

HADLOW PARISH COUNCIL

Minutes of the Meeting of Hadlow Parish Council duly convened and held on Monday 9 June 2025 at 7.30pm

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

Also in Attendance: M Stepkowski (Parish Clerk & Minute Taker), Hadlow Park Residents Association representative & 2 members of the public

4872 To receive apologies, reason, and approval of absences.

Approved Council absences: Cllr Newman

Resolved to approve the absence of Cllr Newman. Proposed Cllr Collins, seconded Cllr Bright and carried unanimously.

Other absences noted: TMBC Cllr's Crisp & Lark, PC T Mead and the Community Warden D Wakeling

4873 To receive declarations of interests

Planning application TM/25/00837/PA – Cllr Massy lived on Court Road which was the intended access to the development. This was noted.

4874 To resolve HPC Minutes of the meeting held on 12 May 2025 are a correct record

Resolved to approve the Minutes of the Parish Council Meeting held on 12 May 2025. Proposed Cllr Baldock, seconded Cllr Massy and carried unanimously.

4875 To receive an update of progress of resolutions & matters from the last meeting not on current agenda

The Clerk reminded members that the date for the Exercise of Public Rights to view the unaudited accounts for 2024/25 were during the period 11th June to the 22nd July

4876 To resolve P&E Minutes of 20 May 2025 are a correct record

Resolved to approve the P&E Minutes of 20 May 2025 as a correct record. Proposed Cllr Bright, seconded Cllr Harvey and carried unanimously.

4877 To resolve F&GP Meeting held on 5 June 2025 are a correct record

Resolved to approve the Minutes of 5 June 2025 as a correct record. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

4878 TMBC & KCC Matters

Traffic Census – Court Lane: concerns over data information being used by approved and proposed developments on Court Lane:

Cllr Hudson had taken on board concerns raised from both the Parish Council and local residents that the traffic census used for this application was not a realistic estimate of existing traffic as it was completed during the pandemic. A request to Kent County Highways (HTW Development Planning West Kent) department to re-assess the road had been declined, within their response they noted the following: *“As we are a statutory consultee in the planning process, we must remain impartial in making a recommendation based upon our professional judgment and expertise when responding to any future planning applications.”*

KCC Cllr Hudson would continue to support the need for a new traffic census to be completed as part of the application process.

Update on recent KCC elections: Numerous new Councillors elected had no previous experience within the Council and therefore the need for an extensive training regime was necessary ahead of chairing committees and taking on other roles within the Council; this in addition to some new members having full time jobs had caused an issue in scheduling day meetings leading to a delay in committee meetings during the summer period.

TMBC Consultation: Part of a Community Governance review into whether Tonbridge should have a Town Council was to run until 5pm on Monday 14 July 2025. Noted.

4879 To receive report from PC/PCSO & Community Warden

No reports received. The Community Warden report would be quarterly and therefore not due until September.

4880 To receive Chairman and Clerk’s report

The Clerk confirmed a fact-finding online meeting had been held with Worknest. This was the initial stage required in order that the contractor had appropriate information to draft templates in relation to health & safety and HR policies and procedures. A site visit had been scheduled for later in the month.

4881 Public Time & Parish Matters

Road Safety & Active Travel Group (KCC) quarterly newsletter– the newsletter was designed to keep residents and Councils up to date and to help discover first-hand the important role that we all play for Kent communities and the benefits in engaging with the group through the Highway Improvement Plan (HIP) process. Feedback on the newsletter was appreciated.

High House Lane Oak Tree – Concern over the health of an Oak tree on the lane was noted. Cllr Baldock to provide KCC Cllr Hudson with the tree location using “what three words” in order that she could investigate further and report.

St Mary's Church Food Bank Closure – due to a drop in demand it had been agreed to close the local service. It was noted that there several other well structured food banks on the local transport route.

Golden Green Fete – a letter requesting the use of Signpost Field for the event had been received and approved. A risk assessment, copy of insurance would be held at the Parish Office. The clerk had reminded the event management that if a bouncy castle was to be used to ensure they followed legislative guidelines particularly around suitable weather conditions, supervision etc.

Dandara Site – Court Lane – Asbestos Concern

A resident asked whether Council was aware of asbestos on the site; the P&E Chair confirmed that this concern was a matter for TMBC Planning department. The Clerk confirmed that the concerned resident had notified the Parish Office who had already addressed the residents' concerns at an earlier time and provided appropriate TMBC Planning contact details.

4882 Correspondence

a) South East Water Works – Three Elm Lane (May 2025)

This matter had been addressed at the May HPC meeting, however a subsequent email from a resident Jackie Perreta of Golden Green had been received requesting her concerns minuted as follows:

.. "I live in Three Elm Lane next to the road closure. The road has been closed since last Thursday (14th) causing the village to have no bus service. Southeast Water did not attend on Friday 15th, Saturday 16th & arrived on Monday 18th to "turn off a stop cock". My issue has been the signage or should I say lack of. Its positioning has been shocking.

As you can see from photos taken this afternoon the public are able to get through the road closure by mounting the footpath. We have had a large lorry mount the pavement and scratch along our neighbour's wall.

Anyway, I know nothing can be done however I would appreciate it being minuted, so should any future pavement, drains or wall damage surface myself and residents in Sheridan Park have notified you as the clerk & it is documented.

I have informed Sarah Hudson separately.

I very much appreciate this"

Members discussed the perceived inefficiencies in road closures and KCC Cllr Hudson confirmed that there was a government review due to which the County Council would be providing data to support the review.

b) Invitation to meet B.Yond Developers – The Chair of Council had declined the invitation to safeguard against potential predetermination.

4883 To receive reports from representatives of committees and pass such resolutions thereon as may be necessary:

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

a) To resolve payments to date via cheque and faster payment

Resolved to approve cheque and faster payments 1606 to 1645 (appendix b)
Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

b) To resolve May accounts (bank reconciliation, income & expenditure, cost centre report, bank statement, trial balance)

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

c) To ratify the transfer from General Reserve to Cemetery Earmarked Reserve the sum of ten thousand pounds at 2024/25 Year End

Resolved to ratify the transfer from General Reserve to Cemetery Earmarked Reserve the sum of ten thousand pounds at 2024/25 Year End. Proposed Cllr Harvey, seconded Cllr Baldock and carried unanimously.

d) To ratify journals for the year 2024/25

Resolved To ratify journals for the year 2024/25. Proposed Cllr Harvey seconded Cllr Collins and carried unanimously.

e) To receive and note the Internal Auditors year end report and completion of Annual Internal Audit Report as part of the AGAR 2024/25

Resolved to propose the noting and acceptance of the Internal Auditors year end report and completion of Annual Internal Audit Report as part of the AGAR 2024/25. Proposed Cllr Harvey, seconded Cllr Carey and carried unanimously.
(on Council website)

f) To resolve approval of the Annual Governance Statement 2024/25 (Section 1)

Resolved to approve the Annual Governance Statement 2024/25 (Section 1)
Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

g) To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2024/25 as presenting fairly the financial position of the Parish Council

Resolved to note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2024/25 as presenting fairly the financial position of the Parish Council dated 05/06/2025. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

h) To resolve approval of The Accounts & Accounting Statements (Section 2) 2024/25

Resolved to approve The Accounts & Accounting Statements (Section 2) 2024/25. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

(unaudited accounts will be published on Council website)

i) To resolve that Cllr E Bright or Cllr O Baldock as non-cheque signatories will be appointed as Member to verify bank reconciliation (for all accounts) produced by the RFO. They shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this.

Resolved that Cllr E Bright or Cllr O Baldock as non-cheque signatories will be appointed as Member to verify bank reconciliation (for all accounts) produced by the RFO. They shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. Proposed Cllr Harvey, seconded Cllr Carey and carried unanimously.

j) To note the updated 3 Year Budget Forecast for 2026-2029

Resolved to note the updated 3 Year Budget Forecast for 2026-2029. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

It was noted that the Forecast had actually been extended to a five year period.

k) To note inclusion of the Transparency Code on the Council Website.

Noted that the Transparency Code was now on the Council Website.

l) To note the donation to YMCA agreed in financial year 2024/25 in the amount of £500 remains outstanding as the YMCA deferred the project.

Noted. Members agreed that the payment could be made at a future date if the Clerk was satisfied that the project and terms were acceptable.

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

a) Planning Applications for consideration:

- **25/00775/PA** - Prior Notification under Schedule 2 Part 6 Class A - Extension to existing farm buildings to provide storage for farm machinery and tractor; built to match the same, part open front, solar panels on roof for Agricultural use. Leavers Farmhouse, Stanford Lane, Hadlow, Tonbridge, TN11 0JN

No objection

- **25/00806/PA** - Prior Notification under Schedule 2 Part 6 Class A): New steel framed agricultural barn for storage of farm equipment. Land Part Of Boormans Farm West Of Yew Tree Cottage, Bells Farm Road, Hadlow, Tonbridge

Already approved by TMBC

Hadlow Parish Council

9 June 2025

Page 5 of 9

- **25/00816/PA** - "T1 Mature leaning Ash with symptoms of Ash dieback (*Hymenoscyphus fraxineus*) and large cavity on main stem at approx 5m on opposite side to lean, dismantle in sections to near ground level, using controlled lowering techniques where required to minimise risk of damage to features below. T2 Adjacent mature Holly, reduce crown by approx 1m overall to remove overhang over carpark but retain a balanced shape T3 Small suppressed Holly growing against T1, dismantle to near ground level.". Corner Cottage, 5, North Frith Park, Hadlow, Tonbridge, TN11 9QW

No objections

- **25/00835/PA** - Details of Condition 20 (Foul Drainage) Pursuant to planning permission 22/01474/FL Full planning application for the erection of 57 residential dwellings (Use Class C3) including affordable housing provision, a new children's day nursery and pre-school (Use Class E) alongside hard and soft landscaping including access, car parking, public open space, SuDS, and associated infrastructure. Land Formerly West Part Of Court Lane Nurseries, Court Lane, Hadlow, Tonbridge

Noted

- **25/00837/PA** - Request for Screening Opinion under Town and Country Planning (Environmental Impact Assessment) Regulations 2017: Erection of up to 112 dwellings (50% affordable) and land for community use along with access, landscaping, formal and informal open space on land to the north of Court Lane, Hadlow. Land West Of Court Lane Farmhouse, Court Lane, Hadlow, Tonbridge

The use of traffic data supplied by the Dandara development are not considered to be suitable for the new application considering the size of the development and as the original data was based on a quiet period during the pandemic and therefore does not provide sufficient confidence in the figures

HPC also expresses concerns that, due to number of redactions, the Ecological Note, which supports the applicant's case against needing an Environmental Impact Assessment, obscures critical information about the site's ecology, particularly regarding the potential impact on local fauna, including badgers that are known to be within the site. The relevant site plans are also redacted.

- **25/00878/PA** - Details of Condition 16 (Lighting Design Plan) Pursuant to planning permission TM/22/01474/FL Full planning application for the erection of 57 residential dwellings (Use Class C3) including affordable housing provision, a new children's day nursery and pre-school (Use Class E) alongside hard and soft landscaping including access, car parking, public open space, SuDS, and associated infrastructure. Land Formerly West Part Of Court Lane Nurseries, Court Lane, Hadlow, Tonbridge

Noted

- **25/00884/PA** - Details of Condition 19 (Biodiversity Gain Plan) Pursuant to planning permission 22/01474/FL Full planning application for the erection of 57 residential dwellings (Use Class C3) including affordable housing provision, a new children's day nursery and pre-school (Use Class E) alongside hard and soft landscaping including access, car parking, public open space, SuDS, and associated infrastructure. Land Formerly West Part Of Court Lane Nurseries, Court Lane, Hadlow, Tonbridge

Noted

- **25/00886/PA** - Details of Condition 04 (Surface Water Drainage Scheme) Pursuant to planning permission TM/22/01474/FL Full planning application for the erection of 57 residential dwellings (Use Class C3) including affordable housing provision, a new children's day nursery and pre-school (Use Class E) alongside hard and soft landscaping including access, car parking, public open space, SuDS, and associated infrastructure. Land Formerly West Part Of Court Lane Nurseries, Court Lane, Hadlow, Tonbridge

Noted

- **25/00907/PA** - Proposed single self built dwelling house with adjacent stables and demolishing of scattered rural buildings. Stables And Outbuildings At Faulkners End, Tonbridge Road, Hadlow

It was noted that whilst there was a comprehensive report for domestic sewerage no details were provided on the storage and removal of horse manure on the site

- **25/00933/PA** - Demolition of single storey garage, lounge extension and conservatory. Construction of two storey extensions to form new bedrooms and extend an existing bedroom together with single storey garden room. Dunsmore, 10 Hadlow Park, TN11 0HX

No objection

Hadlow Sewerage/Water Works: Cllr Baldock and other members raised concerns as to whether the local water works in Hadlow could accommodate the approved Dandara site and other upcoming proposals for housing development within the Parish. It was noted that sewerage overflow data showed several flows into local rivers and despite the claims that these were due to weather conditions, charts showing the weather at that time did not match the statements. Further investigation and a letter to South East Water would be sent requesting details of any planned investment and extension to the Hadlow sewerage/water works to accommodate the possible increase in housing within the area. The initial thoughts were that extending the current structure should be imperative before any development was to take place.

- b) **To acknowledge Tree Audit Report and Down To Earth visit to quote for all works recommended within the report in addition to removal of Lime tree in St Mary's Churchyard and removal of branches over the shipping container within Williams Field.**

D'Silva Arboriculture Tree Audit Report was acknowledged as read and works agreed. Proposed Cllr Harvey, seconded Cllr Carey and carried unanimously.

Down To Earth – Tree Works; the company were due to meet with the Clerk on Wednesday to discuss works highlighted in the recent tree report received by D'Silva Arboriculture in addition to quoting for removal of a Lime tree in St Mary's and branches overhanging the shipping container at Williams Field.

4884 To receive reports from representatives of external committees and pass such resolutions thereon as may be necessary

- Kent Association of Local Councils (KALC) – Meets in August
- TMBC Parish Partnership Panel (PPP) – Cllr Bright reported on the meeting confirming there had been some informative presentations including one on housing. The Minutes would be available on the TMBC website in due course.
- TMBC Joint Transportation Board (JTB) – meeting due following week
- TMBC Standards Committee – no meeting

4885 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 pass a 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). Proposed Cllr Harvey, seconded Cllr Baldock and carried unanimously.

A26 Cycle Path Phases 2 & 3 – request to Council to consider grant funding to complete the works

This matter would be ratified at the next full Council meeting as it was not on the agenda; however, the consensus was that the scheme in its current state was not deliverable as unless Hadlow College were in a position to sell a piece of land the path would have to cross the road at some point which was considered a safety concern. The Parish Council continued to support the scheme in principle but could not fully endorse or seek funding for the project in its current form.

Hadlow Medical Centre Service Charge 2024-25

Council to resolve at its next full meeting as to whether to retain surplus service charge figure for 2024/25 for future works as documented as appropriate within the Full Repairing Lease or to refund to the Partners of the Medical Centre

There being no further business the meeting closed at 20.54

Date of next meeting: Monday 14 July 2025, 7.30pm at Old School Hall

Signed

Date

**Hadlow Parish Council
9 June 2025
Page 8 of 9**

Appendix A

FP	Description	£
1606	Esso - Three Elm Lane - DK19 Minibus Fuel	65.74
1607	CLR Allmower - Mower Replacement Part (DB Cd)	7.52
1608	Lloyds Bank Sv Chg - Inv 686 March to April	11.05
1609	Esso - Three Elm Lane - DK19 Minibus Fuel	25.28
1610	Esso - Three Elm Lane - HV24 Minibus Fuel	50.18
1611	Screwfix DCd	37.76
1612	Esso - Three Elm Lane - Truck and Mower Fuel	85.69
1613	Screwfix Invs 950/977/979/290 – Repairs	276.26
1614	CTA - Annl Membership (Com Transport)	120.00
1615	CP Gardening Svs - Inv04 Grounds Maint St Marys & SPF May	325.00
1616	ICCM (Instit. Cem/Crem Mngment) - Annual Subscription	105.00
1617	KALC - Inv233 Planning Conf MS & JM (Evenbrite)	168.00
1618	4th Platform - Invs208/201/185/176 Computer Costs	780.88
1619	A&L Motors - Invs943 Service Truck, Inv941 KD19 Oil Change	409.71
1620	Kent Grassland Svs - Inv3799 Grounds Maint W/F & Cem April	888.00
1621	KCS - Inv201 Stationery & Clean Products	80.24
1622	K&M Equipment Ltd - Inv920 - Labour Dishwasher Repair/Repl Prts	150.00
1623	Buzz Catering - Inv637 Starter Switch & Rinse Pump Dishwasher HOS	17.99
1624	Rialtas - Inv850 Digital VAT Annl Subscription 02/5to31/03/26	126.84
1625	Zest - Inv660 Hall Cleaning April + Clean Products	931.44
1626	Landall - Inv136 Copier Usage 26/3-25/4/25	39.59
1627	Tonbridge Counselling Sv - Donation S137	50.00
1628	Kent Mediation - Donation S137	50.00
1629	Find A Will - Gov. Website - Probate - C10 C21/22 (Db Cd)	1.50
1630	Staff Wages Wk8	5703.79
1631	HMRC - PAYE Wk8	1826.20
1632	KCC Commercial Svs - Balance of InvLS212415 Grounds Maint After Credit	89.10
1633	April Skies - Inv0380 24/25 Final Internal Audit	475.10
1634	Boots Eye Test - Clerk as per Contract	54.95
1635	TMBC Inv90321 - Antisocial Behaviour Enforcement Team Donation	75.00
1636	SLCC (Society Local Council & Clerks) – Annual Membership from 01/06/25	480.00
1637	Robert Dyas - New Kettles x 2 HOS (Db Cd)	69.98
1638	Fuel Minibus DK19	40.39
1639	Fuel Minibus HV24	47.86
1640	Zest - Inv6700 Hall Cleaning May	876.00
1641	KCS - Inv212 Clean Materials & Stationery	80.64
1642	Gel Creative - Inv22014 Website Admin M/A/M	50.00
1643	Kent Grassland Svs - Inv3828 Grnds M W/F & Cem	888.00
1644	Landall - Inv575 march & 764 A-MayCopier Usage (late payment of March)	160.27
1645	Worknest - Inv420 HR/Risk Policy Consultancy 1 yr	3570.00