

DRAFT AND UNAPPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL MEETING 14TH FEBRUARY 2022

Minutes of the meeting of Hollingbourne Parish Council monthly meeting held on Monday 14th February 2022, 7.30 pm. The meeting took place 'in person' within the Cardwell Pavilion, in accordance with governmental laws.

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

In attendance: Cllr P Garten (Maidstone BC), three members of the public (including representative of the Hollingbourne Meadows Trust and Mrs V Smith –Parish Clerk.

1. **Apologies for absence:** Cllr M Domican (work commitments) and Cllr Mrs S Prendergast (KCC) – (emergency meeting elsewhere)
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 10th January 2022 are a true and accurate record of the meeting, however an adjustment of wording was made in item 2, 6.a., to confirm that the Parish Council is unable to commit to assisting with car parking at the school's circus event, until they know about the numbers attending the event and additional information.
4. **Matters Arising** (not covered elsewhere on the agenda) – none to mention.
5. **Open forum for members of the public to speak** (10 minutes) –
 - a. There was a discussion about a potential environmental health issue, but the Parish Council has no powers in this regard. The resident was given some advice by the Parish Council and the Borough Councillor. No further action for the Parish Council.
6. **Chair's Report** – Please see item 13.a. Finance Report
7. **Parish Council Vacancy**
 - a. The Parish Councillor vacancy remains open, and this role will be advertised further. Residents are advised to 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. A letter has been received from the Downs Mail encouraging the forming of a partnership, in return for sponsored parish council pages within its publication. Cllr Hulme recommended that the Clerk find out about the costings and space available within the magazine, but also evaluate the media which the Parish Council already has got, and whether extra coverage is necessary. **Action: The Clerk**

b. The Clerk has attended the East of Maidstone Bus Services meeting (31st January 2022). The KCC and Nu-Venture bus service providers are worried about the future funding which will be available to them to maintain the current standard of services. The Clerk is in liaison with Nu-Venture with regards to running a survey for both bus users and non-users to ascertain their views on the current service. Mike FitzGerald MBE, who is the Chair of the East of Maidstone Bus Services is stepping down from his position in the group and a new Chair needs to be elected for this important role. (Please see item 9.b. County Councillor's Report).

c. The Clerk attended the Maidstone BC online session with regards to the Ward Boundary Reviews taking place within the borough. The aim of the boundary reviews is to make sure that each Borough Councillor has approximately the same number of electors in each ward. In order to do this efficiently, as advised in the Parish Council minutes of December 2021 (item 10.b.), the amount of Borough Councillors within Maidstone is to be reduced from 55 to 48. The Clerk questioned Cllr Garten why the boundary reviews were taking place now, whilst the Local Plan was also going through consultation, thus requiring more home building and as a result a change to the electoral figures. In addition, would the boundary reviews really be seen as necessary by electors, particularly at the moment when many may be struggling to find money to 'eat or heat' with the rising costs of food and fuel. Cllr Garten assured the Clerk that it was necessary, as the previous boundary review had taken place in 2002, and the consultation now legally had to be undertaken. The boundary review public consultation can be found on the link <https://consultation.lgbce.org.uk/have-your-say/32722> and please see Cllr Garten's update on this matter on the link <https://www.hollingbournepc.co.uk/news-events/patrik-gartens-latest-newsletter/>

d. The Parish Council has received details of a KCC notice of application for the registration of land as common land, namely 'Greenway Forstal', which is situated opposite Greenway Forstal Farmhouse, on Greenway Lane, in the parish of Harrietsham (reference PROW/CAA21). For further details please see the link www.kent.gov.uk/prownotices , or email commons.villagegreens@kent.gov.uk. The Parish Councillor's agreed that they didn't have any comment to make and therefore a response to KCC wasn't necessary.

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

a. The KCC Budget meeting took place on the 10th February 2022. Please see the link <https://kccmediahub.net/budget-is-a-down-payment-to-protect-services-in-the-future-says-kcc-leader745> .

b. As commented upon within the Budget meeting, there are proposed changes to some subsidised bus routes, which is a very tough decision to make especially when considering the residents in rural areas. Unfortunately, some of the bus routes will involve the Hollingbourne village. Please see the Executive Decision report (kent.gov.uk) on the link <https://democracy.kent.gov.uk/documents/s109372/Report.pdf> . Cllr Prendergast is very disappointed about this and urges everyone to respond to the public consultation on the link <https://letstalk.kent.gov.uk/bus-funding-reductions> . Details of this consultation are also on the Parish Council website. KCC are also awaiting the outcome of the ambitious bid to government on the Bus Services Improvement Plan, which if successful, will alleviate some of the pressures on supporting operators with bus services across Kent.

