

DRAFT AND UNAPPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL MEETING 13TH SEPTEMBER 2021

Minutes of the meeting of Hollingbourne Parish Council monthly meeting held on Monday 13th September 2021, 7.30 pm. The meeting took place 'in person' within the Cardwell Pavilion and was also being broadcast online via Zoom, due to COVID-19 Government recommendations for additional members of the public to attend.

To attend the meeting via Zoom, visitor's email address was required by the Clerk and they could then be invited to the meeting, via email.

Present: Cllr S Hulme (Chair), Cllr A Ward (Vice Chair), Cllr D Ardley, Cllr A Marshall, Cllr M Domican, Cllr Dr S Bauer, Cllr C Gooding and Cllr Dr S Bauer
In attendance: Cllr P Garten (MBC), via Zoom, and Mrs V Smith –Parish Clerk.

- 1. Apologies for absence:** Cllr Mrs S Prendergast (KCC) – previous commitments; Cllr C O'Meara and PCSO Matthew Adlington - work commitments
- 2. Declarations and Requests:**
 - a. Declaration of Changes to the Register of Interests – Cllr Ardley is no longer a member of the Hollingbourne Meadows Trust, as from the June 2021. (Cllr Ardley was not able to advise the Parish Council earlier, as he was unwell at the time of the July meeting)
 - b. Declaration of Interest in items on the Agenda – Cllr Gooding is unable to comment/vote with regards to planning applications 21/504391/FULL and 21/504393/LBC Mill House, Upper Street, and 21/504223/FULL – Holly Tree House, Manor Lane, as he is a neighbour to the applicants.
 - c. Requests for Dispensations – none.
- 3. Approval of minutes of last meeting.** It was agreed that the minutes of the meeting on 12th July 2021 are a true and accurate record of the meeting, but the word Hollingbourne was also inserted into the item 9.C. to clarify that the village is part of the North Downs, Ward Cluster 4 Group.
- 4. Matters Arising** (not covered elsewhere on the agenda) –
 - 9.c. The Ward Cluster Groups consist of the Police, Community Protection Groups, etc and the Parish Council will be invited to the next meeting, held on Zoom. Cllr Garten informed that the first meeting held was informative and promising. The Clerk will cascade the next meeting invitation to all of the Parish Councillors, which is on the 9th November 2021, 10.00 – 11.30 am.
 - 10.g. Please find the link to the Hollingbourne Neighbourhood Watch Group on the electronic version of these minutes in item 10.g. Alternatively, the link is found along the top of the Parish website homepage, or via the link <https://www.hollingbournepc.co.uk/home/neighbourhood-watch/> .
 - 13.d. The booking form for the Cardwell Pavilion was discussed amongst the Parish Councillors. Booking deposits will have to be made by hirers to cover the cost of keys, cleaning, etc.
- 5. Open forum for members of the public to speak** (10 minutes) – none present.

6. Chair's Report –

- a. Following a letter being sent by the Parish Council to the developers of a commercial property within Culpeper Close, whose builders had left quite a lot of commercial waste in the vicinity, a positive response has been obtained by the recipient. Items such as the skip have now been removed and there is a time plan in place for other works to be carried out.
- b. A letter has been received from the Lenham Parish Council with regards to the attendance at a joint parish meeting (24th September 2021), in relation to the Maidstone BC's proposal to build a 'Garden Community' to the east of Lenham village. Cllr Gooding advised that he will attend the meeting and will get in contact with the organisers.

