



MINUTES OF THE MEETING OF LOOSE PARISH COUNCIL (LPC)

Monday 16 March 2026 at 7.30pm
in the Loose Parish Pavilion, King George V Playing Field, ME15 9RG.

Councillors present: Cllr. Vianne Gibbons (Chair) (VG), Cllr. Mick Westwood (Vice Chair) (MW), Cllr. Sarah Leeson (SL), Cllr. Tony Oliver (TO) and Cllr. Sue Hill (SH).

Also present: Nicky Bourne (Clerk) (NB) who took the minutes, Amanda Baker (Deputy Clerk) (AB), Stacey Champion (Assistant Clerk) (SC), Eve Poulter (Assistant Clerk) (EP), Maidstone Borough Council (MBC) Linton & Loose Ward Cllrs. Simon Wales (SW) and Brian Clark (BC); Kent County Council (KCC) Division Cllrs. Paul Thomas (PT) and Robert Ford (RF).

There were 7 members of the public present.

1. To receive and record any apologies for absence.

Previously received apologies from Cllr. Jim Andrew (JA), Cllr. Elaine Lawford (EL), Cllr. Matthew Cooper (MC) and Cllr. Velma Bennett (VB) were accepted.

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

None.

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)*).

None.

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 the LPC at the meeting held on the 17 July 2017- item 17).

None.

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

- LPC minutes for the meeting held on the 16 February 2026 (Pages 2088-2093)
The minutes for the LPC meeting on 16 February 2026 were **AGREED** and signed by VG.

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

- Environment Committee Meeting: 24 November 2025 (Pages 471-475)
- Planning Committee Meetings: 26 January 2026 (Pages 753-754) and 02 February 2026 (Pages 755-756).
- Loose Neighbourhood Plan Steering Group Meeting: 3 February 2026 (Pages 41-44).

6. To receive any reports from the Loose & Linton Ward Councillors (10 minute limit).

BC had reported anti-social motorbike use to the Police and has been advised two bikes have been seized. The treehouse behind the Walnut Tree Avenue garages has been dismantled. BC will talk with John Edwards (Operations Manager at MBC) about collecting the materials. Action:

BC. NB thanked BC for his efforts. There have been some local egging incidents but the source of the eggs has hopefully been removed. He explained that plans for Invicta House may change from residential development to a proposal using Article 4 protection for the office space. With the Joint Transportation Board meeting approaching and the report now published on the use of developer funding, BC is exploring whether any remaining money can be allocated to south Maidstone.

SW reported that they were still pushing for enforcement of the new double yellow lines. NB updated on work with the school, discussions with PC Greenfield and the MBC Enforcement patrol team. A resident had raised concerns about parking on both sides of Copper Tree Court, narrowing the road which would obstruct refuse or emergency vehicles. Cars are also now parking on the cobbled section along Loose Road since the installation of the Tommy statues. Photographs are being collated to provide regular evidence to the MBC parking patrol team of the need to revisit this area. Action: NB.

7. To receive any reports from KCC Division Councillors (10 minute limit).

RF advised he was continuing to work on the running water issue at Church Street, having had to get the case re-opened as KCC had closed the matter. He also pushed for drainage clearing on the viaduct, which has been completed.

PT highlighted the Local Government Re-organisation consultation which closes on 26 March 2026. He asked that residents continue to report all potholes on the KCC portal, then provide him with the reference number so he can chase a resolution. He has been informed that some potholes have had a temporary filling until KCC can return to fully repair. PT has requested that the contractors installing fast fibre broadband in many roads around Loose sweep the roads better upon completion. He asked that any questions for inclusion on the KCC Short Form Inquiry into water supply, be sent to him as soon as possible. The inquiry is drafting a questionnaire to be sent to Parish Councils. Action: Councillors to send questions to NB to collate and forward to PT.

8. To receive any reports/information from the Police and from E-watch (10 minute limit).

No report received. PC Greenfield was unable to secure any assistance with the treehouse removal (since resolved by BC). He has been in discussion with the school and NB regarding the parking issues but enforcement is the role of the MBC parking patrol team.

