

**DRAFT AND UNAPPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL MEETING
MONDAY, 11TH APRIL 2022**

Minutes of the meeting of Hollingbourne Parish Council monthly meeting held on Monday 11th April 2022, 7.30 pm. The meeting took place 'in person' within the Cardwell Pavilion, in accordance with governmental laws.

Present: Cllr D Ardley, Cllr A Marshall, Cllr C O'Meara and Cllr Dr S Bauer

In attendance: Cllr P Garten (Maidstone BC) – arrived late due to meeting clashes, one member of the public (representative of the Hollingbourne Meadows Trust), and Mrs V Smith – Parish Clerk.

1. Apologies for absence: Cllr S Hulme (Chair), Cllr A Ward (Vice-Chair) and Cllr M Domican – work commitments; Cllr Mrs S Prendergast (KCC) – COVID virus

2. Declarations and Requests:

a. Declaration of Changes to the Register of Interests – none.

b. Declaration of Interest in items on the Agenda – none

c. Requests for Dispensations – none.

3. Approval of minutes of last meeting. It was agreed that the minutes of the meeting on 14th March 2022 are a true and accurate record of the meeting, with the slight exception in item 12.b. (the word noticed exchanged for the word noticeable).

4. Matters Arising (not covered elsewhere on the agenda) –

5.b. With regards to the streetlight at the junction between Upper Street and Manor Lane, which had been reported as shrouded with ivy and vegetation. The Clerk met onsite with the streetlight contractor, and inspected the light and the offending foliage. The KCC has cut the ivy around the base of the tree, so that it will die off and no longer obstruct the streetlight. It may take up to a month for the ivy to completely die off. The contractor has cleaned all of the streetlight lamps which will help with their illumination, but didn't think that the tree needed removal.

5. Open forum for members of the public to speak (10 minutes) –

a. An update with regards to the land available at the Woodcut Farm site was being sought by the public. *Please see Environmental Report, item 16.c.*

6. Chair's Report – In Cllr S Hulme and Cllr A Ward's absence, Cllr D Ardley acted as Chair.

a. The latest email was distributed and read from a local resident, who is very concerned about commercial establishments being run from private properties within the village, together with the parking of commercial vehicles on the roadways. The Maidstone BC is at present satisfied with situation taking place at the property and any illegal parking / obstruction should be reported to the Police.

b. The National Association of Local Councils (NALC) has established a committee specifically dedicated to smaller local (parish and town) councils – these are defined as those councils with an electorate under 6,000, which would therefore include Hollingbourne Parish

Council. The members of the NALC committee all come from small local councils themselves, which gives them the necessary experience for their roles. Many subjects are already being considered, for example Carbon Literacy (the awareness of climate change and the climate impacts of mankind 's everyday actions. Please see the link <https://carbonliteracy.com/>). However, more ideas are needed for the committee to discuss. Cllr Marshall suggested that there should be more information and guidance on where to find funding for Parish Council projects. The Clerk will write back to NALC with this suggestion.

c. A resident has contacted the Parish Council with regards to advice about over hanging trees, which are on private land. The Parish Council cannot get involved with tree maintenance upon private land, but the Clerk will respond to the resident with the Parish Councillors suggestions and details of the website <https://www.trees.org.uk/Help-Advice/Help-for-Tree-Owners/Guide-to-Trees-and-the-Law> .

7. Parish Council Vacancy

a. The Parish Councillor vacancy remains open, but there has been interest in the role from a local resident. Villagers should contact the Clerk if they are interested in the post via email pchollingbourne@gmail.com , or in writing to the Cardwell Pavilion, Greenway Court Road, Hollingbourne, Maidstone, Kent, ME17 1QQ.

