MINUTES OF THE MEETING OF

LOOSE PARISH COUNCIL (LPC)

Monday 16 February 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. Jim Andrew (JA), Cllr. Sarah Leeson (SL), Cllr. Velma Bennett (VB), Cllr. Matthew Cooper (MC), Cllr. Elaine Lawford (EL) 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) and Lisa Ridler (KCC Public Rights of Way (PROW) Officer) (LR).

There were no members of the public present.

1. **To receive and record any apologies for absence.**
   No apologies received from Cllr. Tony Oliver (TO). Apologies were received from KCC Division Cllr. Paul Thomas (PT).

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 19 January 2026 (Pages 2081-2087)
     The minutes for the LPC meeting on 19 January 2026 were **AGREED** and signed by VG.

   The following approved minutes were 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).**
Patrols have been booked with the parking enforcement team now that the new double yellow lines by Walnut Tree Avenue and The Farrows are in place. At the Ward Cluster meeting MBC gave an update on matters affecting parishes including Forstal Lane and speeding at Linton crossroads. BC had also raised the matter of the treehouse by the public footpath (KM55) causing antisocial behaviour affecting park users. NB updated that MBC have been contacted but are unable to fund removal. The Police Beat Officers met NB at the site and intend to seek the support of the waste crime team. BC asked to be updated if a solution was not achieved. Action: NB.

BC and the Highways Working Group recently met regarding the publication of the report on the use of developer funding. BC reminded those present of the history of the Wheatsheaf junction and the Cranborne Avenue closure, the plans and funding. There are unspent funds so BC is working with KCC to look at options for its use. BC confirmed that KCC have put the Wheatsheaf up for sale.

SW advised that he is working on behalf of residents of The Farrows related to service charges being made by the property management company.

Agenda item 14 was taken after Agenda item 8 so BC and SW could leave after Agenda item 14.

7. **To receive any reports from KCC Division Councillors (10 minute limit).**
PT had given apologies but asked that any potholes should be logged via the KCC Highways specific pothole reporting tool.

8. **To receive any reports/information from the Police and from E-watch (10 minute limit).**
PC Harry Greenfield and PC Lee Tallon recently attended the King George V Playing Field (KGV) to discuss anti-social behaviour reported at the site of a treehouse by the public footpath (KM55), and next actions with NB. CCTV footage has been provided following a Subject Access Request relating to incidents on 19 January 2026 in Walnut Tree Lane and Old Loose Hill. The Council **AGREED** PC Greenfield's request to hold keys for occasional access to the Pavilion facilities when in the area. Action: NB. SL had received late notification of a My Community Voice drop-in session at the YMCA. The Council felt such a good initiative should be shared with adequate time to publicise to residents. Action: NB to request details of any future planned sessions. PC Harry Greenfield and PC Lee Tallon will be attending the LPC Annual Parish Meeting on 23 March.

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

- Loose Road - Between 17:00 on Wed 14 January and 08:00 on Thurs 15 January. Somebody stole a ring camera from business premises. Crime Report No. 46/7587/26
- Boughton Lane - Tues 20 January between 10:00 and 15:00. Somebody stole a wallet from an unattended bag in a school. Crime Report No. 46/11760/26
- Loose Road - Between 17:00 on Sat 7 February and 09:45 on Mon 9 February. Somebody broke the wing mirror of a Ford Ka parked in the road. Crime Report No. 46/22577/26

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)
Lisa Ridler (KCC Public Rights of Way - PROW) (LR) attended the meeting, explaining her wish to engage with parish councils face-to-face to understand their local issues. NB thanked LR for her support with the clearance of KM180 (allotment path and drain). The KCC work undertaken at Kirkdale (KB42) in response to a request from BC was discussed following comment from the landowners, Loose Amenities Association (LAA). Other matters raised included the proposals for

footpath improvements by the developer of land near Postley Road, the treehouse adjacent to the footpath by KGV and sourcing poster display maps of PROW in Loose, which is an ongoing project with the Ramblers Association. SL invited LR to the next Environment Committee meeting (23 February 2026 at 7.30pm). Actions: NB to add specific PROW issues to the agenda.

