

# MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

## HELD AT HORSMONDEN VILLAGE HALL

### ON MONDAY, 11 MAY 2026 AT 7:30PM

#### **Present:**

Cllrs Richards, Davis, Russell, Sheppard, Jenkinson, Larkin, Baxter-Smith and Baylis

#### **In attendance:**

Lucy Noakes (Clerk)

Anna Blyth (Deputy Clerk)

Cllr David Knight (part of the meeting)

Cllr Tom Mobbs (part of the meeting)

Cllr Lynne Darrah

Cllr Mark Munday

1 member of the public (part of the meeting)

### **1. Apologies for Absence and Declarations of Interest**

Cllr Boon.

Cllr Sheppard proposed acceptance of the reasons for absence; seconded Cllr Russell.  
Unanimous.

### **2. Declarations of Acceptance of Office & Election of Chairman & Vice Chairman**

Cllr Davis nominated Cllr Richards for the role of Chairman; seconded Cllr Sheppard. Unanimous.  
Cllr Richards confirmed that he was willing to stand. There were no other nominations. Cllr Richards was elected as Chairman.

Cllr Jenkinson nominated Cllr Boon as Vice Chairman; seconded Cllr Baxter-Smith. Unanimous.  
Cllr Boon had confirmed that she was willing to stand prior to the meeting. There were no other nominations. Cllr Boon was elected as Vice Chairman.

### **3. Election of Officers and Committees**

After discussion, it was proposed by Cllr Sheppard and seconded by Cllr Larkin that the following committee /group structure be adopted by the Council. Unanimous:

**Business/Retail Liaison**– Cllrs Richards

**Finance/Risk Assessment Committee** – Cllrs Davis, Richards, Sheppard, Russell and Boon

**Personnel Committee** – Cllrs Richards, Boon, Davis, Jenkinson, Russell and Larkin

**Footpaths (Lost & Forgotten Footpaths) Liaison Group** - Cllrs Sheppard, Larkin and Baylis

**Horse Fair & Police Liaison Group** – Cllrs Richards, Boon, Larkin and Baxter-Smith

**Kent Association of Local Councils (KALC) Representatives Liaison Group** – Cllr Richards (with Cllr Baxter-Smith as reserve)

**Planning Committee** – all Councillors

**Horsmonden Village Events Committee Liaison (HoVEC)** – Cllr Boon (Cllr Richards reserve)

**Highways & Lighting Group** – Cllrs Davis, Russell, Sheppard and Larkin

**Parish Council Open Spaces Working Group** – Cllrs Jenkinson, Larkin, Russell and Baxter-Smith

**Village Hall Trustees** – Cllrs Jenkinson and Russell

**Sports Ground Liaison** – Cllrs Davis, Richards and Baxter-Smith

**Institute Building Liaison Group** – Cllrs Davis, Richards, Sheppard and Russell

**Emergency Planning Group** – Cllrs Davis, Russell, Sheppard, Baxter-Smith and Bayliss

**Climate Change Working Group** – all Councillors

**New Village Hall Working Group** – Cllrs Richards, Davis, Jenkinson, Russell and Larkin

**School Liaison** – Cllr Baxter-Smith (reserve Cllr Davis)

**Horsmonden Development Advisory Group** – Cllrs Richards, Boon, Davis, Russell, Baxter-Smith and Baylis

## 4. Public Session

No speakers.

The Chair invited Cllrs Mobbs, Knight, Darrah and Munday to provide any updates at Borough/County level.

Cllr David Knight (TWBC)

Cllr Knight reported that the Local Plan, formally adopted in December 2025, is now subject to an early review process in line with national planning guidance and requirements set out by central government through the National Planning Policy Framework (NPPF). As part of this process, the “Call for Sites” exercise commenced on 11 May. This stage invites landowners, developers and other interested parties to submit potential development sites for consideration as part of the review.

Cllr Knight also provided a summary of the recent election results, noting that he had secured 37% of the vote and had been successfully re-elected. The Chair congratulated Cllr Knight on his re-election and thanked him for his continued service and representation of the community.

Cllr Lynne Darrah (TWBC)

Cllr Darrah updated members on current Borough Council matters, including the upcoming review of the Local Validation List on 12 June and the Statement of Community Involvement scheduled for 22 May. She also advised that Fusion Lifestyle had entered into administration and that management of local leisure centres is expected to transfer to Serco from July 2026. The new operator has committed to investing in local leisure facilities and continuing services for residents.

