



**MINUTES OF THE MEETING OF  
LOOSE PARISH COUNCIL  
Monday 15 July at 7.30pm  
in the Loose Parish Pavilion, King George V Playing Field**

**Councillors taking part:** Vianne Gibbons (Chairman) (VG) Charlie Hollister (Vice Chairman) (CH), Jim Andrew (JA), Andrew Richards (AR), Mick Westwood (MJW), Tony Oliver (TO), Sue Hill (SCH), Neil Lettington (NL), Susan Hogg (SH), Michael Hogg (MH) and Velma Bennett (VB).

Also present: Nicky Bourne (Deputy Clerk) (NB), Janet Burnett (Assistant Clerk) (JB), Amanda Baker (Assistant Clerk) (AB), Simon Wales (SW) (Maidstone Borough Council (MBC) Ward Councillor), Brian Clark (BC) (MBC Ward Councillor) and Kim Owen (Clerk) (KO) who took the minutes.

There were no members of the public present.

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

Apologies have been received from Sarah Leeson (SL) (Away), Mark Woodward (MW) (Away visiting family).

**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 2013)*).

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 17 June 2024 (Pages 1958 - 1965)  
The minutes of the LPC meeting on 17 June 2024 were duly **AGREED** and signed by the Chairman.
- Planning minutes for the meeting held on 22 April 2024 (Pages 660-661)  
The minutes of the Planning Committee meeting on 22 April 2024 were duly **AGREED** and signed by the Chairman.
- Environment minutes for the meeting held on 20 May 2024 (Pages 430-435)  
The minutes of the Environment Committee meeting on 20 May 2024 were duly **AGREED** and signed by the Chairman.

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

- Pavilion and Community Hub Committee Meeting on 26 February 2024 (Pages 278-382).
- Planning Committee Meetings 8 April 2024 (pages 658-659) and 15 May 2024 (Pages 662-663).



**6. To receive any reports from the Loose Ward Councillors. (BC & SW)**

BC & SW advised:

- The MBC Cabinet discussed development contributions received but not spent and have agreed that the outstanding funds will be put towards Linton Crossroads. The details are yet to be confirmed.
- The Councillors have been able to get a concession regarding the Greensands Planning Application that the 30mph agreed from Coxheath to Linton within the application will continue 300 metres the other side of the crossroads by Cornwallis School. This will be funded by the developers. It is a good start and will improve safety at the crossroads. It will not be extended to the 30mph limit in Boughton Monchelsea because the Highways would not support an extension because of the landscape of the road. It is hoped that in the future we can look at a 30mph going north and south.
- A Joint Transport Board (JTB) meeting is coming up and the Councillors will be raising the water issue in Church Street with them to get an update.
- With regards to Highways schemes in the area there are several schemes which are not progressing at the moment. We have £14.8m allocated to schemes including £1million for the Swan Junction and £3.8million for the Wheatsheaf junction. If these schemes do not go ahead they will be asking what will happen to the funding. It could be used to reduce the speed limit to 30mph from Linton Crossroad to Herts Crescent. This would be a start. Also, could look to extend the 30mph from the viaduct towards the village.
- With regards to the issue in Church Street Cllr Simon Webb met with KCC Highways and they are now talking about the issue. The Flood Officer Emma Burdett is working with the LPC to see if a solution to the water issue can be found.
- SH asked what is the opinion of the Ward Councillors about the proposed expansion of New Line Learning? BC says he has not seen any plans and it has only been reported on KentOnline. Once the plans are available BC will be looking at the proposed expansion.
- JA advised that at Planning Committee meeting this evening it was agreed to pass planning application 23/504548/FULL onto the Ward Councillors to look at as it validated prior to North Loose joining the parish.

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

No report received.

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

No report received.

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

No report from Police.

E-watch

- On Saturday 15th of June in Bray Gardens. Somebody attempted to damage the front door of a residential property.

Crime Report No. 46/98929/24 - Posted 18/06/2024

The clerk advised that at the last meeting the Council asked if the E-watch for Loose covers the new area of the Parish. She has contacted E-watch and they require the postcodes of the new area to check. The postcodes have been compiled and sent to E-watch. In the mean time they have come back and advised the following.

'The external source we use for our area data appears to update its information from the Ordnance Survey data which is issued quarterly in Feb/May/Aug/Nov. Their latest data was issued on 1st May just



before the new boundary data became effective for 24th May. Hopefully when they upgrade their data from the August issue the new boundaries will come into use, we will see.

Within the Maidstone District, the Loose 'policing area' is actually the ward of Loose, not the parish.

This ward became Loose and Linton after the reshuffle. It contains Linton and Loose parishes.

Showing just one crime is low but not unusual because we are not allowed by Kent Police to publish crime details if:

- The injured party (IP) has asked that they are not made public
- The publicity may compromise a successful prosecution
- The details could reveal the modus operandi (MO) of the crime which others may copy
- The details may reveal a vulnerability that others may take advantage of

Also, we try to only show crimes recorded over the last 90 days as older and more comprehensive crime data is available on the police.uk website after 3-4 months.

I will monitor this situation in case there is some other reason for the low crime rate in Loose other than it is probably a nice place to live.'

**10. 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)

None.

**11. To receive updates on the Boundary Changes and make any necessary decisions.**

- a. Update on the transfer of Lease on Richmond Way.

The transfer of lease was signed on 20 June 2024. The Transfer of whole of registered title document (already signed by the Council) has to be dated and sent to the Land Registry. Once dated the document also needs to be scanned to MBC. SL & KO to deal.

- b. The office has just received the draft Mangravet Wood Option Agreement. SL is currently away and will look at it on her return. The agreement has been circulated to all Councillors as it will have to be agreed by full Council at the next meeting in September.

**12. To receive an update on the Shed in Brooks Field. (KO)**

At the last meeting the Council asked the Clerk to look into the need for Money Laundering Assessment. She contacted KALC for advice and they confirm that they have not come across the issue before and that we should speak to our solicitors. The Clerk when emailed the Solicitors to raise the concerns of the Councillors and has yet to receive a reply.

Loose Amenities have written to the Council's Solicitors with a proposal for the rent. This has been circulated to Councillors.

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

NB updated on the progress with the re-scheduled fete being planned for 7 September 2024.

- All MBC documentation re-written and submitted.
- All major partners re-booked: Police cadet volunteers, Walnut Tree pub running the bar, Tech Medical for first aid cover, dog show judge, ice cream van. Alternative PA services sourced (by our previous PA provider as unavailable)
- All sponsors agreed to carry support forward and Wards will put boards up again mid-August.
- Seeking additional "Have A Go" activities in the absence of fun fair rides.
- Seeking hot food vendors in the absence of the funfair catering.
- 39 stalls attending so far – 12 refunded. About to re-launch advertising/poster to recruit more.
- As ever, please let us know if you can offer help before or during the event.



After discussion the Council **AGREED** for Pukka Ponies to attend the event even though the Bylaws states no horses.

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

The Office have dealt with the following since the last meeting:

- Overgrown footpath KB48 from Norrington Road to Pickering Street – reported to KCC PROW.
- Collapsed ragstone wall on KM55 at rear of Walnut Tree Lane – reported and fixed.
- Walnut Tree Lane resident’s concerns that cars exit the KGV car park without looking left – signage and white lines improved, social media publicity message put out.
- Discount card not received (x2) – have now been delivered.
- Lost property enquiries from Pavilion and KGV users (x3).
- Concerns about parking on Copper Tree Court – ongoing issue with Environment committee.
- Rubbish and a den behind Walnut Tree Avenue garages – reported to MBC street cleansing.
- Overgrown alley way between Linton Road and McAlpine Crescent – NB/AB cleared.
- Overgrown KM55 footpath alongside King George V – reported to KCC PROW
- Very large pothole on Church Street outside Springdale – reported to KCC and now filled.
- Complaints about the Greenway being overgrown – quote requests out with contractors then Environment Committee will make a decision by Round Robin.
- Ongoing issue of the Badger Sett hole in the allotments – site visit by AR and NB.
- Ongoing issue of water running down Church Street – site visit arranged with KCC Floods Team, KCC Highways Engineer, MBC Ward Cllr Simon Wales and residents.
- Enquiry for clarification about the Fete re-scheduling and whether funfair was returning too.

