



**MINUTES OF THE  
LOOSE PARISH COUNCIL  
Monday 18 March 2024 at 7.30pm  
in the Parish Pavilion, KGVPF**

**Councillors taking part:** Vianne Gibbons (Chairman) (VG) Charlie Hollister (Vice Chairman) (CH), Peter Rigby (PR), Elaine Lawford (EL), Jim Andrew (JA), Andrew Richard (AR), Tony Oliver (TO), Mick Westwood (MJW), Mark Woodward (MW), Sarah Leeson (SL) and Velma Bennett (VB) (arrived at 8pm).

Also present: Nicky Bourne (Deputy Clerk) (NB), Janet Burnett (Assistant Clerk) (JB), Amanda Baker (Assistant Clerk) (AB) and Susan Grigg (Maidstone Borough Council Ward Councillor) (SG) (Arrived 7.45pm).

Kim Owen (Clerk and RFO) (KO) who took the minutes.

There were 3 members of the Public present. The Chairman explained the housekeeping rules.

**1. To receive and record any apologies for absence.**

Apologies were received from Susan Grigg who has a training session and will come onto the meeting once the training is completed and Velma Bennett who had advised she will be arriving later to the meeting. No apologies were received from Sue Hill.

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

The Council **AGREED** to take Agenda Item 23 in closed session.

**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 minutes:**

**LPC minutes for meeting held on the 19 February 2024 (Pages 1922-1930)**

The minutes of the LPC meeting of 19 February 2024 were **AGREED** and signed by the Chairman.

**PCH minutes for the meeting held on the 13 November 2024 (Pages 374-377)**

The minutes of the PCH meeting of 13 November 2024 had not been able to be signed at the last PCH meeting due to Councillor absence. They were **AGREED** by PCH Committee members and signed by the Chairman of the PCH Committee.

**The following approved Minutes were noted and adopted by the Parish Council**

- Planning Committee Meetings 8 January 2024 (Pages 647-648), 22 January 2024 (Pages 649-650) and 19 February 2024 (Pages 651-652)



- Environment Committee Meeting 27 November 2023 (Pages 418-422)

The Council **AGREED** to take Agenda Item 18a after Agenda Item 7 and return to Agenda Item 6 once SG arrives.

**6. To receive any reports from the Loose Ward Councillor Susan Grigg. (SG)**

SG advised the following:

- She has been very busy with the Local Plan Review.
- Communication about the change of contractors for the refuse collection has been sent out to all residents. The change is with effect from 25 March 2024. She hopes the changeover will go smoothly but if any residents have any problems please refer them to her.
- On 20 February 2024 she attended the Ward Cluster Meeting. Fly tipping was discussed. There has not been a large amount since Christmas and they have issued lots of penalty notices rather than go to court. There had been forty abandoned vehicles with 25 live cases currently. They want to encourage volunteer litter picking and have asked Councillors to report back on how they are getting residents involved. NB advised that she had had discussions about getting schools involved with their DofE volunteering. SG asked if the Office could put together some information so she can report back. Deputy Clerk to Action. SG has met the new PC Harry Greenfield.
- With regards to the noise issue at the Walnut Tree Public House SG met with the Landlady and agreed that on the first event on 9 March 2024 she, along with the Landlady, would visit each of the homes of the concerned residents to see the impact of the event. The visits took place and after several changes to the events (speakers moved, timings changed, put up poster etc.) it appears that the residents are happy with the changes and the Landlady is able to continue with her business.
- SG will be attending the Annual Parish Meeting on 25 March 2024.
- PR asked about the noise issue with Cornwallis School. She has advised that she has been involved and has requested evidence of the issue. Cornwallis has now applied for a Premises Licence and the Office are waiting for the date of the hearing.

**7. To receive any reports from KCC Division Councillor Simon Webb. (SW)**

SW advised that he has not produced a report for this evening as he will be attending the Annual Parish Meeting on Monday. He is happy to discuss the 20mph scheme (Agenda item 18).

**8. To discuss the changes to the Parish Boundary and make any necessary decisions. (KO)**

**a. Planning changes**

In previous years the Council agreed that they would not have any discussions with developers regarding planning applications until the application has been submitted to MBC. However, going forward, if the Council changed the agreement it would give the Council an opportunity to discuss the application before it is submitted and this may be a benefit to the community. JA feels that the discussions should still be transparent and agreed by the Council. After discussion the Council **AGREED**:



- That the Council will be able to enter into discussions with developers prior to an application being submitted provided that decisions are transparent and agreed by the Council.
  - Guidance notes will be prepared by the Planning Committee at their meeting on 22 April 2024. JB to add to the Planning agenda.
- b. The Clerk advised that there is a meeting on 20 March 2024 at the Pavilion with NLRA to discuss
- I. Ancient Woodland – This will be how to ensure that the woodland is protected if North Loose Ltd was no longer to continue and to discuss if any legal representation that will be needed
  - II. The transfer of land at Richmond Way from NLRA to LPC – This will be to discuss if legal representation will be required by NLRA and LPC for the transfer and, if available from MBC, to review the Licence to Assign document.
  - III. The progress of the merger so far including the issue of the discount card to all residents in the new Parish.
- 9. To receive an update on the shed in Brooks Field, the proposed electrical supply for the shed and the Duck Race 2024. (KO)**
- a. **Shed on Brooks Field** – The Clerk advised that she has contacted the Council’s Solicitors and have asked them to proceed with the preparation of the Heads of Lease for the shed.
  - b. **Electricity in shed** – John Brighton advised that at the executive meeting of Loose Amenities Association (LAA) on 20 February 2024 it was concluded that the costs of putting the mains electricity supply into the new shed far outweigh the advantages, so they do not wish to proceed further. They do plan to investigate the potential use of solar panels to provide their needs for occasional lighting in the future. The Clerk has contacted UK Power Network to withdraw the application for an electrical supply.
  - c. **Duck race** – The LAA has confirmed:
    - i. They are happy to make a donation for the use of Brooks Field and have requested the Council’s bank details.
    - ii. They will almost certainly need an extra grass cut just before the event, which they are happy to pay for. The office will liaise with Isles regarding this matter.
    - iii. They have organised a clear up after the event with the Police Cadets doing the collection of rubbish and MBC are going to empty the bins in Brooks Field and at the end of Church street before and after the event and they will be supplying plastic bags for rubbish, which will be collected the following day after the Duck Race.  
The office will chase the risk assessment etc for the Duck Race ready for the April LPC meeting to review the contents for the documents. Office to Action.
- CH asked LAA if it was possible to change the colour of the lime green shed door. Terry Davis (TD) advised that in the planning application the door has to be painted green. He will send a paint chart to CH to choose an alternative green for the door. LAA to action.

**10. Update on Southern Water Lower Loose Valley Pumping Station. (NB)**

The following update has been received from Southern Water

- The new generator has been installed on site. The new one is much quieter than the old one and should be less disruptive when it is required during power cuts.



- The new pumps have been delivered and they are in the process of planning the change out of the old three shaft driven pumps to three new and more reliable ones. These should be installed in May, but this date is driven by the weather as they don't want to take the risk of carrying out the installation during wet weather as they will need to set up some temporary pumping during the installation.
- Due to changes to the electrical regulations, they have had to change the design of the new panels, this has caused a delay. In the short term they have upgraded the current panel to ensure it is more resilient. The new panels are due to be delivered in June with the plan to install them in July.
- Once these 3 remaining tasks are all completed, they will continue to monitor the performance for a further six months to ensure that the site is performing at the required standard.

**11. To receive updates on the LPC Fete and make any necessary decisions. (NB)**

NB summarised the progress so far with the organisation of the 2024 Loose Fete and Fun Dog Show. The big push for the Fete will start next month. There are several stallholders already booked in.

**12. To receive any reports/information from Community Warden Team.**

No report from Community Warden Team. However, the office is starting to get enquiries for the grant monies received from KALC and MBC to help vulnerable people in the Parish.

**13. To receive any reports/information from the Police and from E-watch.**

PC Harry Greenfield has been on a course for the last 3 weeks and the office will catch up with him shortly.

**E-Watch**

- Between 00:01 on Sunday 10 of March and 23:59 on Wednesday 13 of March in Loose Road. Somebody stole a number plate from a Toyota Yaris parked in the road.  
Crime Report No. 46/42155/24 - Posted 16/03/2024
- On Thursday 7 of March between 07:30 and 16:30 in High Banks. Somebody smashed a window of a residential property.  
Crime Report No. 46/38270/24 - Posted 10/03/2024
- Between 00:01 on Saturday 2 of March and 05:00 on Monday 4 of March in Waldron Drive. Somebody tried to break into a residential property.  
Crime Report No. 46/35740/24 - Posted 06/03/2024

**14. 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. On 9 February 2024 NALC issued a Briefing on Council Email addresses, the importance of using an official email address and practical guidance on email security. All LPC Councillors have an official email address and this document has been circulated to all Councillors.
- b. The Clerk advised that the parish has won the Trees in the Village Competition 2023. The prize is a bare rooted tree, which will be available at the next planting season. The report was very complementary. The Council asked that the report is put on the website. Office to Action.



