



To all Members of Pembury Parish Council

Clrs Banwell, Birch, Brooks, Gillan, Hall, Hemsley, Simmons, Snow, Stratton, Weaver & Young

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 2 June 2025** at **7:15pm** at the **Pembury Office Meeting Room**, Lower Green Recreation Ground.

H Munro

Helen Munro

Parish Clerk

Date of Issue: 27 May 2025

Members of the Public and Press are welcome to attend

A G E N D A

1. **APOLOGIES FOR ABSENCE.**

- a. To receive and note apologies for absence.
- b. To consider accepting apologies for a 3 month absence.

2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

3. **CHAIR'S ANNOUNCEMENTS.** To receive announcements.

4. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee. For further information please see [our website](#)

5. **MINUTES.** To receive and approve the minutes of the meeting held on 12 May 2025 for signature.

6. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.

7. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports including updates on the Local Plan and any large nearby developments.

8. **EXTERNAL BODIES.**
 - a. To receive and note any reports from representatives of External Bodies or other meetings attended.
 - b. To receive any items to report at meeting with Tunbridge Wells police.
9. **ASSETS IN THE PARISH.** To receive asset lists from Tunbridge Wells Borough Council and Kent County Council and agree next steps.
10. **ANNUAL PARISH MEETING.**
 - a. To receive details of other local meetings nearby and consider new format.
 - b. To receive list of items raised at the meeting and consider next steps.
11. **WOODSIDE PAVILION.** To receive update on amended proposal for internal alterations only and agree next steps.
12. **PEMBURY IN THE PARK.** To receive verbal update and agree any actions required.
13. **COUNCILLOR CO-OPTION.**
 - a. To consider co-option of candidate.
 - b. If successful, to approve appointment to committees and working groups.
14. **YEAR END ACCOUNTS AND ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2024/25.**
 - a. To receive and note the Annual Internal Audit Report.
 - b. To receive the Annual Governance Statement for 2024/25 for review and approval. To sign the approved Statement.
 - c. To receive the Accounting Statements for 2024/25 for review and approval. To sign the approved Statement.
 - d. To note the dates for the exercise of public rights from 4 June to 15 July 2025.
15. **YOUTH HUB FUNDING.** To consider grant funding and agree next steps.
16. **COMMUNITY GRANT FUNDING** To consider project options and agree to apply for grant funding.
17. **FINANCIAL INFORMATION.** To receive and approve accounts for payment – May 2025.
18. **RISKS.** To consider any new risks affecting the Council and actions required.
19. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.

20. **FUTURE MEETINGS.** Full Council – Monday 7 July 2025 at 7:15pm at the Parish Office Meeting Room.

Minutes of the **FULL COUNCIL** meeting held at Parish Office, Lower Green Recreation Ground on Monday **12 MAY 2025** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr P Simmons
Cllr N Stratton (Vice Chair)	Cllr C Snow
Cllr A Birch	Cllr M Weaver
Cllr B Hemsley	

Apologies:

Cllr C Banwell	Cllr G Hall
Cllr P Gillan	Cllr L Young

Officers Present:

H Munro (Clerk)

Others Present:

County Cllr C Sefton	Borough Cllr D Hayward
Borough Cllr A Birch	Borough Cllr H Patterson

25/1. **CHAIR OF THE COUNCIL.**

- a. One nomination was received, and a unanimous vote taken. It was **RESOLVED** that Cllr Brooks be elected as Chair.
- b. The Chair of the Council signed the Declaration of Acceptance of Office.

25/2. **VICE- CHAIR OF THE COUNCIL.** One nomination was received, and a unanimous vote taken. It was **RESOLVED** that Cllr Stratton be elected as Vice-Chair.

25/3. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Banwell, Gillan, Hall and Young. The apologies and reasons were accepted.

25/4. **DECLARATIONS OF INTEREST.** There were no declarations of interest.

25/5. **CHAIR'S ANNOUNCEMENTS.** The Chair thanked Paul Barrington-King for his contribution to the village. She also welcomed Cllrs Banwell to the Parish Council and congratulated County Cllr Sefton on his election.

25/6. **OPEN SESSION.** There was no one present.

25/7. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.** Reports were received and the following were noted:

- An update from the Government about the Local Government Reorganisation was imminent.
- The Local Plan main modification consultation had closed and an update was expected to be ready in approximately 8 weeks' time. A

decision by the Planning Inspector about the Local Plan was expected in September.

- A Tunbridge Wells Borough Council (TWBC) consultation about the future of Royal Victoria Place was now open.
- The YMCA had funding to cover youth hubs. Progress in other local areas was reported. This would be added to a future Full Council agenda for discussion. The Clerk would liaise with the Pembury Baptist Church to ascertain if this is of interest to them.

Cllrs Hayward, Patterson and Sefton left the meeting at 7:26pm.

25/8. **DELEGATION ARRANGEMENTS TO COMMITTEES & STAFF.** It was **RESOLVED** to approve the delegation arrangements and Terms of Reference for the Finance & HR, Open Spaces and Planning & Highways Committees.

25/9. **COMMITTEES AND WORKING GROUPS.** It was **RESOLVED** to approve the following memberships.