c. Cllr Prendergast has responded to the Maidstone BC Local Plan Review and the Regulation 19 Consultation, in addition to the response made by the Parish Council. Cllr Prendergast has emphasised her concern over the impact the Local Plan will have over highways congestion. An extract of her response reads "*Highways – the Option 1 traffic modelling baseline of total numbers of dwellings in the local plan review policies showed*

significant level of service impacts at various locations across the Borough and most significantly on M20 J8 and the A20 corridor leading to it. The subsequent Option 2 Development List has Heathlands modelled with only 1400 dwellings and all 5000 jobs. The justification may be that the full site would not be occupied by the scenario date of 2037 but modelling of the full quantum of development is still required to assess the impacts beyond the plan period. Homes England in their supporting evidence – Heathlands Development Projects Delivery Plan – under their summary of infrastructure costs and other abnormalities at page 8 – state requirements for upgrades to A20 J8 connections and M20 J8 signalisation and local widening. Officers at Kent Highways advise that this amounts to a total rebuild of the A20 J8 connections which would come with both significant costs and disruption to the local highways network. That the policy under consideration at Reg 19 makes no mention of this vital infrastructure requirement and how it will be funded and delivered is a serious omission.

10. Borough Councillor’s Report – Cllr Garten

- a. Cllr Garten was pleased to advise that the garden bin service was back up and running for residents. Due to recent non collection of bins, the matter was referred to the Communities, Housing and Environmental Committee, 1st February 2022. Cllr Garten wanted the contractors to apologise, extend contracts or issue refunds to make amends for the previous lack of service. After consideration, it was acknowledged at the meeting that *‘both Covid-19 and the shortage of drivers had impacted the service, but the waste team was thanked for their work throughout the difficult period’*. Please see the link https://maidstone.gov.uk/home/primary-services/council-and-democracy/primary-areas/your-councillors?sq_content_src=%2BdXJsPWh0dHBzJTNBjTJGJTJGbwVldGluZ3MubWFpZHN0b25lLmdvdi51ayUyRmlITGlzdERvY3VtZW50cy5hc3B4JTNGQ0lkJTNTENTgwJT12TUIkJTNEyNDY1MyZhbGw9MQ%3D%3D
- b. Conservation appraisals within the borough have been discussed at the Strategic Planning and Infrastructure Committee meeting, 8th February 2022. Unfortunately, there isn’t any money within the current Borough Council budget, but generally when it is a case of strategic planning the Members can help to fund the matter. As quoted from the minutes of the meeting *‘The priority areas for the creation of appraisals and management plans were outlined at the meeting, with a checklist to be provided to Parish Councils to assist in their development. ... It was therefore anticipated that one appraisal and management plan could be completed in the next year from 2022-23, beginning with Staplehurst.’* Hollingbourne doesn’t at yet have any conservation appraisals in place, and it does need to have these named upon the map. Further engagement needs to be made with the Maidstone BC in forming the village appraisal. Please see the link <https://maidstone.gov.uk/home/primary-services/planning-and-building/primary-areas/heritage-and-landscape/tier-3-primary-areas/conservation-areas>
- c. Please see item 18.b. Community Events and Engagement.
- 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-gartens-latest-newsletter/> .

11. Queen’s Platinum Jubilee Event

- a. Cllr Ardley advised that the flyers had been sent out and information placed upon the Parish Council’s internet and social media about the Jubilee events taking place within the

village. Please see the link <https://www.hollingbournepc.co.uk/news-events/hollingbourne-jubilee-events/> . Applications have been sent to KCC Highways to enable roads to closed to accommodate the Jubilee Street Party. On a local level, Cllr Domican advised that the two pubs and shop in Eyhorne Street are in support of the road being closed for the party. The Jubilee events will be discussed at the Fete planning meeting. The Clerk is in the process of liaising with the Public Liability Insurance company to make sure that all risk assessments and safety precautions are carried out before the events take place.

