Louise Kleinschmidt, Locum Clerk
Penshurst Parish Council
PO Box 310
Hartfield TN6 9FZ
Tel: 07851 760013
Clerk@penshurstpc.org.uk

Penshurst Parish Council Meeting
Monday 9th November 2026 - Penshurst Village Hall - 7.15pm

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 Monday 9th November 2026** commencing at **7.15 pm** for the transaction of business as set out below.

Signed: Louise Kleinschmidt, Locum Clerk Date: 2nd November 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 4 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. **To accept Apologies for Absence**

2. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**

3. **To approve and sign the minutes of the Penshurst Parish Council Meeting held on 6th October 2026**

4. **Open Session: to hear questions or comments from members of the public**

5. **Report by Kent County Councillor Robert Mayall**

6. **Report by Sevenoaks District Councillor Richard Streatfeild**

7. **Police Update**

8. **Neighbourhood Report – Cllr Furnell**

9. **Finance/Accounts:**
    a. **Payments:** To approve list of payments.
    b. **Internal audit**: To hear update regarding the interim internal audit.

10. **To discuss and approve Data Audit***

11. **Affordable Housing – New Road Site**

12. **Penshurst Housing Needs Survey – to hear update**

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13. Clerk Report – items for noting and information

a. To discuss the vacancy for Parish Clerk and RFO and agree process for interviewing candidates

14. Planning:

SDC Consultation Ref	Address	Details of Application	Deadline for comments
26/02009/HOUSE	Old Waterworks Cottage Coldharbour Road Penshurst TN11 8ET	Erection of a detached, open fronted, two bay oak framed garage.	16.10.26
26/02684/LBCALT	The Old Rectory High Street Penshurst TN11 8BN	Repairs and alterations and installation of secondary glazing to existing dormer windows.	18.11.26
26/02509/FUL 26/02510/LBCALT	The Spotted Dog Smarts Hill Penshurst TN11 8EP	Proposed lightweight glazed entrance extension to the existing public house. Internal alterations including demolition of existing walls and doorways. Repositioning of toilets and doorways.	20.11.26
26/02528/WTCA	2 The Green Fordcombe TN3 0RY	T1 Maple - remove green stems at the height of the canopy, leaving only variegated leaves. T2 Willow - reduce height by 1-2 metres, to previous pruning points.	N/A
26/02640/WTPO	5 Latymers Penshurst TN11 8DE	Two Oak trees - Reduce by 30% and removal of any dead wood.	N/A
26/02913/WTCA	2 Moat Cottages Doubleton Lane Penshurst TN11 8JA	Removal of magnolia tree.	N/A

15. Highways & Public Rights of Way

a. Fordcombe School 20mph flashing speed devices – to hear update on timescale and funding
b. To discuss the provision of a traffic mirror on the green opposite Fordcombe Village Hall
c. To consider extension of yellow lines on Chafford Lane by Fordcombe Village Hall to improve safety
d. To discuss the provision of car parking spaces at Fordcombe Village Hall
e. To hear update on the rural swathe cutting contract – autumn cut

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

Date of next meeting – To be agreed.

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

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Appendix

Payments list: To follow

Payments made between meetings:

October 2026 Payments List			
Cheque Number	**Payee**	**Details of payment**	**Amount**
1327	Rachael Turner	Clerk pay Sep 26	£544.00
1328	HMRC 120PR02597105	Tax and NI Sep 26	£175.45
1329	Lucy Fuller Rowell	Lengthslady services Aug 26	£20.00
1330	Louise Kleinschmidt	Clerk pay & mileage 2 Sep to 6 Oct 26	£1,244.55
1331	Rachael Turner	Expenses & mileage inc working from home expenses	£560.12
1332	Kent County Council	Two flashing school signals Fordcombe	£7,420.11
1333	Oast & Oak Services	Churchyard mowing Sep 26	£565.72
		TOTAL	£10,529.95