

**Penshurst Parish Council  
Draft Minutes**

Draft Minutes of the Penshurst Parish Council Meeting held in Penshurst Village Hall on Monday 1st December 2025, which commenced at 7.00 pm.

**Attendees:** Councillor Andy Campbell (Chairman), Councillor Diane Broad, Councillor Norman Furnell, Councillor Jonathan Horsford, Councillor Robert Rees, Councillor Bruce Townsend, Councillor Duncan Howard, Rachael Turner (Clerk & RFO).

**Also present:** Sevenoaks District Councillor Richard Streatfeild and Kent County Councillor Robert Mayall

**Absent:** Cllr Jolly, Cllr Gerard-Sharp

1. **Apologies for Absence** were received and approved from Cllr Sally Jolly.
2. **Declaration of interests in agenda items** – Cllr Campbell declared he worked at a nearby property, the owner of which was objecting to the Planning Application for Westover Farm so would not participate in agreeing the view.
3. **Minutes of the 3<sup>rd</sup> November 2025 Penshurst Parish Council Meeting** were duly approved and signed.
4. **Matters Arising:**
  - (i) **Chafford Park concerns re noise and windows** – nothing further to report.
5. **Open Session** - No Members of Public were present. Nothing raised.
6. **Kent County Councillor Robert Mayall** reported that Kent County Council, along with other authorities, had to submit their proposals as to what form of local government structure they wish to see implemented. KCC's proposal is to have one unitary authority for the whole of Kent, with the councillors sitting on 3 regional assemblies which would cover certain local issues. This would save the expense of de-aggregating and setting up 3 or 4 new administrations for large departments such as Adult Social Services and Education. Sevenoaks would be in the West Kent Assembly area along with Tunbridge Wells, Maidstone, and Tonbridge. Other local district councils have submitted proposals that will divide Kent into 3 or 4 unitary authorities. Vesting day would be in 2028. The KCC Reform group's opinion is that the whole thing won't proceed.

There is a Community Grant pot of around £6000 available for distribution to good community causes, including PTAs for local schools, in this division. Cllr Mayall asked if there was something for the parish which would be a benefit for the community. Cllr Campbell confirmed a mobile speed indicator was being looked at and support with funding for that would be appreciated. Clerk to look into the Community Grant application process and rules.

7. **Sevenoaks District Councillor Mr Richard Streatfeild** reported that KCC had a massive £50 million overspend, just six months into the year. This is mostly due to the overspend in Adult Social Care. This overspend is likely to have future impact on some services, such as buses and pothole maintenance.

The new SDC Leader is Conservative Cllr Kevin Maskell. Another Conservative Councillor had deflected to Reform. The SDC Accounts are currently not verified by the Auditors.

Various Residents Groups have cropped up due to concerns over Green Belt being classified as Grey Belt. There are further concerns the SDC Local Plan may not be approved which will open the district up to speculative development.

Regarding the Mitre Farm development application, Cllr Streatfeild confirmed there appeared to be no material planning reason to call it to committee so the decision would be made by the Planning Officer.

Police had been active with 2 local break ins resulting in 5 police cars being present.

There is no update on ownership of the wall.

Cllr Streatfeild was asked if the SEND provision being removed from county in 2028 would impact on the KCC budget? Cllr Streatfeild confirmed there were plans for a new system which looks potentially better allowing for earlier intervention and better quality provision.

7.26 pm Cllr Streatfeild and Cllr Mayall left the meeting.

8. **PC John Donegan** – Unfortunately news has been received that PC Donegan has now left the Police and a replacement is being sought.
9. **Neighbourhood Report** – Cllr Furnell reminded all the Annual Policing Survey closes next week. You can share your views on policing in Kent and Medway. The link is [Annual Policing Survey 2025](#).

A 4x4 vehicle that was stolen from Fishponds Farm had a tracker on. It was traced to Swan Lane in Orpington and then to Tilbury Docks ready to go into a shipping container. There was a police raid which resulted in 7 men being arrested.

Kent Police's Rural Task Force was named Best Team at the annual Construction Equipment Security and Registration (CESAR) Awards,

Between January 2024 and October 2025, the Rural Task Force arrested 210 suspects and conducted 375 stop searches on people or vehicles. The team has also recovered stolen goods with 39 vehicles, 29 caravan/motorhomes, 12 trailers, 12 excavators, 11 quad bikes, four horse boxes, three tractors, 10 generators, a telehandler and numerous tools which were returned to their rightful owners.

**10. New Road site update** – no further update has been received. Clerk to invite English Rural to attend the February meeting.

**11. Finance/Accounts:**

- a. **Payments** - The accounts listed at the end of these minutes were presented for payment at the meeting and were duly approved.
- b. **Finance Update including bank reconciliation** – approved and signed.
- c. **Grant Applications** - None received for consideration this time.
- d. **Budget 26-27** – Resolved to approve draft Budget and Precept request of £50,000 for 26-27. Proposed by Cllr Rees and seconded by Cllr Townend. Unanimously approved.
- e. **Appointment of a new Internal Auditor.** It was agreed to appoint Mulberry Local Authority Services as the Internal Auditor for the 25-26 year.

**12. Gatwick Update:**

- a. **Airspace Change Consultation** – this closes on 18<sup>th</sup> December. The link to complete is : <https://consultations.caa.co.uk/safety-and-airspace-regulation-group/airspace-change-process-2025/> . CAGNE have some guidance on how to respond effectively to the consultation. More information is here: <https://cagne.us19.list-manage.com/track/click?u=0b329a9ce3db16eca4cd930c8&id=a0439590ee&e=7d75da387b>

**13. Local Plan – Regulation 18 consultation.** This is open until 11<sup>th</sup> December. The link to submit comments is: <https://engagement.sevenoaks.gov.uk/strategic-planning/emerginglocalplan/>

**14. Quotes** considered and approved for works, under Local Government (Miscellaneous Provisions) Act 1976, s.19 for:

- a. Fordcombe Play Area
  - i. replacement upright supports on play equipment – quote approved from Nigel Lorring
  - ii. Weed kill around equipment – further information required.
  - iii. Cleaning of play equipment – approved in principle. To be arranged for the Spring.
- b. Penshurst Churchyard boot scraper - Quote agreed from Nigel Lorring
- c. Deer Fencing for allotments: - one quote outstanding but works and budget approved.

**15. Road safety/Highways update.**

- a. Penshurst – road safety by the school/ stores. Traffic surveys have been arranged by KCC and are also looking into a 20mph advisory limit at the school when flashing lights are showing. The sign would be in the form of 20mph limit when flashing. Highways have confirmed there is insufficient footway and lighting for a crossing to be viable. Clerk to chase up regarding installing yellow lines there.
- b. A mobile speed indicator device, to be attached to existing signage is being looked into by Highways. They have estimated this would cost PPC around 8 to 10k. Unfortunately, anything that is to be attached to Highways signage has to have the necessary permission from KCC. Other parishes have purchased speed indicator devices from external sources as they are cheaper and have had them removed by KCC.

Clerk to establish how often the device would need to be moved, how it is powered and length of guarantee.

**16. Allotments update** – no update this time.

**17. Clerk Report – Items for noting and information**

- a. CPR/Defib training for community – still awaiting dates for 2026. Clerk to chase.
- b. Speed Watch – call for volunteers. No further volunteers have come forward and at present there are not sufficient to run the scheme.
- c. Request to use Penshurst phone box as book exchange for community. Penshurst Place are on board with the idea and have been asked to liaise with the member of public who raised the request to progress the purchase from BT. Clerk to follow up to check on progress.
- d. Grass seed has been sown on Fordcombe Green by the drainage contractors. Clerk to establish when this was done as there appears to be no evidence of growth as yet.
- e. Updated draft Standing Orders. Cllr Howard is reviewing the draft and will feedback to the Clerk. The Standing Orders will be added to the agenda for adoption at the next meeting.
- f. Updated Financial Regulations. Cllr Howard is reviewing the draft and will feedback to the Clerk. The Financial Regulations will be added to the agenda for adoption at the next meeting.
- g. Fordcombe defibrillator – The locksmith attended and has repaired the lock. The defibrillator is now accessible and will be added back on The Circuit so Emergency Services are aware it is available for use. Once the invoice is received it will be passed on to the supplier for reimbursement.
- h. Meetings for 2026 will alternate between Penshurst and Fordcombe Village Halls.

**18. 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  View agreed: No comment to make	5th Dec 2025

25/02514/FUL	Westover Farm The Lane Fordcombe Kent TN3 ORP	Demolition of existing dwelling and erection of new dwelling with rooflights and associated hard and soft landscaping. Electric vehicle charging point. Removal of existing septic tank and oil tank to be replaced with a new treatment package.  View agreed: No objection Note: Cllr Cambell declared an interest so was not involved in agreeing the view.	12th Dec 2025
25/03172/FUL & 25/03173/LBCALT	Penshurst Place Estate Penshurst Road Penshurst Kent TN11 8DG	Construction of a freestanding metal staircase and lift to give disabled access.	16th Dec 2025
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  Application to be reviewed further as only just received.	22nd Dec 2025

**Decisions received since last meeting:**

25/02703/WTPO	Culver Lodge Penshurst Road Penshurst Kent TN11 8HZ	Various works to trees	Granted
25/02483/HOUSE	Cloud Hill House Penshurst Road Poundsbridge Speldhurst Kent TN3 0PH	Enclosure of covered walkway. Sky light and velux window to main dwelling. Alteration to fenestration.	Granted

## 19. HIGHWAYS & PUBLIC RIGHTS OF WAY

Details	Location	Date reported	Ref No
Water leak by wall Leicester Square steps and Penshurst Archway reported  1/12/25 – Repairs planned		06/11/2025	910548
Water leak  1/12/25 – Repaired	Opposite Fitchetts Farm, Broad Lane, Penshurst	12/11/2025	
Mud/sludge/dirt along edge of road blocking drains. Needs scraping/ sweeping 1/12/25 – Outstanding – Clerk to chase up	Fordcombe - Chafford Lane to Broad Lane	12/11/2025	911551
Public Footpath on Walters Green Lane by Weavers Cottage the path surface has a terrible sewerage type smell and has been for some time. Has been previously reported. Could it be hazardous to health? Clerk to chase up	SR465 footpath next to Weavers Cottage, Penshurst	12/11/2025	251192392

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

- Drain on the highway outside Star House is omitting a terrible smell. Clerk to report.
- The hedge outside 5 Glebelands is overhanging and obstructing the footpath. Clerk to report to West Kent Housing.
- Road narrowing is being introduced for the benefit of cyclists so cars cannot overtake them. The footway/pavement from Glebelands to The Warren is very narrow in places. Cllr Furnell asked if road narrowing could be investigated as it might benefit pedestrians, cyclists, riders, and slow the traffic.

Meeting closed 8.30 pm

Date of next meeting – Monday 2<sup>nd</sup> February 7.00 pm Full Council in Penshurst 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

<b>December 2025 Payments List</b>		
<b>Payee</b>	<b>Details of payment</b>	<b>Amount</b>
Lucy Fuller Rowell	Lengthsman services	£ 100.00
Rachael Turner	Clerk Nov pay	£ 1,019.84
HMRC 120PR02597105	PAYE/NI Nov 25	£ 412.61
Vision ICT	Domain renewal + email hosting annual fee	£ 252.00
	<b>TOTAL</b>	<b>£ 1,784.45</b>