

LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING 1 OCTOBER 2025 HELD AT 7PM IN THE LWMH MEETING ROOM

Present: Parish Cllr Peter Farrow (Chairman)
Parish Cllr Mick Giles (Vice Chair)
Parish Cllr Cate Reid
Parish Cllr Brian Hurlow
Parish Cllr Rebecca Marsh
KCC Cllr Mike Sole

Mrs Gail Hubbard, Clerk to the Council
There were two members of public present.

66. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman welcomed everyone to the meeting and reminded Cllrs that the next LPC meeting is on 27 October rather than the first week in November. Apologies were received and accepted from Cllr Castle.

67. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION

There were none.

68. MINUTES OF THE MEETING HELD 3 SEPTEMBER 2025

The minutes from the previous meeting were proposed by Cllr Giles, seconded by Cllr Reid and AGREED as a true record of the meeting. They were duly signed by the Chairman.

69. POLICING, COMMUNITY WARDEN AND NEIGHBOURHOOD WATCH

No reports had been received.

70. ADJOURNMENT

There was none.

One member of the public arrived at 7.05pm

71. COUNTY COUNCILLOR

Cllr Mike Sole was in attendance and spoke on local government reorganisation.

Cllr Sole said to not expect any concurrent funding in two years' time as none of the other districts provide this support to their parishes. Also likely that capital grants will not continue once the unitary is created.

Cllr Marsh arrived at 7.08pm.

Cllr Sole was pleased to see the 20mph in place and the Chairman thanked him for his involvement.

Cllr Giles asked if there was any news on the permit for the second gateway on The Hill, Cllr Sole had no update on this.

Cllr Sole had also sent a written report, which had been previously circulated to Cllrs, relevant points below:

I was deeply disappointed by KCC's decision to revoke its climate emergency declaration, a move intended to redirect funding away from environmental projects aimed at reducing CO₂ emissions. I opposed this decision and remain committed to supporting the transition from carbon-based fuels to

renewable energy sources.

Across Kent, the twelve district councils, KCC, and Medway unitary council have been working together—following government guidance—on proposals to establish unitary councils. These proposals are due by November 2025, with the government due to announce the chosen model in spring 2026.

Elections for the new unitary councils will take place in 2027. The council and elected councillors will serve in a shadow capacity for the first year of their four year term, with the current KCC and district councils set to be dissolved in 2028.

Two main geographic options for the unitaries are currently being developed by Kent council leaders, and government funding is being used to prepare detailed business cases for each. One proposal divides Kent into four unitary authorities, with East Kent comprising Canterbury, Dover, and Thanet, and Mid Kent including Swale, Ashford, and Folkestone & Hythe. The second proposal splits Kent into three unitaries, forming an East Kent that includes Canterbury, Dover, Thanet, Ashford, and Folkestone & Hythe. Notably, these models place Upper Hardres and Stelling Minnis together in one scenario and in separate councils in the other. There are no plans to change parish council boundaries unless parishes wish to do this.

Additional options are being explored independently by Dartford and Medway, proposing alternative boundaries for four unitary authorities. KCC is also funding work on a fifth option—a single unitary council—but this model does not meet several key government criteria. In my view, it is unlikely to be adopted, and one of the first two options is more probable.

72. CITY COUNCILLOR

Cllr Lee Castle had sent a written report which had been previously circulated to Cllrs:

This September has been a busy and productive month, with casework and community matters taking me across the district. I've been working on a wide variety of local issues; each aimed at making our towns and villages better places to live.

In Littlebourne, it was great to see the new 20mph zone around the school side roads implemented, a positive step for road safety in the village. I also took part in a local Speed Watch session. Additionally, I supported a resident in the village with the complex process of ending a lease on behalf of an elderly relative, helping to make sure they had the guidance they needed.

Alongside casework, my cabinet role has kept me involved in a broad range of district-wide matters. These include discussions about public facilities, such as toilet blocks, and ongoing work around heritage buildings. Officers are working hard to progress these projects, and I look forward to seeing them develop further in the months ahead.

You may also have seen me share information on social media about the reorganisation of local government in Kent. This is a significant change, with plans being submitted in November that could lead to a new unitary authority for East Kent. We expect to have clarity on the structure by late spring next year. While this will mean the end of Canterbury City Council in its current form, residents should not notice immediate changes in how services are delivered. My commitment remains the same: to represent our rural communities, support residents with casework, and ensure local voices are heard throughout this process.

73. PLANNING

The current applications were discussed – see Appendix 2 (at the end of the minutes)

ACTION GROUP - CA/23/00484 The Hill

The Chairman reported that an Appeal had now been lodged by Gladman for the site on The Hill, and we were awaiting more detail and likely timings. The Action Group have been meeting

regularly to further strengthen our case as an appeal was expected and to request the removal of R7 from the draft local plan.

Obtaining professional advice for an appeal could be very costly and there is a limit to what can be spent fighting this, there are some parish council funds set aside in the budget. A public appeal to raise funds has been suggested previously and the possibility of asking neighbouring parishes that will be adversely affected to contribute could be pursued.

Cllr Sole raised the concern that if we were to win the appeal it would be likely they would come back with an amended application and try again.

The Chairman asked Cllr Sole if CIL would remain under the unitary setup, Cllr Sole was unsure, we would have to wait and see if the unitary operated CIL. Not all districts do currently.

To move forward with plans, the Chairman asked if Cllrs would support running a public appeal, this was unanimously AGREED.

DRAFT LOCAL PLAN

The Regulation 18 focused consultation is now out and looking for comments on the newly added sections only. Several sites within the new inclusions were mentioned particularly the ones further along the A257 towards Canterbury N4 Land South of Littlebourne Road, N5 Land south of Bokesbourne Lane, N6 Land north of Bokesbourne Lane and Hoath Farm. Also the loss of carparking spaces with the city centre for rural residents who couldn't rely on a bus service as many villages don't have a bus service. The loss of Thanington Recreation ground to become a park and ride facility was of serious concern, especially the loss of leisure facilities for the youth, that is currently provided there.

Response to be complied by LPC by the deadline of 21 October.

LPC would also encourage residents to put forward their own submission as part of this consultation.

LPC have already written to CCC Planners asking for the removal of site R7, Land at The Hill from the draft plan as it has been refused for planning permission as a non-sustainable site.

74. HIGHWAYS

Cllr Hurlow thanked the rest of the Traffic group for their perseverance in securing the 20mph limit for the side roads of Littlebourne, this scheme was installed last week. Cllrs felt it would have been nice to know in advance that this was scheduled but are happy with the outcome nonetheless. Fortunately, the full scheme construction costs were funded by the Kent County Council Active Travel Team in the end, which allowed the scheme to go ahead much sooner and with far less cost to the village. Total cost to LPC was just over £4000.

Cllr Hurlow also mentioned the concerns raised by a resident where vehicles have been mounting the pavement between The Maltings and Orchard Close and on one occasion nearly hit a pedestrian. Bollards could be a solution to this (add to HIP review to seek Highways advice).

Cllr Giles said we should now also push for the 20pmh on The Hill and The High Street.

HIP review to now be requested via Highways: pushing for the second gateway, 20mph for The Hill and High Street and solution to vehicles mounting pavement on High Street by between the Maltings and Orchard Close.

Cllr Hurlow also raised the regular parking on the double yellow lines at the end of Jubilee Road, by The High Street. Clerk to raise with Community Warden and request visit from enforcement via CCC.

Cllr Mike Sole departed the meeting at 8.10pm along with one member of the public.

75. FINANCE

AUTHORISATION OF ACCOUNTS FOR PAYMENT

There were receipts totalling £250.51 NOTED for the month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £610.44 and Appendix 3a totalling £3,630.09 were proposed by Cllr Reid, seconded by Cllr Hurlow and AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

2nd QUARTER BUDGET EXPENDITURE REPORT

The end of 2nd Quarter 2025-26 budget expenditure sheet as previously circulated to Cllrs was RECEIVED.

COMPLETION OF THE 2024-25 AGAR

The external auditors, Mazars LLP report on the 2024-25 AGAR was CONSIDERED and ACCEPTED by all Cllrs. There were no matters brought to their attention and no minor scope for improvement thus no further action to be taken. The clerk has displayed the necessary paperwork for the conclusion of the audit on the website and noticeboard. A vote of thanks was recorded for the Clerk for her work on the year end.

76. LPC POLICIES

The following policies had been highlighted as requiring updating or missing:

- I. LPC Grant Awarding Policy
- II. LPC Grievance Policy
- III. LPC Disciplinary Policy
- IV. LPC Training and development Policy

These four policies were proposed for adoption by Cllr Giles, seconded by Cllr Hurlow and AGREED.

77. CLERKS REPORT

CORRESPONDENCE

A. Annual KCC Highways seminar

KCC Highways and Transportation will be holding two Parish Seminars in October. These events will provide parish councils with insight into topical areas which affect their parishes and the opportunity to engage with KCC Officers.
Virtual Seminar on 2nd October delivered via MS Teams
Cllr Reid to attend the online version, clerk has registered a place.

B. Email from resident regarding Littlebourne surgery

Residents explaining disgust at not being able to obtain an appointment at Littlebourne surgery without going online to book one. Cllr Giles explained that the surgery are obliged to book one for you, the receptionist should be able to book one for you, even if this means they do it online for you. Unfortunately, this is a national problem and the NHS are encouraging bookings for everything to be done online.

C. Email from resident regarding the use of a highway mirror for Bekesbourne Lane junction

Resident requesting a mirror to be sited at this junction for the use of motorists pulling out of Bekesbourne Lane travelling towards Wingham. The Parish Council has discussed the junction, and the possibility of a mirror many times over the years with Kent County Council Highways and it is very difficult to find a solution to make it safer. The road layout is so tight it doesn't allow for much improvement. The pavements opposite are particularly narrow and might not accommodate a mirror. Clerk to ask highways again if this is possible and suggest resident submits own request via the KCC Highways fault reporting tool.

D. Thank you email from some residents of Bekesbourne Lane

Thanking LPC for the achieving the 20mph limit.

E. **Email from Littlebourne Beavers**

To say they have planted a mix of tulip and daffodil bulbs along the edge of the long carpark as previously agreed with LPC. Cllrs look forward to seeing them flower in the spring.

F. **KALC AGM**

Details of this years KALC were circulated to Cllrs, this year's event is on 22nd November in Rochester. LPC can send two voting representatives.

All other correspondence was noted.

CLERK REPORT

TREES FOR THE LAURELS OPEN SPACE

Clerk contacted the CCC Tree and Woodland officer to ask for 6 trees to be planted on the Laurels open space but unfortunately, they are only interested in sites where 50 plus trees can be planted.

TOILET SIGNAGE

Sign has been ordered and will be collected by Clerk once manufactured. This will then be fitted.

EV CHARGE BAYS

Rubber car stoppers still awaiting repair.

PATHWAY FROM LONG CARPARK TO PAVEMENT

This still needs to be addressed.

NO DEVELOPMENT BANNER

Clerk has removed the banner from the rec fencing, it was torn and looking in a poor state. This has been disposed of.

LARGE WOODEN BOLLARD

The large leaning bollard has been removed and laid down by planters, a cone has been put over the small hole left. Hole to be filled and post removed from site.

CCC CAPITAL GRANT APPLICATION

Clerk is working with the Hall Committee to submit an application for funding towards the refurbishment/replacement of the internal doors. Hall Committee have sought the needed quotations and clerk completing application. Deadline 28 October.

HERITAGE ROOM

The green room in the LWMH has since demise of the heritage group fallen under the umbrella of the LPC. The clerk has been approached by a few residents wanting access to some of the information; this has been provided under supervision at times agreed in advance with the clerk. The Cllrs confirmed they were happy to allow access in this way. Some damage had been discovered to the map holders in the cabinet (due to age/conditions in the room) and these were going to be repaired by two residents that are currently doing some research on Littlebourne in the room.

LPC NEWS NOVEMBER

Clerk starting preparation for 15th October deadline for next LPC News. Current items for inclusion:

- Chairmans report
- 20mph scheme install
- Vacancy piece

- The Barn
- Community fund
- Gladman appeal details

78. PLANS TO FILL THE VACANCY

Now the notice period has passed without an election requested, LPC can go ahead and co-opt someone to fill the vacancy. A piece will be published in the November edition of the LPC News asking for interested people to contact the clerk or Chairman.

79. POTENTIAL PROJECTS FOR 2026-27

The Chairman reminded Cllrs that we would be soon looking at the budget for next year, so if there are any projects that they would like considered for the next financial year please provide details at the next meeting. This will then give time for them to be looked and if necessary budgeted for before the precept is set at the December meeting.

80. PLAY AREA REPAIR WORKS

The clerk had obtained a quotation for the replacement bearings in the twister teacup and the removal of the damaged cycle rack. Cllr Hurlow proposed that the quotation of £430 plus VAT from Safeplay be accepted, this was seconded by Cllr Reid and AGREED.

Cllr Reid asked that she be removed from the planning responsibilities list as she was now unable to drive round and look at the applications.

The meeting closed at 8.45pm.

Please note these minutes will remain unapproved until the next LPC meeting

Dates of future meetings: 27 October, 3 December 2025, 7 January, 18 February, 4 March, 18 March (APM), 1 April, 6 May, 3 June, 1 July, 2 September, 7 October, 4 November, 2 December 2026.

Signed..... (Chairman)

Date.....

Applications since last meeting

None		
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Notifications

CA/22/00025	2no end of terrace dwellings together with alterations to parking court. Land off The Hill and Jubilee Road, Hazel Lane, Littlebourne CT3 1SP	WITHDRAWN
CA/25/00598	Variation of condition 2 (parking) of planning permission A/18/02035/RES for the application for the approval of appearance, layout landscaping and scale for the demolition of 42 & 42A The Hill and provision of 87 dwellings pursuant to outline permission CA/15/01711/OUT to allow use of the garage as ancillary accommodation. 3 Willow Drive, Littlebourne CT3 1FX	GRANTED
CA/25/00618	Single storey side and rear extension with a detached single storey outbuilding. 4 Court Hill, Littlebourne CT3 1TT	GRANTED
CA/25/00781	Insertion of a window to west facing second floor elevation and replacement conservatory roof to lightweight tile. 6 The Maltings, Littlebourne CT3 1SS	GRANTED
CA/25/00718	Application for Listed Building Consent for external alterations including replacement of windows from timber to timber to first floor front elevation. 12 High Street Littlebourne Kent CT3 1ST	GRANTED
CA/25/00919 & CA/25/00920 Listed Building consent	Single-storey infill rear extension, replacement ground floor window and door from timber to aluminium to side elevation together with replacement door and window from timber to aluminium doors to rear elevation. 20 Bokesbourne Lane Littlebourne Kent CT3 1UY	GRANTED
CA/24/02269	Change of use from agricultural shed to offices. Woolton Farm, Bokesbourne Lane, Bokesbourne, Kent CT4 5EA	GRANTED
CA/23/00484	Outline application for up to 300 residential dwellings (including affordable housing and older person accommodation), a new community hub, introduction of structural planting and landscaping, informal public open space and children's play area and surface water flood mitigation and attenuation. All matters reserved except for access. Land at The Hill, Bokesbourne Lane, East of Bokesbourne Hill, Bokesbourne CT4 5EA	REFUSED

Enforcement

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Trees works

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(A) FINANCIAL MATTERS

- (a) **RECEIVED** the bank statements for August 2025 and **RESOLVED** the signature of the Chairman thereon.
- (b) **NOTED** the clerk has completed the necessary form with unity Trust Bank to add Cllr Marsh and remove John Sullivan from the account. Form signed at meeting.
- (c) **NOTED** the clerk has provided some further information to Nationwide as part of our account review.

(B) RECEIPTS

Unity Trust – interest on account	200.51
Toilet income	50.00
TOTALS	£250.51

(C) DIRECT DEBITS

LGA 1972 s.111 – Ancillary power	Unity Trust	Monthly account fee October	6.00
LGA 1972 s.111 – Ancillary power	Lloyds Bank	Monthly account fee for account October	4.25
LGA 1972 s.111 – Ancillary power	Lloyds Bank	Monthly account fee for Community Fund account October	4.25
LGA 1972 s.112 – employment of staff	Nest	Pension contributions October	144.20
TOTALS			£158.70

(D) AUTHORISATION OF ACCOUNTS

LGA 1972 s.111 – Ancillary power	BACS	Expenses/reimbursements payments	170.00
LGA 1972 s.111 – Ancillary power	BACS	UK Office Direct – stationary (printer ink/paper etc) Already paid	227.44
Public Health Act 1936 s.87 – public toilets	BACS	Jakub Holy Property – toilet cleaning August	147.00
Public Health Act 1936 s.87 – public toilets	BACS	Steve Marsh Design – additional signage for toilet	66.00
Litter Act 1983 ss.5-6 – litter	BACS	Salary payments October	2224.09
LGA 1972 s.112 – employment	BACS	Mrs Clayson – litterpicking/trimming Sept	572.00
Public Health Act 1875 s.164 – recreation	BACS	New Build Landscapes – The Laurels open space maintenance Sept	174.00
Public Health Act 1875 s.164 – recreation	BACS	Bourne to Garden – contract mowing and the List maintenance Sept	660.00
TOTALS			£4,240.53