7. Clerk's Report –

- a. A local resident has contacted the Parish Council recommending the proposal of the village's original red telephone box being reinstated and used as a community book library. The telephone box is at the moment in safe keeping within one of the resident's gardens. The Parish Councillors were in agreement with this idea. Investigations will be made into where the telephone box was first placed, e.g. there should be footings for it still in situ, and if permission from the KCC needs to be sought for its placement. The placement of the telephone box needs to be in a safe area, where visitors will not be in danger of passing traffic.
Action: The Clerk / Community Events Committee
- b. The Clerk proposed to the Parish Councillors that the pre-school's rental is not increased at present from its 50% deduction made within 2020, due to the COVID 19 crisis. The pre-school has a low number of children in attendance, which affects its funding, and the staff are working part-time to accommodate the situation. The numbers of children are due to rise, but it would be callous to raise the hall rental at the moment. The Parish Councillors were in favour of keeping the rental at its present rate, but request that the pre-school email them with updates each school term on their attendance figures, etc. The Clerk will advise them to do this. **Action: The Clerk**
- c. The Clerk advised the Parish Council about a dead tree to the back of the Cardwell Pavilion, and it was agreed that a cost be sought for its removal. **Action: The Clerk**
- d. The Clerk advised the Parish Council about the damaged concrete post to the entrance to the field. Cllr D Ardley said that this is being investigated, with a view to replacing the posts with steel alternatives. **Action: Cllr Ardley**

8. County Councillor's Report – Cllr Mrs S Prendergast

- a. The Parish Council is very grateful for the £500 KCC Member's Grant which Cllr Mrs Prendergast has donated towards the cost of the defibrillator to be placed in the area of Upper Street, near the cricket ground.

9. Borough Councillor's Report – Cllr P Garten

- a. Cllr Garten updated the Parish Council with regards to the initiative of utilising the empty building at the Hollingbourne railway station. Following the successful initial meeting at the station which took place on the 3rd August 2021, he is in full support of Cllr Domican chairing the Hollingbourne Station Group.
- b. Decisions are to be made at a full Council meeting, regarding the Local Plan and Constitution at the Maidstone BC, which would involve making the present Committee system into an Executive Model instead. The progression of this decision to become an Executive Model relies on the amount of support that the other parties, other than the Conservatives, can give within the Maidstone BC. Please see the Maidstone BC Strategic Plan 2019-2045,

2021 Refresh, on the link

https://maidstone.gov.uk/_data/assets/pdf_file/0009/269721/Strategic-Plan-2019.pdf

c. The Maidstone BC Councillors have championed the idea of four yearly elections, with a 70% mark of support, rather than every two years, with 15,000 replies to consultation. This plan is also being sought to introduce into the new Constitution.

d. 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-councillor-for-north-downs-ward-recent-newsletter-sep/>

10. Hollingbourne Railway Station Project – Cllr M Domican

a. On the 3rd August 2021, the initial onsite meeting took place at the Hollingbourne Railway station of the larger of the two vacant buildings (access hasn't yet been made to the second) on offer for refurbishment and use of by the village. Cllr Domican, Cllr O'Meara, Cllr Marshall and the Clerk represented the Parish Council at the meeting, which was also supported by Cllr P Garten and various other members of the public. The building has been completely stripped out and it doesn't have any electricity, but it does have wiring to reinstitute the power. Initially, the building requires a Surveyor Report together with a Health and Safety viewing via the Station Master. *(Please see item 9.a. Borough Councillor's Report).*

b. Various ideas were discussed at the onsite meeting about what the building could be used for enabling it to be a valuable commodity to the local residents. Cllr Domican has filled in the various forms and a business plan to progress this project. Once the plan has been completed and accepted funding can be sought to carry out the works.

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

a. Cllr Marshall is glad to advise that the management at the Junction 8 Services, has signed off the works to repair the hole in the fence, near the back corner of the carpark, which should soon take place. Works are also in action to improve the security of the lorry and car parks in this area. **Action: Cllr Marshall**

b. A Police Surgery for the residents is to be held on Saturday, **23rd October 2021**, between 10.00 and 11.00 am, at the Village Hall behind The Windmill PH.

c. PCSO Matthew Adlington has advised the Parish Council, that following the result of consultation between the Police and Local Government, he is here to stay within the Hollingbourne and North Downs area. This is great news.

d. Following the break in of the village shop on the 23rd August 2021, it is clear that video footage of the perpetrators could have been caught on camera for the Police if there was CCTV at both ends of the village. This item should be considered for the next budget year.

e. Cllr Hulme said that doorstep enquiries had been made by the Police in the vicinity of the train station after fenced areas had been damaged in the area.

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

Date:	Area of crime:	Crime:
June & July '21	On/near Lance Memorial Field	Violence and sexual offences (3 reports)

June & July '21	On/near Athelstan Green	Violence and sexual offences (1 report), Public Order Offence (1 report).
June & July '21	On/near Culpeper Close	Criminal damage and arson (3 reports), Violence and sexual offences (1 report)
June & July '21	On/near Troys Mead	Anti-social behaviour (1 report)
June & July '21	On/near Upper Street	Violence and sexual offences (1 report)
June & July '21	On/near Bournside Terrace, Eyhorne Street	Anti-social behaviour (1 report)
June & July '21	On/near Junction 8, Fuel Station	Shoplifting (2 reports); Vehicle crime (4 reports) Violence and sexual offences (1 report) anti-social behaviour (1 report) and stop and search – stolen goods (1 report)
June & July '21	On/near Broad Street Hill, Hucking	Violence and sexual offences (1 report)
June & July '21	On/near Village Hall, Wormshill Village	Public Order Offences (2 report)

g. Information from the E-Watch website, please see the link from www.e-watch.co for the months of July and August 2021 within Hollingbourne, read as follows:

Date:	Area of crime:	Crime:
August '21	On /near Village Shop, Eyhorne Street	On Monday 23 August '21, 03:11 in Eyhorne Street, three men broke into a commercial property. The owner is still to provide a list of stolen items. Police continue their enquiries.
August '21	On/near the fuel station, Maidstone Services, Junction 8	Between 22:00 on Thursday 12th of August and 07:00 on Friday 13th of August in M20 Junction 8. Somebody slashed the curtain side of a lorry parked at a motorway service stop and stole various items.
July '21	On / near Church Approach, Upper Str	On Friday 30th of July between 09:00 and 09:30 in Upper Street. Somebody broke into a Vauxhall Movano 3500 parked in the road. Grounds maintenance machinery was stolen.
July '21	On/near the fuel station, Maidstone Services, Junction 8	On Tuesday 6th of July between 00:01 and 04:53 in M20 Junction 8. Somebody stole items from a lorry parked in motorway services.

h. 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)) .

i. 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)	

12. Finance Committee Report

- a. Cllr Ardley has changed the layout of the Parish Council cashbook, so that it now includes detail of the budget and financial forecast.
- b. Points to note:
 - There is a total of £41,876.95 in the Parish Council’s combined bank accounts as of the 2nd September 2021. Large expenses for the Parish Council over July and August consisted of village grass-cutting (£881), external audit costs (£360), website company host costs (£354), and end bills of the previous streetlight energy company (£195 + £364). A new energy supplier has now been obtained for the streetlights within the village at a better cost, hence the end bills.
 - There has been income of £208 from the pre-school, £72 from the football club, £180 from the dance club, £192 from the hire of the Cardwell Pavilion for use as a polling station, £56.70 from the village picnic event, £5,058 VAT refund and £500 KCC Member’s Grant towards the defibrillator in the Upper Street area.
- c. A Finance meeting is to be arranged by the Clerk and Finance Committee to decide the precept for 2022/23 within the next few weeks. **Action: Cllr Ardley and The Clerk**
- d. 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**

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

- a. Cllr O’Meara was unable to attend the September 2021 Parish Council meeting, and Cllr Gooding was unable to comment on majority of the planning applications which were within the deadlines to decide upon (please see item 2 of these minutes, declaration of interests). With this in mind it was decided by the members present to defer their reports on the applications, until they could be made retrospectively in October 2021 at the following meeting.

b. The Clerk will email Cllr O’Meara for her views on the current planning applications: 21/504391/FULL and 21/504393/LBC – Mill House, Upper Street, 21/504204/FULL – Eyhorne Place, Eyhorne Street and 21/504223/FULL – Holly Tree House, Manor Lane, and request from the Planning Department that the deadline date for 21/504391/FULL. UPDATE: The Planning Officer has advised the Clerk by return email that this is not possible to extend the date upon 21/504391/FULL on this occasion.

c. Planning application updates for the months of July and August 2021 were as follows:

Application:	Address:	Update:	
21/503869/SUB, 21/503879/SUB, 21/504002/SUB & 21/502921/SUB	Land to the West of Windmill Lane, Eyhorne Street, Hollingbourne (for 17/503118/FULL)	An entrance has been built onto the field by the developers along Windmill Lane. However, the PH advises that no access has been given to the developers along the lane.	

14. Environmental / Parks Committee Report

a. Cllr Marshall advised that there is village Litter Picking event taking place within the village on Saturday, **2nd October 2021**, 10.30 am – 12.30 pm. Volunteers will meet upon the Tanyard Green to collect their equipment, however, if they have their own equipment, please bring this along instead. **Action: Cllr Marshall / The Clerk**

b. The clatter-bridge in the children’s village playground has now been repaired. The Clerk will pursue the works of re-tensioning the aerial runway (zipwire) and replacement of the cradle swing. **Action: The Clerk**

c. Cllr Marshall and the Clerk attended a meeting on Friday, 16th July, 1.30 pm, to inspect the land at the Woodcut development, which is based along the Crismill Lane. This matter, with its points for and against, were expressed by Cllr Marshall. It was agreed by the Parish Council that the subject be placed upon the agenda for the Parish Assembly to be held on **15th November 2021, 7.30 pm**, in the Village Hall.

d. Cllr Bauer advised that fly-tipping is present within the village, including the four tyres dumped outside the gates to private property, near the entrance to the village. The Clerk will report this incident. Residents are reminded that they can quickly report all fly-tipping online to the Maidstone BC via their website, link <https://maidstone.gov.uk/home/primary-services/street-care-and-cleaning/litter,-bins-and-street-sweeping/report-fly-tipping> . If a photograph is attached to the report, it is even better. UPDATE: The Maidstone BC contractors had collected the tyres within twenty-four hours of the online report being made, which is great news. **Action: The Clerk**

e. Cllr Marshall and her partner John kindly cleared the nettles and brambles, etc, which were growing around the seating bench near the Church Approach bus stop.

f. Cllr Ardley commented that various streetlights within the village are now shrouded with tree branches, etc. The streetlight numbers will be noted and reported to KCC for pruning to take place. **Action: The Clerk / Environmental Committee**

g. Cllr Ward continues to pursue the matter of the Millennium Green deeds being placed into the Parish Council’s name. The Parish Councillors thank him for carrying on with this task.

15. Highways and Infrastructure Committee Report – Cllr Ardley

- a. The RSWG (Road Safety Working Group) is holding a resident's engagement meeting on the **16th September 2021**, 7.30 pm, in the Village Hall. Leaflets have been distributed widely advertising the event.
- b. Cllr Ardley advised that the KCC Highways have authorised the installation of a 20mph stretch of road on Eyhorne Street, between the Station Approach and Greenway Court Road. These works will be carried out by the KCC contractors imminently
- c. Cllr Ardley attended a significant meeting, represented by thirteen Parish Councils, with regards to the Highsted Valley developments due to take place in a rural area of Sittingbourne. Please see the planning applications: 21/500819/EIASCO – Highsted Park Land, South and East of Sittingbourne for maximum of 8,000 dwellings (117 corresponding online documents), and 21/500836/EIASCO – Highsted Park, Land to the west of Teynham, London Road, Teynham, for a maximum of 1,250 dwellings (57 corresponding online documents). An extension to the decision dates on these applications have been requested. Both applications include plans for a new junction onto the M2 to ease traffic, but without any noticeable concern for effects upon the environment, including the extensive traffic which will use the neighbouring villages, including Hollingbourne, as a 'rat run'.
- d. The yellow zig-zag lines have been repainted during the month of August 2021, giving clear indication where vehicles stopping or waiting is prohibited.

16. Community Events and Engagement

- a. The next Parish Assembly for the village is planned for the evening of Monday, **15th November 2021** at the Village Hall. This item will be placed upon the agenda for next month's Parish Council meeting.

17. 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. The Parish Council thanks Cllr Mrs Shellina Prendergast for the KCC Member's Grant given towards the purchase of the defibrillator for the Upper Street / Cricket Ground area. Extra funding is being sought for the equipment.
(Item 8.a. and 12.b.) **Action: Cllr Marshall / Cllr Ardley / The Clerk**

Date of next meeting: Monday 11th October 2021, 7.30 pm, at the Cardwell Pavilion, Greenway Court Road, Hollingbourne, ME17 1QQ

Signed as a true record:

Chair:

Date: