

HADLOW PARISH COUNCIL

Councillors: You are hereby summoned to attend a Full Council Meeting

On Monday 8 September 2025 at Old School Hall

Public Notes: There will be a meeting of the Parish Council

On Monday 8 September 2025 at 7.30pm Old School Hall

Contact the Clerk if you wish to attend or require further information

clerk@hadlowpc.co.uk or telephone 01732 851878

AGENDA

1. **Apologies & reasons for absence.**
2. **To receive** declarations of interest.
3. **To resolve** HPC Minutes of the meeting held on 14 July 2025 are a correct record
4. **To receive** an update on progress of resolutions & matters from the last meeting not on current agenda.

Minute 4898 Conditional Building Surveys: Metcalfe & Briggs had been engaged to carry out the Building Conditional Surveys for buildings within Council's ownership or lease to include maintenance and repairs schedules budget over 5 years. Re-evaluation of land and buildings, and drain surveys at Old School Hall carpark

5. **To resolve** P&E (Planning & Environment Committee) Minutes of 19 August are a correct record (minutes of P&E 29/7/25 were signed at August Committee meeting)
6. **To receive** reports from **TMBC & KCC**
7. **To receive** report from PC/PCSO & Community Warden
8. **To receive** Chairman & Clerk's report

Clerk for discussion the 2025 Edition of Practitioner's Guide new requirements include:

Email Management: All authorities are now required to use a generic email account hosted on an authority-owned domain. **New Assertion 10:** This has been added to clarify data compliance responsibilities, which were previously covered under Assertion 3.

- Update on Online Bookings Calendar with Rialtas

9. **To receive** written application for the office of parish councillor and to co-opt a candidate to fill an existing vacancy.
10. **Public Time & Parish Matters**
11. **Correspondence**

- a) Resident request for Council to consider adding to the Highways Improvement Plan installation of road mirror on Common Road and Junction of Mathews Lane

(appendix a : report from E Tilbury at Kent Highways & Transportation on this matter attached to the agenda)

12. **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 (see appendix b) including HPC Insurance Premium
- b) **To resolve** July & August accounts (bank reconciliation, income & expenditure, cost centre report, bank statement & trial balance)
- c) **To ratify** costs and engagement of Worknest which was approved by the Chair of Finance and Chair of Council on 19/8/2025 for expediency and as a matter of health and safety

-cost for Fire Risk Assessments at Old School Hall, Hy-Arts Centre, Medical Centre £960.00 net

- Cost of one day consultancy to support the set up of risk assessments, procedures for monitoring and compliance within the Worknest Portal £960.00 net

P&E Committee – Cllr Baldock

a) **Planning Applications for consideration:**

- **25/01322/PA** - Proposed demolition of Existing front porch, existing garages and outbuildings, and construction of a single storey side extension with associated works. 24, The Freehold, Hadlow, Tonbridge, TN11 0ES
- **25/01331/PA** - Details of Condition 24 (Broadband/Telecoms) 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
- **25/01370/PA** - 1 x Lime tree (T1 applicant reference) - Fell to as close to ground level as possible and treat with Ecoplugs. The trunk of the tree is pressing tightly against the boundary wall and is already causing damage. The wall is bowed out and unstable. Tree standing in top left corner of church yard overhanging footpath. St Marys Church, Church Street, Hadlow, Tonbridge, TN11 0DB
- **25/01876/EIASCO** – EIA Scoping Opinion: Proposed development of up to 520 residential dwellings, a local centre, sports provision, play space, together with associated drainage, landscaping and highways work. Badsell Farm, Badsell Road, Five Oak Green, Tonbridge. *(this is a Tunbridge Wells Borough Council application to which Council have been asked to comment)*

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

Kent Association of Local Councils, TMBC Parish Partnership Panel, TMBC Joint Transportation Panel, TMBC Standards Committee

14. **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).

Date of next meeting Monday 14 October 2025 starting at 7.30pm

M Stepkowski – Parish Clerk

NB (Please see the Clerk for the protocol on recording & filming meetings before commencement)

Appendix A

“.... I’ve just taken a look at the request, and we’d be unlikely to install a safety mirror at this location. Whilst there are sites where safety mirrors may be a benefit to road safety, the widespread use of mirrors is not encouraged and so we only allow their limited use.

Each site needs to meet with the DfT criteria and requires an independent safety assessment to ensure that existing hazards are not increased by inducing drivers to rely on a mirror and take less care than they normally would. The assessment process includes a review of the safety record and consultation with the police.

We will only consider traffic mirrors on the public highway where:

- There is a crash history relating to a lack of visibility.
- Visibility for vehicles emerging from the side road is severely restricted.
- A visibility improvement scheme is not feasible.
- Visibility cannot be improved by removing hedges, walls, trees or other obstacles.
- The speed limit on the major road is above 30mph, the introduction thereby being aimed at higher speed roads.
- There are no other reasonable standard highway improvements possible.

Having checked the crash history on Common Road, near to the Matthews Lane junction, Kent Police have not informed KCC of any personal injury collisions at this location. In addition, whilst Common Road is subject to the national speed limit, average speeds past the junction are generally below 24mph, according to our telematics speed data. There’s also the risk that a mirror here would get very quickly overgrown by private vegetation as has happened to the Matthews Lane street name plate.

I did notice that there appears to be no warning signs on Common Road, when approaching Matthews Lane. If the Parish Council are aware of concerns from other residents relating to the safety of this junction, and wish to add it to their HIP, then we could potentially look at installing some ‘Junction on the outside of a bend ahead’ warning signs, subject to their being the available verge space. “

Appendix B – Payments for Approval

FP	Detail	£
1675	MFG Three Elm Lane - Fuel HV24 Minibus	46.90
1676	MFG Three Elm Lane - Fuel Minibus DK19	50.37
1677	Lloyds Bank Service Charges	12.70
1678	Post Office - Send Worknest Computer Mouse	6.65
1679	MFG Three Elm Lane - Fuel HV24 Minibus	50.97
1680	MFG Three Elm Lane - Fuel DK19 Minibus	45.51
1681	Amanda Thornton - Cncls Accountant - Payroll & Meeting	496.00

1682	Clerks Wages - Wk16	3005.12
1683	D Clerk Wages - Wk16	1538.57
1684	Caretaker Wages - Wk16	977.73
1685	HMRC Wk16 PAYE	1890.14
1686	Everyday Play Ltd – 20% Deposit Signpost F Surfacing	904.80
1687	AJG Gallagher – Insurance 2 Minibuses (as of 01/08/2025)	2,290.06
1688	Adobe Systems Software - Yearly Subscription (Db Cd)	238.75
1689	Fantasia Ceiling Fans - Inv772 HOS Replacement Fans	342.82
1690	Storage on Site Ltd (SOS) - I117120 Shipping Container W/F	3150.00
1691	CP Gardening Svs - Inv25-16 Grass Cutting St Marys/Signp	325.00
1692	Petty Cash	145.42
1693	Amazon (Db Cd)	25.43
1694	Post Office - Stamps	11.15
1695	AK Plumbing - Inv1591 HyArts Ann Boiler Service	80.00
1696	CCLA - Investment	50,000.00
1697	4th Platform - Computer Svs	946.73
1698	Kent Grassland - Inv3884 Grass Cut W/F&Cem July	888.00
1699	RM Electrical - Inv6139 Installation ReplacFans HOS	325.00
1700	KCC CSGlobal - Inv0250 Stationery & Clean Prod	64.25
1701	Landall - Inv7101 Copier Usage 26/6-25/07	43.56
1702	Zest Commercial - Inv6773 Hall Clean July	912.00
1703	Bank Service Chg	13.25
1704	MFG Three Elm Lane - Fuel DK19 Minibus	22.88
1705	B&M Cleaning Materials oven Clean/roundup	27.62
1706	MFG Three Elm Lane - Fuel HV24 Minibus	62.64
1707	MFG Three Elm Lane - Fuel Lawn Mower & DA14	88.94
1708	Industracare	70.30
1709	AK Plumbing - Inv1596 Hy-Arts Tap Repair	131.79
1710	Borough Green Garage - Inv2272 10 Wk Insp HV	130.00
1711	Silva Arboriculuter - Inv5015 Tree Inspect	1,142.00

1712	CTA - Annl Sub Minibus - Inv795	120.00
1713	Screwfix - Inv474 Asphalt Fixings - Bollard	26.67
1714	Caretaker Wages Wk20	1,096.17
1715	D Clerk Wages Wk20	1,234.05
1716	Clerk Wages Wk20	3,004.72
1717	HMRC - PAYE Wk20	1,736.68
1718	Post Office - Stamps & Envelopes	9.40
1719	Everyday Play 35% Signpost Field Surf Inv736	1266.72
1720	Hadlow Village Hall Gas & Water Chg 14/4-26/8	312.06
1721	Online Playgrounds Inv608 Play Equip Parts – Repair	28.80
1722	Giallo Inv176 10Wk Inspection Minibus DK19 (Db Cd)	144.00
1723	Gel Creative – Inv035 Website Admin June to Aug	400.00
1724	4 th Platform – Inv575 Desktop Complete Aug – Oct Prorata	397.45
1725	Landall – Inv655 Copier Usage 26/7-25/8	54.35
1726	Zest Commercial – Inv815 Hall Cleaning Aug	876.00
1727	Kent Grassland Svs – Inv919 Grass Cut W/F & Cem Aug	1128.00
1728	Star Tail Lifts Ltd – Inv124 Minibus side StepInspect (6 monthly)	30.00
1728a	Star Tail Lifts Ltd – Inv123 Minibus DK19 LOLER lift Inspection	251.40
1729	Staff Wages Wk20	5334.94
1730	HMRC PAYE Wk20	1736.68
1731	Work Nest Inv116 & 117 Consultancy & Fire Risk Assessment	2304.00
1732	AJG Insurance Broker – 3 year Agreement HPC Insurance annl cost	7980.99