

Penshurst Parish Council Meeting Draft Minutes

Minutes of the Penshurst Parish Council Meeting held in Fordcombe Village Hall on Monday 2nd March 2026, which commenced at 7.00 pm.

Attendees: Councillor Andy Campbell (Chairman), Councillor Dianne Broad, Councillor Norman Furnell, Councillor Jonathan Horsford, Councillor Bruce Townsend, Councillor Richard Gerard-Sharp and Rachael Turner (Clerk & RFO).

Also present: Sevenoaks District Councillor Richard Streatfeild and Kent County Councillor Robert Mayall and 3 Members of Public (MOP)

Absent: Councillor Robert Rees, Councillor Duncan Howard and Councillor Sally Jolly

1. **Apologies for Absence** were received and approved from Cllr Duncan Howard, Cllr Sally Jolly and Cllr Robert Rees
2. **Declaration of interests in agenda items** – None
3. **Minutes** of the 2nd February 2026 Penshurst Parish Council Meeting were duly approved and signed by the Chairman.
7.10 pm Cllr Townsend left the meeting
4. **Matters Arising:**
 - a. Kingdom. A MOP present wanted it known that somebody had claimed that Kingdom was set in ancient woodland. Historic pictures were circulated, provided by the MOP, that showed South Park without woodland surrounding it. They also wanted to clarify there was no motorbike racing on the site.
5. **Open Session**
 - a. A MOP reported concern that again the cycle race and half marathon were on the same day (22nd February), causing road closures and delays in the area. Traffic was being diverted down Bird in Hand Street, a single track road, but had a large amount of cyclists coming from the other way. This was dangerous for all parties. Clerk to highlight the issue to Highways.
 - b. A MOP raised concerns over potentially dangerous parking at Fordcombe School, both on the drive and over the school zig zag markings at pick up and drop off. Clerk confirmed Highways had been contacted as well as the Police. The Police will carry out local patrols at peak times. Clerk will also contact the school to ensure they are aware and to see if they can encourage safer parking.
6. **Kent County Councillor Robert Mayall** reported that the KCC budget had been approved. From April a new maintenance contract has been awarded to Ringway, so there should be an improvement in quality of works for pothole repairs and maintenance going forward.

Cllr Mayall was made aware Poundsbridge Lane had been closed for a long time for roadworks, during

which time it would have been ideal to get other works done. It was reported the road was now open, but will need closing again as they were unable to finish the works.

Cllr Mayall was also made aware that after roadworks, often cones were left behind and sometimes the sandbags and other debris was discarded into fields/hedges. Clerk reminded everyone that any issues like this should be reported using the tool on the KCC Highways website.

Comments were made that the 3 year drain clearing cycle across the area was too long a time. Could a shorter period be looked at as the water was unable to drain away and was causing destruction of the road surface, increasing the need for pothole repairs and resurfacing. This will be looked into.

- 7. Sevenoaks District Councillor Richard Streatfeild** reported that SDC were not reinstating the Saturday Bulk Freighter service. There was strong feeling of the need for this to continue across parishes and he, and other members, were campaigning to have it reinstated, particularly as it is a service paid for by parishes.

There was still no update to report on the wall and Cllr Streatfeild confirmed he would follow up on the outstanding issue at Mitre Farm. Food waste collections are due to be rolled out soon but there is no confirmation of the schedule so far. The Local Plan Consultation results have been published.

7.30 pm Cllr Streatfeild and Cllr Mayall left the meeting.

- 8. Police Update** – PC McCurry sent his apologies and hopes to attend the April meeting.
- 9. Neighbourhood Report** – Cllr Furnell reported Farmwatch appeared to be helping as there were less reported incidents recently. Kent Police would welcome any information about those involved, or where the missing £30 million in cash might be, from the Securitas robbery of 21 February 2006. Anyone with information that may assist the ongoing investigation should contact Crimestoppers on 0800 555111.
- 10. New Road site** – no update received. Clerk to chase up Highways and English Rural.
- 11. Finance/Accounts:**
- a. Payments:** The accounts listed at the end of the Minutes were presented for payment at the meeting and duly approved. Payments made between meetings were ratified.
 - b. Finance Update** was received and the bank reconciliation duly approved and signed by the Chairman.
 - c. Grant Applications:**
 - i. Gatwick Area Conservation Campaign - <https://www.crowdjustice.com/case/gacc/> . A grant of £500 was given to GAAC earlier this financial year. Given the grant budget for this year has been spent, the request will be carried forward to the May meeting for consideration then.
 - ii. Penshurst Living Archives – A grant application of £200 towards website costs was considered. Proposed by Cllr Campbell, Seconded by Cllr Gerrard and approved. Payable under s137.

iii. Sevenoaks Mens Shed – A request for financial support or a venue was considered. Unfortunately it was agreed there were no venues to offer and the budget for grants has been spent for the year.

d. Proposal to change bank provider to Unity Trust Bank who offer good banking options for Parish Councils with a monthly service charge of £7 rather than per transaction. Agreed in principle. Clerk to provide further information on Unity Trust Bank and add to the April Agenda for consideration.

12. Gatwick Update - none on this occasion

13. Road safety/Highways update

a. HIP

i. Fordcombe Lane junction visibility – on HIP

ii. Penshurst road safety – KCC Highways reported the traffic speeds through the village were under the speed limit, typically around 20 mph. It wasn't felt that a flashing 20mph advisory sign would have much speed related benefit. There is no update on potential yellow lines. Clerk to chase up

b. Mobile speed indicator device – unfortunately KCC Highways advised there were no suitable locations to place a device that met their requirements.

c. Fordcombe school – raised with Highways and SDC for line painting

Clerk to request a meeting with Highways to discuss items on the HIP and their advice on how to reduce speeds in the parish and improve road safety, given KCC had rejected every option Penshurst Parish Council had submitted for locations for a mobile SID.

14. Allotments update – The new deer fencing has been installed at Bottlehouse Allotments. Renewal letters will go out this month to tenants.

15. Penshurst Churchyard - Loose bricks were reported on the path. These repairs have been done. The boot scraper and area surrounding it have been cleared of mud. There are reports of a local gym group using the field on a weekend who then walk through the churchyard. During this wet weather this results in spreading mud on the churchyard path. Clerk to contact to ask if they could kindly use the bootscraper when it is muddy to prevent buildup of mud on the path.

8pm the MOPs left the meeting

16. Clerk Report – Items for noting and information

a. CPR/Defib training for community – booked 17th March. This is free to attend and anyone interested should email: clerk@penshurstpc.org.uk

b. Parish Assembly 7th April. Clerk to invite reports from the schools, Alms Houses and The Retreat. It is hoping the Police, County and District Councillors will attend. Clerk to advertise and to arrange refreshments.

- c. Grant application process – Going forward applicants will need to complete a Grant Application Form. Clerk to upload to website.
- d. Councillor email addresses – these are required to be used by Councillors and it was reiterated personal email address should not be used. This will help to ensure PPC is complying with the Assertion 10 requirements and will feature in the annual audit return (AGAR). The email system is being upgraded in the next week. Once this is complete Clerk will reissue the guide to installing access and will assist those who need help with it. Once this has been completed the Councillor email address must be used for Council business.
- e. Fordcombe Village Hall have asked if we could move start times to 7.15 when there due to a booking that is in there beforehand.

17. Planning: No new applications received

18. *Highways & Public Rights of Way – Clerk has spent time reporting many incidents to KCC and PROW and is following up on the drainage issues. The full list is available to view with the meeting pack on the website. Clerk reminded all that anyone can report issues via the KCC website:

<https://www.kent.gov.uk/roads-and-travel/report-or-track-a-problem-on-the-road-or-pavement>

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

- a) Fordcombe Magazine had requested support towards cost of publication. Clerk to send them the Grant Application Form for completion.
- b) Clerk to confirm the split of households between Penshurst and Fordcombe.
- c) The bridge at Rogues Hill has a deteriorating surface with gaps appearing in the middle. Clerk to report.
- d) Leicester Square water leak is ongoing which has been for months. It is believed it is fresh water leaking and belongs to Penshurst Estate. Clerk to raise it with South East Water to press for repair and the Estate to ensure they are aware.
- e) Concerns had been raised by Cllr Jolly regarding the oak trees in Chafford Lane opposite the caravan park, which look like they might be at risk of falling. Cllr Horsford will look into it.

Meeting closed 8.40 pm

Date of next meeting –Tuesday 7th April 7.00 pm Parish Assembly followed by 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:

Penshurst Parish Council			
March 2026 Payments List			
Cheque Number	Payee	Details of payment	Amount
1278	Penshurst Village Hall	Hall Hire 17/3/26 for Defib/CPR training	£ 21.00
1279	Defib World	reissue cheque for Adult/Pediatric pads Fordcombe Defib (cheque 1269 dated 8/1/26 cancelled 24/2/26 as lost in the post)	£ 70.99
1280	Chiddingstone Parish Council	Swathe & Vis cuts 25-26	£ 177.97
1281	Lucy Fuller Rowell	Lengthslady services Feb 26	£ 100.00
1282	Rachael Turner	Clerk pay Feb 26	£ 1,019.84
1283	HMRC 120PR02597105	Tax and NI Feb 26	£ 412.61
1284	NJL Services (Nigel Lorrington)	Fordcombe play area. Replacement poles for play equipment and fence/gate repairs	950
1285	NJL Services (Nigel Lorrington)	Repairs to Penshurst Church path and clean boot scraper and clear soil	220
1286	NJL Services (Nigel Lorrington)	Deer fencing for allotments	1080
		TOTAL	£ 4,052.41
NB	10/02/2026	Transferred £8,000 from savings to main account	