

# DRAFT

## MINUTES OF THE EXTRAORDINARY MEETING OF HORSMONDEN PARISH COUNCIL

### HELD AT HORSMONDEN VILLAGE HALL

TUESDAY 21 APRIL 2026 AT 7.30 PM

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#### **Present:**

Cllrs Boon (acting Chair), Davis, Russell, Jenkinson, Sheppard and Baylis

#### **In attendance:**

Lucy Noakes (Clerk)

Anna Blyth (Assistant Clerk)

3 members of the public

### **1. APOLOGIES FOR ABSENCE DECLARATIONS OF INTEREST**

Cllr Baxter-Smith.

The reasons for absence were proposed for acceptance by Cllr Larkin, seconded Cllr Sheppard and voted for unanimously.

Cllr Richards. No apologies provided.

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were declared.

### **2. PUBLIC SESSION**

No members of the public had requested to speak in the public session.

### **3. CONSIDERATION / APPROVAL FROM THE PARISH COUNCIL, IN THEIR CAPACITY AS LANDOWNER ONLY, FOR THE ESTABLISHMENT AND RUNNING OF A CAFÉ AT THE SPORTS CLUB**

Three members of the public attended the meeting: one Sports Club Director and two individuals involved in the operation of the proposed café. They provided brief

introductions to the PC and outlined their proposal, including confirming initial opening hours of Wednesday to Saturday, 9.00am to 2.30pm.

The Clerk reminded those present that the PC are the owner of the land only and not the building.

The PC discussed the potential planning considerations. It was noted that sports grounds and pavilions typically fall under Class F2 (Local Community Uses), while cafés fall under Class E(b) (sale of food and drink for consumption mostly on the premises). The applicants confirmed that they are currently seeking clarification regarding any planning requirements or potential change of use. The PC acknowledged this process and understood that café operations may continue while confirmation is being obtained.

The PC noted that the café will rent the premises from the Sports Club during its operation and confirmed that this arrangement is satisfactory from the PC's perspective as landowner.

Cllrs raised the issue of disabled access. It was confirmed that a disabled toilet is now available and work is ongoing to provide a ramp to improve access to the building.

Insurance arrangements were discussed. It was confirmed that the café's insurance will be updated to include £5 million public liability cover, in line with expected standards. It was noted that one operator has already completed the required food hygiene certification and the other is scheduled to complete shortly; copies will be provided to the PC. A hygiene rating is yet to be assessed; the PC requested that this be shared once available for record purposes.

The PC acknowledged that the following documentation is in place: fire risk assessment, Public Liability insurance, an existing hygiene certificate and a health and safety policy.

Overall, the PC expressed the view that the café will be a valuable asset to the community and noted that it has been positively received so far.

Cllr Davis proposed the following statement:

**The Parish Council allow use of the Sports Grounds for a café and accept the evidence provided, subject to the necessary planning arrangements and other documentation required.**

This proposal was seconded by Cllr Larkin and voted for unanimously by those present.

#### 4. PLANNING

a) Applications/Submissions:

<b>Planning Application:</b>	26/00718/FULL
<b>Proposal:</b>	<u>Conversion of garage to ancillary accommodation including rebuilding of log store (alternative to</u>

	<b><u>planning permission 25/01005/FULL)</u></b>
<b>Location:</b>	4 Elphicks Farm Cottages, Spelmonden Road, Horsmonden, Tonbridge, Kent TN12 8EL
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Russell; seconded Cllr Larkin. Unanimous.
<b>Comments</b>	Recommend approval. Reasonable use of the building subject to the accommodation always remaining ancillary to the main dwelling. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.

<b>Planning Application:</b>	26/00744/LBC
<b>Proposal:</b>	<b><u>Listed Building Consent - Installation of glazed balustrading to staircase; replacement of various windows; installation of log burner with rear flue</u></b>
<b>Location:</b>	Willow Barn, Grovehurst Lane, Horsmonden, Tonbridge, Kent TN12 8BQ
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Russell; seconded Cllr Davis. Unanimous.
<b>Comments</b>	Recommend approval. Reasonable alterations to the building subject to the views of the Conservation Architect. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy

<b>Planning Application:</b>	26/00743/FULL
<b>Proposal:</b>	<b><u>Replacement of various windows with double glazing; new fencing to front; erection of detached garden store to rear; installation of rear flue.</u></b>
<b>Location:</b>	Willow Barn, Grovehurst Lane, Horsmonden, Tonbridge, Kent TN12 8BQ
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Boon; seconded Cllr Davis. Unanimous.
<b>Comments</b>	The Parish Council approve of the detached store, installation of the flue and the fencing at the front of the property as appropriate and acceptable. However, with regards to the replacement windows the Parish Council would defer to the Conservation Architect.  The PC agreed unanimously that reference to the HPC Sustainability policy should not be included.

<b>Planning Application:</b>	26/00598/LBC
<b>Proposal:</b>	<b><u>Listed Building Consent - (Works Commenced) Repairs to existing oak beam and replacement ceiling of east bedroom; Joist replacement in cellar</u></b>
<b>Location:</b>	Westenhanger, Maidstone Road, Horsmonden, Tonbridge, Kent TN12 8DD
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Boon; seconded Cllr Sheppard. Unanimous.
<b>Comments</b>	Recommend Approval. Necessary works to maintain the structural integrity of a listed building. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.

<b>Planning Application:</b>	26/00688/LBC
<b>Proposal:</b>	<b><u>Listed Building Consent - Internal alterations; Replacement ground floor internal doors; Division of utility room to create new WC with access and new window; Redecoration of window frames; Repairs to external kitchen door; Replacement of conservatory glazed roof with tile roof</u></b>
<b>Location:</b>	Westenhanger, Maidstone Road, Horsmonden, Tonbridge, Kent TN12 8DD
<b>Recommendation</b>	Approval
<b>Proposal</b>	Cllr Russell; seconded Cllr Sheppard. Unanimous.
<b>Comments</b>	Recommend approval. Reasonable alterations to a heritage property subject to the views of the Conservation Architect. All works should be carried out in line with Horsmonden Parish Councils Sustainability policy.

## 5. FEEDBACK AND UPDATES ON PLANNING ENFORCEMENT MATTERS

It was agreed that the Clerk would follow up on the enforcement case relating to OS Plot 2952, Maidstone Road, Horsmonden (Gafford's Bridge), as it is understood that the enforcement notices may have expired on 21 March 2026.

## 6. APPLICATIONS GRANTED AND REFUSED

### **Granted**

- 25/02518/FULL – OS Plot 3710, Lewes Heath, Horsmonden, Tonbridge, Kent – The PC recommended approval of this application. Permission was granted by TWBC on 12 March 2026.

- 26/00221/LBC - Capel Cross , Grovehurst Lane, Horsmonden, Tonbridge, Kent TN12 8BB - The PC recommended approval of this application. Permission was granted by TWBC on 24 March 2026.
- 26/00206/FULL - Lockie Cottage , Gun Back Lane, Horsmonden, Tonbridge, Kent TN12 8NL - The PC recommended approval of this application. Permission was granted by TWBC on 8 April 2026.

### **Refused**

- None

## **7. CONSIDER SUPPORTING ‘SUPPORT WEALD SCHOOLING’ CAMPAIGN AND COMPLETING LATEST - <http://tiny.cc/SWSCommunitySurvey>**

The Clerk had shared information regarding the Weald Schooling campaign with Cllrs prior to the meeting. The Clerk sought confirmation that Cllrs were happy for the PC to support to the campaign, recognising it as an important local issue.

It was noted that there is a lack of local secondary school provision in the area following the closure of Wealden Academy School in Cranbrook, which is now a special needs school.

Cllr Boon proposed from the Chair that the PC support this campaign. Unanimous.

Cllr Larkin agreed to complete the survey on behalf of the PC.

## **8. PUBLIC CONSULTATION ON THE TUNBRIDGE WELLS BOROUGH COUNCIL DRAFT STATEMENT OF COMMUNITY INVOLVEMENT 2026 - <https://consult.tunbridgewells.gov.uk/kse/>**

The Clerk had circulated this consultation to Cllrs prior to the meeting for their consideration.

Cllr Boon suggested that the consultation also be shared via social media to encourage wider participation from parishioners and increase community engagement. Cllrs were further encouraged to complete the consultation individually.

## **9. GOVERNMENT CONSULTATION ON FURTHER CHANGES TO LOCAL AUTHORITY PLANNING COMMITTEES – [Planning committee reform: statutory consultation on draft Regulations and guidance - GOV.UK](#)**

The Clerk showed the consultation at the meeting and completed it by entering Cllrs answers as they were given. This allowed everyone to contribute their views during the meeting and ensured the PC’s response was recorded accurately.

The answers gave the overview that the PC did not believe the changes proposed by the Government to be in the best interests of local government decision making

Cllr Boon proposed acceptance of the answers agreed and submitted by Cllrs during the meeting; seconded Cllr Larkin. Unanimous.

## **10. OTHER PLANNING MATTERS (Discussion only – no decisions)**

### **Resubmission of details in relation to Condition 22 (external lighting) of 21/02027/FULL, as approved under 22/03656/SUB – Bassetts Farm**

The Clerk had circulated details of the above detailed SUB application to Cllrs prior to the meeting. Whilst it was felt that the PC should consider the application, it had not been able to be included on the agenda in time for formal discussion. The Clerk asked Cllrs whether she should request an extension from the TWBC Case Officer to allow the PC to consider and submit comments on the application following their next meeting on 11 May. The Clerk confirmed that the application had also been referred to Borough Councillor Lynne Darrah to see whether she could assist in making sure they PC are able to make a comment.

It was noted that the PC would not usually comment on SUB applications; however, in this instance the matter is considered important due to concerns regarding the proposed changes to street lighting at the new development at Bassetts Farm.

Cllrs supported seeking an extension from TWBC to allow the PC time to discuss the matter at its next meeting on 11 May and submit any comments thereafter.

**The meeting ended at 9.32pm**