E-watch reports for Loose since the last meeting were circulated and were noted.

- Loose Road - Between 21:00 on Saturday 21 February and 10:00 on Sunday 22 February. Somebody stole a white Ford Fiesta, WV63***, from outside a residential property. Crime Report No. 46/29624/26
- Loose Road - On Saturday 28 February between 08:30 and 22:30. Somebody smashed a window of a Ford Mondeo parked in the road. Crime Report No. 46/33686/26
- Pheasant Lane Boughton Lane - Between 18:00 on Saturday 28 February and 23:00 on Tuesday 3 March. Somebody damaged a window of a residential property. Crime Report No. 46/34869/26
- Loose Road - On Monday 2 March around 10:05. Somebody stole a recently delivered parcel from a doorstep. Crime Report No. 46/34157/26

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)

- A resident thanked the Parish Council for their part in the installation of the double yellow lines at Walnut Tree Avenue and queried a missing streetlight in Walnut Tree Avenue. A tree is also blocking the existing light and CCTV camera. Action: NB to contact the new owner of the property with the tree regarding trimming it.

- A resident asked about the damaged railings on the bend by the village green, and NB confirmed these have very recently been fixed. Speed, collisions and damaged street furniture along this section of the A229 were discussed. NB explained this has been LPC's Priority 1 on the Highways Improvement Plan (HIP) for several years but progress has been frustrating and limited, with KCC turning suggestions down. All accident evidence and damage is collated by the office to keep pushing a case for safety improvements.
- A resident raised a safety issue at Church Street where cars mount the narrow pavement in front of the cottages. He has contacted KCC and Cllr. Clark who suggested a heritage bollard might be a possibility if supported by the Parish Council and other residents. After discussion the Council **AGREED** the matter should be referred to the Highways Working Group (part of the Environment Committee) to discuss with their HIP partner at KCC. Action: NB/EL.
- Well Street and Forstal Lane residents raised questions of the MBC Enforcement Officer and ongoing issues. After discussion it was **AGREED** NB would contact MBC Enforcement for comment on current matters. SW and RF would assist as required. Action: NB/SW/RF.

10. To receive and discuss any items of concern escalated by Councillors, Committees or the Office and make any necessary decisions:

a. Public Rights of Way Display maps

MW explained that as part of the Neighbourhood Plan (NP) engagement, it is evident that the quality of the local environment, especially for walking is important to residents. Kent Ramblers and KCC Public Rights of Way (PROW) have produced display maps of walking routes across the Borough. Kent Ramblers have offered to design and fund maps for the Parish, with LPC paying for the frames. MW proposed that the Council invest in two maps in prominent places such as Boughton Parade and the Village Green. The KCC Division Councillors offered some Member Grant funding. After discussion it was **AGREED** that the project should be explored further and costed by MW and SL. Action: MW/SL.

b. Councillor recruitment campaign (update and proposal to obtain a feather banner).

MW updated on the public engagement 'pop-ups' completed at the Loose Goose, Boughton Parade and the Chequers public house. Boughton Parade had been the most successful due to the footfall on a Saturday morning and further dates will be planned for Saturday morning pop-ups at Wheatsheaf Parade, Boughton Parade and Village Green. Action: MW/SC.

MW proposed that for better visibility, a feather banner be purchased for future public events and it could also be used at the fete. After discussion the Council **AGREED** the design and a budget of up to £150. Action: SC/NB. MW thanked SC for the resources produced for the pop-up events and recruitment going forward.

11. To review the "Enquiries, Concerns and Complaints" Spreadsheet.

A report detailing the enquiries and concerns received since the last meeting was circulated to councillors and was noted.

12. Finance & Funding.

a. To ratify payments made on Appx A for 16 March 2026.

Appendix A for 16 March 2026 was ratified by the Council. Payments were authorised by VG and MW.

b. Notifications received – for price increases and other financial matters.

