

DRAFT AND UNAPPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL ANNUAL GENERAL MEETING AND MONTHLY MEETING MONDAY, 11TH JULY 2022

Minutes of the monthly meeting of Hollingbourne Parish Council held Monday 11th July 2022, 7.30 pm.

Present: Cllr A Ward (Vice Chair), Cllr Dr S Bauer, Cllr A Marshall and Cllr M Domican.

In attendance: Cllr P Garten (Maidstone BC), four members of the public (including representatives of the Road Safety Working Group and the Speedwatch Group), and Mrs V Smith – Parish Clerk.

Apologies for absence: Cllr S Hulme (Chair) – work commitments; Cllr D Ardley and Cllr C O’Meara – previous engagements and Cllr Mrs S Prendergast (KCC) – clash of meetings.

1. Declarations and Requests:

- a. Declaration of Changes to the Register of Interests – none.
- b. Declaration of Interest in items on the Agenda – Cllr Dr S Bauer, who is the applicant of the planning application 22/502954/SUB – Coachman’s Lodge. The Clerk is Chair of the Hollingbourne Pre-School (item 5.b.)
- c. Requests for Dispensations – none.

2. Approval of minutes of last meeting. It was agreed that the minutes of the meeting on 13th June 2022 are a true and accurate record of the meeting, with the following exceptions:

15.a. The sentence ‘*All Parish Councillors in attendance were in agreement*’, will be added after the existing sentence ‘Cllr Marshall advised that following much consideration and investigation, it would not be suitable for the Parish Council to own the S106 and associated land at the Woodcut Farm site’.

15.c. The minute will be removed, as the school is not responsible for the village’s recycling.

3. Matters Arising (not covered elsewhere on the agenda) – none arising

4. Open forum for members of the public to speak (10 minutes) – Please see items 5.a. and 5.b. Chair’s Report and 17.a. Environmental / Parks Committee Report.

5. Chair’s Report –

a. The Parish Council was very sad to announce the passing away of Alan Williams on Wednesday, 6th July 2022. Alan faithfully served within the Hollingbourne Parish Council for many years. Alan was very focused on “improving the lives of everyone in the community”, and many people within the village will vouch that he practiced what he preached. The Parish Council expresses its condolences to Val and the family at this difficult time.

b. The Parish Council has also been advised that Mr Roger Fagg, of Culpeper Close, passed away suddenly on the 22nd June 2022. Roger was always busy around the village with his wife Angela and the family, shepherding their sheep. Condolences are passed on to his family at this sad time.

c. Reports were also made that Clare Pearce, who had children at the Hollingbourne Primary School, has also passed away, and kind regards are also expressed to her family.

d. The circus, which is raising funds for the school is going to be held on Sunday, 25th September 2022, on the Lance Memorial Field. The circus will use the field both days of this weekend, and parking for the event will be upon the school field and playground. For the early booking of tickets please see the link

https://l.facebook.com/l.php?u=https%3A%2F%2Ffriends-of-hollingbourne-primary-school.sumupstore.com%2F%3Ffbclid%3DIwAR0FgDfwuDyMbQpXJTunDojH2H2Rn4JeiUexqh3vuyPfntxVYPGSms_s9e4&h=AT1M1vsdrYKdjL_FZrOBqphZmmYg597UDFiWwIGHxK7PFO9BmE-

e. Mrs Helen Whately MP has written to the Chair with regards to funding available to introduce electric vehicle charging points within the village. It was agreed by the Parish Councillors that this would be very useful, and the Clerk will respond to the letter accordingly.

f. A letter has been received by the Hollingbourne Pre-School asking for the Parish Council to maintain their rental at the 50% reduction which was brought into action as a goodwill gesture during the COVID pandemic. Unfortunately, at the Parish Council Finance Committee meeting of the 24th June 2022, a decision had to be made that due to the rising fuel bills and expenses of the Parish Council, the Pre-School rental would need to be raised back to its original cost, from September 2022. With regret, the Parish Councillors in attendance of the Parish Council meeting confirmed that this decision had now been made, and sufficient notice had been given to the Pre-School about the rental increase.

6. Saturday Bus Services – its future

a. Unfortunately, the Saturday, number 13 bus has lost its KCC subsidy funding and as a result it may soon stop running. It is a shame that the Saturday bus service will come to an end, as there is a clear social disadvantage for residents when there isn't a bus service available.

b. In addition to the Hollingbourne Railway Station for the villagers' travel, there is the Neighbourhood Contacts group which is organised by Mrs June Pockett, and her contact details are within the inside of the Village Magazine. There are six volunteers within the village who help within the group, and they can assist in offering lifts. Also, some residents will be eligible for the Kent Karrier service, who can be contacted on telephone 03000 413567. Please see the link <https://www.hollingbournepc.co.uk/news-events/kent-karriers-another-way-to-travel/>

7. The Telephone Box Library –

a. Cllr Ardley has been in contact with the KCC with regards to the placement of the Red Telephone Box library being installed back into its original position, which is on the verge at the corner of Culpeper Close. As a result, application forms have been received from the KCC, requesting information with regards to timeframes, and works to be carried out. The forms will be forwarded onto the villager spearheading the project, for their completion. The residents within the area of the proposed library will also be written to for their comments.

8. Parish Council Vacancy Update –

a. The residents interested in the Parish Councillor role are available to attend the October 2022 Parish Council meeting, when a decision can be made.

9. Clerk's Report –

a. There is a large tree along the pathway towards the Hollingbourne Meadows Trust land, near the entrance to Hasteds. The tree needs to be pollarded and brought back into a reasonable size. The Clerk has written again to the housing association who may own the land, as it is not the Parish Council's, KCC's or the Maidstone BC's. The land may have been sold to the local residents in past years, therefore making the tree maintenance their responsibility, and this needs to be investigated.

b. The Clerk has been in contact with Kent Association of Local Councils (KALC) to check to see if she needs to sign a Conflict of Interest form with regards to her being the Chair of the Hollingbourne Pre-School. Following advice from KALC, who's indicated that "There is no code for officers, but much is implied in the contract... Perception is key. The rest would be transparency and consistency of approach. KALC's feeling on the documents (Conflict of Interest Form) is that this might be rather beyond these standards unless there is the issue of conflict but this would usually only arise in the context of a meeting/decision." The Clerk doesn't hold any sway over the decisions that the full Parish Council makes.

10. County Councillor's Report – Cllr Mrs S Prendergast– please see item 6, Saturday Bus Service

11. Borough Councillor's Report – Cllr P Garten

a. The Local Government Boundary Commission have reported back to advise that they have amended the proposals first made by the Maidstone BC. As a result, the current proposal is to merge the entire North Downs area with Harrietsham and Lenham, which is a step in the right direction. However, this is creating a very big ward in the size of area, which will be difficult for the three Borough Councillors to represent fairly. The entire ward will be difficult to canvas in the 2024 election. Larger villages may overshadow the smaller villages/hamlets when it comes to dealing with local concerns, as there are more voters in the larger villages. Cllr Garten will forward these comments onto the Boundary Commission for their consideration.

b. Cllr P Garten encourages residents to keep up to date with on the Parish website. Please see the link <https://www.hollingbournepc.co.uk/news-events/4749/>.

12. The Village Hall – its future – nothing to report.

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

a. 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)).

b. Information from the Police UK website, for Hollingbourne in the months of May 2022, read as follows:

Date:	Area of crime:	Crime:
May '22	Railway Station	Public Order Offence (1 report)
May '22	Culpeper Close	Violence and sexual offences (1 report)
May '22	Hollingbourne Hill	Criminal damage and arson (1 report); Violence and sexual offences (2 reports)
May '22	Junction 8, Fuel Station	Vehicle crime (4 reports), Violence and sexual offences (3 reports), All other crime (2 reports) and Anti-Social Behaviour (3 reports)

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

Date:	Area of crime:	Crime:	Crime Report No.
June '22	Eyhorne Street	Between 1 June to 17 th June, somebody stole two professional chef's knives from a kitchen area. The Police are continuing their enquiries.	46/117920/22
June '22	Maidstone services / petrol station	Between 19– 20 June, somebody damaged a vehicle parked at the services.	46/118422/22
June '22	As above	Between 29- 30 June, somebody broke into a lorry parked at the motorway services. They do not appear to have taken anything.	46/126177/22
May '22	As above	Between 17– 18 May, somebody cut the curtain of a lorry parked at a service station & stole various items.	46/95829/22

14. Finance Committee Report

a. Points to note:

- There is a total of £26,468.44 in the Parish Council's current account and £19,666.94 in the deposit account, totalling **£46,135.38** as of the 2nd July 2022.
- The Parish Council budget was reassessed at the Finance Committee meeting (24th June), and it now looks like it should cover the necessary costs to meet during 2022/23.
- Parish Councillors and the Clerk must check beforehand at Parish Council meetings, to ascertain whether they can be reimbursed expenses when they are made privately on behalf of the Parish Council.

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

a. Planning application updates for the months of May/June 2022 were as follows:

Application:	Address:	Proposal:	Decision:
22/502590/LBC	Old Forge House, Upper Street	Listed Building Consent for secondary windows, to be fitted internally behind the existing windows.	DNWTO
22/502798/FULL	Hollingbourne Farm, Hollingbourne Hill	Change the use of building 5 from B8 consent to B1 light industrial. Alteration to fenestration to buildings 4 and 5 including associated parking area and recycling collection point.	DNWTO
22/503241/FULL	1 New Cottage, Upper Street	Demolition of existing side store, and erection of a two-storey side extension, with front porch and rear balcony (resubmission of 22/501354/FULL).	DNWTO
22/502974/ NMAMD	The Old Vicarage, Upper Street	Non-material amendment of application 19/504533/FULL: Introduction of a side door into garage, introduction of a third roof light, replacement of first floor patio door with double door.	DNWTO
22/502954/SUB	Coachman's Lodge, 1 Eyhorne Street	Submission of details pursuant to condition 5 (Details of hard landscaping), condition 6 (Parking and turning) and condition 9 (Tree and hedge retention) in relation to planning permission 18/502587/FULL.	DNWTO
22/503127/AGRIC	Woodcut Farm, Ashford Road	Prior notification for the erection of an agricultural storage building to replace two existing outworn buildings. For its prior approval to: Siting, design and external appearance.	DNWTO
22/502925/FULL	Main Amenity Building Service Area, Maids. Service	Demolition of existing ATM and part of entrance lobby, erection of a single storey side extension to restaurant and construction of drive thru lane with car parking works.	DNWTO

22/502836/FULL & 22/502837/LBC	Snagbrook, 115 Eyhorne Street	Part demolition first floor bedroom window on west elevation and demolition of rear extensions (single and two storey), erection of single storey pavilion style rear extension with associated basement including external alterations (Resubmission 21/505933/FULL).	DNWTO
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16. Affordable Housing

a. The Hollingbourne Housing Needs Survey has been distributed to all residents, and it is important that it is completed and returned to Rosemary Selling, the Rural Housing Enabler, at Actions with Communities in Rural Kent, as soon as possible.

17. Environmental / Parks Committee Report

a. Cllr Marshall has had a communication from the KCC with regards to the watering of the new trees on the verge opposite the school. Due to the unusually hot weather and lack of rain, in addition to the watering that the KCC carries out, the trees are desperate for water. With this in mind, please can the local residents help to water the trees as well. Please see the link <https://www.hollingbournepc.co.uk/news-events/watering-assistance/>.

b. Cllr Marshall has spoken to the developers, Clearbell, for the land at Woodcut Farm, and a confirmation letter has been sent to them, with regards to the Parish Council's wish to decline the S106 and associated land on offer to them. The ongoing maintenance and costs would have been too expensive for the Parish Council to budget for.

c. Cllr Marshall advised that the tree that had fallen down on the Millennium Green has now been removed by the Maidstone BC contractors, together with its associated stems,.

18. Highways and Infrastructure Committee Report (Speedwatch)– Cllr Ardley

a. The Speedwatch Group Co-Ordinator, Keith Pockett gave the Parish Council an update on the group's activity. The Hollingbourne Speedwatch Group has been operating for just over a year and have 19 volunteers in the team. Typically, there are three sessions held a week, and there are 13 sites for observation within the village. The Police are promising to supply 'Speedwatch – Slow Down' signage to place upon the lamp-posts in the near future. The presence of the Speedwatch Group does slow down the traffic, but it is recognised that additional deterrents may need to be put in place to stop the problem of speeding.

b. The Speedwatch Group Report for July 2022, read as follows:

Date	Time (1 hour duration)	Location	Total vehicles in 1 hr	Total offenders reported	Police Action
29.6.22	06:30	Opp. War Memorial	205	41	12 letters – F1x8, F2x2, M2x2
01.7.22	17:00	All Saints Cottage	327	15	5 letters - F1x4, M2x1
03.7.22	11:00	Opp. War Memorial	184	36	11 letters –F1x9, M2x1, M3x1
03.7.22	12:00	War Memorial	98	42	17 letters- F1x13, F1x1 (hand delivered), M2x2, M3x1
06.7.22	06:30	Opp. War Memorial	152	30	14 letters–F1x6,F2x1,M2x6, M3x1
08.7.22	09:30	Brickfields	84	1	No action yet
10.7.22	Cancelled	Not enough volunteers	-	-	
11.7.22	07:00	Greenway Court (lay-by)	tba	tba	

KEY: F1 -Fast Offender – 50% above speed limit – 1st observation; F2 – Fast Offender 2nd Observation; F3 – Fast Offender 3rd observation; M2 – 2nd observation; M3 – 3rd observation.

- c. The Road Safety Working Group (RSWG) shared the draft Highways Plan document with the Parish Council. In essence, the Plan recognises that the 20mph outside of the school is serving its purpose, but in addition the document requests to extend the 20mph speed restriction from the A20 entrance of the village through to the bottom of Pilgrim's Way. Also, to instigate a 30mph speed zone on the A20 towards the white gates of the village, Greenway Court Road, and Hollingbourne Hill.
- d. Cllr Ward also suggested that a map be incorporated within the Highways Plan, showing where speeding is a particular problem. Embedded cobbles, which help slow traffic down, could also be part of the road structure, when electric car charging points are installed. (Please see item 5.e. Chair's Report).
- e. Cllr Ward recommended that another RSWG meeting take place to prioritise the items on the Highways Plan, and a date will be arranged.

19. Community Events and Engagement

- a. The '**Hollingbourne in Colour**' event has taken place. All entries have been photographed, and the results will be known next week.

20. 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. Electrical works are taking place to install the new defibrillator in the Upper Street area. **Action: Cllr Marshall**

Date of next meeting: Monday 12th September 2022, 7.30 pm, at the Cardwell Pavilion, Greenway Court Road, Hollingbourne, ME17 1QQ

Signed as a true record:

Chair:

Date: