

HADLOW PARISH COUNCIL

**Minutes of the Meeting of Hadlow Parish Council duly convened and held on
Monday 08 December 2025 at 7.30pm**

Committee Members Present: Councillors N Collins (Chairperson), T Burrows, E Bright, D Carey, M Harvey, J Massy,

Also in Attendance: Clerk - Minute Taker), KCC Cllr S Hudson, TMBC Cllr J Lark & three members of the public

4941 To receive apologies, reason, and approval of absences.

Approved Council absences: Cllr's O Baldock & J Newman. Proposed Cllr Collins, seconded Cllr Massy and carried unanimously.

Other absences noted: TMBC Cllr S Crisp

4942 To receive declarations of interests

None.

4943 To resolve HPC Minutes of the meeting held on 10 November 2025 are a correct record

Resolved to approve the Minutes of the Parish Council Meeting held on 10 November 2025. Proposed Cllr Massy, seconded Cllr Bright and carried unanimously.

4944 To receive an update of progress of resolutions & matters from the last meeting not on current agenda

Minute 4933 Help Us Shape Kent's New Walking & Cycling Itineraries: Mr Lavender had submitted a detailed list of walks within the Parish

Minute 4936 Access Trail Overgrown Vegetation: Hadlow College had taken action to cut back vegetation.

Minute 4938 Cemetery Extension Tender: A JCT Agreement had been proposed and the contractor's response awaited.

4945 To resolve P&E Minutes of 18 November 2025 are a correct record

Resolved to approve the P&E Minutes of 18 November 2025 as a correct record. Proposed Cllr Bright, seconded Cllr Harvey and carried unanimously.

In the absence of the P&E Chair, Cllr Harvey who was present at the meeting signed

4946 To receive reports from TMBC & KCC

a) To note TMBC Submission to Government with regards to the Devolution & Unitary Councils.

Members had seen the submission and noted.

- b) Local Plan - TMBC Cllr Lark reported that the Local Plan meeting held in Hadlow had been well received and the leader of the Borough Council, Matt Boughton had taken the opportunity to explain the details to those in attendance.
- c) “Call In” Planning applications requested by Parish Council had been submitted by Cllr Lark as detailed below.

25/01834/PA (B.Yond Homes, Court Lane),
25/01280/PA (Redrowe, Land North of The Paddock and East Of, Carpenters Lane,
25/01771/PA (Mr & Mrs Coster & Friend, Alan’s Hectare, Cemetery Lane)

KCC Cllr Hudson reported on the following matters:

- d) Court Lane 30mph Extension She confirmed that the request to extend the 30mph on Court Lane to incorporate the new Dandara development had been approved.
- e) Dandara development TMBC Enforcement were aware of the dirt on the road, lack of wheel washing from site transportation and other issues.
- f) Solar Lights at Bus Stops Cllr Hudson had requested that solar lights be considered at some of the rural bus stops where there was no street lighting. Areas such as the bus stop opposite Ashes Lane had been identified.
- g) Walking Path A26 Concerns continued to be raised with Kent Highways and other County offices with regards to the funding used to initiate the path along the A26 from Three Elm Lane to Faulkners and the subsequent failure to attain land from Hadlow College to continue the path to Hadlow. The original plan had been to invest funds in a cycle/walk path, but this had not been possible. There were now issues with the new path with weeds growing through sections, Haywards struggling to cut the hedge and complete drainage works due to the path proximity etc. It was an ongoing concern.
- h) Highways Improvement Plan This would be considered in the New Year with support from Cllr Hudson. One item to possibly include would be the solar lights for bus stops and consideration of reducing speed limits adjoining the A26 to 20mph if further development within the area was approved.
- i) TMBC Local Plan It was noted that East Peckham Parish Council had submitted an objection to any development within their Parish.

4947 To receive report from PC/PCSO & Community Warden

No reports received from the Police, PCSO or Community Warden but the TMBC Anti-Social Behaviour Officers report was read and the three visits to Hadlow noted.

4948 To receive Chairman and Clerk’s report

No report.

4949 Public Time & Parish Matters

Blackmans Lane Wood Cllr Carey reported that Hadlow College had instructed a contractor to complete clearance work. Residents in the area raised concerns as to the method of clearance used by the contractor and liaised with both the College and the Forestry Commission. The Forestry Commission was not minded to prosecute any party to the clearance but they noted what had occurred. Cllr Carey thanked Cllr Newman who had been instrumental in tackling the matter.

Trees on Village Hall Patio Area Two trees situated within the tarmac area were losing bark and possibly not coping with the new surfacing; they would be monitored. It was also noted that one of the trees had been vandalised and suffered a deep gash.

Lime Tree East Corner St Mary's Churchyard A faculty to remove the tree which was impacting upon the wall on the corner of the east side of the churchyard by the pathway to the Forstal was still to be completed. The PCC had requested a specialist report to establish whether the wall damage was indeed caused by the tree and that its removal would not cause "heave". The initial findings confirmed the tree was an issue, but Members would await the completed report before submission of a faculty request.

There had been conflicting thoughts on whether it was the Parochial Church Council or Parish Council who should make the submission. The Clerk would liaise directly with the Rochester Diocese to confirm the position.

Members of the public then raised the following:

Court Lane Drains A resident reported that there were blocked drains on Court Lane and these would be reported to KCC on her behalf. It was also noted that the drain by the bus stop on Walnut Tree Cottage side of the Village Square required attention.

Court Lane & Lorry Issues It was agreed that the Dandara development had added to the congestion caused on Court Lane particularly by the entrance from the A26 with numerous lorries mounting the pavement to pass each other due to the narrowness of the lane. Members noted that the Dandara Construction Management Plan was possibly failing and the Clerk asked to report to Planning Enforcement

Engaging Young People A resident who had attended the Local Plan public meeting with TMBC Leader Matt Boughton at Old School Hall and noticed that a majority of people in attendance were older persons and felt that more should be done to encourage the younger generation to engage in matters that affect the Parish. This was acknowledged by the meeting. It was also agreed that with regards to the Local Plan the Parish Council would share its submission on social media and assist those wishing to complete the public consultation.

4950 Correspondence

No matters addressed

4951 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** (appendix a)

Resolved to approve payments to date FP1799 to 1837. Proposed Cllr Harvey, seconded Cllr Burrows and carried unanimously.

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

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

c) **To resolve Petty Cash Bank Reconciliation as at end of November 2025 and Reconciliation of CCLA Public Fund Investment**

Resolved to approve Petty Cash Bank Reconciliation as at end of November 2025 and Reconciliation of CCLA Public Fund Investment. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

d) **To note April Skies (Internal Auditor) Interim 2025-26 Report and recommended action plans** (appendix b)

Members noted both the Internal Auditor Report and the Actions recommended therein.

e) **To consider membership to The Countryside Charity Kent (CPRE)** (appendix c)

Resolved to trail membership on a one-year basis at a cost of £5 per month to see if there was any benefit locally. Proposed Cllr Harvey, seconded Cllr Massy and carried unanimously.

P&E Committee – Cllr Baldock

a) **Planning Applications for consideration:**

- **25/01809/PA** Submission of Details Reserved by Condition - 10, Dunsmore, Hadlow Park, Hadlow, Tonbridge, TN11 0HX. Details of Condition 4a (Landscaping) pursuant to planning permission TM/25/00933/PA (Demolition of single storey garage, lounge extension and conservatory. Construction of single and two storey extensions and a single storey garden store)

HPC No objection

- **25/01771/PA** Planning Permission (Minor Development) - Alans Hectare, Cemetery Lane, Hadlow, Tonbridge, TN11 0LT. Change of use of land to a travellers caravan site consisting of 6 additional residential caravan plots to rear of existing site

HPC strongly objects to application TM/25/01771 Alan's Hectare, Cemetery Lane TN11 0LT and would like to refer you to:

Appeal Ref: APP/H2265/W/23/3316969 and the following conditions:

Page 8 under “Schedule of Conditions” Condition 3

“3) No more than two caravans, as defined by the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968, shall be stationed on each pitch at any one time, of which no more than one shall be a static caravan, and no further caravans shall be placed at any time anywhere within the application site.”

With regards to Condition 7 we request that TMBC Enforcement confirm that the conditions have been met and in particular those relating to fencing

7) Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) (England) Order 2015, or any re-enactment thereof, no fences, walls, gates or other means of enclosure shall be erected within any part of the application site other than in accordance with the details shown on the approved drawings.

- **25/01944/PA** Planning Permission (Householder) - Hayward, Maidstone Road, Hadlow, Tonbridge, TN11 0JA. Conversion of integral garage into hobby room and internal alterations to cloak room.

HPC No objection

- **25/01923/PA** Foxglove Cottage, Ashes Lane, Hadlow, TN11 0AN. The demolition of the existing dwelling and associated structures and the erection of 2no. Dwellings with associated landscaping, parking and access.

HPC Objects on the basis of over development of the site and within Green Belt

- **25/01909/PA** 5 The Terrace, Maidstone Road, Hadlow, TN11 0DL. Listed Building: Replacement roof and tiles to match with the existing

HPC No objection

- **25/02551/OUT** – Outline planning application – land to the northwest of Paddock Wood, Tonbridge. (with all matters reserved except access) for up to 770 dwellings, 3no. Gypsy/Traveler pitches, a local center (up to 700sqm of Class E (a)&(f) uses, a primary school, safeguarded land for a secondary school, outdoor sports provision, public open space, landscaping and associated infrastructure.

HPC strongly object to this application.

Resolved that the Planning & Environment Committee would address the matters of objections at their December 16th meeting and send the response on behalf of full Council. Proposed Collins, seconded Cllr Harvey and carried unanimously.

4952 To note changes to the TMBC Planning System (appendix d)

This was noted and frustration expressed as to the cost to the public for implementation of the Agile system that had been found to be ineffective.

4953 To consider Council response to Tonbridge & Malling Local Plan

Members agreed with the members of the public at the meeting that the consultation was complicated and not suitable for laymen. It was also deemed by some to be set up in order that those responding were only able to contribute in an orchestrated manner. Council would submit a response via its Planning & Environment Committee who were due to meet on Tuesday 16 December and if possible, provide its response to residents via social media or keep a copy in the Parish Office for public viewing.

Concerns raised and to be included in the response were the impact of further development on the village square and the lack of parking in that location, obstruction of traffic on Court Lane and potential danger driving on the pavements to avoid oncoming or parked traffic may cause to pedestrians and the likely need to upgrade the Carpenters Lane junction to the A26.

Members would send their responses to the P&E Chair ahead of the December meeting in order that a draft response could be considered at the meeting and submitted that week.

4954 To receive reports from representatives of external committees and pass such resolutions thereon as may be necessary

- Kent Association of Local Councils (KALC) – Cllr Bright reported on the meeting and Minutes would be available at the Parish Office
- TMBC Parish Partnership Panel (PPP) – Cllr Bright reported on the meeting and the discussion held on the Local Plan and Devolution. Minutes would be available at the Parish Office.
- TMBC Joint Transportation Board (JTB) – No meeting
- TMBC Standards Committee – No meeting

4955 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).

A motion to exclude the press and public was put forward and resolved. Proposed Cllr Massy, seconded Cllr Harvey and carried unanimously.

a) To consider and resolve Fees and Charges 2026/27 as of April 2026

Resolved to approve the Fees and Charges as presented to Council (appendix e) to be implemented as of 1 April 2026. Proposed Cllr Harvey, seconded Cllr Collins and carried unanimously.

b) To consider planned preventative maintenance schedules for Council land and buildings and other areas of concern ahead of finalising the Budget for 26/27

Cllr Harvey as Chair of Finance confirmed that the schedule costs had been considered over a five-year period, and particularly the cost implications against the draft 2026/27 budget. He reported that Council was in a good financial position and was confident that necessary works could be completed using the budget, reserves and other future available funding. No concerns were raised.

- c) **To review and consider Draft (2) 2026/27 Budget (this included amendments from draft 1 presented by the Chair of Finance).**

Resolved to approve the Draft 2 Budget with a precept increase of 5%. The Clerk to provide members with the Final Budget document once the tax base had been received. Proposed Cllr Harvey, seconded Cllr Bright and carried unanimously.

- d) **To consider projects for Earmark Reserves 26/27**

The Clerk had provided a list of potential projects to be considered under Earmark Reserves. A final decision was to be made at the end of the 2025/26 financial year.

- e) **To discuss costs and actions related to tree works at St Mary's Churchyard.**

Cllr Carey reported that he had met with a neighbouring resident of St Mary's Churchyard on the East side who had concerns about the safety of the Lime Trees in that location. He had confirmed and reassured the resident that there is a cyclical tree audit schedule and no major issues had been highlighted apart from the one Lime tree on the corner by the Forstal path which was due to be removed as it had impacted the stability of the boundary wall. A report explaining the position was imminent in order that a faculty could be submitted to the Rochester Diocese to remove the tree and do remedial works.

The Clerk was to write to the Secretary of the Rochester Diocese to clarify whether the Parish Council should submit the faculty as they hold responsibility for the closed churchyard grounds and or whether it should be the Parochial Church Council as landowners. Clarity to boundary ownership advice would also be sought via the Diocese.

There being no further business the meeting closed at 21:18

Date of next meeting: Monday 12 January 2026, 7.30pm at Old School Hall

Signed

Date

Appendix A

FP	Description	£
1799	Bank Service Chg	12.75
1800	Amazon - Inv3162 Playground Wing Repair Parts	24.97
1801	Giallo - Inv17282 DK19APU Minibus 10 Wk Inspection	120.00
1802	Parish Clerk Wages Wk32	3,520.87
1803	Admin Wages Wk32	445.40
1804	Caretaker Wages Wk32	2,062.50
1805	HMRC PAYE Wk32	2,454.07
1806	Online Playgrounds (Fenland) - Inv886 Baby Swing Parts (Shackle etc)	35.28
1807	Kent County Council - Inv523 Festive Light Application	41.00
1808	Professional Services - Office Assistance Batain Inv001 Sept-30 Oct	416.00
1809	Kent Grassland - In3970 Part Pay Grass Cutting - Hold Hedge/Topiary	588.00
1810	Screwfix - Inv094 + 3318 (less cn1026 £20.990 Manhole keys & Repair Gds	78.35
1811	PSA Services - InEX1056 HOS Toilet Door Replace/W/F Basketball Board	1,713.12
1812	Timpson - Truck Key Replacement original damaged (Db Cd)	89.00
1813	MFG - Three Elm Lane Fuel DK19 Minibus (Db Cd)	34.73
1814	MFG - Three Elm Lane Fuel HV24 Minibus (Db Cd)	45.55
1815	Robert Dyas - I2998 2 Airfryers (HOS Kitchen) (Db Cd)	126.93
1816	Home Bargains - Xmas Decs HOS	27.94
1817	Amazon - Invs263/343/405/423 Xmas Decorations HOS (Db Cd)	36.23
1818	Amazon - InvQ471 Wall Planner 2026 HOS Office (Db Cd)	6.49
1819	H&E Tree Svs Ltd - Invs4327+26 Tree Works St Marys & Cricket Grnd	1,608.00
1820	Community Heartbeat - Inv 28739 Defib Electrodes G Green	61.14
1821	London Hearts - Inv33623 Replacement Defib Battery V Sq	287.40
1822	CP Gardening Svs - Inv2025-08 Grnds Maint Oct S/post & St Marys	325.00
1823	E Williams - Inv111HY - Damage Deposit Returned for 7/3/25 Booking	20.00
1824	PHS Group - Invs473+474 Hygiene Sanitary Dispos 17/12-16/12/26 HY/hos	110.88
1825	Weathered & Worn - Breakfast (Christmas Tree Installation) (Db Cd)	19.90
1826	MFG - Three Elm Fuel HV24 Minibus	55.00
1827	MFG - Three Elm Fuel DK19 Minibus	57.30
1828	Zest - Inv6927 Hall Cleaning Nov	816.00
1829	Gel Creative - Inv22053 Website Admin Sept-Nov	500.00
1830	KCS Education - I304 Paper Towel, Copier Paper	49.18
1831	Landall - I753 Copier Usage 26/10-25/11/25	43.55
1832	A&L Motors - I057 MOT & Bulb HV24 Minibus	147.06
1833	4th Platform I844 Cloud Sharepoint/Drive Backup	19.91
	I840 Cloud Backup Agreement Dec-Feb	30.00
	I821 ADSL Rental Dec-Feb	181.08
	4th Platform Total	230.99
1834	April Skies - I403 Interim Audit 25-26	497.60
1835	Metcalfe & Briggs - Inv5084 Build Cond Surveys	4,260.00
1836	Elaine Batain - Admin & Archive Services	424.00
1837.....	Brookside Garden Centre - V Sq Xmas Tree	510.0

Appendix B

Points Forward – Action Plan - Interim Audit

Matter Arising

1. I note that the Council cleaning contract has not been formally relet for some time. This should be reviewed in the next 6 months, following the requirements of financial regulations.

Recommendation

I remind the Council that the value of the contract is not the annual value, but the total value of the contract. This should be considered against tender thresholds set out in financial regulations.

Matter Arising

2. The Clerk confirmed that the Council has recently completed conditions survey of buildings. The Clerk should contact the insurer to assess whether an insurance revaluation should be completed in the next 12 months.

Recommendation

This should be used as the basis for the 2026 insurance renewal, to ensure that insurance values on the policy are kept up to date.

Matter Arising

3. For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area.

Recommendation

For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. This should support a positive response on the Annual Governance Statement.

Matter Arising

4. Cheques from customers – Recommendation

Recommendation

I recommend that the Council should stop accepting cheques from customers, and instead purchase a card machine to receive payments from personal visitors / telephone customers

Appendix C



The countryside charity

Kent

Dear Parish Council,

We are CPRE Kent, the Kent branch of the Campaign to Protect Rural England. Our mission is to protect Kent's countryside from inappropriate, unsustainable, or speculative developments and other threats.

We work with local communities to help residents have a strong voice in shaping their environment and safeguarding their countryside and vital local green spaces. We also campaign for genuinely affordable housing and stronger support for rural communities. CPRE operates from *parish to Parliament*: our local work is supported by a national team that influences policy and advocates for the needs of rural areas at a national level.

As a charity, we rely on membership, and we are writing to highlight our work and to ask if your council might consider supporting us.

More than 100 parish councils across Kent are already organisational members of CPRE Kent. For just £5 a month, members receive planning and policy advice, access to our expertise, regular updates through our e-newsletter, our biannual *Kent Countryside Voice* magazine, and the national *Countryside Voice* magazine.

If you would like more information about our work, please visit our website at www.cprekent.org.uk, and do not hesitate to contact me with any questions.

You may also be contacted by volunteers from our local District Group. We hope you do not mind us contacting you in these ways. CPRE Kent staff or our volunteers would also be very happy to attend a parish council meeting to talk about our work in person. Please let me know if this would be of interest.

Thank you very much for your time. I look forward to hearing from you.

Appendix D

SENT ON BEHALF OF ELEANOR HOYLE, DIRECTOR OF PLANNING, HOUSING & ENVIRONMENTAL HEALTH

Dear Councillors/Parish Councils,

As you may know we are changing our Planning and Building Control systems back from the current Agile system to an updated Uniform system. These changes will affect how you can view planning applications over the coming weeks whilst we deliver this change. Please read the information below carefully.

Important: these changes do NOT affect how customers submit applications via the National Planning Portal. They also do NOT affect the current Local Plan consultation.

Applications with a reference ending in /PA (applications submitted before 4pm on 28 November)

The reference for all applications submitted before 4pm on Friday, 28 November 2025 will end in /PA. These will remain visible on the current Agile platform until midnight on 31 December 2025.

You can view and comment on these applications during the 21-day notification/consultation period using this link:

<https://www.tmbc.gov.uk/planning/planning-view-comment-planning-applications>

After 31 December, these applications will not be available online until Monday 19 January. If you need access during this time, which is after the formal notification/consultation period, please email planning.services@tmbc.gov.uk. We have the information but will be unable to display it online during this time.

You will receive the static weekly list of cases validated in the previous week on Monday 1 December, Monday 8 December and if necessary, on Monday 15 December. We will continue this list until all applications submitted pre-28 November are validated.

Please note below that you will also receive a static weekly list for new cases validated after 28 November on Monday 8 and Thursday 11 December.

Applications with a reference ending other than /PA (applications submitted after 4pm on Friday 28 November)

The reference for all applications submitted after 4pm on Friday, 28 November will end in a reference other than /PA. These will be visible and open for comments on our new Uniform platform (Link to page to follow).

Please note: These applications will be unavailable to view from Thursday, 11 December until Tuesday, 23 December. Applications can still be submitted during this time; however, processing will resume on 23 December and cases will be viewable online from this date.

Due to the nature and timescales of some application types, including prior approvals, we may need to issue case details to members and parishes via email. Please do monitor your emails for anything of this nature.

Given these exceptional circumstances, we will extend the neighbour comments representation period from 21 days to 35 days to cover this downtime.

We will prioritise emails from borough councillors requesting case information from officers, so that any concerns can be raised within the 21-day call-in period, which begins from the date of the relevant weekly list.

You will receive the weekly static list of cases validated in the previous week on Monday 8 December, Thursday 11 December and again on Monday 29 December.

This information will also be shared on our website and with applicants and agents. Should you have any queries regarding where to view information relating to a case, please contact planning.applications@tmbc.gov.uk.

Thank you in advance for your understanding during this period of transition. If you have any questions, please do not hesitate to ask.

Regards,

Eleanor Hoyle
Director of Planning, Housing & Environmental Health
Tonbridge & Malling Borough Council

Appendix E

Hadlow Parish Council

Peppercorn Rents: Hadlow V. Hall, Golden Green Mission Hall, Hadlow Cricket Club

Review of Fees and rents

Effective as of 1 April each year (except allotments)	26/27	
.....	£	
Allotments:		
Half plot w.e.f October	45.00	
.....		
Football Pitches:		
No teams at present		
Baseball March to October (To include hall hire, pitch & container)	600.00	
.....		
Medical Centre Rent:	32,250.00	
.....		
HY-ARTS Centre decompensation permitted under exceptional circumstances	10.00	
.....		
Hadlow Old School Hall:		
Hourly charge - regular users	11.00	
Hourly charge - private function	17.00	
.....		
Minibus Charges Day Rate	65.00	
Half Day ..	35.00	
School Agreement	6,000.00	
Cemetery .		
Exclusive Rights of Burial: 45 Years		
note: Charges do not include Grave Digging - Funeral homes to organise	Resident	Non Res
.....	£	£
Purchase of single depth grave, includes EROB	700.00	1,400.00
Purchase of double depth grave, includes EROB	1,025.00	2,050.00
Purchase of single grave for child under 16 years, includes EROB	1.00	1.00
Re-opening of grave for second burial or interment of ashes	300.00	500.00
Right to erect a memorial on a grave with kerbstone consent	175.00	175.00
Purchase of single cremated remains plot in Garden of Rest/Cem ext	250.00	600.00
Right to erect a memorial cremation stone in Garden of Rest/ Cem ext	150.00	150.00
Additional inscription	150.00	150.00
Plaque on Memorial Wall in Old Garden of Remembrance	80.00	80.00
Admin charge for Exclusive Right of Burial transfer or amendment	120.00	120.00
Certified copy of entry Burial Register	80.00	80.00