

HERNE & BROOMFIELD PARISH COUNCIL

Parish Office, Herne Centre, St Martin's View, Herne CT6 7AP

Minutes of the Annual Parish Council meeting of Herne & Broomfield Parish Council held at the Herne Centre on Thursday 14th May 2026 at 7.30pm, for the purpose of transacting the following business.

Present:

Cllr Davis (Chairman)
Cllr Wilson (Vice Chairman)
Cllr Binstead
Cllr Checksfield
Cllr Collins
Cllr Hill
Cllr Maslin
Cllr Strong
Cllr White
Michele Nicholson (Clerk/RFO)

086/26 Election of Chairman, signing of Acceptance of Office.

Cllr Davis was elected Chairman.

The Acceptance of Office was duly signed by Cllr Davis and the Clerk.

087/26 Election of Vice Chairman.

Cllr Wilson was elected Vice Chairman.

088/26 To appoint Committees (As per amended sheets circulated):

Finance & Resources Committee

Environment & Leisure Committee (E&L)

Planning & Highways Committee (P&H)

Herne Centre Committee

LGR Asset Working Group

Kent Resilience Plan Group

The list had been circulated prior to the meeting.

It was agreed that the vacancies on the E&L and P&H Committees should remain unfilled until the co-option of a new parish councillor. There has been one expression of interest in applying for the parish council vacancy.

The committees were appointed as per the circulated sheet.

089/26 To appoint representatives to:

KALC (Kent Association of Local Councils) Canterbury Area Committee

Friends of Broomfield & Herne Ponds

Herne & Broomfield Allotment Society

Wilder Blean Project

Herne Bay Parochial Charity

To Appoint:

Newsletter Editor

Press & Social Media

Website management

Tree Warden & Pond Warden

No members came forward to fill the vacancies on the KALC Canterbury Area Committee or Herne Bay Parochial Charity.

The representatives were appointed as per the circulated sheet.

090/26 To receive apologies for absence and accept reasons.

Cllr Blatherwick, Cllr Davison, and Cllr Lambkin.

Apologies and reasons for absence were accepted.

County Cllr Mulvihill and City Cllr Jones.

091/26 To receive declarations of interest on items on the agenda and requests for dispensations.

None.

092/26 To confirm the minutes of the meeting held on 10th April 2025.

The minutes were agreed as a correct record.

ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO SPEAK ON ITEMS ON THE AGENDA

Four members of the public attended but did not speak. One was interested in applying to become a parish councillor.

093/26 Chairman's Announcements.

Cllr Davis thanked everyone that had attended the Parish Council 30th Anniversary event. She thanked the hardworking team of staff and volunteers who helped prepare the food and got everything set up.

Cllr Davis reported that the Friends of Herne Mill are looking for two new trustees and have asked whether any parish councillors would be interested in becoming a trustee. Members were asked to give this some consideration.

Cllr Davis reminded members that the Citizen Science Training for Curtis Wood would be taking place on 20th May 2026, from 6pm until 8pm, at the Herne Centre.

094/26 To receive reports from County Councillor Mulvihill, and City Councillors Jones and Paget.

County Cllr Mulvihill

The Clerk reported that County Cllr Mulvihill had provided a written report which would be sent out following the meeting. **Action: Clerk.**

City Cllr Paget

City Cllr Paget reminded members that the Draft Local Plan Regulation 19 consultation was concluding soon.

The Community Governance Review consultation has launched. Public engagement events have been arranged for Herne Bay, Whitstable, and Canterbury, with the fourth online. Canterbury City Council (CCC) held its annual meeting yesterday, 13th May 2026. There have been changes to the committees due to the breakdown of the coalition. A new Lord Mayor and Sheriff were appointed.

More Community Speedwatch volunteers are needed. There are currently not enough to make it viable.

Hoping to organise another community litter pick for 30th May 2026.

City Cllr Paget thanked the parish council for the invitation to attend the 30th Anniversary event. It was lovely to part of the celebrations.

095/26 To receive reports from the Clerk and Assistant Clerk, including any correspondence.

Both reports had been circulated prior to the meeting.

Clerk's report:

Herne Mill

Still awaiting the financial information from KCC. Had been hoping to have received this in time for the publication of the next newsletter, and to have arranged another meeting of the LGR Asset Working Group. Will have to arrange a meeting of the group regardless, as there is work to do regarding the proposed Neighbourhood Plan.

The KCC Scrutiny Committee is meeting on 13th May 2026. One item on the agenda is the call-in of the Heritage Conservation Strategy.

Highways Improvement Plan (HIP)

Will be having a meeting with Briony Chaplin (KCC Highways Community Engagement Officer (Canterbury)) in two to three weeks' time to review the HIP. Among the items for discussion will be the outcomes of the Parking Meeting, the proposed Slow carriageway signs for the Herne Village roundabout, carriageway signage at the Eddington Interchange, and the Cultivation Licence for Broomfield grass triangle. The meeting has been arranged for 4th June 2026.

Parking Meeting update

Had feedback and responses to some of the suggestions made at the meeting.

The feedback from the letter drop in Streetfield regarding extending the zig-zag lines has been negative, with residents objecting to the proposal.

Herne Infant & Nursery School has said that they will not be able to open their car park at the weekend for use by Herne Bay Harriers Football Club.

PC James Melia has arranged a multi-agency Day of Action for 10th June 2026. This will include representation from CCC Parking Enforcement, Kent Police, and the parish council.

Regarding parking permits for Streetfield residents, CCC has responded that all the residents would need to apply for one, therefore, unlikely to be pursued.

CCC will consider the proposal to reduce the times that fees apply in School Lane Car Park as part of the next JTB Annual Parking Review. The proposal is to change the times from 10am until 4pm to 10am until 2pm. This would allow for free parking at both school drop off and pick up times.

The next Parking Meeting will be scheduled for June 2026 to discuss how effective the measures that have been implemented to date have been. This will also allow for other suggestions to be put forward following the Day of Action, should there be any.

Assistant Clerk's report:

I am pleased to report we were successful in our bid to the National Lottery for £11,000 for the Broomfield Community Park. It will be great to have extra seating and the re-establishment of the wildflower meadow, we have 2 years to undertake the work. The BMX track fence is also now repaired and so all maintenance work has taken place and it's starting to look a lot better up there.

We are in the process of ordering the new Sarah-Jayne Mulvihill memorial sign and finalising drafts of the information board. It would be nice to organise a little event when the sign goes in place as it has been 20 years since Sarah Jayne was killed.

Since Cllr Austin's resignation we need to push forward with the neighbourhood plan as this was agreed by the Council a few months ago. We were trying to get a consultation document and event together for June, but following proper practises means that it is likely to be late June / early July. There are several benefits to us having a plan, these include:

- Defining where development should happen (e.g. housing sites, business areas)
- Setting design standards for buildings (height, style, density)
- Protecting local features like parks, heritage sites, or views
- Supporting community priorities such as new facilities or transport improvements.

This will require a lot of work, but with the formation of the unitary authorities it's more important than ever we have a say on development in our Parish. The plan will have to also include the plans for the Windmill and about other assets we are looking to acquire to protect them for the future residents of the Parish. We are looking to have

an LGR asset working group meeting at the end of May so the proposed questionnaire and consultation document can be approved by full council in June.

We had a wonderful 30-year celebration of the Parish Council on 8th May. It was very well attended, with a live band playing and buffet. This event was free to attend, as the charge seemed to put people off. The celebrations final cost was only £55.22, which is a great achievement, as we did well with the café and bar.

We have another craft fair on Saturday with 24 stalls, so please come and support. If anyone is free around 1.30pm / 2pm to help pack away tables, it would be very much appreciated.

On 20th May in the evening, we have the training for the Bioblitz at Curtis Wood Park. The bioblitz event takes place in conjunction with our Curtis Wood Wildlife picnic on the 7th June. We are having a story time session, some activities for children as well as a wildlife sheet for them to go and look through the woods. Councillors support at the event would be appreciated, the Co-op are involved and are bringing some items to have it as a “Big Picnic” event. We are hoping if this goes well, we could do this annually.

This week we have had our second catch up meeting with Vistry cancelled, by them with no explanation. I have emailed asking for some updates, and an explanation as to why these meetings are being cancelled.

Cllr Davis asked members whether an event to mark the unveiling of the new Sarah-Jayne memorial sign should be arranged, especially as it would be the 20th anniversary of her death. Members agreed to hold an unveiling event.

096/26 Finance.

To ratify payments made since last meeting; payment schedule supplied.

Payments were ratified.

To approve payments presented at this meeting; payment schedule and bank reconciliation supplied.

Payment schedule and bank reconciliation were approved.

To report on any income received; income schedule was supplied.

Income schedule was received.

097/26 To receive the minutes of the Annual Parish Meeting held on 16th April 2025.

The draft minutes had been circulated prior to the meeting.

The draft minutes were received.

098/26 To receive the draft minutes of the Environment & Leisure Committee meeting held on 23rd April 2026 and to discuss any points of note.

The draft minutes had been circulated prior to the meeting.

The draft minutes were received.

099/26 To receive the draft minutes from the Herne Centre Committee meeting held on 30th April 2026 and discuss any points of note.

The draft minutes had been circulated prior to the meeting.

The draft minutes were received.

Cllr Davis said that the Barn Dance date had been confirmed as Friday 2nd October 2026.

The Citizen Science Training session is at the Herne Centre on 20th May 2026 from 6pm until 8pm.

100/26 To receive the draft minutes of the Planning & Highways Committee meeting held on 7th May 2026 and discuss any points of note, and other planning and highways issues.

The draft minutes had been circulated prior to the meeting.

The draft minutes were received.

Cllr Wilson reported that members had objected to the Bragg's Lane application, as per the same reasons given for previous applications in Bragg's Lane.

Members had also raised concerns regarding the inadequate roundabout infrastructure, and anticipated traffic issues, in respect of the Aldi application at the Altira business park.

101/26 To receive reports from Council representatives on outside bodies and other organisations.

There were no reports.

102/26 To receive information regarding any environmental issues, including reports from the Tree & Pond Wardens.

Cllr Binstead reported that vegetation on the corner of the A299 slip road was very overgrown, reducing visibility for pedestrians crossing the road. **Action: Clerk.**

Cllr Checksfield asked about reporting overgrown hedges from residential properties. The Clerk replied that this should be reported to KCC Highways, who would issue a Vegetation Notice to the homeowner.

103/26 To approve the Financial Regulations.

The Financial Regulations had been circulated prior to the meeting.

Cllr Davis stated that a member of the Finance & Resources Committee needed to check the bank reconciliations quarterly and at financial year end. The Clerk said that this should be undertaken by Cllr Collins as the Chairman of the committee. **Action: Clerk and Cllr Collins.**

Members approved the Financial Regulations.

104/26 To approve the Standing Orders.

The Standing Orders had been circulated prior to the meeting.

Members approved the Standing Orders.

105/26 To approve the Health & Safety Policy.

The Health & Safety Policy had been circulated prior to the meeting.

Members approved the Health & Safety Policy.

106/26 To approve the Website Accessibility Statement.

The Website Accessibility Statement had been circulated prior to the meeting.

Members approved the Website Accessibility Statement.

Cllr Davis said that the Herne Centre website should also have a Website Accessibility Statement.

107/26 To discuss staffing matters: Admin Assistant's contract, and requests to undertake work experience.

To receive an update regarding the Herne Centre Deputy Manager.

This item will be preceded by a resolution Under Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press due to the confidential nature of the business being discussed.

The Clerk reported that the temporary contract for the Admin Assistant was due to finish at the end of May 2026. There is currently sufficient work for the contract to be extended, with more expected once the Neighbourhood Plan process begins. The Clerk recommended that the contract is extended for a further 3 months, with a review by the Finance & Resources Committee. Members agreed to extend the contract for a further 3 months.

The Clerk reported that three young people had requested undertaking a week's work experience at the Herne Centre. There are plenty of things that they would be able to do, including helping in the cafe.

Members were very supportive and agreed to permit the work experience.

The Clerk reported that the Herne Centre Deputy Manager, Phill Morris, started on 20th May 2026 and had settled in very well. The Herne Centre Manager has been gradually delegating work across to him.

108/26 To receive any reports from Parish Council members.

Cllr White reported that the newsletter was nearly finalised and would be ready to print soon.

Cllr Checksfield asked whether an article could be published in the newsletter requesting more Community Speedwatch volunteers. **Action: Clerk.**

109/26 The next meeting of the Parish Council will be on 11th June 2026.

Meeting closed at 8.20pm.