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

a. Cllr Marshall has met up with PCSO Shivon De’Rose to discuss local matters. Shivon covers a very large area but is ready and willing to carry out foot patrols as often as she can, and in addition support Hollingbourne in arranging and carrying out Police/PCSO Speed Enforcement Surveys. 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 \(www.police.uk\)](https://www.police.uk) for the month of December 2021 within Hollingbourne, and neighbouring villages read as follows:

Date:	Area of crime:	Crime:
Dec '21	Athelstan Close	Violence and sexual offences (1 report)
Dec '21	Junction 8, Fuel Station	Violence and sexual offences (1 report), Criminal damage and arson (1 report) and Anti-Social behaviour (1 report)
Dec '21	Sittingbourne Road, Stockbury	1 x Stop and search (controlled drugs)

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

Date:	Area of crime:	Crime:	Crime Report No.
Jan '22	Unnamed Road, Hollingbourne	Between 16:00 on Wednesday 26th of January and 09:30 on Thursday 27th of January in No Road Name. Somebody stole two large bronze statues of hares and life size statues of a doe and a stag from a residential garden.	46/18936/22
Jan '22	Upper Street, Hollingbourne	Between 18:00 on Sunday 23rd of January and 18:46 on Tuesday 25th of January in Upper Street. Somebody tried to break into a garage at a residential property. They damaged a door but did not get inside.	46/17913/22
Jan '22	Musket Lane, Hollingbourne	Between 00:01 on Monday 10th of January and 10:49 on Friday 14th of January in Musket Lane. Somebody broke into an outbuilding at a	46/9693/22

		residential property and took money and private documents.	
Jan '22	Rumstead Lane, Hucking	On Wednesday 19th of January between 06:45 and 15:00 in Rumstead Lane. Somebody stole a green bin from outside a property.	46/12039/22

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](https://www.e-watch.co.uk) Please see the regularly updated link [Neighbourhood Watch | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](https://www.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:

- Cllr Hulme advised that at the Parish Council Finance Committee Meeting of the 24th January 2022, it was agreed by the Committee to increase the precept (Option 1 from the Maidstone BC, which was maintaining the current Band D Charge) for 2022/23 by 3%. This would equate to £28,350.05, plus 3% (£850.50), totalling £29,200.55. It was deemed that the increase was required to cover costs of heating the Cardwell Pavilion and covering the costs of the increased streetlight energy bills. The Parish Councillors present, did not object to this decision. UPDATE: On the 25th February 2022, confirmation was made by the Maidstone BC that the precept request had been granted by and payment will be received by bacs on the 8th April 2022.
- There is a total of £26,872.78 in the Parish Council's combined bank accounts as of the 2nd February 2022. The large expense for the Parish Council over January

2022 consisted of the cost of removing the badly diseased beech tree from the Lance Memorial Field (£1,350 inc. VAT).

- There has been income of £210 from the dance club at the Cardwell Pavilion (now run from the Village Hall).

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

a. Planning application updates for the months of February 2022 were as follows:

Application:	Address:	Proposal:	Decision:
22/500393/FULL	126 Eyhorne Street	Erection of a first-floor front extension, including extension to existing front and rear dormers and external alterations.	OBJECT
REASON FOR OBJECTION: The Parish Council feels that the proposed extension is too big in scale.			
22/500038/FULL	Allington Farm, Pilgrim's Way	Creation of a 150m2 and 2m deep pond	DNWTO
ADDITIONAL COMMENT: Although the Parish Council does not wish to object to the planning permission, they have requested to see documentation as to why the pond is being built, its effect upon the local biodiversity, and confirmation that there is adequate health and safety provisions around a pond of such size and depth.			
22/500233/FULL	Little Allington Farm House, Pilgrim's Way	Demolition of side conservatory and erection of single storey side garden room extension.	DNWTO
21/506792/HYBRID	Land At Woodcut Farm, Ashford Road	Hybrid Planning Application for demolition of existing building (Use Class C3) and redevelopment for a mixed commercial scheme. Full planning application comprising of erection of 2 no. units (Unit E2 - light industry/B8 and Unit D1 - offices/coffee shop), HGV fast charge facility, bus stop, hard and soft landscaping, and associated infrastructure. Outline planning application comprising of erection of 1 no. unit (Unit E1 - offices) with appearance matter reserved.	DNWTO
UPDATE: Cllr O'Meara attended an onsite event (3 rd February 2022) at the Woodcut Farm development and was enthusiastic about what she saw taking place there.			
22/500190/SUB	Warren Wood Cottage, Hospital Road, Holl.	Submission of details pursuant to conditions 5 & 6 (landscaping scheme), conditions 7 & 8 (biodiversity enhancement scheme), and condition 9 (external lighting details) of application 21/504804/FULL	DNWTO
22/500047/NMAMD	As above	Non Material Amendment - Enlargement of proposed first floor dormer subject to 21/504804/FULL.	DNWTO

15. Affordable Housing

a. Cllr O'Meara is to hear back from the Maidstone BC and Rosemary Selling from the CPRE about funding for the Hollingbourne village housing survey. Cllr Ward will send copies of the previous survey onto Cllr O'Meara for her reference. Cllr Ward expressed the need to ratify the current needs of the village and create a new survey. **Action: Cllr O'Meara**

