



LOOSE PARISH COUNCIL

CLERK: Nicky Bourne

PO Box 634, Maidstone ME17 4YR

Tel: 07855 000156 (Mon-Thurs 9am-5pm)

Website: www.loose-pc.gov.uk E-mail: office@loose-pc.gov.uk

Dated: 10 February 2026

**The meeting of the
Loose Parish Council will be held at
Loose Parish Pavilion, King George V Recreation Ground, ME15 9RG
Monday 16 February 2026 at 7.30pm**

The following is for Councillors and members of the public to note prior to the meeting:

- If first meeting in the Pavilion, members of the public and Councillors to be informed by the Chairman of what to do in the unlikely event of a fire taking place.
- The Chairman will also mention to members of the public that due to an amended Public Bodies (Admission to Meetings) Act 1960, those persons in attendance may be filmed, recorded, photographed or otherwise reported about.
- Members of the public wishing to speak should make themselves known to the Chairman, and will only be allowed to speak for three minutes' maximum, unless it refers to an agenda item requiring matters to be discussed 'in depth', and in which case to be agreed by the committee. This will be strictly controlled.
- Standing Order 2 Disorderly Conduct "No person shall obstruct the transaction of business at a meeting or behave offensively or improperly".

AGENDA

1. To receive and record any apologies for absence.

2. To receive and agree any decision regarding any item to be taken as confidential.

3. To receive any declarations of pecuniary interest on items in the agenda.

In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. (As agreed by LPC 21 Jan 13).

4. To receive any signed dispensation requests for any item on this agenda.

Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved. (see dispensation form). This follows the agreement made by LPC at the meeting held on 17 July 2017- Item 17.

5. To agree and to sign as a correct record the following minutes:

- LPC minutes for the meeting held on 19 January 2026 (Pages 2081-2087)

The following approved minutes to be noted and adopted by the Parish Council:

- Planning Committee Meetings: 22 December 2025 (Pages 647-649) and 12 January 2026 (Pages 750-752).
- Loose Neighbourhood Plan Steering Group Meetings: 6 January 2026 (Pages 37-40).
- Pavilion and Community Hub Committee Meeting: 10 November 2025 (Pages 412-415) and Extraordinary Meeting 9 December 2025 (Pages 416 - 417).

- 6. To receive any reports from the Loose & Linton Ward Councillors (10 minute limit).**
- 7. To receive any reports from KCC Division Councillors (10 minute limit).**
- 8. To receive any reports/information from the Police and from E-watch (10 minute limit).**
- 9. To receive any questions/comments from the public or organisations.**
(To include any letters/e-mails received by the Clerk from members of the public)
- 10. To receive and discuss any items escalated by Councillors, Committees or the Office and make any necessary decisions.**
 - a. Councillor resignation and committee vacancies
 - b. Councillor recruitment campaign (update and to agree attendance at pop-up events)
 - c. IT system switchover – update from MC and to discuss any issues
 - d. PO Box address issue
- 11. To review the “Enquiries, Concerns and Complaints” Spreadsheet.**
- 12. Finance & Funding.**
 - a. To ratify payments made on Appendix A for 16 February 2026
- 13. To review Policies and Procedures.**
 - a. Retention and Disposal Policy
 - b. Retention Document Appendix List
- 14. Consultations – to consider the following consultations and make any necessary decisions**
 - a. Loose Valley Conservation Area Plan (review by Loose Neighbourhood Plan Working Group)
 - b. Water Survey from MP Katie Lam
- 15. Loose Neighbourhood Plan Working Group – to receive information and make any necessary decisions.**
- 16. Promotion of Loose Parish Council & Articles**
- 17. To ratify any Round Robins since the last meeting on 19 January 2026.**
- 18. Information only.**
- 19. Date of next meeting of the LPC – 16 March 2026.**