

**HIGH HALDEN PARISH COUNCIL**  
**Minutes of the Parish Council Meeting**  
**held on Monday 8 September 2025 at 7pm in the Memorial Hall**

**107/25 ADMINISTRATION:**

Fire Exits, Fire Meeting Point, Mobile Phones. The Clerk confirmed that there have been no requests to record the meeting.

**108/25 CO-OPTION**

In between meetings Philip Drury applied to become a Parish Councillor and met virtually with Members. The Chairman proposed that Philip Drury be co-opted to fill a casual vacancy.

**Resolved: That Philip Drury co-opted to fill a casual vacancy.**

**Declaration of Acceptance of Office/Declaration of Interests**

The Declaration of Acceptance of Office was read out and signed by Cllr. Philip Drury and signed by the Clerk as Proper Officer of the Council. Cllr. Philip Drury has been issued with a copy of the Standing Orders, Financial Regulations and Code of Conduct and will complete a Declaration of Interests.

**109/25 PRESENT AND APOLOGIES**

**Present:** Cllr. Hoath (Chairman), Mr. P. Drury, Ms. J. Morgan, Mr. J. Pearson, Mr. J. Sargent and Mrs. L. Wheeler.

**In Attendance:** Mrs L Goldsmith (Clerk), Ward Member Alan Pickering, PS Daniel Edge, 8 members of the public.

**Apologies:** An apology for absence was received from County Councillor Wayne Chapman.

**110/25 DECLARATIONS OF INTEREST**

There were none.

**111/25 MINUTES OF THE LAST MEETING**

**Resolved: That the Minutes of the Parish Council meeting held on the 11 August 2025 be approved and confirmed as a true record.**

**112/25 CLERKS REPORT/PAST MATTERS**

ENF/2025/0310: Land known as Oak Tree Field: The Clerk advised that Enforcement at ABC is investigating an alleged breach of planning regarding the stationing of mobile homes for residential purposes

Speedwatch: The Clerk requested that members of the public consider volunteering for Speedwatch.

**113/25 COUNTY COUNCILLOR/WARD MEMBER REPORTS**

**Ward Member Report:**

Ward Member Alan Pickering is in the process of finding out if Kent Police would be willing to train two residents as Special Constables. Ward Member Alan Pickering advised that Stevenson Brothers may be submitting new plans for additional housing on the approved site in High Halden.

**County Councillor Report**

Wayne Chapman, County Councillor had sent a report. The Clerk read out the relevant sections.

**Highways Update**

Appledore Road, Tenterden: A Section 278 agreement between Vistry and KCC has now been signed. The plans show resurfacing from the bottom of Beacon Oak Hill, past the Vistry development and most of the stretch from Vistry to William Judge Close. These works must be completed before any dwellings are occupied but cannot start until UK Power Networks make the new streetlights live.

Cranbrook Road & Rolvenden Hill, Tenterden: Residents and the Kent & East Sussex Railway have raised concerns about inadequate road and crossing signage. This was reviewed by Tenterden Town Council and KCC Highways, but as the improvements are not deemed essential, they would need to be funded by Tenterden Town Council if pursued.

High Street, Tenterden: Resurfacing works from West Cross to Station Road are scheduled overnight between 24 September and 3 October 2025 (8pm–5am, excluding weekends).

Bollards outside the shop in High Halden: Pleased to confirm new bollards have now been installed.

Initials: .....

Kent County Council will be installing two new bus stops complete with timetable casements. The bus stops on either side of the road are both on the Ashford Road /A28 between London Beach Hotel and Shoreham Lane. Works are programmed to be carried out from the 29 September to 1 October 2025.

#### **Devolution & Local Government Reorganisation**

Discussions continue between KCC, Medway Council, and District and Borough Councils regarding the different options for local government reorganisation.

#### **Tenterden & Surrounding Areas Youth Event**

On the 10 August 2025 a very successful Youth Event was held on Tenterden Recreation Ground. The event was held to showcase the many clubs and groups available to young people locally. Many families are still unaware of the fantastic opportunities on offer, so this event was a great way to raise awareness. I was pleased to support it with a grant from my KCC Member's Fund. Huge thanks to all the volunteers and organisations involved.

