

## **HADLOW PARISH COUNCIL**

**Minutes of the Meeting of Planning & Environment Committee duly convened and held  
on  
On Tuesday 24 March 2026 at 8pm in Old School Hall**

---

**Committee Members Present:** Cllrs O Baldock (Chair), T Burrows, E Bright, D Carey, N Collins, J Massy, J Newman

Also in attendance: M Stepkowski (Clerk & Minute Taker), J Hazelden (Council Website Administrator), TMBC J Lark

---

**3928 Apologies & reasons for absence.**

Apologies noted: KCC Cllr Hudson & TMBC Cllr Crisp

**3929 To receive declarations of interest.**

No declarations.

**3930 To receive update on progress of resolutions and matters from the last meeting not on the current agenda**

No items

**3931 TMBC & KCC Matters.**

TMBC Cllr Lark reported on the debate within Parliament in which it was requested that housing targets within the Borough were reduced considering the report from Southeast Water confirming it was unable to supply water to the governments current proposed housing quota for the area. The request was rejected and told that it was for Southeast Water to resolve the matter.

**3932 New applications, amended applications and plans for comment (list B's).**

**TM/26/00207/LDP** – construction of an outbuilding to be used as home gym and yoga studio. Dene Court, Shipbourne Road, Hadlow, TN11 9NS

**HPC No Objection.**

**3933 Planning applications: results (List D's) out of area/comment & planning enforcement for noting**

No matters.

**3934 To receive an update and make recommendations to full Council on the following matters:**

## Cemetery Extension

- **Costs and details in relation to topographical surveys, land and plans that can be compatible with computer burial software: To make recommendations to full Council.**

**Resolved** to recommend to Council approval of CDS quotation reference CDS-CC-3202 totaling £3,262.50 (three thousand two hundred and sixty-two pounds & fifty pence) for topographical surveys, land and plans. Proposed Cllr Harvey, seconded Cllr Baldock and carried unanimously.

- **Costs for computer burial software**

**Resolved** to recommend to Council approval of Rialtas Cemetery Software. Proposed Cllr Harvey, seconded Cllr Baldock and carried unanimously.

- **Update on grounds development**

Ground works, paths, grass seeding, installation of rabbit fencing, gates and fences have been completed and snagging points being rectified with expected completion within the week.

## S106 update

- Response from TMBC Infrastructure Officer on the Councils draft S106 Infrastructure Plan submitted for comment on 18/03/2026.  
Response still awaited.

## Window Replacements at Medical Centre – 2<sup>nd</sup> Phase of window replacement for HOS/MC

- **To consider results of comparison exercise after completion of specification sheet by three window installers**

Specification document completed by Jadeite Glazing, The Door & Window Centre and Vince Glazing.

The outcome of the comparison was replacement of seven windows at Hadlow Medical Centre and recommending the preferred contractor for approval.

- **To resolve on behalf of Council engagement of contractor (as authorized by full Council at their meeting dated 09/03/2026)**

**Resolved** to approve the quotation from Jadeite Glazing in the sum of £3898.80 (three thousand, eight hundred and ninety-eight pounds, eighty pence). Proposed Cllr Massy, seconded Cllr Newman and carried unanimously.

Assertion 10 – Digital and data compliance as part of the Annual Governance Statement 2025-26

**To warrant a positive response to this assertion**, the authority needs to have taken the following actions:

- 1.47 Email management – every authority must have a generic email account hosted on an authority owned domain.
- 1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.
- 1.49 All websites must meet the Web Content Accessibility Guidelines 2.2AA and the Public Sector Bodies (Websites and Mobile Applications (No.2) Accessibility Regulations 2018 (where applicable)
  - To recommend to Council engagement of Aubergine in relation to New Accessible Website in line with SAPPP 2025 requirements
  - To recommend to Council engagement of Aubergine to provide Councillor’s with .gov emails
  - To acknowledge changes to Policies and procedures under Assertion 10 and set up a timescale for amendments to be completed.

Jane the Council’s website administrator explained why accessibility matters before going through the details of what the Aubergine company (recommended by SLCC – Society of Local Clerks & Councils) can provide as per their quotation dated 08/3/2026.

Set up and one-year costs for website £899 net as SLCC membership (eight hundred and ninety-nine pounds). Additional items would be considered at an estimated cost of c£500 (five hundred pounds). Ongoing costs would be lower than first year.

Email Services – costs detailed in the quotation and Council would need to decide which of two alternatives would be most appropriate.

In addition to these costs Council would retain the services of Gel Creative to administer the website.

**Resolved** to recommend to full Council engagement of Aubergine for the purposes of provision of a new, fully compliant and accessible website and .gov.uk services. Proposed Cllr Harvey, seconded Cllr Baldock and carried unanimously.

St Mary’s Churchyard

- **To approve costs in relation to removal of Lime Tree on East side corner near the Forstal**

Costs had previously been approved by full Council at the meeting dated 13 October 2025. It was noted there may be an additional cost due to the requirement to re-issue application to close the pathway between the church and The Forstal.

## Armco at Old School Hall Carpark

- **To Consider the contractor comparison exercise results**

A procurement evaluation report compared four quotations received for the Armco barrier installation at Old School Hall Carpark. It evaluated technical compliance, safety, scope and value for money. The recommendation was to engage Four Seasons Fencing Ltd as the preferred contractor based on technical accuracy, safety compliance, service-risk management and completeness of specifications.

- **To acknowledge contribution of one thousand pounds from KCC Cllr Hudson Member Fund.** Noted and the Clerk to thank Cllr Hudson on Councils behalf.

- **To consider response after request for funding towards costs of Armco from KCC Officer N Abahams (Assistant Director Education – West Kent)**

N Abrahams confirmed that he would visit Hadlow Primary School soon and would discuss the matter with the Clerk and Head of the Primary School upon that visit.

- **To resolve whether**

- **To move forward with the project using the funds made available from outside resources and Council funds.**
- **Or to add the project to the S106 Infrastructure Plan for future funding**

**Resolved** to recommend to full Council to move forward with engagement of contractor Four Seasons at a cost of £5403.00 (five thousand, four hundred and three pounds) subject to worthwhile contribution from KCC Education. Proposed Cllr Bright, seconded Cllr Baldock and carried unanimously.

## Highways Improvement Plan

- **To consider the plan and set a timetable for completion and submission to Kent County Council**

The plan was ongoing and it was hoped to complete by end of May.

## Hall Cleaning Tender

- **To consider specification responses with regards to the tender for hall cleaning at Old School Hall and Hy-Arts Centre**

The specifications had been sent out to three companies and two responses still awaited. The Clerk would chase ahead of the next HPC meeting.

**There being no further business, the meeting closed at 21.05hrs.**

**Date of next meeting: Tuesday 21 April 2026 at 8.00pm at Old School Hall**

**Signed**

**Date**