

Penshurst Parish Assembly
Tuesday 7th April 2026 - Penshurst Village Hall – 7pm

Followed by Penshurst Parish Council Meeting

Agenda

Members of Penshurst Parish Council are hereby summoned, and members of the Public are invited to attend, the Meeting of the Parish Council that will be held in **Penshurst Village Hall on Tuesday 7th April 2026** commencing at **7.30 pm** for the transaction of business as set out below.

Signed: Rachael, Clerk & RFO **Date: 31st March 2026** ***are attachments**

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

There will be up to 15 minutes at point 5 of the Agenda to hear questions or comments of the public present to draw the attention of the Parish Council to any matter. Thereafter comments may be made, or questions raised, at the discretion of the Chair.

Please contact the Clerk in advance of the meeting if further factual information is required on an item on the Agenda.

- 1. Apologies for Absence**
- 2. Declaration of interests in agenda items**
- 3. To approve and sign Minutes of the 2nd March 2026 Penshurst Parish Council Meeting.**
- 4. Matters Arising**
- 5. Open Session**
- 6. Finance/Accounts:**
 - a. Payments:** The accounts listed at the end of the Agenda will be presented for payment at the meeting plus any others received prior to the meeting but after preparation of the agenda. Payments made between meetings will be ratified.
 - b. *Finance Update** including bank reconciliation
 - c. Grant Applications:** To consider requests for support from:
 - i. Gatwick Area Conservation Campaign - <https://www.crowdjustice.com/case/gacc/>
 - ii. *Fordcombe Newsletter Application for annual support of up to £1,500 pa

7. Review and approve to adopt: IT Policy and Data Protection Policy

8. Allotments – skip required to clear rubbish

9. Clerk Report – Items for noting and information

- a. Defib and CPR Training
- b. July meeting date
- c. Obsolete paperwork has been securely destroyed
- d. Email outage and provider issues

10. Planning:

Current Applications:

SDC REF	ADDRESS	DEVELOPMENT	DEADLINE FOR COMMENTS
25/03062/FUL	Barn West Of Coldharbour Farm Coldharbour Road Penshurst Kent TN11 8EX	Demolition of open sided outbuilding. Removal of storage container. Conversion of existing Dutch style barn to form new detached dwelling with associated landscaping and parking. Amednment 3/26: Site Plan and Tree Plan report updated to clarify that no trees are being removed as part of this scheme	5th Dec 2025 Amended Application: 11/4/26
25/03248/FUL	Keepers Cottage Penshurst Road Penshurst Kent TN11 8HY	Demolition of existing cottage; erection of single storey replacement dwelling with swimming pool, associated landscape works and an air source heat pump. Electric vehicle charging point and bin and recycling store. Amended: Updated Heritage statement. 3/26: re-validated	22nd Dec 2025 Amendment 11/2/26. Revalidated and open for comments until 2/4/26
26/00519/LBCALT	Fordcombe Manor Spring Hill Fordcombe Kent TN3 0SE	Internal alterations to 2nd floor, reflecting existing state as currently built and a revised shower design to replace the existing shower as currently built.	15/04/2026
26/00518/LBCALT	Fordcombe Manor Spring Hill Fordcombe Kent TN3 0SE	Proposed preservation treatment to be applied to the exposed internal beams across the ground floor & partial first floor of Fordcombe Manor.	15/04/2026
26/00212/FUL	The Cottage Chafford Farm Chafford Lane Fordcombe Kent	Construct a detached single storey dwelling as replacement for the Gate Cottage that was destroyed by fire on 10 November 2024. Assocoated landscaping and	18/04/2026

	TN3 OSH	alterations to driveway. Air Source Heat Pump and Solar Panels. Cesspool tank	
26/00455/HOUSE	Harden Oast Grove Road Penshurst Kent TN11 8DX	Demolition of a decayed brick stable block and replacement with a two and a half bay, single story, wood framed garage with black weatherboarded walls and a clay tiled roof	19/04/2026
26/00336/FUL	Penshurst Village Hall High Street Penshurst Kent TN11 8BP	Two single storey extensions with access provided to the rear garden. Demolition of unused outhouse and associated hard and soft landscaping	19/04/2026

11. *Highways & Public Rights of Way

12. Items for noting or inclusion on future agenda at the discretion of the Chairman.

Date of next meeting – Monday 11th May 7.15 pm Full Council - Annual Meeting in Fordcombe Village Hall.

Meeting dates/times can be subject to change, please always check <https://www.penshurstpc.co.uk/website> for next meeting date/Agenda.

Appendix

Payments list:

Payments made between meetings:

Penshurst Parish Council			
30th March 2026 Payments List			
Cheque Number	Payee	Details of payment	Amount
	Oast & Oak Services	Penshurst and Fordcombe churchyard cut and strim	£ 253.00
	Blackhawk Security	CCTV system annual maintenance and service back-up and suport 3/26 to 3/27	£ 120.96
	Lucy Fuller Rowell	Lengthslady services Mar 26	£ 100.00
	Rachael Turner	Clerk pay Mar 26	£ 1,019.84
	HMRC 120PR02597105	Tax and NI Mar 26	£ 412.61
	Hever Parish Council	Reimburse 50% of £45 for Waste Paper Solutions - secure shredding	£ 22.50
		TOTAL	£ 1,928.91