16. Environmental / Parks Committee Report

a. Cllr Marshall, Cllr Hulme and a representative of the Hollingbourne Meadows Trust met online with the Clearbell contractors this week with regards to the proposed S106, three sections of land on offer. The land on offer, which is a mixture of woodland and plantation, and has to be maintained that way, was discussed the Parish Councillors. It is now clear with regards to what land is being offered, but the cleaning up of the land, fencing and litter-picking needs to be agreed upon at another site meeting. Maps of the land were viewed, two of the pieces of land have a time frame in which they have to be released in line with the completion of the development, before the third can follow. Cllr Hulme emphasized that legal advice needs to be sought before any of the land is taken on, and more research needs to take place.

b. The Clerk has sent out the landscape / grass cutting tenders to seven local businesses. The submitted tenders were given to Cllr Ardley (Finance Committee Chair) for his perusal and recommendations.

c. The fence between Musket Lane and the Maidstone Roadchef Services has still not yet been repaired. No response has been made to various emails from Cllr Marshall to the Manager at the Services, about confirmation of repairs and so a physical inspection seemed like a good idea. However, it was noted by Cllr Marshall and the Clerk that there was a lot of possibly human excrement found on the pathway near the broken fence, which is an obvious health hazard. Cllr Marshall will email Roadchef again for their comments, but if a response is not made, the Clerk will be reporting the matter to the Environmental Health Agency.

d. Cllr Ward is in the process of liaising with the school about their involvement in supporting the recycling scheme proposed for the Hollingbourne village. The recycling scheme is organised via the Maidstone Lions charity, and was discussed at the Parish Assembly in November 2021.

e. 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.

f. The Clerk will write to the resident in Culpeper Close, who is the developer of the land at the entrance to the Hollingbourne Meadows Trust land, for an update on works taking place to tidy the area.

g. Replacement concrete posts have been sourced by Cllr Ardley for the entrance to the Lance Memorial Field. An update on necessary works will follow.

h. Cllr Hulme advised that there appears to be a new access way to the Station Approach, to assist in drainage works. The access way is on the railway track closest to the school.

i. Temporary repairs have been made to the fitness equipment upon the Lance Memorial Field, but the official nuts and bolts have been ordered and are due for delivery.

17. Highways and Infrastructure Committee Report – Cllr Ardley

a. The Road Safety Working Group (RSWG) will be meeting on Monday, 21st February 2022. There wasn't a recent Speedwatch report available to share at the Parish Council meeting.

b. The Parish Council have requested from the Maidstone BC that all future S106 / CIL payments, generated from planning developments, be used in funding Highways projects for the village.

c. Cllr O'Meara added that the removal of the Operation Brock barrier along the motorway has caused a lot of noise and disruption for the residents living along the Ashford Road, backing onto the motorway. Cllr O'Meara has been asked by one of the residents to write a letter of complaint to Highways England with regards to this matter. Cllr O'Meara also is very concerned about the speed of traffic along the Ashford Road, and ideally there should be a speed restriction in the area.

18. Community Events and Engagement

a. It was agreed by the Parish Councillors that this year's Village Fete will be held on **Saturday, 11th June 2022**. The next fete meeting is to be held at the Sugar Loaves PH, 7.30 pm, Monday, 28th February 2022. The provision of the BBQ at the event is being arranged.

b. Cllr Domican reports by email, that the Railway Station Project charity has been earmarked £80,000 funding from SouthEastern to refurbish the station building. The contractors carrying out the works have quoted a cost of £103,000 and so negotiations are taking place between themselves and South East Rail. This item will now be removed from the Parish Council agenda, as the community group project is unconnected to the Parish Council. The Hollingbourne Parish Council doesn't object to this, and remains happy to advertise the project.

c. The feasibility of the Red Telephone Box Library project was discussed at the Parish Council Finance meeting. The costs, which were not at first evident, in buying the telephone box from a local business man, have meant that the Parish Council does not wish to take this project further. The resident who presently has the telephone box in his garden will personally fundraise to forward the project, but the Parish Council will step back in funding it.

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. Cllr Marshall was glad to advise that a local resident with the technical drawing expertise within the village, is producing drawings, free of charge, for the defibrillator to be placed within the Upper Street area. A further update will be made at the March 2022 Parish Council meeting.

Date of next meeting: Monday 14th March 2022, 7.30 pm, at the Cardwell Pavilion, Greenway Court Road, Hollingbourne, ME17 1QQ

Signed as a true record:

Chair:

Date: