

Penshurst Parish Council Meeting Draft Minutes

Minutes of the Penshurst Parish Council Meeting held in Penshurst Village Hall on Tuesday 7th April 2026, which commenced at 7.45 pm.

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

Also Present: 5 Members of Public (MOP)

Absent: Councillor Howard and Councillor Rees

1. **Apologies for Absence** were received and approved from Cllr Howard, Cllr Rees and also received from County Cllr Mayall and District Cllr Streatfeild
2. **Declaration of interests in agenda items:** Cllr Gerard-Sharp declared an interest in Penshurst Village Hall with regards to the Planning Application listed on the Agenda.
3. **Minutes** of the 2nd March 2026 Penshurst Parish Council Meeting were duly approved and signed.
4. **Matters Arising:** nothing raised.
5. **Open Session:** nothing raised.
6. **Finance/Accounts:**
 - a. **Payments:** The accounts listed at the end of the Minutes were presented and approved for payment. Payments made between meetings were ratified.
 - b. ***Finance Update** including bank reconciliation was approved and signed.
 - c. **Grant Applications:**
 - i. Gatwick Area Conservation Campaign - <https://www.crowdjustice.com/case/gacc/> request for funding was considered. It was not approved on this occasion.
 - ii. *Fordcombe Newsletter Application for support of £1,500 was approved as a one off payment. Proposed by Cllr Broad and Seconded by Cllr Gerard-Sharp. Payable under S137. Given the increase in print costs, it was suggested other alternative sources of funding should be considered for subsequent years. One way to achieve this could be requesting for voluntary payments from residents who were in a position to contribute towards costs to enable all residents of Fordcombe to continue receiving a hard copy of the Newsletter.

7. Policies: The IT Policy and Data Protection Policy were reviewed and adopted. Proposed by Cllr Campbell and Seconded by Cllr Furnell.

8. Allotments – Now the new deer fencing has been installed, there is some rubbish to clear. Given skip hire costs are high the Clerk will look into alternative solutions, including via bulk waste options. The yew tree overhanging the corner of the allotments will be pruned back.

9. Clerk Report – Items for noting and information

- a. The Defibrillator and CPR Training that took place recently was attended by 9 people. It was a really good session, thanks to Kent Fire and Rescue who provided the training free of charge. They are happy to run a further session should there be the demand for it.
- b. July meeting date will be moved due to a diary clash.
- c. The accumulation of obsolete paperwork has been securely destroyed by a shredding service, with the cost being split between Hever Parish and Penshurst Parish for cost effectiveness.
- d. The recent Penshurst PC email outage and provider issues meant systems were down externally for a couple of days. The provider, Vision ICT, are in the process of changing to an improved system. PPC will move across to this very soon which should lead to easier access to emails for Councillors.

10. Planning:

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 OSE	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 TN3 OSH	Construct a detached single storey dwelling as replacement for the Gate Cottage that was destroyed by fire on 10 November 2024. Associated landscaping and alterations to driveway. Air Source Heat Pump and Solar Panels. Cesspool tank It was agreed this application was supported by Penshurst Parish Council. Response to be sent to SDC	18/04/2026
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 It was agreed this application was supported by Penshurst Parish Council. Response to be sent to SDC. Cllr Gerard-Sharp abstained from discussion.	19/04/2026

Decisions Received from SDC:

25/01102/FUL	Mitre Farm Fordcombe Road Fordcombe Kent TN3 ORT	Application approved
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11. *Highways & Public Rights of Way

- a. Leicester Square water leak. Clerk to chase up to find out progress and outcome of recent investigation by water company.
- b. Cllr Campbell reported the foot bridge over the river was damaged and would pass on details for reporting.

- c. It was noted the Weald Way that runs through Fitchetts Farm now had a warning sign displayed from Speldhurst PC warning walkers of the hazardous surface. It is understood there is a 1.5 metre gap between the hardcore surface and the hedge that runs alongside it which is useable for walkers instead.
- d. At Chafford Park (Ashurst Priory to Chafford) the footpath sign (SR479) has gone from the pole. Footpath SR502 the sign and pole have gone. The stile is also dangerous with screws sticking out. This has been reported to KCC. Clerk to follow up with PROW team.

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

- a. The updated Code of Conduct was circulated to Cllrs for reading ahead of adopting this version at the May meeting.
- b. Cllr Gerard- Sharp commented that due to the recent water supply issues in the region, it may be useful to suggest to residents they prepare for issues such as power cuts and water supply issues.
- c. Cllr Broad has been appealing for someone to run a Community Facebook page. Clerk to pass on information about the Facebook page that has been set up; Penshurst Community.
- d. Litter Picks. PPC has purchased litter pick equipment. Anyone interested in helping tidy the community should contact Cllr Dianne Broad.
- e. A significant amount of dog poo is being left and not picked up from footpaths across the parish. It is becoming a concern for health and is very unpleasant. There is also a lot left around the Fordcombe cricket ground. More signage and possibly additional litter bins could be considered for various locations. In addition CCTV monitoring will be looked into.
- f. Cllr Furnell reported number plates were being stolen from elsewhere and to be vigilant.
- g. Cllr Horsford requested a safety mirror be put up on the verge outside Fordcombe Village Hall to aid visibility for motorists exiting the Lane. Clerk to ask Fordcombe Village Hall and to investigate costs of a polished steel type mirror.
- h. Cllr Horsford confirmed he had reviewed the tree by Chafford Park referred to at the last meeting by Cllr Jolly, where the roots were being exposed and confirmed they appeared no different to previous years.
- i. It was noted the land outside Fordcombe School, owned by PPC, had signs put up saying no parking. It was uncertain who had placed the signs there.

Meeting closed 8.45 pm

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:

Penshurst Parish Council			
April 2026 Payments List			
Cheque Number	Payee	Details of payment	Amount
x	ICO	GDPR/ Data Protection fee 26/27 £52.00	Pay by DD
1293	Kent Association of Local Councils (KALC)	Annual subscription	£ 987.12
1294	Vision ICT	SSL Certificate renewal	£ 60.00
1295	Applied Accountancy Ltd	Internal Audit and payroll services for year ending 5th April 2025	£ 824.40
		TOTAL	£ 1,871.52

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