8. Clerk's Report –

a. The Clerk has contacted Mrs Helen Whately MP with regards to the KCC Bus Consultation Survey, upon which it has been proposed that the Hollingbourne NuVenture Number 13 bus is discontinued on Saturdays. This is inconvenient for villagers for weekend bus service, but it is proposed that all of the Number 59 bus service for the villages Grafty Green, Ulcombe, Kingswood and Chart Sutton will be cancelled, amongst other essential bus services, in the broader area, which is very bad news for those who use public transport. Residents are encouraged to respond to the consultation, which closes on the 22nd April 2022. Please see the link <https://www.hollingbournepc.co.uk/news-events/consultation-opens-on-proposed-savings-for-the-supported-bus-services/> .

b. The Clerk, will set up further regular inspection and maintenance of the playground equipment on the Lance Memorial Field. The Maidstone BC inspects the equipment monthly within the fenced area, but the Clerk will establish checks of the additional play facilities. A notice also needs to be placed within the playground advising residents to contact the Parish Council directly if they need to report a problem with the equipment. ACTION: The Clerk

c. It has been drawn to the Clerk's attention that youngsters have been climbing on top of the shipping containers whilst playing upon the field. The Parish Council want the local children to have plenty of fun in the playground and on the field, but climbing onto the shipping containers is too dangerous and is prohibited. The Clerk will obtain some 'no climbing' notices to put on the side of the containers, and a message will be placed upon the Parish website, warning against the climbing. ACTION: The Clerk

d. The Victim Support charity has been in contact with the Parish Council seeking financial contributions to their important work. Unfortunately, the Parish Council cannot budget for financial donations this year, but they would like to invite the charity to have a 'free of charge' stall at the Village Fete, as their way of offering support. The Clerk will write to the charity with this suggestion.

9. County Councillor’s Report – Cllr Mrs S Prendergast (via email)

a. There is a lot of concern in Hollingbourne regarding the impact of Operation Brock, and Cllr Prendergast is in constant contact with the Kent Resilience Forum and Kent Highways on this matter. The nub of the issue is that loss of uplift from P & O is materially slowing and complicating progress, but more importantly HGV drivers are taking matters into their own hands and trying to jump the queues. These errant vehicles have led to delays at Brenley Corner, across many local roads, and at the various portals. One consequence of this is the need to use the A20 to provide local access through the county. Focus remains on driver compliance, but vehicles that choose to ignore the signs have to be turned around and sent away, which in itself adds to the wider network congestion, and is a huge issue. The KCC continue to push National Highways to improve the number of queued vehicles within Operation Brock, and to accelerate the release of vehicles to the portals. The quicker this process operates, the sooner the contraflow can be restored, and likewise the A20 can be stepped down as a diversion route. Please see the link <https://kccmediahub.net/brock-traffic-management-to-stay-for-now745> . (Please see *Highways Report*, item 17.c).

10. Borough Councillor’s Report – Cllr P Garten

a. The Ward Boundary Review proposal is surprising news for Hollingbourne, which is proposed to be clustered with Harrietsham and Lenham. Cllr Garten and the Hollingbourne Parish Council have responded to the consultation which is on the Parish website, link [Your council's boundaries are changing | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](http://www.hollingbournepc.co.uk) . The results of the consultation will be established later in 2022.

b. The Planning Committee will be considering one of the Parish Council’s objected applications on the 21st April 2022, and Cllr O’Meara advised that she would attend the meeting. The Clerk will email further details of the committee meeting onto Cllr O’Meara. Cllr Garten advised that the new constitution has meant that planning enforcement issues can now be called in by members. An Advisory/Executive system hybridisation group is being formed to help implement the constitution.

c. Cllr P Garten encourages residents to keep up to date with on the Parish website via the link <https://www.hollingbournepc.co.uk/news-events/patrik-garten-mbc-cllr-for-north-downs-ward-latest-newsletter-2/>

11. Queen’s Platinum Jubilee Event –

a. There will be a further update of the Jubilee Event at the May Parish Council meeting. Please see the link <https://www.hollingbournepc.co.uk/news-events/hollingbourne-jubilee-events/> . The Beacon Lighting event, which will be on the Millennium Green on Thursday, 2nd June 2022, with the beacon being lit at 9.45 pm. On **Sunday, 5th June 2022, it will be [The big Jubilee Lunch](#)** and Street Party.

