a questionnaire for the local residents, check its content with Nu-Venture and then cascade it to the residents via the website and the village magazine. **ACTION: The Clerk**

**9. County Councillor's Report – Cllr Mrs S Prendergast (via email) – None to report.**

**10. Borough Councillor's Report – Cllr P Garten**

a. At the time of the Parish Council meeting Cllr P Garten was glad to advise that the Maidstone Hospital was not experiencing overwhelming numbers of COVID 19 patients. However, the virus, possibly of the Omicron variant is targeting the 5 – 14-year-olds, with twice the infection rate of COVID. This is possibly as they are the least vaccinated group. Please see the website [Simple summary - Maidstone | Coronavirus in the UK \(data.gov.uk\)](#)

b. There was celebration in the Town Hall, 8<sup>th</sup> December 2021, when the four-yearly elections motion was passed and won the vote. The Councillors can retain single member wards, but the North Downs electorate may change under the Boundary Commission's Ward boundary review. It is currently proposed to reduce the number of Maidstone Borough Councillors from 55 to 48 in the near future.

c. The recent issue of the garden bins not being emptied for residents is being taken to Committee, regarding compensation for the home owners affected.

d. The Park and Ride facilities upon Willington Street are to close as of February 2022. Arriva, the private company running the scheme, has been subsidised with £160,000 annually by the Maidstone BC, but to make the system viable they requested an additional £200,000 a year from the Borough Council. Unfortunately, the Maidstone BC cannot afford to spend this money, as the additional funding is required elsewhere. Alternative uses for the site, after the

finishing of the Park and Ride facilities, are being investigated, as the Maidstone BC will still need to pay the land rates. Please see the link [MBC sad to see the end of Park and Ride - MBC News Website \(maidstone.gov.uk\)](#) .

e. Cllr Garten continues to push for a reduction in light pollution within AONB (Areas of Outstanding Natural Beauty), especially when determining planning proposals.

f. At the Strategic Planning and Infrastructure Committee meeting of the 7<sup>th</sup> December 2021, it was agreed that Councillor Garten and Councillor Spooner be appointed as the Borough Council's representatives on the Kent Downs Line.

g. Cllr Garten encourages residents to keep up to date with on the Parish website via the link [Patrik Garten, MBC Councillor for North Downs Ward Recent Newsletter - Dec | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) .

#### **11. Woodcut Farm – Land Transference**

a. Cllr Marshall advised about the Woodcut Farm land available to the Parish Council, which is the S106 contribution from the developers Clearbell. The S106 is a financial contribution secured against the landowner of a development by way of an agreement or undertaking (pursuant to section 106 of the Town and Country Planning Act 1990). The Parish Council needs to make a decision as to whether to keep the land on offer or pass it onto a charity. The land is freehold and the Parish Council is waiting for its dimensions, etc. It is really important that the land remains protected from development. Cllr Marshall will set up another site meeting with Clearbell and the Parish Council, so that the rules and regulations about the land can be clarified. A further update will be made at the Parish Council meeting in February 2022. **ACTION: Cllr Marshall / Cllr Hulme**

#### **12. Adoption of Recycling Schemes (Maidstone Lions)**

a. The Parish Councillors are enthusiastic in supporting the recycling schemes for the villagers of Hollingbourne. Cllr Marshall has been in touch with Malcolm of the Maidstone Lions, who spoke at the Parish Assembly to the residents, to find out more details about the scheme. The recycling can be placed within the same bin (mixed), and would probably be collected by Malcolm whilst driving through Hollingbourne. A sign would need to be placed upon the bin(s) advising people what can, and cannot be placed within them. There are potentially various places within the village where the bins can be placed. Cllr Ward will take the lead on this item. **ACTION: Cllr Ward**

#### **13. Hollingbourne Railway Station Project – Cllr M Domican**

a. Cllr Ward has carried out a survey of the building available for the project and this report was circulated to the Parish Councillors. However, Cllr Ward said that it was difficult to carry out the report as the tenure (the conditions under which land or buildings are held or occupied) of the building are not clear. The cost for reinstating the building for use as a café, with accessible toilets, etc, is more than expected. Cllr Ward explained that the building is a freeholder national entity, and so would probably need a principal designer, rather than being a community build. This matter was discussed passionately at the meeting, and in conclusion, it was agreed that a site meeting take place with Network Rail, Southeastern and the Railway Station Project members. This will be to clarify what is on offer for the Project in restoring the building, what the freeholders will contribute to the repairs and who is going to fund the costs. Cllr Ward said that the building is 'sound' but it is essential to know what is on offer before any works take place. This project would be run by a community group, facilitated by the Parish Council. The survey was needed to be carried out initially, but a decision needs to be made as to who is going to run it. **ACTION: Cllr Domican (Project Chair)**

#### **14. Red Phone Box Community Library**

a. The decommissioned red phone box, which was initially sited within the village is held by a local business man, who asking a cost of £500 for the equipment, in its present un-refurbished condition. The finance of the phone box was questioned at the Parish Council meeting, as the cost was not mentioned when the community library was first suggested by the resident concerned. This matter and will be placed on the Finance Meeting agenda for a decision to be made on whether the project goes ahead.

**15. Police and Crime Report and Neighbourhood Watch Group – Cllr Marshall / PCSO**

a. Cllr Marshall advised that PCSO Matthew Adlington is moving on from the Police, and PCSO Shivon DeRose would be taking his place. Shivon has covered the Leeds, Langley, Kingswood, Broomfield and Sutton Valence areas for over three years and so she will be able to relate to the issues faced by Hollingbourne. Shivon is unable to attend the Parish Council meetings, but is happy to reply to emails. Officially, Shivon’s placement starts on the 16<sup>th</sup> December 2021, within Hollingbourne.

b. Cllr Marshall and the Clerk will check that the fence has been repaired at the Junction 5 Services, which will prevent crime and anti-social behaviour within the area. **ACTION: Cllr Marshall / The Clerk**

c. A report has been received by Keith and June Pockett the Speedwatch Group Coordinators. The Speedwatch sessions are limited during this time of the year due to the lack of good weather and light. The reports content was discussed and will be placed upon the Parish Council website for residents to study. The Parish Council thanked all of the Speedwatch Group members for their hard work in preventing the speeding throughout the village.

d. Information from the Police UK website, please see the link [Maidstone - North Downs | Police.uk \(www.police.uk\)](https://www.police.uk) for the months of October 2021 within Hollingbourne, and neighbouring villages read as follows:

Date:	Area of crime:	Crime:
Oct '21	Church Green	Vehicle Crime (1 report)
Oct '21	Upper Street	Anti-Social Behaviour (1 report)
Oct '21	Hasteds	Burglary (1 report) and Vehicle Crime (1 report)
Oct '21	Athelstan Close	Violence and sexual offences (1 report), public order (1 report) and anti-social behaviour (1 report)
Oct '21	Junction 8, Fuel Station	Violence and sexual crimes (2 reports), Criminal damage and arson (1 report), All other crime (1 report) and anti-social behaviour (1 report)
Oct '21	Rumstead Lane, South Green	Anti-Social Behaviour (1 report)
Oct '21	Bicknor Lane, Bicknor	Burglary (1 report)
Oct '21	Broad Street Hill, Hucking	Drugs (1 report)
Oct '21	Stop and Search –	None reported

e. Information from the E-Watch website, please see the link from [www.e-watch.co](http://www.e-watch.co) for the months of November 2021 within Hollingbourne and local villages, read as follows:

Date:	Area of crime:	Crime:
Nov '21	M20, Junction 8 Services	On 1 <sup>st</sup> November, somebody damaged a Mercedes Sprinter parked in a service station car park.
Nov '21	Pilgrim's Way, Hollingbourne	On 1 <sup>st</sup> November, between 23:00 and 23:38, employees saw somebody driving around in a field. When they confronted the driver, they drove off and crashed into a metal fence.
Nov '21	M20, Junction 8 Services	On 3 <sup>rd</sup> November, between 5.00 and 7.00 am, somebody cut the curtain side of a lorry parked at the motorway services. They cut open boxes but do not appear to have stolen anything.
Nov '21	Pilgrim's Way, Hollingbourne	Between 17:00 on 4 <sup>th</sup> November and 10:00 on 5 <sup>th</sup> November somebody damaged a fibre optic cable.
Nov '21	M20, Junction 8 Services	On 15 <sup>th</sup> November between 00:30 and 02:50, somebody broke into four trucks parked in the motorway services.
Nov '21	Coldharbour Lane, Hucking	Between 09:00 on 23 <sup>rd</sup> November and 16:29 on 26 <sup>th</sup> November, somebody stole various items from a farm.

f. All residents are encouraged to join the Neighbourhood Watch Group. To receive notifications from Neighbourhood Watch, group members also need to join [e-watch.co - Home](http://e-watch.co) Please see the regularly updated link [Neighbourhood Watch | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](http://Neighbourhood Watch | Hollingbourne Parish Council (hollingbournepc.co.uk)) .

