

APPROVED MINUTES FOR HOLLINGBOURNE PARISH COUNCIL ANNUAL GENERAL MEETING AND MONTHLY MEETING MONDAY, 9TH MAY 2022

Minutes of the monthly meeting of Hollingbourne Parish Council held Monday 9 May 2022, 7.30 pm.

- Present:** Cllr A Ward (Vice Chair), Cllr D Ardley, Cllr A Marshall, Cllr M Domican, Cllr C O’Meara and Cllr Dr S Bauer
- In attendance:** Cllr Mrs S Prendergast (KCC), Cllr P Garten (Maidstone BC), eleven members of the public (including representatives of the Hollingbourne Meadows Trust, the Road Safety Working Group, Speedwatch, a Planning Officer), and Mrs V Smith –Parish Clerk.
- Apologies for absence:** Cllr S Hulme (Chair) – work commitments.
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ANNUAL GENERAL MEETING:

1. **The election of Chair:** Cllr S Hulme had advised earlier via email that he is happy to stand as Chair and he was duly elected to the role by all of the Parish Councillors in attendance.
2. **The election of Vice Chair:** Cllr A Ward is happy to stand as the Vice Chair and was duly elected to the role by all of the Parish Councillors in attendance.
3. **Election of Committee Chair & Allocation of Committee Places:**
The following Committee Chairs and members were agreed and duly elected to the role by the six Parish Councillors in attendance:
 - a. Finance: Chair – Cllr D Ardley and Members – Cllr S Hulme (confirmed appointment via email) and Cllr A Ward.
 - b. Planning: Chair – Cllr C O’Meara and Member – Cllr A Ward (until a replacement Parish Councillor is found for this position).
 - c. Environment / Parks: Chair – Cllr A Ward and Members – Cllr A Marshall and Cllr Dr S Bauer.
 - d. Highways & Infrastructure: Chair – Cllr D Ardley and Members – Cllr C O’Meara.
 - e. Webmaster: Maria Domican, with the Clerk able to assist.

MONTHLY PARISH COUNCIL MEETING:

1. **Declarations and Requests:**
 - a. Declaration of Changes to the Register of Interests – none.
 - b. Declaration of Interest in items on the Agenda – Planning applications: 22/501173/LBC – The Dirty Habit PH (Hollingbourne Parish Council), 22/501574/FULL – Snagbrook Oast (Cllr S Hulme) and 22/501661/SUB – Coachman’s Lodge (Cllr Dr S Bauer).
 - c. Requests for Dispensations – none.
2. **Approval of minutes of last meeting.** It was agreed that the minutes of the meeting on 11th April 2022 are a true and accurate record of the meeting, with the exceptions in item 8.a. (rephrase ‘bad news for travellers’ to ‘for those wishing to use public transport’) and 18.a. rephrase ‘next’ for ‘this year’s fete’.
3. **Matters Arising** (not covered elsewhere on the agenda) – none.
4. **Open forum for members of the public to speak** (10 minutes) –

- a. The Parish Council minutes are missing from the paper edition of the Hollingbourne and Hucking Village Magazine. The problems being that the minutes are too long for the amount of pages available (more pages can be paid for by the Parish Council). A request for a copy of the draft minutes to be published in the magazine were discussed. The print cut off date for the magazine is the 10th of the month, for distribution on the 19th of the month. Parish Council meetings take place on the 2nd Monday of each month (there isn't a meeting in August), which would mean that most meetings take place after the 10th day of the month. This item will be placed upon the agenda for the June Parish Council meeting.
- b. Cllr O'Meara met with the applicants of 22/500393/FULL – 126 Eyhorne Street, with regards to the revisions made to their planning application, which had previously been objected to by the Parish Council. Adjustments have now been made by the applicants, which are satisfactory to the Planning Officer, and they would suggest approval. *(Please see item 13.a.)*
- c. A member of the Road Safety Working Group (RSWG) wanted to know if the Parish Council had responded to the consultation [Government consultation on the Glover Landscapes Review – an opportunity to stop 'off-roading' in the Areas of Outstanding Natural Beauty \(AONBs\) | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) . The consultation was placed upon the Parish Council website on the 21st February for residents to respond individually to, with a closing date of the 9th April 2022. The Parish Council uses the website as its online method to connect with the residents, and it is strongly recommended that it is viewed regularly. The Parish Council didn't collectively respond to this consultation, but it was discussed that a retrospective letter could be sent to DEFRA on the matter. The Clerk will liaise with the Parish Councillors with regards to their views to the consultation, before a letter is sent.
- d. An update with regards to the land available at the Woodcut Farm site was being sought by the public. *Please see Environmental Report, item 15.d.*

5. Chair's Report – Cllr A Ward (Vice Chair)

- a. The Parish Council is very sad to announce the passing away of Peter Lee, whilst he was in hospital on the 27th April 2022. Peter was a popular and vibrant resident of Hollingbourne and spearheaded the formation of the Hollingbourne Meadows Trust Charity, which was very close to his heart. Peter will be greatly missed and condolences are expressed to his wife Maureen, and daughter Jenny, and their family at this sad time. Please see the link [The Lee Family announces the loss of Peter Lee | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](#) . Peter's funeral will be on Tuesday, 24th May 2022, 3.30pm, Vinters Park Crematorium.
- b. The Parish Council is also sad to hear that the village shop, Woods of Hollingbourne, will be closing its doors on Friday, 20th May 2022. The Parish Council and residents of the village will miss Julie's welcoming smile and sale of goods, but wish her the very best for the future.

6. Parish Council Vacancy

- a. The Clerk advised that there are at least two residents interested in the Parish Councillor vacancy, but the people are unable to commit until later in 2022. 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. UPDATE: The residents interested in the Parish Councillor role are both available to attend the October 2022 Parish Council meeting, when a decision can be made.

7. Clerk's Report –

- a. 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, and the May report was examined by the Parish Councillors. The Clerk will obtain prices for the repairs of the gaps in the fencing of the playground, and the replacement of two swing seats. 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

b. The dance club would like to use the Cardwell Pavilion for lessons two evenings a week (Wednesday and Friday), from the 6th June 2022, which will be very popular with local children and parents.

c. The Clerk has become the Chair of the Hollingbourne Pre-School Committee.

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

a. Cllr Prendergast has called a meeting with the Kent Police and Mrs Helen Whately MP, with regards to the problem of illegal off-road vehicles. Enforcement of the law in this matter is the responsibility of the Police, who have measures that they can put in place to stop the illegal activity. However, the Police work with data and have a set figure of offence numbers to reach, before they attend the area being affected. Cllr Prendergast would recommend that a local community event takes place with the Police, to talk about what they can do to prevent illegal off-road vehicles, from a resident's perspective. If communities work together, for example, with neighbouring villages, the number of offences will build, and the Police will be able to help out.

b. The subsidised bus consultation has ended. Please see the link [Consultation opens on proposed savings for the Supported Bus Services | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](https://www.hollingbournepc.co.uk) . Cllr Prendergast is fully concerned with the possibility of the Hollingbourne Number 13 bus stopping its service on Saturdays. Unfortunately, the cost of fuel, lack of drivers, etc, has also added to the cuts in bus services.

c. It is uncertain as to when Operation Brock will no longer be needed, and when a permanent solution to the ongoing traffic problem will be found. KCC Highways continues to lobby Government Ministers on this matter.

d. The new waste recycling site in Allington, Maidstone, opened today (9th May 2022), which means that there are now two sites in the Borough, including Tovil. Residents should continue to book online to use the sites, via the link <https://www.kent.gov.uk/environment-waste-and-planning/rubbish-and-recycling/household-waste-recycling-centres/visiting-a-hwrc> or telephone number 03000 417373. The Allington site has a lot of environmentally friendly features, including the use of solar energy and rain harvesting. The new site has been shortlisted for Design and Technology awards in waste management. Please see the link <https://kccmediahub.net/allington-household-waste-recycling-centre-opens-to-help-residents-of-tonbridge-malling-and-maidstone-recycle-more-than-ever-before745> .

e. The KCC are actively working and co-ordinating efforts, including the necessary DBS checks for people, in the support of Ukrainian refugees entering the United Kingdom. The KCC are sponsoring thousands of families who have willingly opened their homes, to the poor people escaping this terrible conflict. Please see the link <https://www.kent.gov.uk/leisure-and-community/support-for-ukrainian-nationals/support-for-hosts> , and <https://maidstone.gov.uk/home/primary-services/community-support/tier-2-primary-areas/help-for-ukraine> for further details.

f. The Queen's Speech is due to take place on the 10th May 2022, and Cllr Prendergast is hoping that money is promised from Central Government for infrastructure. The Hollingbourne Parish certainly know about the increase of traffic, often caused by Operation Brock or as a result

of different road closures. However, they are very grateful for the 20mph zone within the village, near to the school, which was organised through Cllr Prendergast. Many villages are still waiting for the 20mph scheme to be established within their locality, and so Hollingbourne is ground breaking in this matter. *(Please see item 16 – Highways and Infrastructure Report).*

9. Borough Councillor's Report – Cllr P Garten

a. The Kent Community Rail Partnership were really glad show their recognition with an award, to the Hollingbourne Railway Station Project. The Project is Chaired by Maria Domican, but not under her Parish Councillor role. The Railway Project is not linked to the Parish Council, but the members of the Parish Council are excited and pleased with the advancement made in this matter. For more information, please see the links www.kentcrp.org.uk , under Latest News and <https://www.instagram.com/hollingbournestation/> .

b. Cllr Garten advised that the elections had taken place at the Maidstone BC. Initially, it was uncertain if there would be a majority party, with the Conservatives having 27 members out of 55. However, in the final moments, Cllr de Wiggondene-Sheppard of Detling and Thurnham ward returned to back the Conservatives, which left the party with a majority of one member. Please see the link <https://news.maidstone.gov.uk/home/news/2023/may/maidstone-borough-council-election-results-2022> .

c. The new Borough Council Leader will be elected on the 21st May, who will be within this position for two years. UPDATE: At the Maidstone BC Annual General Meeting (21st May), Councillor David Burton was elected as the Council Leader. Please see the link https://maidstone.gov.uk/home/primary-services/council-and-democracy/primary-areas/meetings,-minutes-And-agendas/tier-3-primary-areas/whats-new?sq_content_src=%2BdXJsPWh0dHBzJTNBJTJGJTJGbwVWldGluZ3MubWFpZHN0b25lLmdvdi51ayUyRmllTGlzdERvY3VtZW50cy5hc3B4JTNGTUlkJTNEc2MSZhbGw9MQ%3D%3D . The new Mayor of Maidstone, Cllr Derek Mortimer was elected at the same meeting, with the Deputy Mayor, Cllr Gordon Newton. Please see the link <https://news.maidstone.gov.uk/home/news/2023/may/maidstone-has-a-new-mayor>

d. The Maidstone BC will operate under a hybrid model of an Executive Cabinet and three Policy Advisory Committees. This unique Maidstone model will return to a strong and effective executive leadership while not entirely discarding the few benefits which the old committee system offered.

e. The review of the Maidstone Local Plan (adopted 25 October 2017) was submitted to the Secretary of State for independent examination.

f. The proposed Binbury Park, Detling, development (18/504836/EIOU), was objected to at the recent Planning Committee Meeting of the 31st March 2022. Please see the link https://maidstone.gov.uk/home/primary-services/council-and-democracy/primary-areas/your-councillors?sq_content_src=%2BdXJsPWh0dHBzJTNBJTJGJTJGbwVWldGluZ3MubWFpZHN0b25lLmdvdi51ayUyRmRvY3VtZW50cyUyRnM4MTMxNCUyRjE4NTA0ODM2RUIPVVQIMjAtJTIwQ29tbWl0dGVlJTlWUmVwb3J0LnBkZiZhbGw9MQ%3D%3D .

g. 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-may-2022/>

10. Queen's Platinum Jubilee Event – Cllr M Domican

a. For Jubilee event details, 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, will have the beacon lit at 9.45 pm. On **Sunday, 5th June 2022**, it will be [The big Jubilee Lunch](#) and Street Party. Confirmation of the closure of Eythorne Street, between The Sugar Loaves and The Windmill PH will take place between 11.00 am and 6.00 pm has been obtained by KCC. The public houses in the area will be selling 'Jubilee' food and refreshments, including Musket ale and a possible barbecue. There will be live music for background entertainment. The Windmill PH has allowed residents, who would normally park along the road, to use their car park during the event for their vehicles. Cllr Domican has invited the Women's Institute to help with the Jubilee Events, but they couldn't commit on this occasion.

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

a. Following on from Headcorn having a 'Speed Operation' run by the Police in their village, Cllr Marshall spoke to PCSO Shivon De'Rose about having one within Hollingbourne. Cllr Ardley said that the Police operation would be financially worth it. *(Please see item 16.c. Highways Report).*

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

Date:	Area of crime:	Crime:
Mar '22	Greenway Court Road	Burglary (1 report)
Mar '22	Athelstan Close	Public Order (1 report)
Mar '22	Junction 8, Fuel Station	Vehicle Crime (5 reports), Other theft (2 reports), Violence and sexual offences (2 reports) and All Other Crime (1 report) Plus, Stop and search - offensive weapons (1 report)
Mar '22	Mattison Place, near The Street, Wormshill	Drugs (1 report), Vehicle Crime (1 report), plus, Stop and Search – drugs (1 report)
Mar '22	Bicknor Lane, Bicknor	Vehicle Crime (1 report) & Violence and Sexual Crime (1 report)

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

Date:	Area of crime:	Crime:	Crime Report No.
Apr '22	M20, Junction 8 services / petrol station	On Monday 18th of April between 06:00 and 06:40 in M20 Junction 8. Somebody damaged a cash machine at services.	46/72108/22
Apr '22	As above	On Tuesday 26th of April between 17:50 and 18:30 in M20 Junction 8. Somebody broke into a Nissan Qashqai parked at a motorway services and stole a suitcase.	46/83055/22
May '22	As above	On Monday 2nd of May around 09:23 in M20 Junction 8. Somebody in a grey Vauxhall stole fuel from motorway services. The police have the registration and continue enquiries.	46/82860/22

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 Please see the regularly updated link [Neighbourhood Watch | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](http://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)	

12. Finance Committee Report

a. Points to note:

- Following the 2022/23 precept payment of £29,200.55, and an advance stall payment of £25.00 for the 2022 fete, there is a total of £31,344.98 in the Parish Council's current account and £19,663.65 in the deposit account, totalling **£51,008.63** as of the 2nd May 2022.

13. 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:
22/500393/FULL	126 Eyhorne Street	Erection of a first floor front extension, including extension to existing front and rear dormers and external alterations.	Revised decision: APPROVE
22/501574/FULL	Snagbrook Oast, Eyhorne Street	The erection of a garden building to act as a summer house.	DNWTO – Cllr Hulme abstained
22/501724/FULL	Nostell, Pilgrim's Way, Holl.	Demolition of existing conservatory, erection of a single storey side/ second storey side extension and erection of a porch including roof lights and changes to fenestration.	DNWTO

22/501173/LBC	The Dirty Habit PH, Upper Street	Listed building consent for the installation of a defibrillator on wall adjacent to car park entrance accessed off Pilgrims Way.	ABSTAINED
22/501661/SUB	Coachmans Lodge, 1 Eyhorne Street	Submission of details pursuant to conditions 5 (hard landscaping), 6 (details of parking and turning), and 9 (landscaping scheme) of application 18/502587/FULL	DNWTO – Cllr Dr Baur abstained

14. Affordable Housing

a. Cllr O Meara is in liaison with the Maidstone BC with regards to the village's affordable housing plans, however, the Maidstone BC need more than just one suggested area within Hollingbourne for possible home building. There are other options available and these are being investigated. **Action: Cllr O'Meara**

15. Environmental / Parks Committee Report

a. With regards to the 'Hollingbourne in Colour' event, please see item 17.b. *Community and Engagement Report*.

b. 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.

c. Cllr Marshall is ordering a new plant barrel, to replace the broken one, on Tanyard Green.

d. Cllr Marshall is in contact with Clearbell, the developers, with regards to the land on offer at the Woodcut farm site. A site meeting is due to take place next week to discuss the legal documents / management plan involved in the land transfer. Cllr Marshall, a representative from the Hollingbourne Meadows Trust and the Clerk will meet with the developer. **Action: Cllr Marshall**

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 has been in contact with the Maidstone BC Legal Team with regards to the amendment of the deeds for the Millennium Green. The Parish Council thanks him for his continued efforts.

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

a. The Parish Councillors thanked Mr Keith Pockett, who with June his wife, are the Speedwatch Group Co-ordinators. Keith gave the following update: There are 13 spots within the village where the speed of vehicles can be monitored. Since the 1st March, 28 sessions were aimed for, and 24 took place. Of these sessions, 11 took place in the 20mph zone, and 13 in the 30mph zones. This dedication to run the sessions is because there are 18 keen volunteers in the team, but more are always welcomed. Sessions take place over the week and the weekend, and the cancellation of sessions generally only take place in extreme weather. There has been an increase of traffic volumes through the village, often due to Operation Brock, or road closures. On Friday, 6th May, during one hour, on the Church Approach bend (30mph zone), 392 vehicles were counted heading towards Hollingbourne Hill. Of these, 57 drivers were speeding at 31mph or greater, and 22 offenders were driving at 35mph or higher. Shockingly, 8 of those offenders were driving in excess of 40mph, with two speeding at 44mph, whilst approaching a bend!!

b. There are still high levels of speeding in the 20mph zone. On Sunday, 8th May, between 11.00 am and 12.00 mid-day, at the War Memorial (20mph zone) 93 vehicles were recorded, with

28 offenders driving over 25mph, which equates to 30% of drivers. On 12th April, in the lay-by opposite the War Memorial, 149 vehicles were recorded with 33 offenders over 25mph. In conclusion, and to quote Keith Pockett's report, the Speedwatch Group feel that "points for the Parish Council and the new PCSO to note, are that clearly the 20mph zone is not achieving its objective and far too many drivers are continuing to break the law in both the 20mph and 30mph zones. Installing the 20mph zone was an excellent initiative, but it may be that a fixed camera or average speed recording device may be a more effective deterrent together with Speedwatch." On behalf of the Parish Council, Cllr O'Meara said that the 20mph has improved the situation, as without it, offending drivers who are travelling at 25mph in the 20mph zone, would instead be speeding at 35mph, throughout the village. The 20mph zone is serving its purpose in this respect, and its position within the village, near the school, means that the vulnerable within the village are in the area where drivers are travelling slower.

c. The recording of speeding vehicles is sent on to the Police, who send out letters to the offenders. If an offender is still reported, after two letters from the Police, they will be visited in person by the Police! Different Police divisions contact their neighbouring forces, in the recording and identification of offenders. This is a very important point to note, as an offender could be recorded driving through several boroughs at speed. The Road Safety Working Group (RSWG) have made speed 'enforcement' a high level requirement on the new Highways Plan for the village. Cllr Ward concluded that the Speedwatch Group is very successful, but the village needs backup from the Police with their own Speed Operation. A traffic counter device can be used to monitor the 20mph zone, to compare the amount of traffic and its speed. Police signs with pictures of cameras upon them have been promised by the Police, but these have not yet been forthcoming. The 'flashing' 30mph speed sign was effective, but this has since been removed by KCC Highways, as the sign was now obsolete and unable to reprogramme. The tree branches around the 20mph zone will be trimmed back, to remind road users to slow down.

17. 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 programme of events is now completed and the Scout Group are managing the car parking. The gazebos will be checked on Saturday, 21st May, and the next fete meeting is to be held at The Windmill PH, 7.30 pm, Monday, 23rd May 2022.

b. Cllr Marshall is advertising the '**Hollingbourne in Colour**' competition, which will take place over the **9th and 10th July 2022**. Please see the link [Hollingbourne in Colour Competition | Hollingbourne Parish Council \(hollingbournepc.co.uk\)](https://www.hollingbournepc.co.uk) and village noticeboards for further details about this competition. Please contact the Clerk via pchollingbourne@gmail.com or by mobile 07856 180003, if you would like to register to take part in this competition. Alternatively, residents 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 will make the village lovely and colourful for the Jubilee year.

18. 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 has registered the village defibrillators upon the new SECAMB (South East Coast Ambulance Service) website, called The Circuit. The third defibrillator has been purchased, and the planning application for the machine to be placed on the outside wall of The Dirty Habit PH is being processed.

Date of next meeting: Monday 13th June 2022, 7.30 pm, at the Cardwell Pavilion, Greenway Court Road, Hollingbourne, ME17 1QQ

Signed as a true record:

Chair:

Date: