

## **DRAFT AND UNAPPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL MEETING 12<sup>th</sup> APRIL 2021**

Please find below the minutes of the meeting of Hollingbourne Parish Council monthly meeting held on Monday 12<sup>th</sup> April 2021, 7.30 pm, online via Microsoft Teams, due to COVID-19 Government recommendations. The Clerk made sure that public were invited to the online meeting on the agenda notice. To action this request their email address was required by the Clerk and they could then be invited to the meeting, via email. This is a necessary requirement, as although the Parish Council can have online meetings at this time, they must still be audible to the public if they wish to listen.

**Present:** Cllr A Ward (Chairman), Cllr S Hulme (Vice-Chairman), Cllr Dr S Bauer, Cllr D Ardley, Cllr A Marshall, Cllr C O'Meara, Cllr C Gooding and Cllr Maria Domican

**Attendance:** Cllr Patrik Garten (Maidstone BC), fourteen members of the public and Mrs V Smith – Parish Clerk

**1. Apologies for absence:** Cllr Mrs S Prendergast (KCC) and PCSO Matthew Adlington - work commitments.

### **2. Declarations and Requests**

Declaration of Changes to the Register of Interests – none; Declaration of Interest in items on the Agenda – none; Requests for Dispensations – none

### **3. Approval of minutes of last meeting (circulated prior to meeting)**

It was resolved that the minutes of the meeting on 8<sup>th</sup> March 2021 are a true and accurate record of the meeting.

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

10.b. The clatterbridge in the playground has been damaged, with the cable tensioner stolen from the equipment within a week of it being installed! The Clerk has reported the incident to the Police.

### **5. Chairman's Report – (Cllr A Ward) –**

- a. Cllr Ward expressed his sadness, and that on behalf of the members of the Parish Council at the passing away of the Duke of Edinburgh. Our heartfelt commiserations are given to the Queen and the Royal family. He was a great man, not only as the Consort to the Queen, but in establishing The Duke of Edinburgh Award (Youth Awards Programme), being the Ambassador of The Guinea Pig Club (The organisation was set up to help young men who suffered dreadful injuries while serving with the RAF during the Second World War), please see the link [Prince Philip and The Guinea Pig Club: a legacy | Meridian | ITV News](#) . The Duke of Edinburgh had an active involvement in assisting so many other charities in supporting the natural world, including being the first president of the WWF (World Wildlife Fund), in its various forms from 1961 onwards. Please see the link [HRH Prince Philip, Duke of Edinburgh | WWF \(panda.org\)](#) . Unfortunately, due to the COVID-19 regulations a literal condolence book cannot be made available for the residents to sign, but please see the following links to sign the online book <https://www.royal.uk/> or <https://www.hollingbournepc.co.uk/news-events/duke-of-edinburgh-vigil-service> .
- b. Cllr Ward thanked all of the Parish Councillors for their ongoing support, as the current term of office for the members was ending on the evening of the April 2021 Parish Council meeting. Hopefully all of the members would be standing as Parish Councillors for May 2021. The County Councillors, Borough Councillors and Police Crime Commissioner roles were also for election on the 6 May 2021. Please see the link [Election of County Councillors | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) and [May 2021 Elections - Maidstone Borough Council](#) UPDATE: The Parish Clerk has been advised that all of the Hollingbourne Parish Councillors have applied for their roles and have been duly approved by the Borough Council without contest. This is great news for the Clerk, Parish Council and residents.
- c. Cllr Ward acknowledged an email received from residents from the Upper Street area with regards to various matters such as the condition of the pavements, blocked gullies, etc. The tree blocking the lamp-post is on private land, and the plastic bollard reflectors damaged would be the responsibility of the KCC.

The Parish Councillors will take a look at the items highlighted in the email and respond in due course. However, the Parish Council encourages residents to report problems directly to the KCC or Borough Council to save time in dealing with matters. The link for the KCC site is [Report a problem on a road or pavement - Kent County Council](#) and the Maidstone Borough Council link is [Home - Maidstone Borough Council](#) for items such as missed bins, fly-tipping, etc.

**6. Speedwatch Group within the village – Cllr D Ardley**

- a. The Hollingbourne Speedwatch Group is now in place with the Police, and about twenty-four volunteers have contacted the Clerk with regards to volunteering. An online training course from the Police has been forwarded onto the volunteers to be completed before they can take part in using the Speedwatch equipment. The training course takes approximately thirty minutes to complete and at least two people will need to operate the equipment at the same time. A co-ordinator within the group is being decided upon and they will act as contact with the Police. The Speedwatch equipment has been borrowed from Langley Parish Council, and has been insured by the Hollingbourne Parish Council whilst it is being used. At least eleven sites within the village have been approved by the Police for the volunteers to operate from. UPDATE: Co-ordinators have now been arranged for the Speedwatch Group, which the Parish Council is very grateful for, and of the 4<sup>th</sup> May 2021, fifteen people have now completed the online training.

**7. Highways and Infrastructure Committee Report – Cllr D Ardley / Cllr C O’Meara**

- a. The Parish Council is waiting for the outcome of the double yellow line consultation, which hadn’t yet finished, in the Upper Street / Pilgrim’s Way area. The Clerk has received approximately twenty responses with regards to the consultation, results classified as one resident communication, per property. These responses will then be forwarded onto the Parish Council Highways Committee, but a realistic update will not be available before the next Parish Council meeting in May 2021.
- b. Cllr Ardley attended an online meeting with Cllr Mrs S Prendergast (KCC) and the Highways Department with regards to traffic control measures outside of the school. The incident with the school bus was also discussed where it was disclosed that excessive speed was not the reason for the accident. A further update on the possible cause will be issued in due time from the Police. However, the road is quite wide near the school and unfortunately people can break the speed limits in this area.
- c. Cllr O’Meara advised that the Operation Brock infrastructure should soon be removed from the M20, which will be a relief for many. A serious accident happened on the M20 between Harrietsham and Lenham only very recently, which Cllr Mrs S Prendergast was also aware of, but this is one accident of too many.
- d. A number of residents within the village are very keen to form an official steering group, which will collaborate with the Parish Council in various matters, particularly regarding the safety of the roads and reduction of speeding. The group is keen to promote a ‘20 is plenty’ campaign for the village, and have already raised funding of £500 for the provision of banners (six or seven) within the area to remind, and re-educate road users to ‘slow down’! Please see the link [Hollingbourne residents join 20's plenty campaign | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) . Some of the sites proposed for the banners are on private land and so the group will need to seek permission before they are erected. Cllr O’Meara and the Parish Councillors agree that the speed needs to be reduced throughout the village. However, there is a fine line between protecting the historic village, which we are so proud of, and subjecting it to excessive urbanisation. The proposals for banners and signs need to be erected sympathetically for Hollingbourne, and not detract from the beautiful surroundings which we are fortunate to live in. Cllr Ward expressed the concern that twenty miles per hour through the whole of the village would be hard to justify, as it has to be a naturally enforceable speed limit. The most important place for this speed limit would be outside of the school. The KCC have recently carried out consultations over a new approach to road safety called Vision Zero, please see the link [Vision Zero: The Road Safety Strategy for Kent 2020 - 2026 - Kent County Council Consultations \(inconsult.uk\)](#). This consultation was also placed upon the Parish Council website on the 27<sup>th</sup> January 2021 for the residents, on the link [KCC Consultation - Vision Zero: The road safety strategy for Kent 2020-2026 | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) .

- e. The Parish Council's Highways Improvement Plan, which is with the KCC Highways department, is in place and it is how highways work is organised, prioritised and authorised by the KCC. Often the works are prioritised by the crash map information about selected area, please see the link [CrashMap](#). The village group are not convinced that the official numbers of accidents are accurate, and that there have in fact been more incidents. The Parish Council doesn't deny this and are interested in seeing any updates on the figures. Cllr P Garten advised that all road traffic accidents should be reported to the Police, not via the social media. Cllr Ward advised that the village Neighbourhood Plan doesn't refer to the highways within the village, but predominately relates to proposed housing development sites, of which the Parish Council does not have any. This is a main reason why the Parish Council is holding back in forming a Neighbourhood Plan for Hollingbourne.

## 8. Neighbourhood Watch Group within the village – Cllr Marshall

- a. Cllr Marshall was glad to advise that Hollingbourne is now registered as a Neighbourhood Watch Scheme. There is a link on the Parish Council website to enable residents to join the scheme, and please see the link [Neighbourhood Watch | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#). *(Please see item 17.a.)*

## 9. Police Report –

- a. The Police Crime Commissioner elections take place on the 6<sup>th</sup> May 2021, at the same time as the Councillor elections. When the election results are in, the Parish Council will write to the Police Crime Commissioner to introduce themselves, on behalf of the residents. It is hoped also that PCSO Matthew Adlington will be able to attend the Parish Council meetings easier when meetings are held in person again, rather than online.
- b. There isn't a report for the Hollingbourne area taken from [www.e-watch.co](http://www.e-watch.co) for March 2021.
- c. The **Police UK** website supplied the following information: In total, within the confines of the village, there were eight crime and seven anti-social behaviour reports for February 2021. These consisted of:
- On or near Upper Street – 5 x anti-social behaviour reports;
  - On or near Athelstan Green – 1 x violence and sexual offences, 1 x criminal damage and arson offence and 1 x anti-social behaviour report;
  - On or near Church Green – 2 x violence and sexual offences;
  - On or near Culpeper Close – 1 x violence and sexual offence and 1 x criminal damage and arson offence;
  - On or near Hollingbourne Hill – 1 x vehicle crime offence;
  - On or near Greenway Court Road – 1 x burglary offence and 1 x anti-social behaviour report.
- d. In total, on or near the Maidstone Services, M20, Junction 8, there were eight crime and zero anti-social behaviour reports reported on the **Police UK** website for in February 2021. The crime reports consisted of 2 x public order offences, 2 x 'all other crime' offences, 2 x vehicle crime offence and 2 x violence and sexual offences.
- e. There has been seven crime and two anti-social behaviour reports in February 2021 for local villages:
- On or near Broad Street Hill – 1 x Anti-social behaviour report;
  - On or near Scragged Oak Road, Hucking – 1 x Public Order offence and 2 x violence and sexual offences;
  - On or near Church Road, Hucking – 1 x violence and sexual offence and 1 x Anti-social behaviour report;
  - On or near Ringlestone Road – 1 x criminal damage and arson offence
  - On or near Dray's Field, near the Church, Wormshill – 1 x criminal damage and arson offence.
  - On or near The Street (near the PH), Wormshill – 1 x criminal damage and arson offence.
- f. The Police UK website advised of six stop and search investigations carried out in the Hollingbourne area in February 2021, on or near the fuel station Maidstone Services, Junction 8. The reasons for the stop and search are 3 x controlled drugs, 1 x article for use in theft and 2 x information not collected.
- g. Regular police reports are also placed upon the Parish website for resident's information, together with details of 'scams' which people need to be vigilant not to become tricked by. Information can also be obtained from the Kent Police website <https://www.kent.police.uk/> or [Your area | Police.uk \(www.police.uk\)](#). Unfortunately, crime is on the rise and it is time to check that property is safe and

secure. Please see the link <https://www.hollingbournepc.kentparishes.gov.uk/as-the-nights-draw-in-is-your-home-secure/>

- h. The Parish Council would like to urge villagers to contact the **Crimestoppers** on **0800 555 111** if they have information relating to crimes, or other concerns that they would like to anonymously supply to the Police. **Crimestoppers** is a charity which the Police frequently liaise with for information. If you own a smart phone, the 'app' <https://countryeye.co.uk/> is also a very convenient way of reporting matters and concerns to the police and the Parish Council would urge you to use this service. Criminal activity can also be reported either by telephone via '101' or online <https://www.kent.police.uk/ro/report/ocr/af/how-to-report-a-crime/> .

## 10. Clerk's Report –

- a. The playground clatterbridge was repaired at the end of March 2021, and within a week had been vandalised, with the tensioner for the bridge wire stolen. This is very disappointing and upsetting for not just the Parish Council, but the children and parents of the village who have waited a very long time for the equipment to be made good for play. The repairs necessary to the equipment should now take place at the end of May 2021, and hopefully the costs involved with these works can be reimbursed through the Parish Council insurance. The incident of the damaged clatterbridge has been highlighted upon the Parish Council website, with a view to find witnesses. Please see the link [Playground damaged again - Clatterbridge closed | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) .
- b. It is highly likely that after the 6<sup>th</sup> May 2021 Parish Council meeting will be held in person, in accordance with central government ruling. KALC (Kent Association of Local Councils) requested that this matter was taken to parliament, as it does not consider the ruling to be ideal. UPDATE: KALC's request was overturned by central government. The Cardwell Pavilion is not a big building, and it would be impossible to safely maintain social distancing, e.g. remaining two metres apart within it, for the public to attend in person. As a result, a decision was made by the Parish Council to set out the building to accommodate safety measures for the set number of Parish Councillors, Clerk, Police representative, Borough and KCC Councillors only. However, the online link to the meeting will still remain present for the public to attend the meeting, but in the safety of their homes, and they will be able to see and communicate with the Parish Councillors. Residents should contact the Clerk if they wish to attend the Parish Council meetings.
- c. The Clerk has received an email from local teacher who would like to run a summer school from the Cardwell Pavilion. The Parish Councillors were in favour of this idea. The Clerk has emailed the teacher and awaits a reply.
- d. Following the agreement by the Parish Councillors of running a dance school at the Cardwell Pavilion on Tuesday nights at the March Parish Council meeting, the Clerk has liaised with the dance school and the pre-school with regards to this proposal. Following the inspection of the dance school's risk assessment regulations, particularly at the time of the COVID-19 restrictions, she is confident that the dance school works in line with safety with regards to virus cross-contamination. The dance school is now run Tuesday nights from the hall, with the agreement that the dance school thoroughly clean the hall after their use. The Parish Councillors were in agreement with this proposal.

## 11. County Councillor's Report – Cllr Mrs S Prendergast

- a. Cllr Mrs Prendergast is ready and keen to assist the Parish Council and residents in any way that she can, and the Clerk will advise her of any new concerns raised at this Parish Council meeting.

## 12. Borough Councillor's Report – Cllr Patrik Garten

- a. On behalf of The Mayor, Cllr Marion Ring, of the Maidstone BC, Cllr Garten expressed his sincere condolences on behalf of the Duke of Edinburgh, who had been a constant support to the Queen. Cllr Garten recommended that a link be placed upon the Parish Council website to the Royal website <https://www.royal.uk/> , for the signing of the condolence book, as well as the link to the church website. *Please see the item 5.a. Chairman's Report.*
- b. Legislation has changed and public meetings 'in person' will commence again after the 6<sup>th</sup> May 2021. Strict COVID-19 guidelines will need to be adhered to for the safety of meeting attendees.
- c. The Maidstone BC has advised of an Additional Restrictions Grant for businesses, with £2.9 million grant money available. Initially, the deadline for applying for the grant was the 16<sup>th</sup> April 2021, but it was then

extended to the 30<sup>th</sup> April 2021. Please see the link [£2.9m further grant for businesses in Maidstone | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) and [Additional Restrictions Grant - Maidstone Borough Council](#)

- d. Cllr Garten wanted to give the Hollingbourne Parish Councillors his biggest thank you for their support over the years. Cllr Garten hopes that this will continue following the elections on the 6<sup>th</sup> May 2021.
  - e. Please see Cllr Garten's latest newsletter on the Parish website [Patrik Garten, MBC Councillor for North Downs Ward Recent Newsletter April 2021 | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) where issues and information for the residents is candidly reported upon.
13. **Planning Committee Report – Cllr C O'Meara & Cllr C Gooding**
- a. **21/501554/FULL – Woodside, Firs Lane, Hollingbourne**  
**Proposal:** Demolition of existing dwelling and erection of three detached dwellings and detached garage. **Decision: OBJECT** (all Parish Councillors in agreement)  
**Reason for decision:** The Parish Council views that due to the size of the properties the neighbouring properties will be adversely affected by loss of view, as well as being overlooked by the new properties. In addition, the Parish Council does not feel that the size of the properties will be in keeping with the area.
  - b. **21/501862/SUB – Appledown, Manor Lane, Hollingbourne**  
**Proposal:** Submission of details pursuant to condition 3 (details of materials) in relation to planning permission 20/506045/LBC. **Decision: DNWTO**
  - c. **21/501487/LBC – Brushings Cottage, Pilgrim's Way, Hollingbourne**  
**Proposal:** Listed building consent for a replacement roof light. **Decision: DNWTO**
  - d. **21/500767/FULL – Pine Cottage, Ashford Road, Hollingbourne**  
**Proposal:** Demolition of existing chimney, including alterations to existing roof of existing dwelling and extension, to create a two storey dwelling with external alterations and erection of replacement front porch. **Decision: DNWTO**
  - e. **21/500768/FULL – Pine Cottage, Ashford Road, Hollingbourne**  
**Proposal:** Demolition of garage and erection of one three bedroom dwelling with associated access, carport, parking and landscaping. **Decision: OBJECT** (all Parish Councillors in agreement)  
**Reason for decision:** The Parish Councillors have objected to the application, as it is considered harmful to the character and appearance of the neighbouring properties, and is encouraging urbanisation in a rural landscape.
  - f. **21/501197/SUB – The Site of Previous Maple Leaf Garage, Ashford Road, Hollingbourne**  
**Proposal:** Submission of details of discharge condition 11 (site access sight line and safety audit) subject to 20/501428/FULL. **Decision: OBJECT** (all Parish Councillors in agreement)  
**Reason for decision:** The Parish Council cannot approve to this planning application as the entering and exiting of the road from the site, especially since there is no right turn lane in this area of the Ashford Road, would be very hazardous.
14. **Environmental / Parks Committee Report – (including the Millennium Green)**
- a. Cllr Ward reported that the new playground equipment, funded by the S106 money from the development of the Fernham Homes properties within the village should take place in May 2021, but a set date at the time of the meeting had not been confirmed.
  - b. Cllr Marshall advised that some new trees had been planted upon the Millennium Green, which had been funded by the Go Green Go Wild grant money awarded to the Parish Council.
  - c. Cllr Marshall reported that with regards to the Queen's Green Canopy, which will be created to mark the Queen's Platinum Jubilee in 2022, a response had been obtained from the KCC with respect to the planting of a tree on the verge opposite the school field. The KCC won't allow the planting of trees on the verges from third parties, but they will fund and plant the provision of nine trees along the stretch of verge in question. This is great news for the residents and the Parish Council as it is very important to support the tree planting campaign. Please see the link [The Queen's Green Canopy \(queensgreencanopy.org\)](#).
  - d. Cllr Marshall has spoken to Barry who mows the Millennium Green for the Parish Council, who has concerns that the mower may require some maintenance. A price is necessary for the works before they are carried out, as the Parish Council would need to make sure that the expenses are within budget.

- e. Cllr Ardley has been approached by a member of the village with regards to running an open gardens event, late June 2021, within the village, in partnership with the Leeds Castle and Hollingbourne Garden Society. The event would involve a trail or list of people who would like to take part, with the production of a map for the garden visitors. Votes would be given for the classes such as the best garden, best decorated hanging baskets, vegetables, etc., and there could be awards given for the winners of the categories. The Parish Council would be voicing the event, rather than running it, which would be responsibility of the Garden Society. The public liability insurance of the home owner covers the visitors to their garden, and safety would be the home owner's responsibility.
15. **Exercise Equipment proposed for the Village**
- a. In March 2021, Cllr Ardley and Cllr Marshall went to look at the exercise equipment on offer for the Parish Council from a local resident's business. On the whole the equipment was in fair condition and had been produced by a reputable manufacturer. The two items would need new seats and posts to be erected upon. Cllr Ardley obtained prices for the missing components of the two items of exercise equipment and was quoted over £1,000, plus installation. The Parish Council wanted to sincerely thank the local resident for his kind offer of the exercise equipment, but it wasn't really viable for the Parish Council on this occasion.
16. **Defibrillators – Cllr A Marshall**
- a. Cllr Marshall reported that the heater in the defibrillator cabinet outside of the school had stopped, and when the equipment was inspected a warning light was flashing upon it since its last monthly inspection. This original unit, which is under guarantee with all costs covered for eight years, has been sent for repairs (6 – 8 weeks). A replacement machine has been placed in the cabinet in the meantime and SECAMB (South East Coast Ambulance Service) has been advised of these changes.
17. **Parish Website / Social Media – Cllr Domican**
- a. Cllr Domican and Cllr Marshall have kindly set up the Neighbourhood Watch link upon the Parish Council website. A link to join the scheme is both at the top of the home page, or at the bottom under 'useful links'. To join the mailing list for regular updates, please see the bottom of the 'contact page' upon the Parish Council website. The Parish Councillors and Clerk thanked Cllr Domican and Cllr Marshall for their assistance in this matter, which will be of great benefit to the residents. *(Please see the item 8.a. Neighbourhood Watch Scheme).*
18. **Forming a Hollingbourne Information Leaflet** (Similar to Harrietsham Discovery Trail) – Cllr Ardley
- a. To date, no further progress has taken place with regards to forming the leaflet, however, the item will be kept on the agenda for after the local elections. It was felt that most visiting walkers within Hollingbourne arrive by train or bus, and so the fact that there is little vehicle parking shouldn't stop the interest in generating an information leaflet for our village.
19. **Finance Committee Report** – Cllr D Ardley / Cllr S Hulme
- a. There is a total of £29,741.27 in the Parish Council's combined bank accounts as of the 2<sup>nd</sup> April 2021. There has been income of £104 from the pre-school for the rental of the Cardwell Pavilion, which is gratefully accepted. The large cost of March 2021 was the 50% deposit towards the new aforementioned play equipment, of £11,075.78, which has depleted the bank account. The \$106 money for the playground equipment exits the Parish Council bank account virtually as soon as it arrives. For April the largest expense was £2,222.40 for the initial repairs of the clatterbridge *(please see item 10.a. Clerk's Report)*. In total £4,099.22 was spent by the Parish Council and Cllr Ardley signed the cheques for the Clerk at a separate time to the meeting (COVID-19 safety measures abided to).
- b. The cost of grass cutting and field maintenance within the village has gone out for quotations, to make sure that the costs the Parish Council are paying are competitive. A decision by the Parish Councillors should be made with regards to this matter within the next few weeks.
- c. The Clerk is in the process of completing the end of year accounts 2020/21 for the auditors.

20. **Fête and Seasonal Events within the Village Report** – Cllr D Ardley / Cllr M Domican
- a. A proposed date of Saturday, 24<sup>th</sup> July 2021 was suggested for an informal public event on the Lance Memorial Field. Please see the link [Save The Date! | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](https://www.hollingbournepc.co.uk) . Village residents will be running a bar at the event and the Clerk has managed to re-book the toilets, which were originally organised for the fete. The Meadows Trust are also considering holding a similar event, and are wondering if the two events could be combined. A Meadows Trust meeting will be held near the end of April 2021 when this item can be discussed and agreed upon. It would be good for the Parish Council and the Meadows Trust to work together and Cllr Domican said that if this is the case, the event can be advertised upon the Parish Council website. It will definitely be a date for the diary.

**Date of next meeting: Monday 10<sup>th</sup> May 2021, 7.30 pm, at the Cardwell Pavilion, Greenway Court Road, Hollingbourne, ME17 1QQ (Please see item 10.b.)**

Signed as a true record:

Chairman:

Date: