



Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held in Rolvenden Village Hall on Thursday 19 March 2026 at 7.30pm.

Present: Cllr. S. Bryant (Chairman for this meeting), Cllr. M. Geerts, Cllr. M. Gilchrist, Cllr. G. Hodge, Cllr. L. Walker
In attendance: Louise Goldsmith, Parish Clerk
Ward Member Guy Pullen and 3 members of the public

Louise Goldsmith Parish Clerk
5 Artisan Road
Headcorn
Kent
TN27 9AZ

clerk@rolvendenparishcouncil.gov.uk

1436. Intention to record the Meeting:

There were no intentions to record the meeting.

1437. Apologies for Absence:

An apology for absence was received from County Councillor Wayne Chapman and Cllr. Hinge and the reasons for absence were accepted.

1438. Declarations of interest:

Cllr. Bryant noted an interest in the War Memorial Trust.

1439. Minutes of the meeting of the 19 February 2026

Resolved: That the minutes of the Parish Council meeting held on the 19 February 2026 be approved and confirmed as a true record.

1440. Ward Member

Ward Member Guy Pullen reported that the Tenterden Leisure Centre remedial works are nearing completion and that the Centre should reopen for the Easter Holidays. Ward Member Guy Pullen reported that the documentary 'A Wilder Tenterden' which highlights community-driven nature restoration projects was held in Tenterden on the 21 February 2026 and was very well attended. Ward Member Guy Pullen has offered to fund a further documentary likely to be shown in June 2026. Ward Member Guy Pullen is involved with the Local Cycling and Walking Infrastructure Plan and is supportive of a proposal for a cycle path from Rolvenden to Ashford.

1441. County Councillor Report:

A report from County Councillor Wayne Chapman was noted and will be placed on the website.

1442. Chairman's Report

Cllr. Bryant reported that over fifty residents took part in the Annual Litter Pick that took place on the 7 March 2026. Cllr. Bryant thanked Hole Park for organising the event and Tompsetts for covering Rolvenden Layne. Cllr. Bryant also thanked The Star Inn for providing refreshments and concluded that the event has been a great success. Cllr. Bryant reported that the remedial works to the playgrounds have now been completed and that KCC have started the process of filling in potholes on roads in and around Rolvenden. Cllr. Bryant reported that Halden Lane will be closed from the 23 to 25 March 2026 for pothole repairs. Cllr. Bryant asked Ward Member Guy Pullen to find out why 1 Sparkeswood Avenue, which was purchased by ABC over a year ago, remains empty.

1443. Clerk's report:

LGR Consultation: The Clerk urged everyone present to complete the consultation on Local Government Reorganisation. The closing date is the 24 March 2026.

1444. Open Session: No comments made.

Chairmans signature.....

1445. Planning:

- a) **To consider any planning applications received prior to the meeting**
PA/2026/0290: 42, Sparkeswood Avenue, Rolvenden
Lawful Development Certificate (Proposed) – Rear single storey lean-to structure.
Resolved: Support.
PA/2026/0203: Barnshill Cottage, 5-6 Thornden Lane, Rolvenden
Proposed single-storey extension and conversion of the existing garage following the removal of two outbuildings, plus the replacement of the main house rear elevation door, to include the raising of the door head height and roof alterations.
Resolved: Support.
PA/2026/0261: Barnshill Cottage, 5-6 Thornden Lane, Rolvenden
Listed Building Consent for the replacement of the main house rear elevation door, to include the raising of the door head height and roof alterations.
Resolved: Refer to Listed Building Officer.
PA/2026/0213: 79, Kingpost Cottage, High Street, Rolvenden
Lawful Development Certificate - Existing detached outbuilding.
Resolved: Support
- b) **Pre-Planning Consultation**
Mobile phone base station installation at 17285, Land at Beacon Farm, Hole Park Estate, Benenden Road, Rolvenden: **Resolved: No objection.**
- c) **To consider any approvals:** (RPC recommendation in italics)
NOT/2026/0030: Rolvenden Village Hall, Maytham Road, Rolvenden
T1, T2, T3 & T4 - Oak - Crown lift on all trees by 6-7 metres. *Resolved: Support*
PA/2025/2307: Mias, Frensham Road, Rolvenden Layne
Proposed detached outbuilding, proposed chimney flue and solar panels to side elevation.
Resolved: No objection.
PA/2025/2137: Land rear of Redwood, Tenterden Road, Rolvenden
Variation of a 1979 Section 52 Legal Agreement to exclude part of the land from the agricultural -use restriction, relating to the site of approved application. *Resolved: No comment.*
- d) **To consider any refusals:** None to consider
- e) **Withdrawn:** None to consider.
Appeal: PA/2025/0720: 60A High Street, Rolvenden
Single-storey side extension, 1.9 metre high replacement garden wall, changes to fenestration, external alterations, including the creation of hardstanding and new vehicular access from the High Street. It was noted that the Planning Inspectorate has advised that the appeal will be determined on the basis of written representations.

1446. Parish Matters.

- a) **Local Government Reorganisation**
The Clerk reported that the Government issued a consultation on the five options for Local Government Reorganisation for Kent and Medway last month and that the consultation closes on Thursday 26 March 2026.
- b) **Neighbourhood Development Plan**
The Clerk reported that submissions for the Call for Sites exercise to address the Monypenny affordable housing scheme need which has been identified in the village have been submitted to the Steering Group.
- c) **Warm Hub:**
Cllr. Walker advised that a regular group of residents make use of the warm hub service. Cllr. Walker suggested that most attend for company and that loneliness seems to be a driving force. Members thanked Cllr. Walker for supporting the warm hub service. The Clerk has now received invoices that will use up the grant that County Councillor Wayne Chapman kindly donated.
- d) **Rolvenden Postcards:**
The Clerk reminded Members that some of the legacy left by Mrs Sykes to the Parish Council was spent a few years ago on purchasing Rolvenden postcards which had been part of Eric Lavell's collection. Apart from the odd occasion it is very difficult for most parishioners to view them and Michael Hook has expressed a desire to publish a book displaying the postcards. Local resident, Jackie King, has offered to put a book together with a short explanation accompanying the cards and will arrange for it to be printed. Jackie King would like to have the Parish Council's consent to publish the postcards in a book. The plan is that copies of the book will be available for purchase locally and that sales of the book should cover any expenditure on preparing and printing the book. The Clerk was asked to thank Jackie King for offering to do this and to also ask if any of the postcards could be displayed in the recently decorated Gallery in the village hall.
Resolved: To give consent to Jackie King to produce a book with the postcards.

e) **Annual Parish Meeting 16 April 2026**

It was noted that the Annual Parish Meeting will take place on Thursday 16 April 2026 at 7.30pm in the village hall. The Clerk has invited the County Councillor, Ward Member and all the local organisations to provide a report. It was noted that the Clerk has purchased some wine with free glass hire and that The Star Inn will provide some nibbles and tea and coffee.

f) **Annual Litter Pick 7 March 2026:** See item 1441.

g) **Neighbourhood Watch/Kent Police Update**

Sian Reeves, Rolvenden Neighbourhood Watch, gave the following report.

On the 26 February 2026 at around 2.05pm two males stole dinky toys from a display cabinet in the motor museum. CCTV footage has been forwarded to Kent Police. There has also been a number of car thefts in and around Tenterden and Sian Reeves warned about not leaving valuable items in cars. Sian Reeves recently attended the Ashford Neighbourhood Watch meeting. Inspector Johnson and Officers from the CSU also attended and listened to the concerns raised by representatives from the local parishes. All of the parishes that attended reported ongoing concerns about catapulting.

Ongoing and new Fraud/Scams to be aware of:

Information in my monthly Rolvenden Parish magazine article and sent to Rolvenden Neighbourhood Watch members.

Over 50% of crime is fraud and cyber; courier fraud is ongoing; savings accounts and saving product scams; rental fraud where tenants are tricked into paying up front for a property; romance and relationship scams; shopping scams; fake mobile phone provider scam; HMRC tax scams.

Cllr. Bryant reported a recent fly tipping incident at Mount Pleasant Farm, Halden Lane. Sian Reeves offered to investigate.

1447. HIGHWAYS/PROW

a) **A28 Benenden Road Finger Post**

The Clerk reported that the local joiners are putting together a quote to replace the finger post using an oak post to be kindly donated by Hole Park.

b) **Faults**

Existing

Rolvenden Layne: School bus (Hams Travel 295) has damaged the verges when turning: The Clerk has contacted Hams Travel.

Halden Field Sign: Damage reported to ABC.

A fallen tree on Maytham Road was removed free of charge by Groundscare at the weekend.

New/Ongoing

The Clerk to request hatching at the junction of Benenden Road and the A28.

Condition of Maytham Road footpath between Glebe Field and the White House: Two issues. The width of the pavement has been compromised by vegetation and grass verges. The drain/gulleys are blocked and surface water from Glebe Field is regularly flowing down the footpath causing further damage.

c) **The Road Safety & Active Travel Group (RSATG) Seminar**

It was noted that the Clerk will be attending The Road Safety & Active Travel Group (RSATG) seminar on the 21 April 2026. The seminar has been designed to bring together Parish and Town Councils, County Members, representatives from Kent Association of Local Councils (KALC), Community Engagement/ Highway Improvement Plan (HIP) representatives and the wider Road Safety & Active Travel Group. This seminar aims to offer a broader insight into how to collaborate across RSATG, the wider Highways & Transportation teams and Kent Police to identify the most appropriate, effective and long-term solutions to the concerns raised.

1448. Finances

a) **Assertion 10 SAPP 2025**

Members noted a document circulated by the Clerk on the requirements for a new assertion (10) on the AGAR. The Clerk advised that the Parish Council meets all of the requirements apart from having an IT policy in place. The Clerk has prepared and circulated a draft IT policy.

b) **IT policy**

Resolved: To adopt the IT policy prepared and circulated by the Clerk.

c) **Standing Orders**

Resolved: To adopt the Standing Orders with no changes.

d) **Internal Audit Arrangements**

It was noted that the appointed internal auditor, Lionel Robbins, will be attending the Clerk's house on the 7 and 8 April 2026 to carry out the internal audit for the period 1 April 2025 – 31 March 2026.

e) **To receive the accounts as at the 28 February 2026**

The accounts as at the 28 February 2026 prepared and circulated by the Clerk were received.

- f) **To receive the bank reconciliation as at the 28 February 2026**
- g) The bank reconciliation as at the 28 February 2026 was noted. The reconciliation was checked and signed by Cllr. Bryant in accordance with the financial regulations.
- h) **To receive a list of payments for approval**
Cllr. Bryant checked the invoices against the payment schedule, (appended to the minutes), and it was **resolved** for Cllrs. Green and Hinge to authorise the payments online. The authorised schedule was initialled immediately below the last item by Cllr. Bryant in accordance with the financial regulations.

1449. External Meetings

- a) **Thoburn Trust Meeting:**
There has been no meeting.
- b) **Neighbourhood Development Plan Steering Group**
The next meeting is due to take place on the 25 March 2026.
- c) **Rolvenden Village Hall:**
Cllr. Hodge reported back from the Village Hall Committee meeting held on the 5 March 2026. The planning application for various tree works has been approved and the appointed contractor will now carry out the works. Cllr. Hodge has been working closely with the pre-school. The pre-school has appointed new Trustees and a treasurer. Cllr. Hodge is assisting the pre-school with the development of a new website and the Village Hall Committee has agreed to fund some new external signage. The pre-school now has use of the office for administrative tasks and the Clerk will be assisting them with new banking arrangements. The Village Hall Committee has agreed to not increase the rent and the preschool is hoping to be open on Fridays from September 2026.
- d) **KALC Ashford Area Committee:**
The next meeting will take place on the 25 March 2026.

1450. Items for the next meeting:

Damaged knee-high fencing around High Street and Sparkeswood. Avenue.

1451. Correspondence/Consultations

- a) Local Government Reorganisation Survey:
See item 1446 (a).
- b) Community Governance Review: Stage 2:
ABC has launched the second stage of the Community Governance Review (CGR) to explore the possibility of a Town Council for Ashford, the only area in the district currently without a Town or Parish Council. Following the stage one public consultation, where the majority favoured the creation of a Town Council, ABC has developed some proposals on how these governance arrangements could operate.
- c) Sewerage issue:
Cllr. Walker advised that a local resident is still experiencing issues with sewerage backing up following the blocking off of an illegal fixture in Inkerman Field. Ward Member Guy Pullen kindly offered to assist the resident and put them in touch with Environmental Health at ABC.

1452. Confidential Item: There were none.

1453. Date of the next Parish Council Meeting:

Annual Parish Meeting: Thursday 16 April 2026 at 7.30pm.
Parish Council Meeting: Thursday 21 May 2026 at 7.30pm

There being no further business the meeting closed at 9.04pm

Signed: Date:

BACS Payments for Approval March 2026

Reference	Payee	Invoice	Description of Transaction	Gross
59/25	Louise Goldsmith		Expenses	55.70
60/25	MI Payroll		Payroll Services	25.00
61/25	Trevor May Contractors	9091	Replacement fence at tennis courts	11235.60
62/25	Louise Goldsmith		Refreshments for APM	144.00
63/25	Hole Park	SI30577	Litter Picking Charges	371.34
64/25	Trevor May Contractors	9125	Maintenance works at tennis courts	4314.00
DD	Unity Trust		Monthly Charge	6.00
DD	Hugo Fox		Website	11.99
DD	Hugo Fox		Email Accounts	20.99
DD	HMRC		Clerks Tax and NI (paid quarterly)	193.98
SO	Louise Goldsmith		Salary	586.25
		Total		16964.85

Receipts: February 2026:

Date		Amount
12/03/2026	VAT Refund	5424.43

Bank Reconciliation as at 28 February 2026

Opening balance	£13,975.76
add receipts	£64,162.31
	<u>£78,138.07</u>
less payments	£48,424.71
Balance	<u>£29,713.36</u>