

Westwell Parish Council
Minutes of a Meeting of the Parish Council
Held on Wednesday 5 August 2026 at 7pm, Westwell Village Hall, Westwell

1. Open Forum

Two members of the public were present (both directors from CJ Scaffolding Ltd) who made various statement about their business and how it was operated, and answered questions from Cllrs relating to Planning Application PA/2026/1024 Shottenden Manor Farm.

2. Present and apologies

Present: Cllrs Bainbridge (chair) Drury (vice-chair), Richards, Farrington, Bartlett, Wyatt, Ward. Clerk – Sonia Young.

Apologies: Cllrs Lister and Hutchinson.

3. Declarations of Interest

None

4 4.1 Ratification of the decision taken by email to approve the minutes of the meeting held on 3 June 2026.

Resolved:

That the decision taken by email to approve the minutes of the meeting of Westwell Parish Council held on 3 June 2026 and be confirmed as a true record.

Proposed: Cllr Ward. **Seconded:** Cllr Wyatt. **All in agreement.** Cllr Farrington abstained as not present at the June meeting.

Resolved:

It was resolved to approve the decision taken by email to approve the minutes of the 3 June 2026 meeting.

4.2 Matters Arising

4.2.1 AVC on The Wheel

Cllr Drury confirmed that the matter is ongoing.

Decision Items

5 5.1 Planning applications received for comment

5.1.1 PA/2026/1223 – Premier Inn, Maidstone Road, TN26 1AP

Install of Automated Number Plate Recognition Camera & Column and associated ancillary works.

WPC view: Westwell Parish Council notes that the position of the cameras at the entrance from the A20 will record all vehicles entering the whole area not just the hotel parking area to the east and rear. We therefore assume that the operational specification of the cameras will be adapted to allow the Amazon locker pick up facility to continue; and that there will be appropriate arrangements for customers of the Woolpack Inn.

Resolved

It was proposed to comment only.

Proposed: Cllr Drury. **Seconded:** Cllr Ward. **All in agreement.**

Resolved.

It was resolved to comment only on the application.

5.1.2 PA/2026/1024 – Shottenden Manor Farm, Eastwell Lane TN26 4JR

Ratification of the decision taken by email to add additional comment to the planning file after the decision comment was submitted by WPC to ABC on 6 July 2026.

WPC additional comment: Since Westwell Parish Council's comment was submitted on 6 July 2026 the impacts of the operations have become clearer. On the one hand the current tenant business at the yard is a well-regarded and successful scaffolding business. On the other hand, the noise and disturbance being caused to local residents close to the yard, and along their chosen transport routes is excessive for a rural area. The business has already recognised this and has proposed a draft community conduct code of practice. As the impacts are wider than Westwell Parish the community liaison already suggested by the Parish Council would need to involve the wider area, including Lenacre Street which is within Boughton Aluph and Eastwell Parish. As the impacts are specific to the type of business, i.e. scaffolding, which is inherently noisy, any variation to the present hours of operation should only be temporary to the next tenancy review date stated in the lease as "September 2028 being the 3rd year of the contractual term", and for this named business, CJ Scaffolding as stated in the lease. If the variation of hours is approved it should also be conditional on there being in place a regular review through a community liaison process, which would review of the content and operation of a Code of Conduct. This would enable the business to continue operating at the Shottenden Manor farmyard while moderating its impacts. If successful this would correct the evident current loss of residential amenity, while maintaining the employment benefits of this particular scaffolding operation. Making the variation temporary would also help avoid permanent harm to the tranquillity and character of the National Landscape in which the Shottenden Manor yard is located. This is a known risk of light industry located in farmyards as noted in the paragraph on cumulative Planning and Development change in the draft 2027-2032 Kent Downs National Landscape Management reproduced below as an Appendix (below). Westwell Parish Council is encouraged that CJ Scaffolding has already drafted a Code of Conduct. This focuses on driver behaviour and also includes reversing beepers being turned off in the yard (it is of note this is a planning condition for the Sandbar business park on the A20 – another sensitive location). The parish council would also like to see a tighter speed restriction on these narrow rural roads which are also rural residential roads and national cycle routes. (the Tarmac Code of Conduct at Hothfield Works, triggered by their need for "out of hours working" is now satisfactorily 20mph at all times along their rural road- Watery Lane). The parish council would also like the Code to include a specification of hours of loading and unloading in the yard because it is in the National Landscape and because scaffolding loading and unloading is an inherently noisy activity. Optimising route planning to minimise impacts of transport choices also needs further discussion.

Appendix Extract from the draft Kent Downs National landscape Management Plan 2027-2032 Cumulative Change 4.12.5 Against this backdrop of large-scale development, there is continual pressure for small-scale development and change creating a cumulative impact on the natural beauty and special qualities of the Kent Downs. The landscape character assessment review of the Kent Downs continually picked up small scale, poorly designed or inappropriately located housing development, and detracting influences from recreational land management, such as golf courses, equine facilities and visitor attractions, poor boundary treatments, badly designed highways, water and telecoms infrastructure, as well as an increasing instances of light industry located in farm yards, such as storage, motor repairs and other activities unrelated to farming. Each individual impact taken cumulatively is progressively and significantly diminishing the qualities and character of the National Landscape at a strategic scale. At the same time the cumulative impact of careful enhancements made through individual Agri-environment schemes, conservation projects and carefully designed development can cumulatively conserve and enhance the landscape

Resolved

It was proposed to log further comment on the ABC planning file.

Proposed: Cllr Drury. **Seconded:** Cllr Farrington. **All in agreement.** Cllr Bartlett abstained.

Resolved.

It was resolved to add an additional comment to the ABC planning file.

5.2 Update on Planning Matters in progress

5.2.1 Local Plan 2043

The ABC update communication on the Local Plan 2043 was circulated to all Cllrs in advance of the meeting and was taken as read.

Action: The Clerk to update the WPC website with the latest information.

Cllrs agreed that the council needed to get its house into good order ready for the wide-ranging issues that will arise with the Local Plan 2043. To ensure WPC is prepared for the work and input required– and due to a conflict of interest declared by Cllr Drury in that process – it was proposed to take three specific actions:

- i) To establish a WPC Planning and Development Working Group with five or six members drawn from both Cllrs and parishioners.
- ii) To investigate training on Government planning policy for members of the Planning and Development Working Group with CPRE.
- iii) To undertake a Westwell Housing Needs Survey. The last survey was undertaken in the years 2011-2013. Cllrs agreed that a new survey is overdue.

Resolved

It was proposed to take all three actions.

Proposed: Cllr Drury. **Seconded:** Cllr Wyatt. **All in agreement.**

Resolved

It was resolved to adopt all three actions as proposed.

Action: Cllr Bainbridge to write an article for the Westwell Eye to invite non-Cllr members with, hopefully, some level of planning expertise to come forwards and make a big contribution to the community by sitting on the newly formed WPC Planning and Development Working Group.

Action: The Clerk to contact CPRE and neighbouring parishes to organise planning policy training

Action: The Clerk to contact Tessa Sullivan at ABC to conduct a new Westwell Housing Needs Survey.

5.2.2 Tutt Hill Farm

Two residents of Tutt Hill contacted WPC about an application for development at Tutt Hill Farm but which could not be located on the ABC Public Planning Portal.

The Clerk contacted ABC Planning and circulated the reply from the planning officer in charge of the application to all Cllrs in advance of the meeting. The officer said no new application relating to the site had been received, and that WPC did not need to be consulted.

Action: The Clerk to write to both residents with the up-to-date information received from the ABC Planning Officer.

5.2.3 Elvey Cottage

ABC's Heritage Officer is now looking at the enforcement matters relating to the property and working with the property owner to ensure that the agreed work, approved by planning to reduce the size and bulk of unlawful building work, is undertaken at a good pace.

6. 6.1 Financial Report

6.1.1 Approval of payments for August in accordance with the budget

WPC main account

Expenditure to approve for August 2026		Method	£
Salary payment August	Clerk	BACS	946.40
Tax and NI	HMRC	BACS	251.60
Mowing inv 5655	All Seasons Gardening Services	BACS	712.59
Playground inspection	RoSPA	BACS	118.80
IT support	Chrysalis Computers	BACS	55.20
Mowing Inv 5693	All Seasons Gardening Services	BACS	712.59
Total			£2,797.00

Income			
Total			£00.00

Bank Reconciliation Balance at 31 July 2026: £16, 839.65 less un-presented cheques as follows:

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Actual balance = £16, 839.65 as at 31 July 2026

WPC deposit account

Expenditure			£
Total			£00.00

Income			
9 July	Interest	BACS	16.38
Total			£16.38

Bank Reconciliation Balance £39, 881.97 as at 31 July 2026 less un-presented cheques as follows:

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Actual balance: £39, 881.97 as at 31 July 2026

General reserve	13,805.78
Grant	2, 279
HiP	7,859.42
Deposit	15,937.77

**Interest added to the General Reserve*

WPC No 2 Account

Expenditure		Cheque No	£
Total			£00.00

Income			
Total			£00.00

Bank Reconciliation Balance £3.44 at 31 July 2026. Actual balance = £3.44 at 31 July 2026.

Resolved

6.1.1 WPC resolved to approve the accounts as noted and payments in accordance with the budget.

Proposed: Cllr Drury. **Seconded:** Cllr Richards. **All in agreement.**

Resolved. WPC approved the accounts as noted and payments to be made in accordance with the budget.

6.1.2 Ratification of the decision taken by email to approve the accounts for July 2026

Resolved.

WPC resolved to ratify the accounts as agreed by email.

Proposed: Cllr Ward. **Seconded:** Cllr Bartlett. **All in agreement.**

Resolved. WPC ratified the decision taken by email.

7. 7.1 Memorial bench

7.1.1. To consider a memorial bench for Carolyn Thorneloe on the Church Green

Cllrs discussed the proposal from the Thorneloe family. The family will provide the bench and meet the costs of installation. Cllrs agreed the best position would be for the back of the bench to be in parallel to the track. Cllr Farrington proposed a metal bench and will look at what might work in design terms in this sensitive area of the village. Cllr Wyatt's preferred choice is for a wooden bench.

Resolved

Proposal to agree to the installation of a memorial bench on the Church Green.

Proposed: Cllr Drury. **Seconded:** Cllr Bainbridge. **All in agreement.**

Resolved.

It was agreed to permit a bench to be installed in memory of Carolyn Thorneloe, subject to the type and style being approved before installation.

Action: Cllr Drury to liaise with the Thorneloe family.

Information items

8. 8.1 Correspondence

8.1.1 ABC information re the Local Government Reorganisation (LGR) of Kent into four Unitary Authorities. The parish elections in May 2027 will go ahead as expected.

Cllrs agreed that a priority will be to understand the impact of any transfer of local housing in the village from ABC and into the ownership of the new unitary authority; there are no answers at this time. See Item 5.2.1

KALC is running a course in preparation for the LGR and any asset transfers that may result.

The online course runs on Monday 24 August. It was agreed that KCC needed to make a statement on the changes.

9. 9.1 KALC Report

Cllr Bartlett circulated a report in advance of the meeting. It was taken as read.

10. 10.1 Highways

10.1.1 Proposed 20mph speed limit in the village centre

Kent Highways have indicated that they will pay for the implementation of a 20pmh limit in the centre of Westwell and sent a map of the proposed extents of the zone to all Cllrs in advance of the meeting.

Cllrs agreed that a few amends will be needed to the map in terms of where the 20mph limit should start and end, and that WPC should consider paying for the implementation of a 30mph zone where the 20mph zone is proposed to end. Cllrs also agreed to consider paying for the implementation of a 30mph zone from the point where the 20mph ends to the village 'gate' near to the water/sewerage works.

Action: Cllr Bainbridge to talk to the Kent Highways team about extending the plans to include possible allied 30mph zones. Also to organise a village survey on the proposed 20mph speed limit, distributed to householders via an issue of the Westwell Eye.

10.1.2 Potters Corner road safety improvements

Cllr Drury said KCC has confirmed that it hopes to progress the proposed safety improvements and reconfiguration of the Potters Corner junction with Sandhurst Lane and the A2, in 2027. The next step will be for KCC to send more details and diagrams of the proposed layout and traffic flow changes to WPC for comment.

11. 11.1 Village Hall Management Committee

Cllr Farrington said the village hall finances are in good order. The village defibrillator is 10 years old and needs to be replaced. It will be added to the list of village projects. Cllr Farrington will search to see if there are any grants that might be available to pay for – or towards – the installation of a new defibrillator.

12. 12.1 Parish Priority Projects

A Housing Needs Survey will be undertaken. (See Item 5.2 iii).

13. 13.1 Westwell Eye

The Clerk circulated a financial report ahead of the meeting.

The magazine has a new editor, Qatrinnada Rawi (known to many in the village as Nada), whose first issue was July.

Cllrs Drury and Wyatt will support Qatrinnada as she works to maintain the content offer and refresh the layout. The plan is to insert a QR code into the next issue to ask parishioners what they want to read about.

Action: Cllr Bartlett will talk to Lake House as they have expressed an interest in advertising in the Eye.

14. 14.1 Community Resilience Plan

The insurance cover for any volunteers working as a part of the plan has been queried by the Clerk with WPC's brokers.

Before confirming, Cllr Dury will check with an insurance expert that WPC's understanding of the cover is correct and will cover, in broad terms, all volunteers acting to help in an emergency.

15. 15.1 Annual Playground Inspection Report – review of actions proposed

The pole supporting the signage adjacent to the adult gym area needs to be chamfered. Cllr Farrington to liaise with Cllrs Lister and Hutchinson to see if they can undertake that. Foliage near to the clamber stack needs to be cut back. Cllr Dury offered to do this.

Action: Cllr Drury.

The report advised one of the picnic tables had screws sticking out.

Action: Cllr Farrington to take a look and report back/ sort the repair.

Cllrs agreed that the plastic matting under the parking area is an issue and that cutting it off to prevent a trip hazard when it loops up out of the grass, is not a long-term solution. Cllrs Drury and Farrington will search to see if there is any rubber matting leftover to put on top of the plastic netting and keep it flat.

16. 16.1.1 Annual Village fete

The fete will take place on the August Bank Holiday weekend – the organising team would like to hear from more volunteers to help deliver the day. No evening meal/ entertainment has been organised at this time.

16.1.2 South-East Water

Cllr Bainbridge has written to Katie Lam MP about continuing issues with water supply in parts of the parish. She has already replied to say that she will take it up direct with South-East Water.

16.1.3 The Woolpack Inn

Cllr Wyatt said that the Woolpack Inn is on the market for sale. Cllrs agreed that they would like to see the building continue as a pub but that it was too premature to consider applying for an Asset of Community Value status on it, although it should be kept in mind.

16.1.4 Lamppost at the Village Hall

Cllr Ward said that he would look for a new glass bowl for the lamppost at the village hall.

The meeting closed at 21. 27hrs. The next meeting will be held on Wednesday 2 September 2026.

Chairman's Signature.....