g. Useful links for residents to aid crime prevention are:

Concern / Prevention:	Website:	Contact:
Fraud (scams, etc)	<a href="#">Action Fraud Alert Home</a>	0300 123 2040
Report crimes, updates	<a href="http://e-watch.co">e-watch.co - Home</a> app: <a href="https://countryeye.co.uk">https://countryeye.co.uk</a> - email address: admin@e-watch.co	
Crimestoppers (anonymous)	<a href="#">Independent UK charity taking crime information anonymously   Crimestoppers (crimestoppers-uk.org)</a>	0800 555 111
Report crime	<a href="https://www.kent.police.uk/ro/report/ocr/af/how-to-report-a-crime/">https://www.kent.police.uk/ro/report/ocr/af/how-to-report-a-crime/</a>	101 (999 in emergency)
Crime reports – by area	<a href="#">Maidstone - North Downs   Police.uk (www.police.uk)</a>	
Crime prevention	<a href="https://www.kent.police.uk/">https://www.kent.police.uk/</a> or <a href="#">Your area   Police.uk (www.police.uk)</a>	

Neighbourhood Watch	<a href="http://neighbourhoodwatch.hollingbournepc.co.uk">Neighbourhood Watch   Hollingbourne Parish Council (hollingbournepc.co.uk)</a>	
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## 16. Finance Committee Report

- a. Points to note:
- There is a total of £34,113.93 in the Parish Council's combined bank accounts as of the 2<sup>nd</sup> December 2021. Large expenses for the Parish Council over December will consist of the cost of the playground repairs (£1,969.87 inc. VAT) and grass cutting for the village (£1914.90 inc. VAT).
  - There has been income of £1,111 for the Maidstone BC Concurrent Functions Parish Services Scheme Grant (payment 2 of 2); £72 from the football club, and £24 from the additional hire of the Cardwell Pavilion.
  - The Parish Council Finance Meeting will be on Monday, **24th January 2022, 7.30 pm**, at the Cardwell Pavilion. **Action: Cllr Ardley and The Clerk**
- b. The Clerk will draw up a list of the subscriptions of organisations that the Parish Council belongs to for the Finance meeting, with a view to best practice and budget. **Action: The Clerk**
- c. The Clerk has been advised by the Kent Association of Local Councils (Maidstone area) that there has been an indication of a 2% increase for 2022/23 by the Maidstone BC to the Parish Services Scheme, money of which helps to cover the village's horticultural costs.
- d. The Clerk will send out the tenders for the village grass cutting and landscaping in 2022/23, before the end of December 2021. **ACTION: The Clerk**

## 17. Planning Committee Report (Call for sites & Local Plan updates)

- a. Cllr O'Meara reported that she had submitted the Parish Council's agreed response of the Local Planning Review to the Maidstone BC. Three questions on the review were thought provoking – did the review conform with law; was it good at contacting all residents, and is the review sound? The answers are all affirmative. However, the review speaks at length of retaining green spaces, but at the same time contradicts itself by being prepared to cut up large areas of the North Downs for housing developments! The Parish Councillors thanked Cllr O'Meara for her hard work in this matter on behalf of Hollingbourne. For further details please see the link [Local Plan Review - MBC Local Plan \(maidstone.gov.uk\)](http://maidstone.gov.uk) and [Call for sites - MBC Local Plan \(maidstone.gov.uk\)](http://maidstone.gov.uk) .

- b. Planning application updates for the months of December 2021 were as follows:

Application:	Address:	Proposal:	Decision:
21/506279/FULL	Woodcut Cottage, Crismill Lane, Thurnham	Proposed swimming pool and erection of associated outbuilding (revised scheme to 21/505149/LAWPRO. Part retrospective)	OBJECT - excessive size of associated outbuilding.
21/506355/PNAA	3 Hasteds, Hollingbourne	Prior notification for the enlargement of a dwelling house consisting of one additional storey with a maximum height of 7.45 metres. For its prior approval for: - Impact on the amenity of any adjoining	OBJECT - This proposal does not fall under permitted development.