Price increases have been notified by the groundwork contractor, commercial refuse collectors and the bank. The budget has allowed for these. The non-domestic rates have been confirmed by MBC at full discount (£0). MBC have confirmed precept applications from the parishes were

agreed by MBC on 25 February 2026 and will be paid into the designated account by Friday 10 April 2026. Action: NB.

13. Annual Parish Meeting 23 March 2026 7pm – to receive an update on the planning and to make any necessary decisions.

SC updated on preparations for the evening (attendees, displays, refreshments, set up). SC has created a visual presentation and this was reviewed at the end of the evening.

14. To review Policies and Procedures.

a. Policy for the Press and Public on attending and reporting meetings

The policy for the Press and Public on attending and reporting meetings had been pre-circulated to councillors and was **AGREED** after one minor amendment by SL. Action: NB.

15. Consultations – to consider the following consultations and make any necessary decisions.

a. Community Energy Parish Survey

MBC agreed to extend the deadline to 17 March 2026. After discussion the Council **AGREED** their responses to the Community Energy Survey. Action: NB to complete the submission.

b. Local Government Re-organisation

MW made two observations regarding the consultation. It was **AGREED** that Councillors should provide NB with any further comments within three days. Action: NB to complete the submission.

c. Town Centre Public Spaces Protection Order

It was **AGREED** that there would not be an LPC response to this survey as it affected the town centre public spaces. Individual responses were encouraged.

d. Dog Control Public Spaces Protection Order

After discussion an LPC response was **AGREED** to this consultation as it affects Parish Public Spaces including the King George V Recreation ground. The Council supports the extension of the order, but measures should be backed by clear signage in relevant locations. Action: NB to complete the submission.

An additional consultation and webinar invitation from Water Resources South East (WRSE) was shared. This is early consultation on ideas for inclusion in their next Water Resources Management Plan (WRMP) for 2029. After discussion it was **AGREED** that LPC would engage at a later stage in the plan's development. Any Councillor wishing to attend the webinar should contact NB to obtain the link.

16. Loose Neighbourhood Plan Working Group (LNPWG) – to receive information and make any necessary decisions.

An update on the work of the LNPWG had been circulated by MW. The draft plan is almost ready for screening by the NP team at MBC. A copy of this latest draft will be available to view at the Annual Parish Meeting.

In the NP the Working Group is proposing to nominate 49 locations in the parish as 'designated green spaces'. This status confers protection under planning law. A notification is being sent to landowners of each green space, providing further information and inviting their comments. LPC has been identified as having an ownership interest in four of the designated green spaces: King George V Playing Field; Brooks Field, Loose Village Green and McAlpine Trust Allotments. All four locations are already designated as Local Green Spaces in the current Loose Neighbourhood Plan (2019). The Council **AGREED** to the continuing designation of the four green spaces.

Work continues preparing for public consultation. Members of the Working Group met representatives of Loose Amenities Association (LAA) to update them on progress with the plan and seek their comments about the Association's priorities, concerns and issues. LAA representatives were very supportive of the NP work and the direction of the plan.

Finances remain unchanged and the unspent budget will be carried over to 2026-27.

17. Promotion of Loose Parish Council & Articles.

After an extensive review and update by SC, the website is now fully formatted for mobile devices. The new NP pages will be the next development. Action: SC/EP. VG thanked SC for all her work improving the website.

18. To ratify any Round Robins since the last meeting on 16 February 2026.

The following **ROUND ROBIN** was ratified:

For Item 7d at the Environment Committee meeting held on 28 July 2025, a **ROUND ROBIN** was sent on 9 February 2025: To consider quotes to install new posts and repair the fencing at the Wheatsheaf parade. A quote was **AGREED** (SL, JA & EL) at a cost of £1275. The installation was completed on 27 February 2026.

19. Information Only

- TO advised that he is moving out of the area and VG accepted his resignation. He will attend the Annual Parish Meeting on 23 March 2026. VG thanked him for his service since joining LPC in 2007.
- The PO box issue appears to have been rectified, and we have been given 4 months credit.
- The next McAlpine Trust meeting is on 18 March 2026 and agenda items have been requested. NB will inform the Secretary of the changes required to the email list and will circulate the information discussed at the Environment Committee regarding the Brooks Field and allotment boundary issues. Action: NB.
- There is a vacancy for a Caretaker. Job details and an advert are being prepared.

20. Next meeting of the LPC – 20 April 2026 at 7.30pm.

The meeting ended at 9.15 pm. SC shared the presentation for the Annual Parish Meeting.

Dated.....

Signature

Balance as at 28 February 2026					
Current	UTB	Current account	20360513	25,052.52	
Savings	UTB	Instant Savings account	20416234	107,913.42	
				132,965.94	
Direct Debits paid already taken off balances above- INFO ONLY					
All	Monthly	Lloyds Bank- Credit card	Monthly use plus x £3 charge per user	227.73	
Admin	Monthly	Clear Business	Broadband at Pavilion	46.79	
PCH	Monthly	EDF Energy	Gas Charges for Pavilion	182.77	
PCH	Monthly	EDF Energy	Electricity Charges for Pavilion	81.54	
PCH	Monthly	Countrystyle Recycling	Waste Collection	34.30	
PCH	Quarterly	Scottish Water Business	Water at Pavilion	289.83	
Admin	Monthly	NEST	Staff Pension Payments	525.54	
ENV	Monthly	Wynsdale Waste Management	Emptying of bins in Salts Wood	139.44	
				1,527.94	
Details of Credit Card Gross Payments as debited by DDR- Lloyds Bank-INFO ONLY					
PCH	CC-DD	B&Q	Pavilion Maintenance - saw	20.00	
PCH	CC-NB	Home Bargains	Pavilion Supplies	11.56	
PCH	CC-DD	Tesco	Pavilion Supplies	24.30	
PCH	CC-NB	The Range	Pavilion - trays for kitchen	3.98	
Admin	CC-DD	Wickes	Expenses PPE - Caretaker thermal gloves	20.00	
Admin	CC-DD	Sainsburys	Expenses PPE - Caretaker Fleece jacket	32.00	
Admin	CC-NB	HP Instant Ink	Printer ink subscription	20.99	
Admin	CC-NB	Lebara	Mobile Phone Plan	4.90	
Admin	CC-NB	KALC	Staff Training - Asst Clerk course	60.00	
FETE	CC-NB	Sevenoaks District Council	Fete Temporary Event Notice	21.00	
Admin	ALL	Lloyds	Charges	9.00	
				227.73	
Payments authorised 13 March 2026 and ratified by LPC meeting 16 March 2026					
PCH		Hirers	Hirers Refunds	150.00	
PCH		Electrical & Security Services	Lighting conversion to LED	491.41	
PCH		Chris' Handyman Services	Pavilion barrier installation	96.00	
PCH		The Play Inspection Company	Annual play equipment inspection	228.00	
ENV		Neil Shorter Build/Maintenance	Wheatsheaf barrier installation/repairs	1,275.00	
ENV		Isle Landscapers	Brooks Field fence repairs	271.10	
LPC		Warners Solicitors	Mangravet Wood Agreement	867.20	
LPC		Microshade VSM	IT host services	411.36	
Admin		In & Around Kent	Spring Edition 2026	158.00	
Admin		KALC	Community Award	10.12	
Admin		Staff	Expenses	81.94	
Admin		MI Payroll Services	Payroll Expenses	50.00	
Admin		Salaries	Total Salaries and NI Contributions	8,736.65	
		Payments out since last statement	DR	12,826.78	
		Current Account Unity Trust Bank Plus Any Income	CR	24,009.32	
		Current a/c after committed payments	CR	11,182.54	
UTB Deposit				CR	107,913.42
Hinkley and Rugby Building Society				CR	6,000.00
Total savings				CR	113,913.42
Total Bank balances				CR	125,095.96
Payments authorised by VG & MW					