#### **114/25 OPEN SESSION**

A member of the public reminded Members of a previous request for a speed reduction on Redbrook Street. Members of the public expressed their disappointment with the events that took place over the Bank Holiday weekend at Hatchentan and in particular with the fact that ABC did not have a Duty Officer on standby. A member of the public gave some historical information on Hatchentan.

#### **115/25 PLANNING**

##### **PLANNING APPLICATIONS**

##### **PA/2025/1498: Belvedere Lodge, High Halden Lane, High Halden**

Conversion of the former stable building to form one dwelling (self-build) with cycle/bin store and soft landscaping.

**Resolved: Support.**

##### **PA/2025/1497: Land south of Ely Place, Shawlands Lane, High Halden**

4 residential dwellings.

**Resolved: Object.** The Parish Council objects to the application, which is outside the village confines and which was initiated to clearly define the village. Furthermore, this additional development does not take into account the significant growth which has already taken place in High Halden. This site forms an important part of the rural setting of the village. The number of unsold new properties would suggest that in the past two years there is no demand for large dwellings in the village. If the application were to be approved we would wish to see a good housing mix in terms of sizes of dwellings and number of bedrooms provided. If the Planning Officer is minded to approve this proposal, the Parish Council will request the Ward Member to call the application into the Planning Committee for determination.

##### **PA/2025/1403: Land northwest of Moat Barn, Oak Grove Lane, High Halden**

Construction of new dwelling, access, garage, parking and associated works.

**Resolved Object:** The Parish Council objects to the application, which is outside the village confines and which was initiated to clearly define the village. The number of unsold new properties would suggest that in the past two years there is no demand for large dwellings in the village. The positioning of the new dwelling is at a point in the road that is deemed dangerous as Oak Grove Lane is used as a short cut to Ashford Road from Biddenden Road.

##### **PA/2025/1427: Kippington, Redbrook Street, High Halden**

Lawful Development Certificate: Proposed – Addition of balustrade to flat roof for safety purposes.

**Resolved: Support.**

##### **NOT/2025/1433: High Halden Primary School, High Halden**

Notification of proposed works to trees in a conservation area.

**It was noted that this application has been approved.**

**PLANNING APPLICATIONS RECEIVED AFTER THE DISTRIBUTION OF THE AGENDA:** None received.

Initials: .....

**DECISIONS FROM ABC : *Response from HHPC in italics***

**APPROVALS**

**PA/2025/1230: 12 Pope Gardens, St Michaels**

Proposed single storey side extension and alterations to fenestration.

**Resolved: *Support.***

**REFUSALS:** None to consider.

**WITHDRAWALS**

**PA/2025/1436: Beulah Cottages, Harris Lane, High Halden**

Single storey side extension. (*Withdrawn before the Parish Council commented*).

*PS Daniel Edge arrived at the meeting*

**OTHER PLANNING MATTERS**

**ENFORCEMENT CASES:**

**ENF/2025/0309: Hatchentan, Plurenden Lane, High Halden: Alleged creation of new access; laying of hardsurfacing; erection of a fence; stationing of mobile homes for residential occupation.**

The Clerk and Ward Member Alan Pickering had received reports over the recent Bank Holiday weekend of works and additional mobile homes being moved on to the site known as Hatchentan and had contacted ABC. Unfortunately, there was no Duty Office working at ABC that weekend and no action could be taken. Officers visited the site on the morning of Tuesday 26 August 2025 and spoke to the owner to establish who are the relevant party(ies) involved (owner(s) and occupant(s)). The site visit evidenced unauthorised development including the stationing of two residential caravans (mobile homes). ABC has confirmed that that the works carried out recently are on part of a larger area of land known as 'Hatchentan' which was the subject of an Injunction Order obtained by the Council in 2018 and, an Enforcement Notice that pre-dates the Order. However, the land has since been subdivided into different ownerships and the owner of the smaller area of land on which the works have been carried out only purchased it in 2020. ABC has also received a planning application for the development (two residential mobile homes/static caravans, two touring caravans and associated works). ABC has advised the Clerk that the Officers initial view is that there would be little prospect of success if committal proceedings were brought against the current owner(s) of the site and/or the new occupant(s) for a breach of the 2018 Injunction Order as none of them were the subject of that Order or had that Order served on them. ABC is continuing to look at the terms of the 2015 Enforcement Notice that preceded the Injunction Order but this covered the whole site which has since been subdivided and was for lesser development and so being able to link the new unauthorised development to the Enforcement Notice may prove challenging with limitations. ABC has advised that the presence of a planning application is likely to mean that any attempt to enforce through the Courts will be unsuccessful until the planning application process has played out/run its course.

Members expressed their disappointment with the fact that a Duty Officer was not on standby over the Bank Holiday weekend and asked the Clerk to submit a formal complaint to ABC. Cllr. Pearson asked Ward Member Alan Pickering to find out if it would be possible for the Parish Council to have a list of current properties in the parish where there is an injunction in place and against whom the injunction has been taken out, so that the Parish Council can monitor changes with the Land Registry. Cllr. Pearson also suggested that it would be helpful if ABC could confirm if any of the injunctions are against "persons unknown" or if they would consider obtaining injunctions against persons unknown.

**ENF/2025/0107: Old Place Farm, Woodchurch Road, alleged erection of building.**

The Clerk reported that Enforcement considers that the extension to the barn and the front boundary fencing are a breach of planning. Enforcement have asked the developer to apply for planning permission to regularise the breaches.

**ENF/2025/0310: Land known as Oak Tree Field: See item 112/25.**

**ENF/2025/0286: Coombewood Fishery, Redbrook Street, alleged erection of tepee.**

The Clerk reported that enforcement will be conducting a site visit.

Initials: .....

## 116/25 PARISH MATTERS

### 1. Community Warden/Kent Police/Anti-Social Behaviour

#### Kent Police

PS Daniel Edge introduced himself and gave some feedback on recent incidents. PS Daniel Edge explained that Community Protection Warnings can be issued to members of the public aged over 16 for crimes such as the misuse of catapults. Members of the public under the age of 16 can be issued with Acceptable Behaviour Agreements which are used to educate young people and encourage good behaviour. Cllr. Hoath expressed her disappointment with the lack of feedback and perceived action from Kent Police and explained that this is discouraging residents from reporting further incidents. Cllr. Hoath explained that the recent incidents of anti-social behaviour are changing the character of the parish and that something needs to be done.

*A member of the public left the meeting.*

PS Daniel Edge advised that he only has eight Officers covering 42 wards. PS Daniel Edge advised that Beat Officer Darren Laker covers ten wards and that he does not have the time to report back on all incidents. Ward Members Alan Pickering suggested that Kent Police need to review the whole process of giving feedback and engaging with members of the public who have been victims of crime. PS Daniel Edge agreed to meet with Ward Member Alan Pickering to discuss this further.

*PS Daniel Edge and Ward Member Alan Pickering and a member of the public left the meeting*

#### a) To discuss the recent ASB issues

Nothing additional to discuss.

#### b) Proposal to meet with young people

As agreed at the last meeting the Community Warden, the Clerk and Cllrs. Hoath, Sargent, and Morgan met with some of the young people in the parish on the recreation ground on Thursday 28 August 2025 to discuss concerns about the consequences of certain behaviours and to find out what youth facilities they would like. It was suggested that a track, jumps or ramps would be something they would like to have on the recreation ground and most seemed open to the idea of attending a youth club type activity.

It was agreed for the Clerk to obtain some quotes for some jumps/ramps. The Clerk was also asked to contact Tenterden Town Council who may have some ramps that they no longer use. Cllr. Hoath is in the process of engaging with an organisation called Vibe UK who deliver youth programmes who may be able to assist. It was also agreed to investigate the feasibility of getting young people in the parish to some of the clubs and activities run by organisations in neighbouring parishes.

*1 member of the public left the meeting*

*9.00pm: In accordance with the Standing Orders a resolution was passed to continue with the meeting.*

### 2. Highways:

#### a) Outstanding Faults

Enquiry: 896364: Hedge on The Chennells: Enquiry attended. More works required.

Enquiry 892548: Lights obscured by hedge and hedge reduction at pedestrian crossing on A28. Enquiry attended. More works required.

Enquiry 891521: Hedge between Halden Close and Hookstead needs cutting: Enquiry under investigation.

#### b) New Faults to be reported

Broken inspection cover on pavement near to Halden Close

### 3. Highways Improvement Plan

Redbrook Street – request for a speed reduction: The Community Engagement Officer has been asked to provide an update on this proposal and will liaise with Woodchurch Parish Council.

Initials: .....

#### **4. Local Plan**

The Clerk advised that the Regulation 18 Local Plan consultation will run until 5pm on Monday 13 October 2025. Members considered a draft response to one of the sites allocated for Tenterden is in St Michaels. The proposal is for a residential development of up to 47 houses inbetween Sicklefield House and The Trading Post Ref: LP41/172 It was agreed for Cllr. Hoath and the Clerk to prepare a detailed response to the sites listed in St Michaels in the Regulation 18 consultation and for this to be circulated for comment. The response will be approved in between meetings and this decision will be ratified at the next meeting.

#### **5. High Halden Infrastructure Needs/S106 Considerations**

It was agreed for the Clerk to prepare a draft Infrastructure Needs report to include suggestions for S106 funding for consideration at the next meeting.

#### **6. Ransley Field**

In response to a query from a member of the public it was agreed for the Clerk to contact Sage Homes to obtain an update on the landscaping of the site. Members noted that last year Sage Homes had agreed a remedial maintenance strategy with Southern Homes and were meant to be taking over the site earlier this year. It was agreed that the site is looking more presentable.

### **117/25 RESOLUTIONS**

#### **1. Sports Pavilion**

##### **a) Fire Risk Assessment**

The Clerk advised that a fire risk assessment took place at the sports pavilion on the 23 July 2025. The report has been received and circulated. Members commented on a number of the recommendations in the report and noted that the Clerk is meeting with the contractor this week to discuss these and obtain quotes. The Clerk will arrange for the suggested signage to be installed in the car park.

*1 member of the public left the meeting*

#### **2. Policies/Administration**

##### **a) Key Holders**

Members noted the key register prepared and circulated by the Clerk. The Clerk will arrange for some additional keys to be cut and will update the register.

##### **b) Passwords/Security Information for the Clerk**

**Resolved: The Clerk to give a copy of a document containing all the passwords/security information for the Parish Council in a sealed envelope to the Chair, (a copy is also stored on the password protected laptop). The Chair to store this envelope in a safe place. The envelope is only to be opened in the event that the Clerk is incapacitated and for the Chair to open the envelope in the presence of another Member.**

*2 members of the public left the meeting*

##### **c) Staff, Office and Administration Committee**

**Resolved: To adopt the Terms of Reference and to nominate Members to the Committee at the next meeting.**

Initials: .....

### **3. Jubilee Park**

#### **a) RoSPA Inspection Reports for Jubilee Park and Hookstead**

Members considered the reports from the recent RoSPA inspection of the playground at Jubilee Park and Hookstead. Members noted that the Clerk has received one quote for the suggested remedial works and will bring further quotes to the next meeting.

#### **b) To review the role of the Park Keeper**

Cllrs. Hoath, Sargent and the Clerk met with the current Park Keeper on Wednesday 3 September 2025 to review the job description for the Park Keeper. It was agreed to discuss the job description as a confidential item.

#### **c) To review the role of the Caretaker for the Sports Pavilion**

Cllrs. Hoath, Sargent and the Clerk met with the current Park Keeper on Wednesday 3 September 2025 to review the job description for the Caretaker. It was agreed to discuss the job description as a confidential item.

### **4. Finances**

#### **a) To note the completion of the limited assurance review year ending 31 March 2025**

Members were pleased to note that the External Auditor has completed the review of Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) and have concluded that the information is in accordance with Proper Practices and that no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

#### **b) Notice of Conclusion of Audit**

The Clerk has arranged for the Notice of Conclusion of the Audit to be displayed on the website and noticeboard along with the relevant sections of the AGAR.

#### **c) National Pay Award for the Clerk**

Members noted that a National Pay Award of 3.2% has been agreed. The Clerk advised that the payment needs to be back dated to the 1 April 2025. The payroll provider has applied the backdated payment to the next payrun.

**Resolved: To approve a backdated payment for the Clerk.**

#### **d) Mobile Phone for the Clerk**

It was noted that the Clerk does not wish to proceed with the purchase of a dedicated parish council mobile phone and number.

#### **e) Unity Corporate Purchasing Card for the Parish Council**

**Resolved: To apply for a Unity Trust Bank Corporate Purchasing Card for the Parish Council.**

#### **f) Bank Mandate**

**Resolved: To add Cllr. Drury as a signatory on the Unity Trust Account for the Parish Council.**

#### **g) To receive the updated accounts**

Members received the updated accounts for 2025/2026.

Initials: .....

**h) To receive a bank reconciliation as at the 31 August 2025**

Members had received a copy the bank reconciliation as at the 31 August 2025. This will be signed at the next meeting.

**i) To agree payments in accordance with the Budget:**

The invoices against the payment schedule were checked.

**Resolved for Cllrs. Wheeler and Morgan to authorise the payments online. Cllr. Hoath as the Chair, initialled the payments list in accordance with the adopted Financial Regulations.**

**Balances as at 31 August 2025**

**Unity Trust Current Account: £4,612.47**

**Unity Trust Savings Account: £42,149.08**

**Total: £46,761.55**

**Payments**

| Reference | Payee            | Invoice      | Description of Transaction        | Gross          |
|-----------|------------------|--------------|-----------------------------------|----------------|
| 74/25     | Louise Goldsmith |              | Expenses                          | 79.55          |
| 75/25     | M I Payroll      |              | Payroll Services                  | 25.00          |
| 76/25     | Mint Fresh       | HHP188       | Bus Stop Cleaning                 | 55.32          |
| 77/25     | Playsafety Ltd   | 90618        | RoSPA inspection                  | 192.00         |
| 78/25     | Lamb-Latore Ltd  | 5953         | Replacement Bridge and repairs    | 2887.50        |
| 79/25     | Barrie Croucher  |              | Caretaker services                | 85.47          |
| 80/25     | Louise Goldsmith |              | Reimbursement Defibrillator parts | 138.60         |
| 81/25     | Npower           | 32MQ2222     | Electricity Pavilion              | 77.67          |
| DD        | Unity Trust      |              | Monthly Charge                    | 6.00           |
| DD        | Hugo Fox         |              | Email account                     | 20.99          |
| DD        | Hugo Fox         |              | Website                           | 2.99           |
| DD        | Google Cloud     | 5319135841   | Gmail Account                     | 28.00          |
| SO        | HMRC             |              | Clerks Tax and NI                 | 311.55         |
| SO        | Louise Goldsmith |              | Salary                            | 850.60         |
|           |                  | <b>Total</b> |                                   | <b>4761.24</b> |

**Receipts**

| Date       |             | Amount |
|------------|-------------|--------|
| 19/08/2025 | Brewmasters | 320.00 |

*2 members of the public left the meeting.*

**118/25 REPRESENTATION AT MEETINGS/TRAINING**

- a) **KALC Area Committee:** The next meeting is due to be held on Wednesday 25 September 2025.
- b) **KALC AGM:** It was noted that the KALC AGM is due to take place on Saturday 22 November 2025.
- c) **HHVEC:** Cllr. Hoath reported that the Boot Fair held on Monday 25 August 2025 had been a success with 53 cars attending. It is planned to erect the Christmas Tree on the village green on either the 27 or 28 November 2025 with the 'switch on' taking place on Saturday 29 November 2025 and Carols on the Green will take place on the 18 December 2025.

Initials: .....

### **119/25 CORRESPONDENCE/CONSULTATIONS**

Leader Briefing: Local Government Review Aware Campaign Launch: Noted.

KALC AGM: Call for Motions: The Clerk was asked to put forward the following Motion: 'Make the carrying of a catapult illegal unless the bearer can provide evidence of a valid fisherman's licence'.

### **120/25 ITEMS FOR THE NEXT MEETING**

Grounds Maintenance Contract; Kent Football Association Grant.; Welcome Pack - Meet your Councillor.

### **121/25 DATE OF THE NEXT MEETING**

**Parish Council Meeting: Monday 13 October 2025 at 7pm**

*Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature. Noted: no members of the public or press present.*

*The meeting closed to the public at 9.55pm (no members of the public present).*

### **122/25 CONFIDENTIAL ITEMS**

Role of the Caretaker: Agreed for an updated Job Description to be circulated.

Role of the Parkkeeper: Agreed for an updated Job Description to be circulated The Clerk to investigate the insurance requirements for litter picking.

Community Warden: The Clerk reported on a recent incident.

Staff Update: Noted the Clerk is assisting Coxheath Parish Council.

*With no further business to transact the meeting closed at 10.03pm.*

Signed: .....

Date: .....

Initials: .....