Cllr Tom Mobbs (TWBC)

Cllr Mobbs reported that, at the most recent Full Council meeting, a motion had been passed to write to the Secretary of State regarding concerns over the potential removal of “call-in” powers within the planning process. The motion expressed concern that the removal of such powers could reduce the ability of local authorities and councillors to challenge or review significant planning decisions affecting their communities.

### Cllr Mark Munday (KCC)

Cllr Munday provided an update on proposals for the new primary school in Paddock Wood. He advised that the next phase of the decision-making process is scheduled for 12 May, as the project continues to progress towards the planned opening date of September 2028. Cllr Munday noted that some concerns had been raised during discussions regarding the potential impact on pupil numbers at existing local schools. However, it was acknowledged that planning and consultation work remains ongoing as the proposals continue to be developed.

The Chair thanked the Borough Councillors for their updates and proposed that Item 7h be brought forward on the agenda to allow Cllr Mark Munday to provide an update regarding village bus stops. The proposal was approved unanimously by those present.

#### **7h. Parish Highways/footpaths/street lighting/landscaping and tree issues**

Cllr Munday advised that, following KCC officers' investigations into the bus stopping arrangements on Goudhurst Road and conversations with Hams Travel, it has been confirmed that buses should not wait on Goudhurst Road for any period of time. If running early, buses should wait in Goudhurst rather than in Horsmonden, where the arrangement should be "stop and go" only.

An alternative site had been put forward by KCC which would involve moving the current bus stop further along Goudhurst Road to outside Boddingtons Cottages. Cllrs were asked for their views on this proposal. It was noted that the proposed area is frequently occupied by parked cars, as although the cottages have parking at the rear of the properties, each property only has one allocated space. The overall feeling was that this proposal would simply move the problem further along the road rather than provide a genuine solution.

It was suggested that the new development at Bassetts Farm could potentially incorporate a bus stop. Cllr Munday advised that this idea had been raised previously and could be revisited. However, it is unclear whether there would be sufficient space within the development for a bus to turn around safely.

Cllr Jenkinson proposed that the PC object to the suggestion of moving the bus stop to outside Boddingtons Cottages, seconded by Cllr Larkin. Carried.

The Clerk reported that a member of the public had contacted the Parish office to raise concerns regarding pavement parking and requested that letters be issued to offending properties. The Clerk noted that this is a wider issue affecting several areas of the village and suggested that a general notice on the PC website and social media would be a more appropriate approach. Cllr Davis proposed acceptance of this suggestion, seconded by Cllr Russell. Unanimous.

It was reported that concerns had been raised by some residents regarding the appearance of the PC's wildflower garden on Fromandez Drive. Cllrs noted that it had previously been agreed to allow the area to develop naturally as part of the wildflower initiative. Following discussion, it was agreed that the Parish Council would seek volunteers to assist with the project and help manage and tidy the area where appropriate. Cllr Larkin proposed that the PC continue its efforts to develop the wildflower garden, seconded by Cllr Davis. Unanimous.

The Clerk confirmed that the Village Green has been scarified and aerated, with weed treatment scheduled for 21 May. Residents living around the Green will be notified in advance. Queries have

also been raised regarding when the area can safely be used again by walkers and dogs following treatment, and all relevant risk assessments and method statements have been received and circulated to Cllrs.

## **5. Minutes of Previous Meeting**

The Minutes of the Parish Council Meeting held on 13 April 2026 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Jenkinson, seconded Cllr Russell and voted for unanimously by those present at that meeting and signed by the Chair.

The Minutes of the Extraordinary Parish Council Meeting held on 21 April 2026 had been circulated beforehand by the Clerk. They were agreed for accuracy and proposed for acceptance by Cllr Sheppard, seconded Cllr Russell and voted for unanimously by those present at that meeting and signed by the Chair.

## **6. Parish Council Accounts and Finance**

### **a. Parish Council accounts 10 May 2026 (See Appendix 1 on final page.)**

The Clerk showed a copy of the list of expected payments up to and including 10 May totalling £9,708.19. This was proposed for acceptance by Cllr Jenkinson; seconded Cllr Sheppard. Unanimous.

### **b. Bank Reconciliation 30 April 2026 (month end)**

The bank balance at 30 April 2026 was displayed with a total at £123,990.88. This was confirmed as correct against the current bank statement and signed by the Chair.

Cllrs Russell and Davis agreed to authorise payments for this month.

### **c. Internal Auditor end of year report for 2025-2026**

The Clerk had circulated the internal auditors report to Councillors prior to the meeting. She gave a brief overview of the report, confirming that the auditor was satisfied that the Council had been carrying out all of its obligations and requirements as outlined by the Audit Commission and set out in the Practitioners Guide.

However, the Internal Auditor had noted that the PCs asset register does not currently meet recommended best practice requirements and recommended that the register be reviewed and updated accordingly. The Clerk advised that Rialtas offer an asset register package which would integrate with the Council's existing accounting system and simplify the process of updating the register. A quotation had been obtained and will be considered under item 6f.

Cllr Russell proposed that the PC had received, considered and noted the internal auditor's recommendation which will be actioned accordingly; seconded Cllr Davis. Unanimous.

### **d. Annual Governance and Accountability Return 2025/26 (AGAR)**

#### **i. Review and approve the Annual Governance Statement 2025/2026 (Section 1 page 4 of Annual Return 31 March 2026)**

The Council reviewed the questions in the Annual Governance statement one at a time.

A resolution was made by Cllr Davis to accept the answers as provided by the Council on the Annual Governance Statement and to allow Cllr Richards to sign the statement on the Council's

behalf. This was seconded by Cllr Russell and voted for unanimously. The Clerk and the Chair signed and dated the form in the appropriate way.

The Clerk confirmed that she would make the public announcement of the AGAR on 2nd June and that it would then be available for public viewing from 3rd June to 14 July 2026.

**ii. Consideration, approval and signing of the Annual Accounting Statements 2025/26 (Section 2 page 5 of the Annual Return 31 March 2025).**

The Clerk displayed the Annual Accounting Statement as prepared and signed by her previously and checked by the Internal auditor. Cllr Jenkinson proposed acceptance of the accounting statement; seconded Cllr Baxter-Smith. Unanimous. The Chair then signed the Annual Accounting Statement on behalf of the Council.

The Clerk explained that the auditors had asked the PC to consider which option to take should the external auditor find an error when auditing the PCs AGAR. The two options were detailed as follows:

- (a) Asking the auditor to return the AGAR for the clerk / RFO to correct, initial the amendment and return so the final, published return is materially correct and the auditor is able to consider an unqualified opinion in the report given at AGAR Section 3. If this option is taken the auditor will comment on the amended error as an '*other matter*' and recommend the Authority ensures it is not repeated in future years. There will be a small charge for this option
- (b) Accepting a qualification of the auditor's opinion at AGAR section 3. This will avoid the costs and delays associated with correction but will mean that the final published return is materially incorrect, and care will be needed in 2025/26 to ensure that the 2024/25 figures are restated to avoid the error carrying over.

After discussion, Cllr Russell proposed that the PC accept option a; seconded Cllr Sheppard. Unanimous.

**e. Agree to adoption of General Power of Competence. (Location Act 2011 and Si 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).**

It was noted that the PC do not qualify for the GPC and S137 will apply to some expenditure. The limit for s137 expenditure for 26-27 was noted as £11.60 per elector.

**f. Consider quotation for purchasing Rialtas Business Solutions Asset Register Package**

The clerk had obtained a quotation from RBS for the Asset Register package which can be used in conjunction with the accountancy package already held.

The initial costs for purchasing the software licence, launch and training by RBS were £779 plus VAT. There was also an annual fee of £174 plus VAT for support and maintenance costs. Cllr Russell proposed acceptance of this quotation to purchase the Asset Register package, seconded Cllr Jenkinson, unanimous.

**g. Consider quotation for the Council's Data Protection Officer and appoint DPO for 2026-27**

The Clerk had circulated a copy of the renewal quotation received from GDPR-info Ltd, who have provided this service for the PC for the last few years. It was noted that the annual cost remains the same as it was for the 2025-26 period.

Cllr Davis proposed acceptance of the quotation provided (£420 no VAT); seconded Cllr Baxter-Smith. Unanimous.

**h. Agree continuance of Parish Council insurance contract (3-year LTA)**

The Clerk had circulated the renewal invitation from the PC's insurance provider, Clear Councils, to Cllrs prior to the meeting. It was noted that the PC are currently in the second year of a three-year long-term agreement (LTA). The Clerk highlighted that this year's premium represents a slight reduction on last year, totalling £2,090.28 plus Insurance Premium Tax (IPT).

Cllr Russell had raised a couple of questions prior to the meeting regarding the cover provided, and these have been queried with a response awaited.

Cllr Larkin proposed acceptance of the renewal as invited at £2,090.28 plus IPT subject to satisfactory clarification on the queries raised; seconded Cllr Sheppard. Unanimous.

**i. Consider Paddock Wood Community Centre Funding request 2026-2027**

The Clerk had circulated a grant funding request from the Paddock Wood Community Advice Centre to Cllrs prior to the meeting. It was noted that the PC donated £250 last year to this worthwhile charity.

Cllr Jenkinson proposed that the PC donate £250 again for 2026/27; seconded by Cllr Larkin. Unanimous.

**j. Consider grant application from Air Ambulance**

The Clerk had circulated a grant funding request from the Air Ambulance to Cllrs prior to the meeting. It was noted that the PC have previously donated to this very worthwhile charity and make annual donations in recognition of the importance of their work.

Cllr Jenkinson proposed that the PC donate £250 to the Air Ambulance; seconded by Cllr Larkin. Agreed unanimously.

## **7. Parish Council Decisions/Administration**

**a. Confirmation and necessary changes to the following policies / procedures / terms of reference:**

**i. [Scheme of Delegation and Terms of Reference for Committees and Officers Under s101 \(1\), \(5\) and \(6\) of the Local Government Act 1972](#)**

The Clerk had circulated the scheme of delegation for committees and officers to Cllrs prior to the meeting.

Cllr Baxter-Smith proposed acceptance with no changes required; seconded Cllr Davis. Unanimous.

**ii. [Terms of reference for Finance and Risk assessment Committee](#)**

The Clerk had circulated the terms of reference for the Finance and Risk Assessment Committee to Cllrs prior to the meeting.

Cllr Sheppard proposed acceptance with no changes required; seconded Cllr Russell. Unanimous.

**iii. [Terms of Reference for Planning committee](#)**

The Clerk had circulated the terms of reference for the Planning Committee to Cllrs prior to the meeting.

Cllr Sheppard proposed acceptance with no changes required; seconded Cllr Baxter-Smith. Unanimous.

iv. [Terms of reference for Personnel Committee](#)

The Clerk had circulated the terms of reference for the Personnel Committee to Cllrs prior to the meeting.

Cllr Russell proposed acceptance with no changes required; seconded Cllr Davis. Unanimous.

v. [Terms of Reference for Horsmonden Development Advisory Group](#)

The Clerk had circulated the terms of reference for the Horsmonden Development Advisory Group (HDAG) to Cllrs prior to the meeting.

Cllr Baxter-Smith proposed acceptance with no changes required; seconded Cllr Jenkinson. Unanimous.

vi. [Asset Register 25-26](#)

The Clerk had updated and circulated the Asset Register to Cllrs prior to the meeting and explained the minor changes reflecting assets which had been dispensed with and those which were new items during 25-26.

Cllr Davis proposed acceptance of the Asset Register up until 31/03/2026; seconded Cllr Baxter-Smith; Unanimous.

vii. [Parish Council Risk Assessment](#)

The Clerk had circulated the PCs Risk Assessment to Cllrs prior to the meeting.

After discussion it was agreed that the Clerk should add CCTV under the 'security of buildings' section noting that the use of these cameras have been assessed separately under a DPIA for the ICO.

Cllr Jenkinson proposed acceptance with changes as detailed; seconded Cllr Sheppard. Unanimous.

viii. [Standing orders](#) . ***The Council will consider revised limits for expenditure.***

The Clerk had circulated the PCs Standing Orders to Cllrs prior to the meeting. Cllrs considered limits for expenditure (page 23 only) and agreed to leave at £25,000.

Cllr Russell proposed acceptance with no changes required; seconded Cllr Jenkinson. Unanimous.

ix. [Financial Regulations](#). ***The Council will consider revised limits for expenditure.***

As recommended by the internal auditor, the PC considered revised limits for expenditure and these were confirmed as follows:

*1.7 – Increase to £1,000*

*4.9 – Increase to between £1,000-£5,000*

*4.15 – Increase to £500 for the Clerk only, up to £1,000 for the Clerk in consultation with the Chair and Vice Chair and over £1,000 for full Council*

*4.20 – Increase to £1,000*

*5.6 – increase to £5,000*

*5.9i – increase to £500, ii – stay at £5,000*

Cllr Russell proposed acceptance of the PC's Financial Regulations with the changes agreed; seconded Cllr Sheppard. Unanimous.

- x. [Internal Financial Controls](#)  
The Clerk had circulated the PCs Internal Financial Controls to Cllrs prior to the meeting. Cllr Sheppard proposed acceptance with minor changes as highlighted by the Clerk; seconded Cllr Russell. Unanimous.
- xi. [HPC Training and Development Policy](#)  
The Clerk had circulated the HPC Training and Development policy to Cllrs prior to the meeting.  
Cllr Larkin proposed acceptance with no changes required; seconded Cllr Jenkinson. Unanimous.

It was agreed that going forward the Clerk will keep a log of training carried out by Cllrs.

**b. Consider HoVEC Summer Festival and request for funding for children’s activities on the Sunday. Stall for HPC and participation in inflatables race?**

The Clerk advised that, despite discussion of the HoVEC Summer Festival at the previous meeting, formal approval for the event to proceed had not been proposed. All paperwork had now been received and circulated.

Cllr Sheppard proposed acceptance of the event; seconded by Cllr Russell. Unanimous.

The Clerk asked Cllrs to consider whether they would be willing to fund the children’s activities at the Summer Festival, as the PC have done in previous years: Tractor Time (£325) and balloon activities (£200).

Cllrs discussed the request and agreed they were happy to fund these activities, provided that no helium balloons were used due to environmental concerns. It was understood that the balloon activity would most likely involve balloon modelling rather than helium balloons. The Clerk would clarify this with the organiser.

Cllr Baxter-Smith proposed that the PC fund the children’s entertainment at the Summer Festival (total £525), subject to confirmation that no helium balloons would be used; seconded by Cllr Davis. Unanimous.

The Clerk also advised that FoHPS had offered the PC a complimentary stall at the primary school fete on the 6 June and asked Cllrs to consider whether they wished to take part. It was suggested that the stall could be used to raise awareness of the PC and its activities, and to engage with residents regarding future communications and updates. Cllrs discussed the opportunity and were supportive in principle of having a PC presence at the event. Cllrs Larkin, Jenkinson and Baxter-Smith confirmed their availability on the day.

There was also discussion regarding participation in the planned inflatable race; however, it was agreed that the PC would not be able to enter this year.

**c. Agree village green booking for Horsmonden Social Club Beer & Cider Festival on 18<sup>th</sup> July 2026 – agree waive deposit?**

The Clerk confirmed that all required documentation (risk assessment, insurance, and booking form) had been received from the Social Club for the annual Beer & Cider Festival. As the organisation does not hold a cheque book, the Clerk asked Cllrs to consider waiving the deposit

given their status as a local organisation. It was noted that this arrangement was agreed in the previous year.

Cllr Davis proposed acceptance of the event with deposit waived; seconded Cllr Baxter-Smith. Unanimous.

d. **Agree village green booking for Welly Wanging Competition on 30<sup>th</sup> May 2026 organised by Horsmonden Social Club**

The Clerk confirmed that all required documentation (risk assessment, insurance, and booking form) had been received from the Social Club for this event. As the organisation does not hold a cheque book, the Clerk asked Cllrs to consider waiving the deposit given their status as a local organisation.

Cllr Baxter-Smith proposed acceptance of the event with deposit waived; seconded Cllr Sheppard. Unanimous.

e. **Consider Horse Fair 2026**

The Clerk advised that, despite best attempts to contact the organiser of the horse fair regarding this year's event, their phone appears to be disconnected and emails have not been responded to. It was agreed that all relevant paperwork would be sent via special delivery post to the last known address.

f. **Consider proposals from HDAG to gather quotations/costings for review of Horsmonden Neighbourhood Plan**

The Clerk reported that at the last HDAG meeting it was suggested that the PC consider reviewing their Neighbourhood Plan, as it will soon have been in place for 3 years, and obtain indicative costs for inclusion in the 2027-28 budget.

Cllr Larkin proposed that the Clerks begin researching suitable companies and obtaining quotations/cost estimates; seconded by Cllr Baxter-Smith. Unanimous.

g. **Update on Parish Office lease. Formal agreement for PC to sign statutory declaration to confirm that the lease will not conform to Landlord and Tenant Act 1954 automatic right for renewal (s24-28)**

The Clerk advised that she is currently awaiting receipt of the statutory declaration relating to the Parish Office lease. The declaration will confirm that the lease will be contracted out of the security of tenure provisions contained within Sections 24–28 of the Landlord and Tenant Act 1954, meaning there will be no automatic right of renewal.

Once received, the declaration will need to be signed before a local solicitor by the Chair and Vice-Chairs. Members were asked if they were happy for this to proceed.

Cllr Russell proposed that, upon receipt, the PC sign the statutory declaration before a local solicitor; seconded by Cllr Larkin. Unanimous.

h. **Parish Highways/footpath/street lighting/landscaping and tree issues**  
Discussed above.

i. **HIPs (Highways Improvement Plan) HIPS – annual HIP review?**

The Deputy Clerk advised that the PC have now been offered their annual HIP review with KCC and asked which Cllrs would like to be involved. Cllr Davis and Cllr Russell stepped forward as the usual members involved with highways matters.

The Clerk advised that the PC have been made aware of a residents' committee, made up of residents living on Green Road, who are concerned about the increased traffic movements on Green Road, particularly following the relocation of the chemist. It was noted that a representative of the residents' committee will be speaking to the PC at the APM regarding their concerns.

It was further noted that the Clerks have been raising Green Road with the HIPs team for many months and have been chasing the previously discussed Automatic Traffic Count (ATC) for some time, but have received no response from KCC. As the HIP review is taking place soon, Cllrs agreed this would be a good opportunity to raise the matter again and ensure action is taken. Cllr Munday added that the Clerks should copy him into any related emails and he would also push for progress.

Cllrs agreed it would be sensible to re-prioritise the HIPs in time for the annual review. After discussion, the following was agreed:

1. **Crossroads, Maidstone Road** – Changing the junction at Maidstone Road from a GIVE WAY junction to a STOP junction. It was noted that this work has been agreed and is mostly funded by the TWBC grant; however, it will remain the top priority until the work is completed.
2. **HIP 2 – Narrow Pavements** – Archive. The PC have cut back some of the edges around the Village Green already to create wider pavements; however, narrow pavements remain an issue throughout the village with limited scope for further improvement. The PC will continue to monitor the situation.
3. **Maidstone Road** - Improved speed signage – The Deputy Clerk to obtain an update, as no further information has been received regarding the improved signage proposed at this location.
4. **Green Road** – It was agreed that HIP 4 should be moved up and prioritised. The Deputy Clerk will continue to chase the ATC and seek consideration of a one-way system. This item is to move to HIP 3 priority.
5. **Lamberhurst Road – Raised Table and Improved Signage** – Archive. This has been explored; however, KCC have advised that it is not a viable option.

Cllr Davis proposed acceptance of the revised order of HIP priorities; seconded Cllr Russell. Unanimous.

j. **Consider changing closing times of public conveniences and additional signage regarding this**

The Clerk asked Cllrs to consider extending the public toilet opening hours now that it is lighter in the evenings, as they currently close at 4pm.

Cllrs were also informed of a recent incident in the disabled toilet where a young girl became briefly locked in after the door did not fully close, meaning the automatic locking system engaged once she closed it from inside. Although she was able to exit using the internal twist lock, she became distressed. It was suggested that clearer signage be installed to explain the operation of the locking system and how to exit if it engages.

The Clerk highlighted ongoing issues with both the disabled and men’s toilet doors not always closing correctly, which can prevent the automatic locking system from engaging and allow continued access. While full replacement of the doors would be costly, it was agreed that the matter requires investigation.

After discussion, it was proposed by Cllr Baxter-Smith that the Clerks seek companies able to adjust or repair the metal doors to ensure they close properly. It was also proposed to extend the opening hours to 7am–7pm during the summer months. This proposal was seconded by Cllr Russell. Unanimous.

- k. **Consider appointment of Peter Bird to represent HPC at the Hop Picker’s Line Heritage Group**  
Cllr Larkin proposed that Peter Bird be appointed to represent HPC on the Hop Picker’s Line Heritage Group, seconded by Cllr Russell. Unanimous.

## 8. PLANNING APPLICATIONS

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| <b>Planning Application:</b> | 26/00857/FULL  |
| <b>Proposal:</b>             | <b><u>Erection of single-storey garage &amp; log store</u></b>   |
| <b>Location:</b>             | East View, Maidstone Road, Horsmonden, Tonbridge, Kent TN12 8ND  |
| <b>Recommendation:</b>       | Approval   |
| <b>Proposal:</b>             | Cllr Davis; seconded Cllr Russell. Unanimous.  |
| <b>Comments:</b>             | Recommend approval. Reasonable development of property. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy. |

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| <b>Planning Application:</b> | 26/00464/FULL   |
| <b>Proposal:</b>             | <b><u>(Retrospective) Change of use of workshop to Class E; relocation of 5no. containers for separate storage purposes; creation of parking area</u></b>   |
| <b>Location:</b>             | Middle Barns Workshop, Pullens Farm, Lamberhurst Road, Horsmonden, Tonbridge, Kent TN12 8ED   |
| <b>Recommendation:</b>       | Refusal   |
| <b>Proposal:</b>             | Cllr Baxter-Smith; seconded Cllr Jenkinson. Unanimous.  |
| <b>Comments:</b>             | The PC maintain their refusal as they do not believe their concerns have been adequately addressed. If the proposal is accepted the containers should be suitably screened and sensitive to the AONB. |

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| <b>Planning Application:</b> | 26/00525/SUB  |
| <b>Proposal:</b>             | <b><u>Resubmission of details in relation to Condition 22 - (external lighting) of 21/02027/FULL, as approved under 22/03656/SUB.</u></b> |
| <b>Location:</b>             | Bassetts Farm Goudhurst Road Horsmonden Tonbridge Kent TN12 8AS   |

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| <b>Recommendation:</b> | Refusal   |
| <b>Proposal:</b>       | Cllr Baxter-Smith; seconded Cllr Davis. Unanimous.  |
| <b>Comments:</b>       | <p>The Parish Council note that the street lighting proposal detailed within 26/00525/SUB has already been installed on site prior to the granting of permission.</p> <p>Following their full review of 26/00525/SUB the PC wish to recommend <b>refusal</b> on the following basis:</p> <p><b>Street Lighting Proposal in Conflict with PC and TWBC Policies:</b></p> <ul style="list-style-type: none"> <li>• 26/00525/SUB has been submitted by the Developer to change the proposed streetlighting for the current development of 20 houses (Phase 1).</li> <li>• This new proposal is changing the streetlighting already approved under 22/03656/SUB.</li> <li>• 22/03656/SUB was approved after it was changed to meet comments made by the Landscape and Biodiversity Officer and the Parish Council.</li> <li>• This approved scheme included 7 streetlights on time switches. The proposed revision has 15 streetlights.</li> <li>• The reason given by the Developer for the resubmission relates to the Phase 2 development for 120 houses which has not yet been determined. This separate application has a separate streetlighting condition to be addressed in the future.</li> <li>• The Parish Council objected to the quantum of Phase 1 streetlights in 2022 before they were reduced to 7.</li> <li>• This resubmission conflicts with the Parish Council’s Dark Skies Policy (see PC website) and the Horsmonden Neighbourhood Plan Policy 7.7. It also conflicts with TWBC Policy EN8: Outdoor Lighting and Dark Skies, and the comments previously made by the Landscape and Biodiversity Officer.</li> </ul> <p><b>Unauthorised Change to Approved Landscaping Plan:</b></p> <ul style="list-style-type: none"> <li>• The streetlighting resubmission referenced above (26/00525/SUB) uses a Soft Landscaping Layout which has been changed and does not represent the approved landscaping for the Phase 1 development of the 20 houses (as shown in 24/00632/SUB).</li> <li>• The landscaping change includes a footpath/pavement to the west of the main access road which goes over the root protection areas of several trees as well as the removal of several trees retained in the approved Soft Landscaping Layout.</li> <li>• Such a change to landscaping should be subject to full consultation via a Minor Material Amendment.</li> <li>• There are differences between the approved Phase 1 landscaping along the main access road and the yet to be determined Phase 2 access road landscaping proposal. Phase 2 landscaping includes the footpath/pavement to the west of the main access road, but this violates the root protection areas of the preserved trees and needs to be removed.</li> </ul> <p><b>Construction is in breach of tree protection:</b></p> |

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|  | <ul style="list-style-type: none"><li>• Tree protection fencing installed to protect the Phase 1 approved soft landscaping is being removed daily and heavy vehicles are driving over the tree root protection areas as a short cut onto the Phase 1 site.</li><li>• At least one tree preserved in the Phase 1 approved landscape plan has been uprooted.</li></ul> |
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**There being no further business the meeting closed at 10.05pm.**

**APPENDIX 1**

Date: 08/05/2026

**Horsmonden Parish Council Current Year**

**Page 1**

Time: 13:13

**Current A/c- Unity Trust Bank**

**List of Payments made between 01/04/2026 and 10/05/2026**

| <u>Date Paid</u>      | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 13/04/2026            | Capel Groundcare               | BACS             | 153.00             |                       | Pavement clearance             |
| 13/04/2026            | HMRC                           | BACS             | 860.35             |                       | Tax & NI April                 |
| 13/04/2026            | St Margaret's PCC Horsmonden   | BACS             | 300.00             |                       | Parish News 26/27              |
| 13/04/2026            | National Association of Local  | BACS             | 42.00              |                       | Training -planning reform      |
| 13/04/2026            | Rialtas Business Solutions Ltd | BACS             | 252.00             |                       | Alpha Software                 |
| 15/04/2026            | Kent Association of Local Coun | BACS             | 1,240.02           |                       | Annual subscription            |
| 15/04/2026            | Viking                         | BACS             | 22.46              |                       | Stationery                     |
| 16/04/2026            | EDF Energy                     | DD               | 20.20              |                       | March Electricity VG Boxes     |
| 16/04/2026            | EDF Energy                     | DD               | 52.54              |                       | March Electricity Toilets      |
| 17/04/2026            | EE - BT                        | DD               | 95.87              |                       | Mobiles & CCTV                 |
| 20/04/2026            | Peoples partnership            | DD               | 287.89             |                       | Staff pensions April           |
| 20/04/2026            | Playdale Playgrounds Ltd       | BACS             | 640.81             |                       | new climbing net               |
| 20/04/2026            | Microshade VSM                 | BACS             | 259.96             |                       | April emials and data          |
| 21/04/2026            | Drax                           | DD               | 224.66             |                       | March SL energy                |
| 23/04/2026            | Viking                         | BACS             | 120.60             |                       | Stationery                     |
| 24/04/2026            | Anna Blyth                     | BACS             | 1,316.85           |                       | April Salary                   |
| 24/04/2026            | Mrs L Noakes                   | BACS             | 1,798.62           |                       | April Salary                   |
| 27/04/2026            | P&F Cleaning services LTD      | SO               | 550.00             |                       | April cleaning toilets& shelte |
| 27/04/2026            | Mulberry Local Authority Servi | BACS             | 93.72              |                       | Year end shut down             |
| 27/04/2026            | Mulberry Local Authority Servi | BACS             | 214.50             |                       | Internal audit end of Year     |
| 30/04/2026            | Mr J Couchman                  | BACS             | 160.00             |                       | April Clock & play area        |
| 30/04/2026            | Unity Trust Bank               | DD               | 11.20              |                       | Bank Charges March             |
| 01/05/2026            | Lloyds Bank PLC                | DD               | 19.00              |                       | Credit card April              |
| 07/05/2026            | Arron Services Ltd             | BACS             | 84.00              |                       | Norton clerks laptops          |
| 07/05/2026            | Capel Groundcare               | BACS             | 777.94             |                       | Grounds, play area, SIDs April |
| 07/05/2026            | Clearview Windows              | BACS             | 60.00              |                       | wash play area equip           |
| 07/05/2026            | Clearview Windows              | BACS             | 50.00              |                       | wash VG benches , noticeboards |
| <b>Total Payments</b> |                                |                  | <b>9,708.19</b>    |                       |                                |

