

Penshurst Parish Council Meeting Tuesday 6th October 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 Tuesday 6th October 2026** commencing at **7.15 pm** for the transaction of business as set out below.

Signed: Louise Kleinschmidt, Locum Clerk Date: 29th September 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. 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 1st September 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. External audit:** To discuss the external audit report and recommendations*.
 - c. Internal audit:** To approve appointment of Mulberry & Co as Internal Auditors on a 3-year agreement to carry out an interim internal audit and year-end internal audit.
 - d. To discuss the hourly rate and hours of the lengthslady**
- 10. Allotments update**

11. Affordable Housing – New Road Site

12. Penshurst Housing Needs Survey* – to discuss the draft survey and timescale

13. Clerk Report – items for noting and information

- a. To discuss the vacancy for Parish Clerk and RFO and agree process for seeking a replacement

14. Planning:

SDC Consultation Ref	Address	Details of Application	Deadline for comments
26/01673/FUL	The Bottle House Inn Coldharbour Road Penshurst Kent TN11 8ET	Convert first and second floors to 6 guest bedrooms, add rear elevation dormer window and 3 rooflights, relocate first floor fire escape door and ballustrade. Alterations to fenestration. <u>AMENDED</u> plans received to address KCC Highways comments: 1. Correction to show 5 existing cycle spaces. 2. Site plan amendment to show 5 realistic parking spaces for staff, in addition to additional site plan showing maximum potential parking. 3. Additional covered cycle parking added to site plan with additional detailed plan provided	16.09.26
26/02339/LBCALT	Old Swaylands Poundsbridge Lane Penshurst TN11 8AH	Internal alterations to remove concrete screed flooring and replace with breathable insulation and lime screed.	05.10.26
26/02528/WTCA	2 The Green Fordcombe Kent 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
26/02009/HOUSE	Old Waterworks Cottage Coldharbour Road Penshurst TN11 8ET	Erection of a detached, open fronted, two bay oak framed garage.	16.10.26

15. Highways & Public Rights of Way

- Penshurst School 20mph flashing speed devices – KCC quote for installation: £7,420.11
- Safety mirror on verge by Fordcombe Village Hall
- Parking opposite Penshurst school and traffic calming in Fordcombe
- Rural swathe cutting contract – autumn cut
- To discuss application for a disabled persons parking bay at St. Peter's Row, Fordcombe

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.**

Appendix

Payments list: To follow

Payments made between meetings:

September 2026 Payments List			
Cheque Number	Payee	Details of payment	Amount
1323	Rachael Turner	Clerk pay Aug 26	£1,019.84
1324	HMRC 120PR02597105	Tax and NI Aug 26	£412.61
1325	Lucy Fuller Rowell	Lengthslady services Aug 26	£100.00
1326	Louise Kleinschmidt	Clerk pay & mileage 13 Aug to 1 Sept	£397.95
		TOTAL	£1,930.40