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

a. Councillor resignation and committee vacancies

VG confirmed the resignation of Neil Lettington and Committee and Working Group vacancies were filled as follows: VG (Planning Committee – but unavailable 2 March); EL (Standby for Planning Committee); SL (McAlpine Trust), MW (Highways Working Group), SH (Loose Parochial Charity representative), Clerks (Police Liaison/Ward Cluster meetings). SL asked for clarification regarding the resident consultant included as a member on the Environment Committee. After discussion it was **AGREED** to continue to invite the resident but not list them on the "List of Committee Members" document. Action: NB/AB. The PCH Working Group will return to the PCH main agenda going forward and non-LPC members of the group can continue to be engaged in any future developments if they wish to attend the main PCH meeting for the item. Action: AB to advise all.

b. Councillor recruitment campaign (update and to agree attendance at pop-up events)

MW updated on the public engagement 'pop-ups' completed at the Swan public house and the YMCA and thanked SC for the resources produced. Future pop-ups are planned at the Loose Goose (19 February 10.30am), Boughton Parade (21 February 10.30am) and the Chequers public house (2 March 7.30pm). Councillors were asked to confirm availability with SC and also consider approaching any potential Councillors amongst acquaintances. Anyone interested can be directed to the new information about the role on the website or the office can send information out. Action: SC and all Councillors.

c. IT system switchover – update from MC and to discuss any issues

MC updated on the transfer of IT services to Sharepoint and thanked everyone for their cooperation and patience. The IT provider support services have been prompt and effective. The next stage will be to set up Multi Factor Authentication for increased security. Councillors should raise any outstanding issues with MC or NB for resolution. Action: MC & NB.

d. PO Box address issue

NB advised that she is working to resolve an ongoing issue with the PO Box service as some mail is still going to the former Clerk. Action: NB.

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

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 February 2026.

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

13. To review Policies and Procedures.

a. Retention and Disposal Policy

The Retention and Disposal Policy had been pre-circulated to councillors and was **AGREED** after removal of the edition number of the Arnold Baker reference. Action: NB.

b. Retention Document Appendix List

The Retention Document Appendix List had been pre-circulated to councillors and was **AGREED.** NB will look into the use of a coding system previously suggested by SL. Action: NB.

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

a. Loose Valley Conservation Area Plan (by Loose Neighbourhood Plan Working Group - LNPWG)

BC advised he is waiting for the consultation to re-open when a Conservation Officer is appointed and will take anything back to MBC if required. MW updated that the LNPWG had been approached by Valley Conservation Society (VCS) to review their version of the Loose Valley Conservation Area Plan. The comments by the LNPWG had been pre-circulated and the Council **AGREED** the feedback to VCS. SL asked whether Boughton Monchelsea Parish Council had been in contact regarding an extension into their area. MW confirmed they had.

b. Water Survey from MP Katie Lam

MP Katie Lam has written to all residents in her constituency with a survey for anyone affected by the recent water outages. The consultation had been pre-circulated to councillors. After discussion it was **AGREED** that the LPC responses would highlight issues with the vulnerable persons list, the lack of a water station in Loose (when the Pavilion was offered), the unreliability of Hazlitt Place pumping station and the random approach to compensation. Action: NB to submit.

15. 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.
Updating the Emerging Plan – members have been producing material to flesh out policies and to complete the Loose Character Appraisal. Current activities include contacting owners of sites that the plan proposes to designate formally as green spaces; identifying and documenting views that should be protected and non-listed heritage assets. The group is also maintaining a record of its community engagement activities in a Statement of Community Involvement document. This document will need to be presented alongside the plan at the second formal public consultation stage.

Next Steps - by next month the group plans to have an updated draft of the emerging plan on display at the Annual Parish Meeting. In the meantime, LPC's consultant will seek from MBC an informal view on the content of the draft plan and on whether formal screening to assess any environmental impact will be required. This review is likely to take at least several weeks. Feedback will help to determine what final amendments to the draft plan need to be made before the first formal public consultation is held. The draft plan will have to undergo two formal public consultations, each of minimum six weeks duration. LPC will be responsible for running the first consultation, MBC the second. The Full Council will be asked to review and sign off the draft plan documentation before each event. During the consultations further community engagement activities will take place.

Finance - The 2025-26 budget for the NP project is £20,000. In addition, there are earmarked reserves totalling £2,279.73. Expenditure to date (excluding VAT) is: Consultancy support: £5,567.50 Other: £489.91. Total: £6,057.41. Unspent budget will be carried over to 2026-27.

16. Promotion of Loose Parish Council & Articles.

The website and social media data had been pre-circulated. SC has revised the parish information on the website and had pre-circulated the text for comment and agreement. Suggested revisions will be incorporated and the resulting document circulated for final

approval. Action: SC. VG thanked SC for all her time on this. The volunteering page has been updated to give prominence to the councillor recruitment campaign which is also highlighted on the home page. NB reminded all committees they should have a standing agenda item to review their sections of the website and any feedback to be given to SC. Action: SC.

17. **To ratify any Round Robins since the last meeting on 19 January 2026.**
    None.

18. **Information Only**
    - A grant of £2650 (75% of the costs of the repairs) has been received from the War Memorials Trust.
    - MBC have promised £600 towards noticeboards in the next financial year.

19. **Next meeting of the LPC –** 16 March 2026 at 7.30pm**.**

The meeting ended at 9.05 pm.

Dated……. Signature ……

Appendix A - Finance 25/26

As at 13 February 2026

Balance as at 31 January 2026				
Current	UTB	Current account	20360513	37,836.56
Savings	UTB	Instant Savings account	20416234	107,913.42
				145,749.98
Direct Debits paid already taken off balances above- INFO ONLY				
All	Monthly	Lloyds Bank- Credit card	Monthly use plus x £3 charge per user	280.97
Admin	Monthly	Clear Business	Broadband at Pavilion	46.79
PCH	Monthly	EDF Energy	Gas Charges for Pavilion	141.97
PCH	Monthly	EDF Energy	Electricity Charges for Pavilion	105.21
PCH	Monthly	Countrystyle Recycling	Waste Collection	51.44
Admin	Monthly	NEST	Staff Pension Payments	526.50
ENV	Monthly	Wynsdale Waste Management	Emptying of bins in Salts Wood	139.44
				1,292.32
Details of Credit Card Gross Payments as debited by DDR- Lloyds Bank-INFO ONLY				
PCH	CC-NB	Toolstation	Pavilion Maintenance - emergency light	10.00
PCH	CC-NB	Home Bargains	Pavilion Supplies	7.99
Admin	CC-NB	Tesco	Staff/volunteer Xmas gifts	97.00
Admin	CC-NB	Norton	IT Protection	89.99
Admin	CC-NB	Open Spaces	Annual subscription	45.00
Admin	CC-NB	HP Instant Ink	Printer ink subscription	20.99
Admin	CC-NB	Lebara	Mobile Phone Plan	1.00
Admin	ALL	Lloyds	Charges	9.00
				280.97
Payments authorised 13 February 2026 and ratified by LPC meeting 16 February 2026				
PCH		Hirers	Hirers Refunds	170.00
PCH		Electrical & Security Services	Annual electrical checks and PAT	376.80
PCH		Claire Waldron	Pavilion Cleaning	90.00
ENV		Signs of Cheshire Ltd	Greenway Noticeboard	1,470.00
ENV		Burslem Stonemasons	War memorial repairs	4,236.00
ENV/PCH		Isles Landcapers	Tommy installations and bench fixings	835.20
LPC		Microshade VSM	IT host services	452.18
Admin		Royal Mail	PO Box renewal	445.80
Admin		Neighbourhood Plan	Search fees	42.00
Admin		Staff	Expenses	60.01
Admin		MI Payroll Services	Payroll Expenses	50.00
Admin		Salaries	Total Salaries and NI Contributions	9,087.84
		Payments out since last statement	DR	17,315.83
		Current Account Unity Trust Bank Plus Any Income	**CR**	**42,977.42**
	Current a/c after committed payments		**CR**	**25,661.59**
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**	**139,575.01**

Payments authorised by VG & MW