#### 15. Promotion of Loose Parish Council & Articles. (JB)

The Social Media Data for June 2024 has been circulated to Councillors and noted.

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

- a) Risk item to update the PCH committee – contact was made with Playfix (now The Play Inspector Ltd) and the overdue operational inspection was carried out on 2 July. The report has been received (with only low risk items from wear and tear highlighted) along with confirmation that they will complete the remaining pre-paid cycle of inspections.
- b) Badger set issue at the allotment. AR reported that he and NB had tried to gain access to the badger set from Brooks Field but were unable to do so. They then went to the allotment side of the set and met with Patrick? It is a sizable hole although it is fenced off. The hole is about 6 foot deep. The boundary fence is leaning and some of the bank looks loose. AR & NB then went back round to see if they could access the site from Brooks field but it was too overgrown. The Council feels that it is currently a low risk due to the lack of access and it is fenced off on the allotment side and there is no access for the public in the allotment. Boundaries around the allotment are the responsibility of the Council.

After the discussion the Council **AGREED** that they would get at least three quotes for a solution to the issue and agree the quotes via **ROUND ROBIN** (5 agreements in seven days). MH will contact the office regarding details of a contractor who may be able to help. Office to action.



**17. To discuss Councillors' details on the website and make any necessary decisions.**

The Clerk circulated a selection of what Parish Councils have on their websites about their Councillors including the limited information on the Loose Parish Council Website.

After discussion the Councillors **AGREED** the following on the website:

- Photos of Councillors
- Date Councillors joined the Council
- What Committees Councillors are on
- Who is Chairman or Vice Chairman of Committees including the full LPC
- No address or individual LPC emails on site. The Office email will be listed so any communication received can be directed to the right Councillor.

Office to Action.

**18. To appoint Committees and members to Committees.**

This includes substitutes, co-opted members and representatives to outside bodies. To also consider numbers of members on each committee.

The document has been updated to include the residents who are on the Neighbourhood Plan Working group and there are still two Councillors who need to join Committees. AR asked that the McAlpine trust Treasurer be updated too. The document will be added to the next meeting. Office to Action.

**19. To review all Terms of Reference (TOR) of committees being delegated to carry out LPC business.**

- a) Planning Committee Terms of Reference  
The Planning Committee TOR were ratified by the Council.
- b) Finance and Admin Committee Terms of Reference  
Finance and Admin Committee TOR were ratified by the Council.

Office to update documents.

**20. Finance & Funding:**

- a. To ratify payments made on Appx A for 15 July 2024.  
The Appendix A has been circulated to Councillors and noted. Authorisation was by VG & CH.
- b. To receive update on the end of Year AGAR and the external auditors.  
The Clerk advised that all documentation for the External Auditors was submitted on 19 June 2024 and all documentation is on the boards and on the website. The office should hear from Mazars before the end of September.
- c. To receive a full record of accounts from RFO.  
The full record of the accounts to 15 July 2024 were circulated to Councillors prior to the meeting and noted.

**21. To review the following policies:**

- a. Complaints Handling Procedure  
AR asked that on the website there should be a contact name and email should anyone wish to make a complaint about the Clerk. The Council **AGREED** that VG should be the point of contact for this purpose.  
Office to update website and procedure notes.
- b. GDPR Policies and Procedures  
There are 5 documents under GDPR. MJW has made several amendments to the documents and after discussion the Council **AGREED** that the office will update the documents accordingly and then send out **ROUND ROBIN** (7 Days, 5 agreements). The Round Robin will include any changes to the Complaint handling Procedure as well. Office to action.



**22. To receive update on the Resilience Plan for the Parish.**

The Council asked for this item to go back on the agenda once the merger with North Loose was completed. After discussion it was **AGREED** that VB that she would lead on this with the help of the office.

**23. To ratify any Round Robins since the last meeting on 17 June 2024.**

None.

**24. Information Only.**

None.

**25. Next meeting of the LPC 16 September 2024.**

**The Meeting ended at 8.56pm.**

Dated.....

Signature .....