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

a. Cllr Marshall advised that PCSO Shivon De’Rose regularly walks the Hollingbourne village area, and confirms that there are no obvious concerns to advise residents about. Shivon encourages all residents to sign up to the My Community Voice group, to keep up to date with local police updates and crime prevention advice. Please see the link <https://www.hollingbournepc.co.uk/news-events/my-community-voice/> .

b. Information from the Police UK website, please see the link [Maidstone - North Downs | Police.uk \(www.police.uk\)](#) for the month of February 2022 within Hollingbourne, and neighbouring villages read as follows:

Date:	Area of crime:	Crime:
Feb '22	Eyhorne Street	Violence and sexual offences (1 report)
Feb '22	Athelstan Close	Violence and sexual offences (2 reports)
Feb '22	Junction 8, Fuel Station	Vehicle Crime (2 reports) and Violence and sexual offences (1 report). Plus, one Stop and search (firearms)
Feb '22	Mattison Place, near The Street, Wormshill	Violence and sexual offences (1 report)
Feb '22	Ringlestone Road	Vehicle Crime (1 report)
Feb '22	Broad Street Hill	Anti-Social behaviour (1 report)
Feb '22	Southlees Lane, Hucking	Anti-Social behaviour (1 report)

c. The Information from the E-Watch website, as per the link from www.e-watch.co for the months of March 2022 within Hollingbourne, and neighbouring villages read:

Date:	Area of crime:	Crime:	Crime Report No.
Mar '22	M20, Junction 8 services / petrol station	On the 11 th March, around 11.30, somebody stole keys accidentally left at the motorway services.	46/50159/22
Mar '22	As above	On 22 nd March, around 08.47, somebody stole fuel from a vehicle parked at the motorway services.	46/54565/22
Mar '22	As above	On 30 th March, between 02.00 and 08.00, somebody stole fuel from a vehicle parked at the service station.	46/60014/22
Mar '22	As above	On 31 st March, between 20.00 and 23.00, somebody stole goods from a lorry parked at the motorway services.	46/60722/22
Mar' 22	As above	On 31 st March, between 23.00 and 07.02 of 1 st April, somebody stole goods from a lorry parked at motorway services.	46/60655/22
Mar '22	Ashford Road	On 14 th March, around 00.17, somebody broke into a shed in a pub's yard and stole oil.	46/50124/22

d. 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 \(hollingbournepc.co.uk\)](#) .

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

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

13. Finance Committee Report

a. Points to note:

- There is a total of £3,681 in the Parish Council's current account and £19,663.05 in the deposit account, as of the 2nd April 2022.
- There has been income of £1,748.78 VAT repayment, £104 from the pre-school, £72 from the Roseacre Football Club, £36 from a separate hall rental and £25, which is an advance stall payment for the 2022 fete.

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

a. Planning application updates for the months of March/April 2022 were as follows:

Application:	Address:	Proposal:	Decision:
22/501565/FULL	'Beckets', Pilgrim's Way	Section 73 – application for minor material amendment to condition 7 (to allow alterations to size and fenestration of annexe, including details of materials....pursuant to 21/502962/FULL	DNWTO
22/501354/FULL	1 New Cottage, Upper Street	Demolition of existing side store, and erection of a two storey front and side extension with balcony to rear.	DNWTO
22/501602/SUB	The Malthouse, Upper Street	Submission of details pursuant to condition 4 (large scale drawing of the corner section of the wall), in relation to 21/502934/LBC.	DNWTO
22/501629/SUB	Greenway Court, Greenway Court Road	Submission of details to discharge condition 3 (materials) and condition 4 (joinery) of planning permission 21/505338/LBC.	DNWTO

22/501202/FULL	The Granary, Smith's Farm, Hollingbourne Hill	Creation of a 40 x 20m sand school and erection of associated fencing.	DNWTO
22/500400/FULL	Pine Cottage, Ashford Road	Submission of details to discharge condition 2 – biodiversity enhancement, condition 3 – landscape and condition 4 – landscape schemes, details subject to 21/500767	DNWTO

15. Affordable Housing

a. Cllr O Meara confirmed that the Maidstone BC has promised funding to renew the affordable housing document, and she will get set to do this. Potential areas of the village were discussed as being settings available for affordable housing, however, it was concluded that the land near the Station Approach, which is not within the AONB (Area of Outstanding Natural Beauty) status, would be the most suitable. The land is probably owned by Network Rail, and so any prospects for the land would depend on them being in agreement. Properties built near to railway lines can have 'elastic foundations'. Please see the link [Beams on elastic foundations – A review of railway applications and solutions - ScienceDirect](#) **Action: Cllr O'Meara**

