

MINUTES
PARISH COUNCIL MEETING OF
COLLIER STREET PARISH COUNCIL
Orchard Room, St Margaret's School
on Monday 5TH JUNE 2025
commencing at 19.00pm
In attendance

Cllr Jack Highwood [JH] Vice-chair	Cllr Claudine Russell (Borough Councillor)
Cllr Deborah Papas [DP]	Cllr Grace Crouch (Borough Councillor)
Cllr Steve Barham [SB]	
Cllr Ben Ward [BW]	Michelle Rumble – Clerk [MR]

25.06.01 APOLOGIES & ABSECNCE	Cllr Andrew Papas, Cllr Kelly Rigden, Cllr Charlie Cooper, Borough Councillor Mike Summersgill	
25.06.02 DECLARATION OF INTEREST	Cllr Jack Highwood declared an interest in planning item 25/501877/FULL The Stable, Crow Plain Collier Street as his families' properties land surrounds this property on three sides. No other Declarations.	
25.06.03 MINUTES	MINUTES OF THE MEETING HELD ON 12th MAY 2025 Approved - Proposed [DP] Seconded [JH]	
25.06.04	EXTERNAL REPORTS Cllr Russell was present, and a Report had been circulated prior to the Parish meeting. MBC Members Report from Cllr Claudine Russell Dated: May 2025 Council The new municipal year has begun, and much is the same as before. I wasn't aware that the budget for the Citizens Panel for £100,000 covers two discussion items, I thought it would be for more than this. It appears that each topic discussed in this way comes at a cost of £50,000. It looks extremely likely that MBC will shortly lose the 5-year land housing supply opening the door to speculative planning applications. The administration has decided to halt work on revising the CIL charging schedule for developers' contributions, so the rates remain unaltered. They are about to open the next round for CIL bidding for infrastructure and information for infrastructure providers on how to apply will shortly be on the website. There is also another round of the summer community support scheme and local organisations can apply for one-off funding of	

between £500 and £5,000 to help provide support for Maidstone residents and applications will open from Monday 2 June until Thursday 26 June 2025 – details on the link below.

[MBC Summer Community Support Fund](#)

Ward Work

From across the ward there have been several queries asking who is now in charge of the Borough Council and who is their ward Cllr now showing a level of confusion between KCC and MBC.

MARDEN –I have been working on a council tax query and chasing planning enforcement.

NETTLESTEAD – The petition is up and running and I have also managed to work with our neighbouring KCC Cllr Sarah Hudson to persuade the bus company to get the bus stop lowered in height and to get extra signage in place.

YALDING – I attended Planning Committee for the Hatchgate House application and spoke in favour. The application was refused but solely on the grounds of size of the new dwelling.

COLLIER STREET – I have been in touch with planners again about the latest application for the Old Coach House.

HUNTON – No casework this month.

As always, if you need my help, please do not hesitate to email me at claudinerussell@maidstone.gov.uk

Cllr Summersgill and Cllr Couch Report was circulated prior to the meeting.

Green Party Councillors' Report of **May 2025**, for Marden & Yalding Ward Parishes –

Things have got busy again within the Borough Council after (KCC) election 'purdah' in April, and Cabinet have been rapidly catching up with projects and proposals that have been 'on hold' during that period, as well as finally getting a letter from Government about Devolution confirming a November reply date for Kent's future governance proposals. Obviously with the significant change of control at KCC with much of Maidstone changing 'colour', yet with no Reform councillors on the Borough Council, there is going to be rather a hiatus until we/MBC hear what they/KCC decide to do.

All Borough Councillors attended the (mayor-making) Council meeting and Civic Parade on Saturday 17th May. With no changes to Cabinet membership or to the Council's programme for the next three years, the meeting went ahead with little debate. Mike remains as the Cabinet Member for climate & nature recovery, and on the Planning Committee (but has stepped back as vice-chair of the latter), and Grace continues as vice-chair of the climate/environment Policy Advisory Committee (CTC PAC)

Other items expected to be brought to Cabinet on 18th June will include approving Mike's updated Biodiversity & Climate Change Strategy (detail of the Action Plans) and an update on Refurbishment proposals

	<p>for Maidstone House; other matters will be chiefly Financial and Budget setting, but it does appear that MBC will declare a small surplus for 2024/25 (unlike in 2023/24). The next Council meeting is due on 16th July, which will be chaired by the new Mayor, Cllr. Martin Round of Headcorn.</p> <p>Updates for Newsletters/Sharing with Residents:</p> <p><u>Maidstone's 'Big Day Out'</u> - MBC is inviting everyone to get out and enjoy our amazing parks and open spaces, and to be part of the first community-led 'Big Day Out.' Being held on Saturday 14th June, this inaugural one-day festival is all across the Borough; see website https://bigdayout.info/</p> <p>Don't forget the River Festival in town on July 26th, and the Battle of Britain festival at Headcorn on June 28/29th. And there will be a return of Bandstand concerts on Sundays, and Art in the Park on Fridays, in Brenchley Gardens this Summer + a new Titanic exhibition at the Museum from 12th July.</p> <p><u>Parish Matters –</u></p> <p>Collier Street – Mike & Grace attended PC meeting and had earlier emails from residents about The Old Coach House application, which seemed to be like previously decided PlanAps.</p> <p>Hunton – Liaison continues with residents about activity causing concerns on an agricultural site. Sorted a 'new' bin problem on Bank Holiday Monday (due to parking issue preventing lorry access)</p> <p>Marden – Mike attended the Car Club Show on 24th publicising Speed Watch (as local co-ordinator) alongside the new PC chair – very well received by the public, and maybe a couple more volunteers.</p> <p>Nettlestead – Mike & Grace publicised the zebra crossing petition to the wider M&Y Ward.</p> <p>Yalding – The Repair Café event in May was attended by Mike and seemed a big success; the Repair Café at Tovil is also being repeated on 31st May, which shows there was an unmet social need. Grace spoke at Planning Committee to support a resident. Grace attended VE Day event and made a cake.</p> <p>Laddingford landlines are currently working again, but Trooli are still in talks with BT about their equipment so that may be a temporary fix. Grace is working with MBC's emergency planning team to find a liaison contact at Trooli, as they have done with other providers. Same concern in Hunton. Grace met with Kenward Trust - looking at opportunities for their Youth Street Outreach team to support beat officers tackling ASB (anti-social behaviour) in the summer months.</p> <p style="text-align: center;">Borough Councillors Grace Couch & Mike Summersgill – 29th May 2025</p> <p>Emails: michaelsummersgill@maidstone.gov.uk,</p> <p>Emails: gracecouch@maidstone.gov.uk</p>	
--	---	--

25.06.05

PUBLIC FORUM

MEMBERS OF THE PUBLIC QUESTIONS

There were no members of the public present.

25.06.06

PLANNING

NEW PLANNING APPLICATIONS

This part of the meeting was chaired by [JH].

APPLICATION REF 25/501866/FULL

ADDRESS: 1 Martins Farm Cottages, Collier Street, Tonbridge

PROPOSAL: Creation of new vehicular access to the highway including new dropped kerb, vehicle crossover and driveway. Additional soft landscaping.

COMMENTS DUE BY: 5 June 2025

CASE OFFICER: ANGELA WELSFORD

It was **RESOLVED** by all members present after a site visit to look at the location in the following response to the Planning Officer: -

The Collier Street Parish Council has agreed to take a neutral stance towards this application.

However, it requests that careful consideration is given to the location and design of the proposed access.

This is because while the B2162 is clearly marked with a 30mph speed limit, at this location the majority of motorists are travelling much faster and numerous obstacles such as trees, fences and hedgerows limit the visibility to the south for any vehicles exiting the proposed access. The current design appears a bit limited in size and if enlarged could give the applicant a much greater visibility and safer access and egress to their property. We have visited the site and see that while the current design would work, a bigger access would be a safer one.

APPLICATION REF: 25/501877/FULL

ADDRESS: THE STABLE, CROW PLAIN, COLLIER STREET

PROPOSAL: Erection of a self-build detached annexe with associated parking (resubmission of 24/503273/FULL)

COMMENTS DUE BY 11 JUNE 2025

CASE OFFICER: FRANCIS AMEKOR

It was **RESOLVED** by all members present

The Collier Street Parish Council wishes to object to this application and if the Planning Officer is of a mind to approve, we ask that it is brought before the Planning committee so we may discuss this further.

The reason for our objection is that this site floods, and the proposed location is an important location to evacuate water from neighbouring properties. Building a house in this location would therefore deny this capacity and increase the neighbouring houses flood levels. In the previous application we wrote that:

This location is in Flood Zone 3b and has flooded in the last 2 major flood events. If this house is built in this location and with this design, it will impede flood waters from getting away from the two neighbouring properties to the east and also the applicants own house. The applicants flood risk assessment is out of date and contains numerous errors such as the incorrect location, incorrect site boundaries and incorrect flood zone. In the previous planning application for this location (23/501928/OUT) the Environment agency objected to construction in the location because it is in Flood zone 3b and has flooded previously. This new application does not take this information onboard, and we are seriously concerned, as we are about all construction in flood zone 3b, that if this house is built with its current design and in this location on the negative future impact to residents.

We kindly request that if the Planning Officer is inclined to approve this application that it goes to committee so we can discuss this further.

We stand by these comments as we see that the design of the proposed house and the flood risk assessment has not changed to deal with this serious issue. In fact, upon rereading this document we note that the advice given in the assessment to avoid a flood is for the occupant to climb into the attic or to go to another house. Neither are good advice or a sign of good design in times of serious flood.

25.06.06.01
PLANNING
DECISIONS BY MBC
None

25.06.06.02
PLANNING CORRESPONDENCE
None

25.06.07
CIL MONIES
[DP] reported that there will be a further spend on the Electrical connection of approximately £2000.00 which will come from the CIL Monies.
ACTION: [CLERK] Advise which properties CIL monies came from

25.06.08
HIGHWAYS – HIP and GENERAL
[DP] reported
Still await weight limit signs before and after bridge for Longends Lane – these were ordered on the 2nd of April, and they have 90 days to complete the work so this will be monitored.
Area signpost at end of Jarmons Lane (by B2162) reported due to being very bent over. This has now been completed.
Two damaged reflector posts on B2162 just before Haviker Street southbound, reported due to being bent and completely off. Works being scheduled.
Give Way white line and Triangle in Sheephurst Lane has been completed.
[DP] stated an updated of the HIP was due to be submitted and asked for any further instruction.
Three suggestions were put forward for consideration and will be added to the HIP before submitting to Kent Highways.
ACTION: [DP]

25.06.09
FINANCE – TO APPROVE

25.06.09.01 BANK RECONCILIATION – The May Bank Reconciliation had not yet been received.

25.06.09.02 BANK STATEMENTS - The May Bank Statement had not yet been received.

25.06.09.03 TRIAL BALANCE

Proposed [DP] Seconded [SB]

25.06.09.04 BUDGET REPORT YTD

Proposed [DP] Seconded [SB]

25.06.09.05 TO NOTE ANY INCOME RECEIVED SINCE LAST MEETING

No Income received since the last meeting.

25.06.09.06 PAYMENTS FOR JUNE (5 Payments totalling £1054.99)

Proposed [DP] Seconded [SB]

25.06.09.07 APPROVE INSURANCE FOR THE YEAR 2025/206

Two quotes were sought including the existing Insurer Clear Councils and a New quote From Zurich. It was **RESOLVED** by all members present to accept the Zurich quote which was agreed to take the long-term agreement for 3 years.

25.06.10 TO REVIEW AND ADOPT THE FOLLOWING POLICIES

- **Financial Regulations 2025**
- **Standing Orders 2025**
- **Complaints Procedure 2025**
- **Lone Worker Policy**
- **Document Retention Policy 2025**
- **Dignity at Work, Bullying and Harassment Policy 2025**
- **Filming and Recording Meetings Policy 2025**

It was **RESOLVED** by all members present to adopt the policies with a few amendments which would be made by the Clerk and all policies uploaded to the Website. These will be reviewed annually by the Council.

25.06.11 END OF YEAR ACCOUNTS 2024- 2025

AT THE FULL COUNCIL MEETING TO APPROVE THE FOLLOWING: -

- The Accounting Statement [section 2] has been prepared and signed by the RFO.
- The Annual Internal Audit Report is received and noted.
- The Annual Governance Statements [section 2] is approved.
- The Chairperson and Clerk of the meeting sign the Annual Governance Statement, and the Chairman signs the Accounting Statements.
- The RFO sets the commencement date for the exercise of public rights – this was set at the 3rd of June for thirty working days not including weekends and public holidays.
- The authority sends all paperwork which includes.
 1. The Annual Internal Audit Report
 2. The Annual Governance Statement
 3. The Accounting Statement
 4. An analysis of any significant variances year on year variance.
 5. A Bank Reconciliation as of 31 March 2025
 6. Details of arrangements for the exercise of public rights.
 7. Any other information that the auditor has specifically requested.

25.06.12

RECREATION FIELD & CAR PARK

25.06.12.01

Email from FOCSS asking for permission to use the car park and Field as an overflow for their Summer Fayre on the 21st of June.

It was **RESOLVED** by all members to allow this. The Clerk will inform the FOCSS and Marden Minors [MR]reported

Awaiting date for works from UKPN to be confirmed. Need to order the green metal box / unit and other equipment and put the slab down. [JH] to take delivery. Also advised company to use for materials that work with UKPN. [BW] will forward the Invoice to the Clerk and delivered to [JH]

25.06.12.02

ACTIONS: [BW] Order green box, other equipment and organise slab

25.06.12.03

The Clerk forwarded the quote from Essex Steel and Gates, and it was **RESOLVED** by email and my all members present to approve this and to pay a 50% deposit on a Proforma Invoice. The Clerk will pay the Invoice and get a date for supply and installation from the Supplier.

25.06.13

FLOODING UPDATE

[JH] reported.

Very dry month, nothing to report.
25.06.14 CORRESPONDENCE It was RESOLVED by all members to allow this. The Clerk will inform the FOCSS and Marden Minors. Road Safety Newsletter 2025 – Noted Email from resident re the Play area – the Parish Council noted this
25.06.15 DATE OF NEXT MEETING [JH] confirmed that the next full Council meeting will be, in The Orchard Room, St Margaret’s School on MONDAY 7 th JULY 2025. There being no further business the meeting closed at 20:07pm

All members of the public are welcome to attend and are reminded that this is a Parish Council meeting held in public, not a public meeting.

The meeting will be adjourned to allow members of the public to ask questions. Anyone wishing to address the Council on any subject, should note the following details:

- Any question must be sent as a transcript, at least seven days prior to the meeting, to the Clerk at clerk@collierstreetparishcouncil.gov.uk
- If more than one person wishes to speak about the same item, a spokesperson must be nominated
- All questions should be courteous, and the speaker must not deviate from the subject
- This is an opportunity to ask questions, not to raise complaints against the Council or any Councillor
- Councillors may decide to answer the question at the meeting, or add any item to the agenda of a later Parish Council meeting

Prepared by | Michelle Rumble - Clerk | Collier Street Parish Council