		premises including overlooking - Privacy and the loss of light - The external appearance of the dwelling house, including the design and architectural features of the principal elevation of the dwelling house, and any side elevation of the dwelling house that fronts a highway - Air traffic and defence asset impacts of the development.	The roof height is far greater than the other properties within Hasteds and it's out of character.
21/505955/SUB	Parkmill House, Ashford Road, Hollingbourne	Submission of details to discharge condition 9 – large scale joinery details of proposed rooflight subject to 21/502397/FULL	DNWTO
21/505954/SUB	Parkmill House, Ashford Road, Hollingbourne	Submission of details pursuant to condition 4 (joinery details of the proposed rooflight) of 21/502398/LBC	DNWTO
21/505860/SUB	Parkmill House, Ashford Road, Hollingbourne	Submission of details to discharge condition 3 – large scale details – a) side and front glazing and b) existing front door to remain situ and the porch to have new door subject to 19/504017/FULL.	DNWTO
21/505933/FULL & 21/505934/LBC	Snagbrook, 115 Eyhorne Street, Hollingbourne	Demolition of rear extensions (single and two storey). Erection of single storey pavilion style rear extension with associated basement with external staircase, and internal alterations.	APPROVED – Cllr Hulme is a neighbour of the applicant but agreed to vote in favour as there were no issues of conflict.
Application:	Address:	Update:	Proposal:
21/504391/FULL & 21/504393/LBC	Mill House, Upper Street, Holl.	The amendments to the application now render the proposal as a separate building, rather than being ancillary.	OBJECT – to go to planning committee.

## 18. Affordable Housing

- a. Cllr O'Meara is inviting a representative from the Action with Communities in Rural Kent along to the next Parish Council meeting to talk about this matter. **Action: Cllr O'Meara**

## 19. Environmental / Parks Committee Report

- a. Cllr Marshall advised that the ride-on mower, which has broken down, is estimated that it will cost £600 to repair, which is more than the machine is worth. After investigation into costs of a new, or second-hand ride-on mowers, it was proposed that the green be maintained by the landscape contractors for the village. All Parish Councillors in attendance were in favour of this proposal. In his communications with Cllr Marshall, Barry Smith who has so kindly attended to the grass for the Parish Council for many years, admits that mowing the green was

quite a major task. The Parish Council want to sincerely thank him for all of his efforts in helping out the community. *Please see item 16.d. – Finance report.*

b. Cllr Ward spoke to a resident concerned about a property within the village allegedly being used as a commercial enterprise. Cllr Ardley has liaised with the residents of the property, the Maidstone BC, and is aware of the facts of the matter. As a result, Cllr Ardley has been in contact with the concerned resident and reassured him that the situation is accounted for as is being monitored by the Maidstone BC.

c. The Christmas trees on the Tanyard and Eyhorne Greens are looking beautiful and the Clerk will write to Kingswood Trees and the Leeds Castle for their generosity in donating them.

**ACTION: The Clerk**

d. The broken concrete post near the Lance Memorial Field will be replaced over the next few weeks.

e. The Clerk will chase the KCC regarding the trimming back of tree branches around the streetlights. **ACTION: The Clerk**

## **20. Highways and Infrastructure Committee Report – Cllr Ardley**

a. The RSWG (Road Safety Working Group) meeting dates for 2022 are to be agreed upon.

b. Cllr Ardley has been in contact with the KCC Highways with regards to changing the speed requirement on the SID (speed indication device) equipment near to the Godfrey Meadow houses to reflect the 20mph zone within the village. **ACTION: Cllr Ardley**

c. The Speedwatch Team are active and prominent within the village. The Parish Council are very grateful for Keith and June Pockett who manage the volunteer group. *Please see item 15.c. Police Report.*

## **21. Community Events and Engagement**

a. The Parish Assembly held on the 15<sup>th</sup> November 2021, was a huge success and the Parish Council wishes to thank all attendees for their support and encouragement.

b. Cllr Domican will be setting up the Christmas Trail for the village week commencing 20<sup>th</sup> December 2021.

c. Next year's Village Fete will be held on **Saturday, 11<sup>th</sup> June 2022**. The first fete meeting is to be held at the Sugar Loaves PH, 7.30 pm, Monday, 6<sup>th</sup> December 2021 was supported by five attendees. The next meeting will be on Monday, 17<sup>th</sup> January 2022, at the same time and place.

## **22. Specific issues (update): Defibrillators**

a. The defibrillators have been checked at the entrance to the school and the village hall, and the machines are in good working order.

b. Listed Building Consent is required to place the machine upon the outside wall of the Dirty Habit PH and Cllr Marshall will investigate this matter, with Cllr Ward's expertise. A donation from the money raised from the firework display has been granted for the defibrillator, and Mrs Beccy Stroud is thanked for her generosity in this matter. **Action: Cllr Marshall / Cllr Ward / The Clerk**

Date of next meeting: Monday 10<sup>th</sup> January 2022, 7.30 pm, at the Cardwell Pavilion, Greenway Court Road, Hollingbourne, ME17 1QQ

Signed as a true record:

Chair:

Date: