



HORSMONDEN PARISH COUNCIL MEETING

In accordance with the statutory requirements of the Local Government Act 1972 Schedule 12 Paragraph 26 (2) [A] (Admissions to meetings) Section 1 (4) Notice is given that an ordinary meeting of Horsmonden Parish Council will be held in the Village Hall, Back Lane, Horsmonden on 5 October 2026 at 19:30.

Members of the public have the right to attend and will be welcomed by the Council.

TO ALL MEMBERS OF HORSMONDEN PARISH COUNCIL You are hereby summoned to attend the Meeting of Horsmonden Parish Council on Monday 5 October 2026 at 7.30pm in Horsmonden Village Hall, Back Lane, Horsmonden, Kent TN12 8LH.

Meeting called by Lucy Noakes Clerk to Horsmonden Parish Council, 01892 724989

Date: 29 September 2026

Please note that although **members of the Public and press may** not orally report or comment about a meeting as it takes place, they may **a) film, photograph or make an audio recording of a meeting; b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.** All members of the council are respectfully requested to ensure that they are familiar with the details of each item listed on the agenda, prior to the meeting, by reading the relevant papers and emails or following the links provided.

Declarations of Interest (in accordance with the Members' Code of Conduct): If a Member has a prejudicial interest, this should be declared at the start of the meeting. Personal interests may be declared at this point or alternatively can be declared at the time when the specific item is being discussed, if a Member wishes to speak on an item in which s/he has a personal interest. Members in doubt about such a declaration are advised to contact the Monitoring Officer before the date of the meeting.

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AGENDA

Please see Agenda Notes for quotations and links to background information available at the time of issue on the following agenda points.

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST.

2. PUBLIC SESSION (no decisions):

Members of the public have the right to speak for up to three minutes at the Chairpersons discretion on issues concerning the Parish providing the Clerk has prior notification

3. MINUTES OF PREVIOUS MEETING

Agree the Minutes of the Annual Parish Council meeting on [7 September 2026](#)

4. PARISH COUNCIL FINANCE/QUOTATIONS

- a. Agree payments listing up to and including 4 October 2026 (see Appendix 1)
- b. Bank reconciliations for all bank accounts at 30.09.2026
- c. Agree Internal Audit quotation from Mulberry Local Authority Services Limited
- d. Note Internal auditors Interim report with any recommendations
- e. Agree emergency costs at the Clock Tower for works the bell/bell support bracket
- f. Consider quotation from Living Forest for tree works on the village green and at Fromandez Drive
- g. Agree renewal of BT Business contract for landline and broadband at Parish Office
- h. Consider quotations to replace tap in the gents toilet at Public Conveniences
- i. Consider quotations to adjust doors at the Public Conveniences
- j. Agree final scope/timings/quotation relating to new village hall consultation
- k. Agree maintenance cost for Christmas Lights and consider recommendation from finance committee
- l. Consider Parish Section 106 Contributions

5. PLANNING

- a. Applications

Planning Application:	26/01838/LBC
Proposal:	<u>LBC: Re-construction of wall</u>
Location:	Stable Block & Walled Gardens, Rectory Park, Rectory Park Road, Horsmonden, Tonbridge, Kent TN12 8EH

Planning Application:	26/01901/LBC
Proposal:	<u>LBC: replacement windows and door</u>
Location:	1 Brambles Place, Maidstone Road, Horsmonden, Tonbridge, Kent TN12 8HH

Planning Application:	26/02025/FULL
Proposal:	<u>Change of use of land for stationing of 3 mobile homes with associated landscaping</u>
Location:	Bassetts Farm And Land, Maidstone Road, Horsmonden, Tonbridge Kent

- b. Update / discussion/ decision re TWBC emerging Local Plan
- c. Update / feedback on planning application [24/00078/HYBRID Bassetts Farm](#)
- d. Update / feedback on planning application [25/02758/REM - Land South of Brenchley Road](#)
- e. Feedback and updates on planning and enforcement matters.
- f. Review and agree response to TWBC Settlement Role and Functions Study (SRFS) Data Request for Horsmonden – deadline 26th October

6. UPDATES FROM BOROUGH/COUNTY COUNCILLORS

7. PARISH COUNCIL DECISIONS/ADMINISTRATION

- a. Parish Highways/footpath/hedges/street lighting/landscaping and tree works.
- b. HIPs (Highways Improvement Plan) [HIPS](#) – speed limit on Maidstone Road (at junction with Yew Tree Green Rd), Rural Parish Grant delivery update
- c. Consider future maintenance for land at Fromandez Drive
- d. Discuss and agree placement, costing and future maintenance of Hop Pickers Line Heritage Group (HPLHG) lecterns - money claimed from Section 106
- e. Consider policy/forms review:
 - Village green booking form
 - [Information available from HPC](#)
 - Data map and assessment of personal data held by HPC
 - [Data Protection Policy](#)
 - [Policy for meeting with planning applicants/developers](#)
 - [Privacy Policy](#)
 - [Website Privacy Policy](#)
 - [Subject Access Request Policy](#)
- f. Confirmation that Clerks and Cllrs have read and agreed to the HPC Privacy Policy
- g. Updates on parish office lease and move
- h. Operation Menai Bridge (Operation London Bridge)
- i. Consider booking free AED training with Hopkins Training
- j. Consider taking part in the St Margaret's Christmas Tree Festival 2026

8. FEEDBACK TRAINING/ MEETINGS/ EVENTS ATTENDED

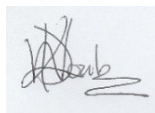
Parish Chairmans meetings/Clerks meetings

Training /information sessions

Please note that the next full council meeting is scheduled for 2 November 2026

Lucy Noakes Clerk to Horsmonden Parish Council 01892 724989

Date of agenda notification 29 September 2026



APPENDIX 1

Date: 25/09/2026

Horsmonden Parish Council Current Year

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Time: 15:19

Current A/c- Unity Trust Bank

List of Payments made between 07/09/2026 and 04/10/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/09/2026	Horsmonden VH committee	BACS	150.00		Parish Office rent July /Aug
11/09/2026	Arron Services Ltd	BACS	378.00		security licence Cllr laptops
16/09/2026	Kent Association of Local Coun	BACS	168.00		2 x clerks conference
16/09/2026	Kent Association of Local Coun	BACS	168.00		2 x Finance conference
16/09/2026	Envirocure Ltd	BACS	261.60		Legionella RA Toilets
16/09/2026	Envirocure Ltd	BACS	434.40		Legionella RA Institute
16/09/2026	HMRC	BACS	1,171.53		NI and Tax Sept
16/09/2026	EDF Energy	DD	45.08		Aug Energy Toilets
16/09/2026	EDF Energy	DD	20.21		Aug electricity VG Boxes
16/09/2026	Castle Water	DD	255.11		Water Supply Aug toilets
16/09/2026	British Telecom	DD	158.95		Quarterly Land line & bradband
17/09/2026	EE - BT	DD	93.48		Mobile september
18/09/2026	Drax	DD	182.45		Aug electricity SL
21/09/2026	Peoples partnership	DD	367.49		Staff Pension sept
25/09/2026	Mrs L Noakes	BACS	2,092.63		Sept salary plus back payment
25/09/2026	Anna Blyth	BACS	1,514.70		September salary plus back pay
25/09/2026	P&F Cleaning services LTD	SO	550.00		Sept Toilets& Shelter
25/09/2026	Microshade VSM/Flotek	DD	250.36		Sept data & emails
Total Payments			8,261.99		