16. Environmental / Parks Committee Report

- a. The Clerk will forward the new landscape contractor's details onto Cllr Marshall so that program of works can be arranged with them. The Clerk will make sure that the Lance Memorial Field and verges are cut for the fete weekend.
- b. The Village Litter Picking event, held on the 26th March 2022, was a great success.
- c. Cllr Marshall is trying to set up a site meeting with Clearbell, the developers, with regards to the land on offer at the Woodcut farm site. The developers have had to lodge with the Maidstone BC that they are commissioning the land to the Parish Council, but the door is still open for the Hollingbourne Meadows Trust. The available land cannot be used for agriculture or as public open space. More information is being obtained with regards to the land. **Action: Cllr Marshall / Cllr Hulme**
- d. The Clerk has reported the alleged human excrement at the site of the Maidstone Services, near the entrance to the pathway leading to Musket Lane, to the Environmental Health department, and the state of the pathway to the KCC. **Action: The Clerk**
- e. Cllr Ward is in the process of organising the recycling scheme, via the Maidstone Lions charity, proposed for the Hollingbourne village. The recycling scheme was discussed at the Parish Assembly in November 2021.
- f. Cllr Ward remains working on the gaining of the deeds for the Millennium Green via the Maidstone BC. The Parish Council thanks him for his continued efforts.

17. Highways and Infrastructure Committee Report – Cllr Ardley

- a. The Road Safety Working Group (RSWG) met on Monday, 21st March 2022. The KCC Highways Plan, which is an integrated plan of the whole of the Parish, lists the requirements seen as necessary to take place upon the local highways. The KCC Highways acts on the Parish Council's recommendations, and confirms which requests are feasible, and what takes priority upon the plan. The date for the next RSWG is to be confirmed.
- b. The Speedwatch group are now able to monitor speeding in the 20mph area of the village highways and report offending vehicles. After confirmation is sought from the

Speedwatch Co-ordinators, the Parish Council will design a poster for the noticeboards to encourage new residents to volunteer for the group, if this is required.

c. The main roads within the Hollingbourne locality are severely affected when Operation Brock, or should it be 'Stack' is in progress. The A20 has been affected for two years by the matter, and it makes road users lives a misery when they are trying to access the Great Danes roundabout. Temporary traffic lights would assist at the roundabout, but then the traffic would backup onto the main roads. Some of the local petrol stations in the North Kent areas have run out of diesel, possibly due to the HGV's becoming stuck in the area and needing to refuel, because of the delays to port. However, the shortages may also be due to the recent eco activists blocking oil plants, and fuel price rises as an effect of the war in Ukraine. The wellbeing of the HGV drivers is of special concern as well, as allegedly a driver had recently stopped in Hospital Lane during the night, answering to the call of nature, which was necessary due to the lack of toilet facilities provided along the main roads. He had then accidentally fallen off of the bridge on the lane, considerably injuring himself in the process. The Parish Councillors feel that they need Mrs Helen Whately MP to address the problem of Operation Brock more fully, and the Clerk will contact her offices to see if a site visit could be arranged.

18. Community Events and Engagement

a. It was agreed by the Parish Councillors that next year's Village Fete will be held on **Saturday, 11th June 2022**. The provision of the food van, ice cream, PA system and fire eating, has all been confirmed for the event, together with the production of a full program for the day. The next fete meeting is to be held at The Windmill PH, 7.30 pm, Monday, 25th April 2022.

b. Cllr Marshall confirmed that the Garden 'Most Beautiful Hanging Basket / Container' competition will be held over the 9th and 10th July 2022. Entrants can email the Clerk via pchollingbourne@gmail.com if they would like to take part, or they can register their interest on a form available at the village fete. There will be 1st, 2nd and 3rd prizes for the competition and it make the village lovely and colourful for the Jubilee year.

19. 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. There is a new SECAMB (South East Coast Ambulance Service) website to register the village defibrillators upon and Cllr Marshall will action this procedure. Cllr Marshall was glad to advise that the planning application is being processed for the defibrillator being placed within the Upper Street area. The Parish Council will go ahead and purchase the defibrillator and the storage cabinet.

b.

Date of next meeting: Monday 9th May 2022, 7.30 pm, at the Cardwell Pavilion, Greenway Court Road, Hollingbourne, ME17 1QQ

Signed as a true record:

Chair:

Date: