

# HADLOW PARISH COUNCIL

**Minutes of the Meeting of Hadlow Parish Council duly convened and held on  
Monday 13 January 2025 at 7.30pm**

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**Present:** Councillors N Collins (Chairperson), O Baldock, E Bright, D Carey, M Harvey, J Newman, J Massy.

**Also in attendance:** M Stepkowski (Clerk & Minute Taker), TMBC Cllr's J Lark, S Crisp, KCC Community Warden S Edmonds, Hadlow Park Association representative and 4 members of the public

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**4801 To receive apologies, reason, and approval of absences.**

Approved Council absences: None.

Other absences noted: KCC Cllr Hudson & Community Warden D Wakeling

**4802 To acknowledge the resignation of Councillor O'Shea and the need to advertise Co-opted Councillor vacancies.**

The Chair thanked Mrs O'Shea for her contribution to Council and the community. There were now 6 vacancies and the positions are to be advertised.

**4803 To receive Declarations of Interest**

None.

**4804 To resolve HPC Minutes of are a correct record**

**Resolved to approve the Minutes of 09 December 2024 as a correct record.**  
Proposed Cllr Baldock, seconded Cllr Harvey and carried unanimously.

**4805 To receive an update on progress of resolutions & matters from the last meeting not on current agenda**

Minute 4796 (d) The Clerk had written to Kent Bucs asking for confirmation that the merger had taken place with the Mariners Baseball Team and for the new constitution and insurance certificates to be provided to Council

Minute 4796 (e) The Baseball teams had been notified of the increase in rental charges from £500 to £600

Minute 4796 (f) Regular Hall users had been notified of the increase and charged the new rate as of January; with one user still to be notified and therefore not being invoiced the new rate until end of March

Minute 4796 (g) The trailer had been received and appointment to install the tow bar scheduled

**4806 To resolve P&E Minutes of are a correct record**

**Resolved to approve the P&E Minutes of 17 December 2024 as a correct record.**

Proposed Cllr Baldock, seconded Cllr Carey and carried unanimously.

**4807 To receive reports from TMBC & KCC**

Government Devolution White Paper

Cllr Lark reported that TMBC, Sevenoaks, Tunbridge Wells, Maidstone had expressed their intention of intent to combine in line with government proposals as set out below in a letter from Matt Boughton; Leader, Tonbridge and Malling Borough Council

“The Government proposals would impact Tonbridge and Malling Borough Council (TMBC), Kent County Council (KCC) and all District and Borough Councils significantly as, in addition to devolution of power from central Government, they also propose widespread local government reorganisation.

These proposals seek to start a journey that would result in TMBC and KCC being replaced by a new Strategic Authority, under an elected Mayor, and new Unitary Authorities which would have populations of no fewer than 500,000. The population of Tonbridge and Malling is currently around 135,000.

The White Paper only has a couple of mentions of Town and Parish Councils but they do reaffirm their commitment to your important role – *“We will also rewire the relationship between town and parish councils and principal Local Authorities, strengthening expectations on engagement and community voice.”*

Needless to say, that the structural changes proposed to both TMBC and KCC will have an impact on all services being delivered by our Councils, but we remain committed to continue to ensure our services are delivered efficiently at the best value for money then can be. By 10 January 2025, KCC and Medway Council have to indicate to Government whether they want to be considered for the Devolution Priority Programme. We will then have further clarity around the timetable for any potential changes.

I am pleased that Roger Dalton, Parish Partnership Panel Chairman, has agreed to the item being on the agenda for its next meeting in February. I look forward to discussing it further then.”

Planning Appeal re application 22/01474/FL: Land formerly West part of Court Lane Nurseries. Appellant Dandara South East Ltd.

The Appeal was set for 21/01/2025 at Kings Hill, however TMBC Planning legal council’s opinion had concluded that the proposed development was within “Grey Belt” land and therefore there were now no Green Belt grounds to object to the application. The status of the public enquiry was uncertain. It was noted that the Parish Council had objected to the original application primarily on Green Belt grounds.

Community Grant Scheme: grants up to £2,500 were available with a closing date of 02/03/2025. Noted.

TMBC Cllr Crisp reported that the Community Energy project being led by Ms Bates from Shipbourne had received £40,000.00 grant for assisting in set up costs, support and expertise guidance with the aim of introducing household solar panels.

**4808 To receive report from PCSO & Community Warden**

Sandra Edmonds reported on the new Community Warden model and the restructuring that had occurred. Officers had been reduced from 14 to 6 officers who would mainly be concentrating on areas of higher deprivation. However, Hadlow would keep Diane Wakeling 1 day a week with her other placements being 1 day in East Peckham, and 3 in Trench Ward. The role included dealing with minor crime, anti-social behaviour, welfare, information and education. Although Diane currently spent a lot of time with the elderly and vulnerable, working from 8am until 4pm, the schedule was not averse to change and it was hoped that during the spring and summer more attention to youth could be integrated into the schedule with hours possibly changing to later in the day.

**4809 To receive Chairman and Clerk's report**

The Clerk confirmed repairs at HOS completed as follows:

- Disabled toilet tap repaired at a net cost of £580.
- Hall floor treatment and replacement planks installed where necessary.
- Lower section of the HOS walls painted.

**4810 Public Time & Parish Matters**

Cllr Bright had noted that Hadlow College installation of new fencing on path at Blackmans Lane between MT143 and MT123 and the sewerage works had been shoddily completed, the surrounding ground left a mess, the kissing gate now incorrectly positioned and signage missing. The Clerk requested that Members report to Public Rights of Way independently.

**4811 Correspondence**

No correspondence to consider.

**4812 To resolve Schedule of Meetings May 2025 to April 2026**

**Resolved to approve the Schedule of Meetings May 2025 to April 2026 with the date for P&E in October being changed from Tuesday 21<sup>st</sup> October to Tuesday 28<sup>th</sup> October 2025.** Proposed Cllr Massy, seconded Cllr Newman and carried unanimously.

*(Sandra Edmonds excused from the meeting)*

**4813 To receive reports from representatives of committees and pass such resolution thereon as may be necessary:**

**F&GP (Finance & General Purposes Committee) – Cllr Harvey to report**

a) **To resolve** payments to date via cheque/faster payment

**Resolved to approve cheque and faster payments 1486 to 1507 (appendix a)**

Proposed Cllr Harvey, seconded Cllr Newman and carried unanimously.

b) **To resolve** December accounts in their entirety

**Resolved to approve December accounts in their entirety.** Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

c) **To report** on the 2025-26 Precept Request

Cllr Harvey confirmed that the precept request had been submitted to TMBC in the sum of £181,415 with Band D charge of £114.45

d) **To note** and acknowledge the Internal Auditors Interim Report (April Skies Accounting) including action points

Cllr Harvey confirmed receipt of the Internal Audit Report for 2024-25 and reported the action points provided:

- Ensuring all payment lists are signed by two authorized councillor signatures
- Sale of CA65 WYS Minibus – receipt of payment from Minibus World (nb: completed and sent to auditor)
- VAT – suggest arrangements in place for specialist advice as council generates significant non-precept income that is not currently registered for vat (nb: specialist advice appointment booked)
- Transparency Code – Council to complete and place on website to ensure compliance.
- Investment – Council to consider opening a medium-term account to monies that are not required immediately to earn a rate of return in addition to CCLA investment already recommended to Council

e) **To ratify** the purchase of Utility Trailer at a cost of £1720.00 in addition to accessories

**Resolved to ratify the purchase of Utility Trailer at a cost of £1720.00 plus accessories.** Proposed Cllr Harvey seconded Cllr Collins and carried unanimously.

f) **To resolve** donation requests

**Tunbridge Wells Counselling Centre – Resolved to decline the request due to a more local Counselling Service to be considered at later date.** Proposed Cllr Collins, seconded Cllr Newman and carried unanimously.

TMBC Anti-Social Behaviour Team – **Resolved to approve a donation of £75.00 to the TMBC Anti-Social Behaviour Team.** Proposed Cllr Collins, seconded Cllr Newman and carried unanimously.

Paddock Wood Community Advice Centre – **Resolved to approve a donation of £75.00 to the Paddock Wood Community Advice Centre.** Proposed Cllr Collins, seconded Cllr Newman and carried unanimously

g) **P&E (Planning & Environment Committee)** – Cllr Baldock to report

**Planning applications for consideration:**

- **24/01943/PA** - 2 Easterfield Cottages, Three Elm Lane, Golden Green, Tonbridge, TN11 0BA Listed Building Application: Replacement of French doors and windows with double glazed timber casement windows/French doors.  
**HPC No Objection.**
- **24/01975/PA** - Collard House, School Lane, Hadlow, Tonbridge, TN11 0EH."T1- Lime Tree - Rear of the property. Remove lowest left-hand limb back to main stem to raise canopy and provide clearance. Remove branch growing towards property (lower canopy) to raise canopy and provide clearance. Reduce over extended branch over footpath (right hand side lower canopy) by 2-3m to balance and shape. Reduce over extended branch over garden (lower canopy) by 2-3m to balance and shape. Remove dead branches with a diameter between 2.5-6. Thin canopy by 15% to reduce sail effect and allow light and air penetration throughout the canopy. General maintenance of tree."  
**HPC No Objection.**
- **24/01985/PA** - Hadlow Rural Community School, Tonbridge Road, Hadlow, Tonbridge, TN11 0AU. Details of Condition 5 (Enhanced Biodiversity) submitted pursuant to planning permission TM/23/03517/FL (Construction of 3G pitch for school and community use, additional car park for staff and pitch users, pitch floodlighting and ancillary facilities)  
**HPC No Objection.**
- **24/02000/PA** - **North Frith, North Frith Park, Hadlow, Tonbridge.** "1 x Maple (standing at East Lodge - shown in photo attached to applicants email dated 22nd November 2024) - Remove. 1 x Cedar (shown in photos attached to applicant's email dated 25th November 2024) - Removal of broken branches and debris only; 1 x small dead fallen Ash (shown in photo attached to applicant's email dated 25th November 2024) - Remove; 1 x Pine (shown in photo attached to applicant's email dated 25th November 2024) - Remove fallen branch only. 1 x Goat Willow (on boundary of East Lodge - with compromised root plate - shown in photos attached to applicants email dated 12th December 2024) – Remove".  
**HPC No Objection**

- **24/02007/PA** - Various parcels of woodland within the Fairlawn Estate. Felling Licence Consultation: Works as specified in submitted documents including Felling and Restocking.pdf  
**HPC No Objection.**
- **24/02016/PA** - Style Place Farm, Court Lane, Hadlow, Tonbridge, Hadlow. Demolition of 1no. existing agricultural building and erection of 4no. dwellings with associated parking, amenity space, landscaping and access.  
**HPC's original objection still stands** with regards to application TM/24/02016/PA, Style Place. Despite the amendments to the original application the proposed development of 4 new houses at Styles Place Farm is contrary to Green Belt legislation as the applicant has not demonstrated any Special Circumstances to allow the construction of the 4 new buildings within Green Belt and their subsequent impact on the environment.
- **24/02054/PA**- Hofn, Dene Park, Shipbourne Road, Hadlow, Tonbridge, TN11 9NS Lawful Development Certificate Proposed: erection of a single storey side and a single storey rear extension.  
**HPC objects to application 24/02054/PA** (Hofn, Dene Park, Shipbourne Road, Hadlow, Tonbridge, TN11 9NS Lawful Development Certificate Proposed: erection of a single storey side and a single storey rear extension) considering it over intensive development on Green Belt. Members also question the application being considered as suitable for legal development certification.

b) **To note** the Grow Wild Community Programme grant opportunity - noted.

**4814 To receive reports from representatives of external committees and pass such resolutions thereon as may be necessary.**

Kent Association of Local Councils (KALC) – meeting 16 January 2025

TMBC Parish Partnership Panel – meeting 6 February 2025

Joint Transportation Board (JTB) – no report as Cllr Baldock was unable to attend the last meeting.

TMBC Standards Committee – meeting 20<sup>th</sup> January 2025

**4815 Motion to Exclude the Press & Public** (to enable Council to consider any items on the agenda in which significant aspects will be of a confidential and financial nature).

**Resolved to exclude the press and public.** Proposed Cllr Collins, seconded Cllr Harvey and carried unanimously.

a) **To consider and resolve** with regards to Cyber Security Insurance

**Resolved to reject the Cyber Security Insurance quotation.** Proposed Cllr Collins, Seconded Cllr Baldock and carried unanimously.

- b) **To consider** Cemetery Development – update on financial and legal matters

Discussion was held with regards to regulations protecting against water pollution. Further investigations including inspection of water course maps for the area would be completed with the Clerk being assisted by Cllr Carey, Baldock and Collins.

- c) **To resolve** the consideration from P&E Committee (17/12/24) regarding the installation of Bow Top Rail for Village Hall Patio, Williams Field

**Resolved to defer the recommendation from P&E Committee on the 17/12/2024 regarding the installation of Bow Top Rail for Village Hall Patio, Williams Field whilst further investigating was carried out to determine whether a tarmac sloping surface could be installed without damaging the trees in situ.** Proposed Cllr Collins, seconded Cllr Bright and carried unanimously.

**There being no further business the meeting closed at 9.11pm.**

**Date of next meeting: Monday 10 February 2025, 7.30pm at Old School Hall**

**Signed**

**Date**

## Appendix A

£

1486	Staff Pay Wk36	5913.49
1487	A Thornton Accountant - Inv527	455.00
1488	Tate Fencing - Inv162 Postmix for bollard fixing	28.56
1489	R G Networks - Inv07463 Annl CCTV Admin	1881.60
1490	HMRC WK36	1857.30
1491	G Stevenson – Casual Work decorating HOS	75.00
1492	Gala Lights – Inv 671&670 P/p new lights and installation	10,095.60
1493	Apache Grp Ltd – Inv 335 Proforma 1 <sup>st</sup> half instal Trailer	971.50
1494	Lloyds Bank Service Charge 10/10to9/11/24	18.42
1495	Amazon - Wall Year Planner (Dbt Cd)	5.99
1496	Giallo Cars - Inv772 DK19 10 Wk Inspection (Db Cd)	118.80
1497	Apache Group - Proforma 335 Balance Payment Utility Trailer	971.50
1498	AmazonIEx11Kitch Flooring Treatex - HOS Floor Cleaner (Db Cd)	58.00
1499	HMRC WK40 PAYE	1,864.20
1500	Staff Pay - Wk40	5,922.69
1501	CSG Global - Inv65 Single Fold Paper Towel	34.79
1502	Llandall - Inv616 Copier Usage	39.60
1503	SMB - Inv648Empty Paper Console 10/12/24	45.60
1504	Spy Alarms - InvC7M2 2025 Annl Intruder Alarm Contract HOS	726.00
1505	Zest - Inv6507 HOS & HyA Hall Cleaning Dec & Clean Products	717.78
1506	D Beer - Grave Digger ~Ashes Plot	100.00
1507	AK Plumbing & Heat - Inv1432 Replace Toilet System Ladies HOS	78.00