## 15. Finance & Funding.

### a. **To ratify payments made on Appx A for 18 March 2024.**

The Appendix A was ratified by the Council. The payments were authorised by VG & CH.

The Clerk advised that they had no had any further communication from Barclays Bank about closing the Council accounts with them. This issue has been ongoing since November 2023. The Chairman suggested that the Office speak to the retired RFO to see if she has any suggestions. KO to Action.

### b. **Update on Non-domestic rate notification**

The office has received confirmation from Maidstone Borough Council that the rates for the Pavilion will be nil for 2024-2025.

## 16. To review the Enquiry, Concern and Complaints Spreadsheet. (KO)

Since the last meeting the office has dealt with the following issues:

### Open issues

- Refuse collection issues in Melrose Close
- Anti-social refuse issues outside a local property
- Concern about the size of the new bin at the Pig's bench
- Request to distribute some Macmillan and Crossroads support services information
- Concern about premises Licence application by Future Schools Trust at Cornwallis Academy
- Resident with a gap in their boundary fence which backs onto Loose Primary School
- Tree debris from a KCC felled tree left all over the grass verge near Rosemount Close
- Resident concern about hedge cutting along Linton Road as nesting season has started
- Concern about litter around the Walnut Tree Pub car park and footpath
- Request from TV programme "Married at First Sight" for permission to film in various locations in the village

### Closed issues

- Viaduct repairs are complete
- Pot hole in Walnut Tree Lane has been filled
- Brooks path bin now replaced
- Defibrillator cabinet light has been fixed but still investigating phone box interior light

## 17. Promotion of Loose Parish Council & Articles. (KO)

The social media data for January and February has been circulated to Councillors and noted. MJW asked if the office can check the formulas on the spreadsheet as the totals to date appear to include the average for 2023. JB to Action.

## 18. To receive and discuss any items of concern escalated by Councillors, Committees or the Office.

- a. At the January 2024 LPC meeting the Council **AGREED** that they are not supporting the 20mph in the village because the result of consultation was against the project. However, they are not against it if no precept money will be used to complete the project. Loose Amenities Association (LAA) are concerned that the statement is not



strong enough and there is an issue with who will hold the funds for the implementation of the speed limit. After discussion the Council **AGREED**:

- i. To support the scheme on the basis that it is privately funded and they are not involved in any way apart from liaison.
- ii. They would not hold any funds to do with the process. Terry Davis will look into alternatives for the funds to be held.

b. **Proposed change to the Environment Committee for 2024-25**

At the meeting of the Environment Committee on 11 March 2024 it was suggested that with the extension to the Parish and the number of large ongoing projects, there is a need to create a specific Highways Committee. After discussion the Council **AGREED** to set up a Highways Working Group to work on Highways projects and liaise with KCC Highways. The group will consist of 3 members (CH, EL & MW) and report to the Environment Committee. The Working Group will set its terms of reference at its first meeting.

**19. To ratify any ROUND ROBINS used since 19 February 2024. (KO)**

None.

**20. To review Policies and Procedures. (KO)**

a. Environmental Policy

As the merger with NLRA is to take place in May the Council **AGREED** to review the Environmental Policy in June 2024 to include the new area of the Parish. Office to Action.

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

The Policy was reviewed and **AGREED** with no amendments. JB to update the policy.

**21. To receive an update on the Annual Parish Meeting and make any necessary decisions.**

The Annual Parish Meeting is on Monday. Sue Grigg and Simon Webb will be attending. If anyone needs a new badge please see AB. JA advised that it would be good to have a map to include all of Parish Boundary changes. MJW will write a short piece about the Neighbourhood Plan for the event. It starts at 7pm.

**22. To discuss the D Day 80 – 6 June 2024 and make any necessary decisions. (VB)**

JB advised that she had registered the Council's Coffee Morning and Fete with the Royal British Legion D-Day 80 Celebrations Website. A red lamp will be purchased for the Coffee Morning. Office to Action.

Session Closed 9.25pm

**23. To discuss a new Councillor for Loose Parish Council and make any necessary decisions**

At the closed session the Council **AGREED** that Neil Lettington will join the Loose Parish Council with immediate effect. Clerk to Action.

Session Re-opened 9.35pm



**24. Information Only.**

- a. Councillor list – The amendments have been made and the latest version has been circulated to Councillors and put in the shared area.
- b. JA asked if the Council had any response to the precept in the Parish, particularly from North Loose area. The office confirmed that they had not received any communications.
- c. Elections Forms – NB thanked all the Councillors for completing the elections forms. All documents are in and ready to go to Maidstone Borough Council.

**25. Next meeting of LPC – 15 April 2024**

**The Meeting ended at 9.40am.**

Dated.....

Signature .....