

MINUTES
PARISH COUNCIL MEETING OF
COLLIER STREET PARISH COUNCIL
Orchard Room, St Margaret's School
Monday 6th OCTOBER 2025
commencing at 19.00pm
In attendance

Cllr Andrew Papas [AP] Chairperson	
Cllr Jack Highwood [JH] Vice-chair	
Cllr Deborah Papas [DP]	Borough Councillor Claudine Russell [CR]
Cllr Charlie Cooper [CC]	Borough Councillor – Grace Couch [GC]
Cllr Ben Ward [BW]	Michelle Rumble – Clerk [MR]

25.10.01

To receive apologies and reasons for absence.

Apologies were received from Cllr Barham, Borough Councillor Summersgill, County Councillor Brian Black

25.10.02

To receive declarations of personal, prejudicial, and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

Cllr Jack Highwood declared an interest in planning item 25/503633/PNQCLA – Land adjacent to Horns Lodge, Claygate Road as this is his sister's property.

25.10.03

Public Forum – Time limit 15 minutes

No Public were present

25.10.04

MBC Members Report from Cllr Claudine Russell

Dated: October 2025

Council

Local Government Reorganisation is continuing, MBC and the other district councils have put forward two options to work up further, KCC are continuing to work up their one unitary model and Medway are continuing to work up the Medway model. It remains to be seen which one is chosen by MHCLG but now that the devolved budgets are not on the table, along with the mayor, all options look to be potentially costly for us all as residents.

The Lenham and Harrietsham by election will be conducted this week (2nd Oct) and it may well change the make up of the council a little, most meetings have been postponed to accommodate this.

The beginning work on a new Local Plan is coming to various committees in October, but over a year has lapsed and work does not seem to be continuing at pace on this which is disappointing as we face continued housing pressures.

Ward Work

I have called the most recent Copper Lane, Marden application into committee, there are many inconsistencies within the application that need closer scrutiny.

I am awaiting dates for various applications that I have called in across the ward to arrive at Planning Committee, they all seem to be taking a while to be programmed in.

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

Report of September 2025, for Marden & Yalding Ward Parishes –

After the slight (holiday) hiatus of August, this month has been a busy one for the main business of the Borough Council, albeit certain actions/publicity had to be postponed due to election ‘purdah’. At Cabinet on 17th, ‘my’ Nature Recovery Fund proposals were debated and passed, putting wheels in motion to expend £0.5m over the next 30 months on community-led projects that will seek to improve our land and rivers for nature and for climate change amelioration. There were also items approved on Headcorn’s Neighbourhood Plan, MBC’s Property Disposal Policy, a quarterly Financial Update (looking positive for us), and three motions from Council in July for further discussion/vote.

Next month, the Council meeting scheduled for 1st October will now be on Monday 13th, as the results of the North Downs by-election may slightly vary the make-up of Council committees. There is an extra Cabinet meeting on 14th (as well as the scheduled monthly one on Weds 22nd), to cover the latest documents related to the Lidsing and Lenham Heath ‘garden community’ proposals.

As well as monthly meetings of the Planning Committee, Mike is getting more involved with the Upper Medway Drainage Board (where he’s one of two MBC board members), and with County flood risk aspects (led by KCC and Kent Resilience Forum), plus talking to Weald farms. Grace has been looking at ethical council investments at Audit Committee and has joined the KCC Prevent Advisory Group.

In seeking opinion, the Borough closed its consultation on Unparished areas on 30th, which shouldn’t change our Ward much, if at all. Details on these, and other current/new consultations on smoke-free zones and littering/fly-tipping, can be found: <https://letstalkmaidstone.uk/engagementhq.com/>

In wider ‘community’ terms, coming up in October are LitFest (4-11th at various venues), celebrations for Black History Month, and Halloween events at Kent Life and Leeds Castle from 18th. Local Artist Tony Hart has a retrospective at the new Creative Arts hub on Gabriel’s Hill (near the lower entrance to the Mall) from 11th Oct – 8th Nov. ... Check for events: <https://www.visitmaidstone.com/whats-on>

Mike attended, and thoroughly enjoyed, the Weald of Kent Ploughing Match near Headcorn on 13th (talked to small businesses from Yalding, Boughton, Staplehurst & Hunton about the Rural Prosperity Fund, being promoted by MBC) and went to the (rural) Parishes’ Environment Network event in Boughton Monchelsea on 24th Sept, exchanging ideas with Hollingbourne & Chart Sutton councillors.

Parish Matters –

Collier Street – Attended the PC meeting on 1st September, as did Grace & the KCC Ward Councillor (for the first time) – no new actions arose from that.

Hunton – Attended bi-monthly meeting of PC, as did Grace. Liaison with new KCC Highways officer. Sadly, I attended two funerals this month, of a local farmer/neighbour and the ‘Lady of the Manor’ – both filled Hunton Church with residents and, for the latter one, a Duke and minor Royals.

Marden – Attended Parish meeting on 9th, which was to inform Residents about the briefing given to Ward & Borough Councillors by the Developers of the potential housing site north of the railway; as of 29th Sept,

no further details have been made public on this. Attended a meeting with Residents' Group on a rural 'problem' site on 18th, along with Katie Lam MP – chasing MBC officers for updates. Promoted a MBC roadshow at Memorial Hall on 4th, which was advising rural businesses of potential grant funding – followed this up with emails and repeat publicity on several village Facebook pages.

Nettlestead – Following discussion at the Parish meeting and with Residents, Mike visited the location of a retrospective PlanAp and sent a message to the planning Officer about concerns.

Yalding. Mike has been in email discussion with Developer and Residents about potential drainage design issues, after the presentation by Fernham Homes in August; we noted recent Parish detailed response to MBC Planners. Contact with Kenward Trust regarding options to fund solar panels.

The Boathouse music license application has now been withdrawn; Grace is speaking to the Pub Licensing Administrator to discuss the use of TENs licenses which are causing issues with neighbours, plus some separate parking concerns. For info - *"The site is earmarked to transfer to our tenanted estate and if the tenants wish to re-visit a licence change in the future, then that will a decision for them to take."*

Borough Councillors Grace Couch & Mike Summersgill – 29th September 2025

Emails: michaelsummersgill@maidstone.gov.uk, gracecouch@maidstone.gov.uk

25.10.05

Approval of minutes

To approve the minutes of the parish council meeting held in SEPTEMBER 2025 as a true record. Resolved: as proposed by DP, seconded by CC, and reached unanimous approval the minutes were approved.

25.10.06

Planning

25/503633/PNQCLA

Address: Land Adjacent to Horns Lodge, Claygate Road, Marden

PROPOSAL: Prior notification for the change of use of a building and any land within its curtilage from agricultural to one residential dwellinghouse and associated operational development. For its prior approval to: - Transport and Highways.

impacts of the development. – Noise impacts of the development. – Contamination risks on the site. – Flooding risks on the site. – Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses). – Design and external appearance impact on the building. Provision of adequate natural light in all habitable rooms of the dwellinghouses

Cllr Highwood left the meeting whilst the planning application was discussed.

It was **RESOLVED** by all members present to give a **NEUTRAL STANCE**.

25.10.06.01

Planning decisions made by Maidstone Borough Council

25/502972/SUB	ADDRESS: Hook Farm, Kings Lane, Marden PROPOSAL: Submission of details pursuant to condition 11 – Landscaping, Subject to 23/504118/FULL APPLICATION GRANTED
25/502876/FULL	ADDRESS: Land Adj Moors Cottages, Spenny Lane, Marden PROPOSAL: To erect a pair of 3 bed semi – detached dwellings. APPLICATION REFUSED
25/502947/FULL	ADDRESS: Lawton Place, Benover Road, Yalding PROPOSAL: Proposed change of use of part of the existing stable building to storage (B8) use including alterations to fenestration. APPLICATION GRANTED
25/502973/LAWPRO	ADDRESS: Old Moat Farm, Collier Street, Tonbridge PROPOSAL: Lawful Development Certificate for proposed rear dormer, insertion of 4 no rooflights to front elevation and 4 no rooflights to rear elevation and repositioning of windows and doors to the ground floor rear elevation. CERTIFICATE OF LAWFULNESS

25.10.07

Correspondence List

The Correspondence list was circulated prior to the meeting and noted by all members present.

25.10.08 Finance items for decision

25.10.08.01 To receive the bank Statements for August and September 2025

25.10.08.02 To receive the bank reconciliations for August and September 2025

25.10.08.03 To receive the RBS finance reports for September and October 2025

25.10.08.04 To note Income received since the last meeting.

- Bank Interest £252.70
- Nest Pension refund £17.53

25.10.08.06 Payments for October 2025

RESOLVED: as proposed by DP, seconded by CC, and reached unanimous approval the October 2025 payment list were approved.

The Clerk had stated that a Bill from EDF for the unmetered Street lighting had come in for the last quarter, and it was £929.66. The Clerk was advised to cancel the DD so that the payment could not be collected and if required they would speak with the Local MP on this matter.

ACTION: CLERK TO ADMINISTER PAYMENTS VIA BACS.

25.10.09 External Auditors Report

It was **RESOLVED** to receive the External Auditors Report for 2024/2025 and that the notice of the conclusion of the Audit was posted up on the Noticeboard and the Website on the 9th of September 2025.

25.10.10 ASSET REGISTER

The Clerk circulated the Asset Register prior to the meeting. The Asset Register was discussed by members and concluded that Cllr A Papas and Cllr D Papas will work on the Asset Register. Cllr A Papas would like to see the Assets re-valued. The Clerk was asked to seek advice on the Asset Register and how Assets should be valued, once this has been done the Clerk will circulate and bring to the next Parish Council meeting. The Clerk was also to contact KCC re the Street Lights and if they are indeed owned by the Parish Council or KCC.

It was **RESOLVED** to accept the ASSET Register at present and will be updated once the information has all been gathered.

ACTION: CLLRS DP AND AP and CLERK

25.10.11

CIL MONIES

Cllr Deborah Papas

September 2025

- No receipts

Spend since last meeting – Resolutions to approve £ 15.73 (ex VAT) Earthing rod from Screwfix (x2)

Balance (6 October)

£26,943.38

Still to pay (Oast Fencing for concrete works)

£1,610 = £25,333.38

Amount to spend / invoiced by 6 November 2025

£3,813.68 - minus sundry items for kiosk

CCTV £862.35 + VAT?)

If the remaining CIL Monies are to be spent by 6th November 2025

ACTION: [CLERK] Advise which properties CIL monies came from and to contact MBC regarding the CIL Monies spend and if it can be carried over, or if it must be spent by the 5 years from receipt of the CIL Monies

Amount to spend / order by 6 November 2025
£3,748.71

It was also discussed that possibly four Bollard lights and cabling, and trenching could be installed at the footpath by the Noticeboard as this is quite a dark area.

ACTION BW

The Clerk was asked to speak with Carole Williams at MBC re the CIL MONIES and if at least we have a project in mind that the monies which are due to be spent by November 2025 can be allocated towards that Project

ACTION CLERK

25.10.12

HIGHWAYS – HIP and GENERAL

Outstanding items

30/31 October B2162 will be closed where the new tarmac was laid to reinstate the road studs (Cat's eyes).

This is being done late evening / overnight.

13 – 15 November B2162 will be closed from 8am until 6pm on last day with diversion in place for installation of electrical hook up to the village green. Diversion will be via Green Lane, Sheephurst Lane.

25.10.13

Recreation Ground & Car Park

2510.13.01 – Cllr Ben Ward

Village Green Electricity connection update

Cllr Ward stated that the concrete base had now been installed

There is still some work that needs to be completed. The Box will need to be bolted onto the slab. We need to set a date for this as close the 13th – 15th November as possible.

The Clerk was asked to approach some electricity suppliers for costs and a metre connection to the car park.

Cllr Ward will pass some details of possible suppliers to the Clerk.

ACTION CLERK/BW

25.10.13.02 – Cllr Ben Ward

In Post Lockers

Cllr Ward circulated prior to the meeting details of Inpost lockers and how it works.

Details of how it works including costs and installation.

Financial Model:

InPost's locker solution is installed, managed, and maintained at no upfront cost to the host.

Further, In Post pays a licence fee/ground rental, for the space provided. This rental is calibrated by size of locker and is paid quarterly.

I would always recommend a 4m locker where space allows, to ensure adequate capacity in peak periods, where demand can outstrip availability. We pay £1000 per year + VAT for a 4m locker.

Our Pricing is set at the following rates for all sizes – pricing is quoted as an annual amount and is exclusive of VAT.

2m £700

3m £1000

4m £1200

5m £1300

6m £1400

7m £1500

8m £1600

Should we be able to agree the terms of a Licence and install the agreed lockers before 31st December 2025, we are able to offer enhanced rental rates on all sizes 3m and larger.

Details of the enhanced rates, which see the rental increase to up to £3000pa are shown in the Licence Agreement attached to this email.

Lockers do not typically incur planning requirements but do incur business rates where rateable values are in place – any costs in these areas are covered by In Post UK.

In Post's locker system is powered by a lithium battery, so there is no requirement for you to provide a power source on the Village Green.

Installation Works:

We use several highly skilled contractors to complete our installation works, including Oak Building Services, IconX, Principle and Ricoh UK. If you have a preference in contractor, please let me know.

It was **RESOLVED** that Cllr Ward will investigate this further and come back to the Parish Council where a decision will be made by all members.

25.10.13.03 – Cllr Andrew Papas

To receive play area removal quotes (circulated prior to meeting) and to **RESOLVE** to accept one of the quotes

Brick by Brick £7,700 plus VAT

Oast Fencing £3,367

Steven Waring £9955.00 PLUS VAT

It was **RESOLVED** by all members present to accept the quote from Oast Fencing of £3367.00. The Clerk will inform them and obtain a starting date for the work.

Cllr Highwood will ask the neighbouring property if the skips could be placed in their premises to avoid fly tipping. It was also discussed that possibly a Hiab lorry to collect the materials could also be an option. The Clerk will contact Oast Fencing about this.

25.10.13.04 – Cllr Andrew Papas

Update on height barrier installation

This has now been installed.

Regarding the other monies owed to the Parish Council from Essex Steel and Gates, there is no update at the present.

Cllr JH stated that at the entrance to where the Noticeboard is he would like to see the fence, post and gate repaired as it is quite old and rotten in places. A quote will be sought for this, but all councillors **RESOLVED** that this could be completed. Cllr Highwood will get some quotes for this work.

ACTION JH

25.10.14

Flagpole

This was briefly discussed; Flagpole is the responsibility of the school. The Flagpole has never been on Parish Council Asset Register and was not mentioned to the Clerk by the existing Clerk and there is no documentation on the Flagpole in any of the Parish Records.

25.10.15

Flooding Report.

[JH] reported.

Very dry month, nothing to report.

25.07.16

DATE OF NEXT MEETING

The next meeting will be held on Monthly Meeting Monday, 3rd NOVEMBER 2025 at 7pm

There being no further business, the meeting closes at 20.29PM

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