



Rolvenden Parish Council

Minutes of a meeting of Rolvenden Parish Council held in Rolvenden Village Hall on Thursday 20 November 2025 at 7.30pm.

Present: Cllr. S. Bryant (Chairman for this meeting), Cllr. M. Geerts (arrived 8.45pm, Cllr. M. Gilchrist, Cllr. G. Hodge, Cllr. L. Walker
In attendance: Louise Goldsmith, Parish Clerk
Ward Member Guy Pullen, 8 members of the public.

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

clerk@rolvendenparishcouncil.gov.uk

1363. Intention to record the Meeting:

There were no intentions to record the meeting.

1364. Apologies for Absence:

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

1365. Declarations of interest:

Cllr Bryant noted an interest in the War Memorial Trust.

1366. Minutes of the meeting of the 16 October 2025

Resolved: That the minutes of the Parish Council meeting held on the 16 October 2025 be approved and confirmed as a true record.

1367. Ward Member/County Councillor Report:

Ward Member Guy Pullen advised Members that he is now a Cabinet Member at ABC for parks and recreation grounds. Ward Member Guy Pullen also advised that he has requested that the planning proposal PA/2025/1732 is determined by the Planning Committee. Ward Member Guy Pullen reported that ABC is finalising its thoughts on Local Government Reorganisation and is favouring a four Unitary Authority model. Ward Member Guy Pullen is shortly going to a meeting with the High Weald Authority and will report back at the next meeting.

1368. County Councillor Report:

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

1369. Chairman's Report

Cllr. Bryant expressed his gratitude to various parishioners for an excellent remembrance service and was pleased to report that most village organisations were represented. The Christmas Tree is to be erected on the 29 November 2025 and this has kindly been donated by the Hole Park Estate. Tompsetts are kindly installing and donating the lights and putting the tree up. Cllr. Bryant is providing a cherry picker for the installation. Cllr. Bryant was pleased to report that the ongoing water leak on the A28 outside The Star Inn has finally been fixed. Cllr. Bryant also thanked Terry Moore, who is a voluntary litter picker in the parish. Cllr. Bryant has visited the owners of the property that has had a skip on St Marys Green for many months and has asked for it to be removed.

1370. Clerk's report:

The Clerk advised that KCC will not give permission for the planting of memorial trees on areas adjacent to the highway.

1371. Open Session:

A member of the public gave their reasons for objecting to planning proposal PA/2025/1988.

Chairmans signature.....

1372. Planning:

a) To consider any planning applications received prior to the meeting

PA/2025/1988: Land 20m Northeast of 55-59 Maytham Road, Rolvenden

Outline application for a One-and-a-half-storey self-build dwelling and detached garage with all matters reserved.

Resolved: Strongly object. The site is in the conservation area, outside the build confines of the parish. The site is adjacent to a row of Listed Building Cottages. We feel that the description of the site is misleading as this is not a garden. We object on the basis that we believe this proposal will significantly harm the character of the area and goes against Ashford Borough Council's own policies HOU10b and HOU2 and the policies within our own Neighbourhood Plan, RNP1 clauses a,b and 10 and RNP3 and RNP5.

NOT/2025/2050: 15 Hastings Road, Rolvenden

T1 - Conifer Golden Ornamental Lawson - Fell - an overgrown conifer which is approximately 10m in height. It is now breaking up the wall surrounding the base and does catch the wind and rocks at the base. This is a very windy site from which you can see Hastings which is about 15 miles away.

Resolved: Support.

PA/2025/1866: Regent Cottage, 8 Regent Street, Rolvenden

Listed Building Consent for the removal of the ceiling in the utility room to create vaulted ceiling, removal of an internal wall and plasterboard infill between existing oak posts, the removal of a recessed rear porch, the repositioning of the rear external door, the strengthening of the rear single-skin brick wall, the insertion of 2no velux roof lights in the East elevation and the insertion of 1no roof light in the South elevation. New casement slimline windows to East elevation.

Resolved: Refer to the Listed Building Officer.

PA/2025/1757: 48-50 High Street, Rolvenden

Proposed replacement fenestration and installation of roller shutter.

Resolved: Object. The shop is in the conservation area and adjacent to a number of Listed Buildings. We feel that the proposed shutters and fenestration are detrimental to the character of the High Street.

A member of the public left the meeting.

b) To consider any approvals: (RPC recommendation in italics)

NOT/2025/1836: Barnshill Cottage, 5-6 Thornden Lane, Rolvenden

T1: Ash Section and dismantle to ground level due to having severe ash dieback and was only baring a small amount of leaves in mid August and being sheltered by the large ash trees on the field boundary.

Support.

NOT/2025/1707: Agricultural Buildings at Little Forsham Farm, Wassall Lane, Rolvenden

Prior Notification for general purpose agricultural building. *Support.*

c) To consider any refusals: None to consider.

d) Withdrawn: None to consider.

e) Appeals

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.

1373. Parish Matters.

a) Monypenny Proposals

The Clerk reported that Mark Bawden, Housing Strategy has advised that ABC is pausing their plans for the redevelopment whilst they seek alternative land. ABC intend to build a replacement for Monypenny elsewhere within the village so that residents can stay in Rolvenden. ABC will then move residents over before they redevelop the Monypenny site. ABC is actively looking for land for a new Monypenny but have advised that it will be many months before any details can be shared. Mark Bawden has confirmed that ABC is keen to avoid moving residents twice and in the meantime will continue to maintain Monypenny, which they believe they can do so for some years. This will give them time to find the land they will need. It was noted that the old vicarage site may be developed as a separate project.

b) **Local Plan**

The Clerk reported that there was no update on any housing allocations for the parishes.

c) **KALC Community Awards 2025**

It was noted that the Clerk has posted a link to an online survey requesting nominations from parishioners on social media, the website and noticeboards. One nomination has been received so far and all nominations will be considered at the next meeting and a decision will be made.

d) **RoSPA Annual Inspection**

The Clerk advised that the grounds maintenance contractor has quoted £739.00 (excluding VAT) for the suggested remedial works in the RoSPA reports for both playgrounds. The Clerk advised that a lot of repairs were carried out last year by the same contractor and that very few repairs were required this year. Members agreed to not seek alternative quotes.

Resolved: To accept the quote of £739.00 (excluding VAT) from Tompsetts for the remedial works to the playgrounds.

e) **S106 Contributions**

It was noted that following a meeting with the S106 team on Wednesday 8 October 2025 to discuss the remaining allocations for S106 and the current requests ABC has now paid the sum of £4,128.93 requested by the football club for the additional legal fees they incurred for the football lease and the sum of £13,043.78 from the Outdoors Sports Contribution for works to be carried out at the tennis club.

f) **Noticeboard Repair**

The Clerk advised that the back of the inside of the noticeboard in Rolvenden Layne has come away and need replacing. Cllr. Bryant offered to contact local resident Gordon Hinkman to see if he can help with a repair.

g) **Meetings Dates 2026**

The dates of the meetings for 2026 were approved.

h) **Date of the next meeting**

Resolved: At the request of Cllr. Hinge to move the date of the next meeting to Wednesday 10 December 2025 at 7.30pm.

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

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

Ongoing and new Fraud/Scams to be aware of:

Information in my monthly Rolvenden Parish magazine article and sent to Rolvenden Neighbourhood Watch members: ; winter fuel payment scam, purchase scams and be careful how you pay, be wary of suspicious too good to be true adverts and free trials, fake text messages, fraudulent parking notices, charity fraud. Sian Reeves advised to be careful with positioning Christmas presents in your homes and in the car. Sian Reeves advised that e-scooters being ridden illegally on roads and catapulting remain an issue across the country and that there is a documentary on BCC iPlayer about front line catapult crime. Kent Police has also recently stopped motorists in Tenterden with no insurance and/or a driving licence. Sian Reeves advised that she recently attended a self-defence course organised by Kent Police.

1374. HIGHWAYS/PROW

a) **Highways Improvement Plan**

The Clerk advised that the Community Engagement Officer would like to review the Highways Improvement Plan and to consider some new priorities in the Spring.

b) **Faults**

Benenden Road pothole at the entrance to the football field.

Maytham Road: large pothole between Potman's Heath Bridge and Maytham Wharf Farm.

Broken streetlight (as a result of a catapult) on the footpath from Sparkewood Avenue to the Corker Factory.

1375. Finances

a) **Reduction in working hours for the Clerk**

The Clerk explained that the contractual hours of 15 hours is excessive for the role and that she cannot justify this amount. It was noted that the Clerk has offered to reduce her working hours to 8 hours per week and to review this in a few months. It was also noted that the Clerk has previously declined a pension to assist with finances.

Resolved: The Chair and the Clerk to sign an addendum letter to the contract reducing the working hours for the Clerk to eight per week from the 1 January 2026.

b) **To receive the accounts**

The accounts dated the 31 October 2025 were received.

c) **Budget 2026-2027**

It was noted that the Clerk will prepare a draft budget for 2026-2027 and will circulate this for comment. The budget and precept need to be agreed by the next meeting and then submitted to ABC by the 9 January 2026.

d) **To receive the bank reconciliation as at the 31 October 2025**

The bank reconciliation as at the 31 October 2025 was noted. In the absence of another signatory been present the bank reconciliation was checked and signed by Cllr. Bryant in accordance with the financial regulations.

e) **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. Balch 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.

1376. External Meetings

a) **Thoburn Trust Meeting:**

The Clerk and Cllr. Hinge met with Simon Tompsett on the 12 November 2025 to discuss the grazing agreement. It has been agreed that Simon Tompsett will continue to graze sheep on the land. The long term plan will be to rotate the grazing areas when the fencing/hedging has been installed and to try and mix sheep grazing with cattle grazing. It was noted that CLM has provided a management plan and that trying to source grant funding will be the next step.

a) **Neighbourhood Development Plan Steering Group**

It was noted that Members of the Steering Group are currently working on a dark skies policy and hope to hold a public consultation event in February 2026.

b) **Rolvenden Village Hall:**

It was noted that the next meeting is due to be held on the 4 November 2025. Cllr. Walker expressed concern about the financial status of the pre-school and asked if the Village Hall Management Committee were able to assist? The Clerk advised that hopefully a representative from the pre-school will attend the next meeting to discuss their situation.

c) **KALC Ashford Area Committee:**

It was noted that the next meeting is due to take place on Wednesday 26 November 2025.

8.45pm Cllr. Geerts arrived.

1377. Items for the next meeting

Pre-school. Rolvenden Tractor Run

1378. Correspondence/Consultations

Community Governance Review: Noted

Parish Forum 24 November 2025: It was noted that Cllr. Hinge hopes to attend this event.

1379. Any Confidential Items:

There were none.

1380. Date of the next Parish Council Meeting:

Wednesday 10 December 2025 at 7.30pm.

There being no further business the meeting closed at 8.55pm

Signed: Date:

BACS Payments for Approval November 2025

Reference	Payee	Invoice	Description of Transaction	Gross
42/25	Louise Goldsmith		Expenses	112.43
43/25	KALC	BR0003554	Training Course	48.00
44/25	Viking		Ink and Paper	61.14
45/25	M I Payroll		Payroll Services	25.00
46/25	Hole Park	SI29557	Wreath	23.99
47/25	Rolvenden Football Club		Football Project	4128.93
48/25	Tompsetts	TL-INV-3605	Grounds Maintenance Contract	1887.22
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)	444.45
SO	Louise Goldsmith		Salary	1073.21
		Sub total		7843.35

Receipts:

Date		Amount
04/09/2025	S106 Tennis Club Projects	13043.78
05/09/2025	S106 Football Club Project	4128.93

Bank Reconciliation as at 31 October 2025

Opening balance	£13,975.76
add receipts	£59,922.71
	<u>£73,898.47</u>
less payments	£32,466.39
Balance	<u>£41,432.08</u>

Chairmans signature.....