- Finance and Human Resources Committee.
Cllr N Stratton (C), Cllr K Brooks (VC), Cllr A Birch, Cllr P Simmons.
- Open Spaces Committee.
Cllr C Snow (C), Cllr P Gillan (VC), Cllr P Simmons, Cllr M Weaver.
- Planning and Highways Committee.
Cllr K Brooks (C), Cllr G Hall (VC), Cllr B Hemsley, Cllr P Simmons, Cllr L Young.
- Green Pembury Working Group.
Cllr L Young (C), Cllr N Stratton, M Barrett, M Arnold, P Mason, L Matthews.
- Events Working Group.
Cllr A Birch (C), Cllr G Hall, Cllr P Gillan, Cllr N Stratton, Cllr M Weaver.
- PVN Advisory Group
Cllr B Hemsley (C), Cllr K Brooks, Cllr C Snow, Cllr P Simmons, Cllr M Weaver.
- Neighbourhood Plan Working Group.
Cllr N Stratton (C), Cllr G Hall.

25/10. **COMMITTEE AND WORKING GROUP CHAIR AND VICE- CHAIR.** It was **RESOLVED** to approve the appointment of Chairs and Vice-Chairs as in item 25/9 above.

25/11. **STANDING ORDERS.** It was **RESOLVED** to adopt the Standing Orders.

- 25/12. **FINANCIAL REGULATIONS.** It was **RESOLVED** to approve the Financial Regulations.
- 25/13. **EXTERNAL BODIES.** It was **RESOLVED** to approve the following memberships:
- a. Pavilion Management Committee.
Cllr G Hall, Cllr C Snow, Cllr N Stratton
 - b. Village Hall Management Committee.
Cllr K Brooks, Cllr P Gillan, Cllr M Weaver.
 - c. Save Pembury.
Cllr C Snow, Cllr N Stratton.
 - d. Charles Amherst Almshouses – to note continuance of existing representatives. Cllr N Stratton, Cllr M Weaver
- 25/14. **ASSET REGISTER.** It was **RESOLVED** to agree the Asset Register.
- 25/15. **INSURANCE.** It was **RESOLVED** to confirm arrangements for insurance cover.
- 25/16. **SUBSCRIPTIONS TO OTHER BODIES.** It was **RESOLVED** to approve subscriptions to other bodies.
- 25/17. **POLICIES.** It was **RESOLVED** to approve the following policies:
- a. Complaints Policy
 - b. Publication Scheme
 - c. Press Policy
 - d. Health & Safety Policy
 - e. Safeguarding Policy
 - f. Investment Strategy
 - g. Risk Management Policy.
- 25/18. **MEETING DATES.** It was **RESOLVED** to agree the meeting dates for 2025/26.
- 25/19. **MINUTES.** It was **RESOLVED** that the minutes of 7 April 2025 be approved and were signed by the Chair as an accurate record.
- 25/20. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following meetings. Updates were noted.
- a. Finance & HR Committee – 14 April 2025
 - b. Planning & Highways – 23 April 2025

25/21. **CLERK'S REPORT.** The following report was noted:

- a. Office Meeting Room lighting.
New lighting has been fitted.
- b. New Bank Accounts
The application process is underway to open new HSBC accounts.
- c. Twitten Signage
Final proof designs have been received and ready to be signed off. No response has been received from Tunbridge Wells Borough Council (TWBC) regarding approval to install a new fingerpost on their land.
- d. Warden Ground Cover
Another warden has been recruited, there is a bank of two wardens to cover any gate keeping required.
- e. Other
Badger cubs have been found in the allotment and surrounding roads, they have now all been captured by local wildlife rescue centres. There is concern the badger sets were interfered with and the rural police visited the site. No further report has been received.

25/22. **EXTERNAL BODIES.** Reports from the Charles Amherst Almshouses and Village Hall Management Committee were noted.

County Cllr Sefton returned to the meeting at 7:42pm.

25/23. **ANNUAL PARISH MEETING.** The 2025 meeting was reviewed, and the turnout was disappointing. The format of the meeting could be changed to include a speaker and local groups. Research into what other local councils include to be reported at the next Full Council meeting

25/24. **RECOMMENDATIONS FROM COMMITTEES.**

Finance & HR Committee

- a. It was **RESOLVED** to transfer the surplus of £1,546 from general reserves to the Legal, Planning & Professional Fee Sinking Fund in the 2024/25 financial year.
- b. It was **RESOLVED** to transfer £2,500 from general reserves to the Highways Sinking Fund in the 2025/26 financial year.
- c. It was **RESOLVED** that banking arrangements be approved. It was **RESOLVED** to apply for internet banking for Nationwide and HSBC.

- d. It was **RESOLVED** that more details would be obtained from TWBC and Kent County Council about their property and assets in the parish for further consideration.
 - e. The quarterly risk assessment was noted.
- 25/25. **TENNIS COURTS.** Consideration of request to allow the tennis courts to be closed to the public for specific dates was discussed. It was **RESOLVED** to approve the closures on the condition that notices were displayed and advertised widely on social media prior to the closures. The open day could not be held during the 2 week period when Wimbledon tournament was held.
- 25/26. **WOODSIDE PAVILION.** The quote for building work obtained for the phase 1 extension was higher than anticipated. Further discussion is required between both football clubs to agree a way forward before a proposal is put to the Parish Council at a future meeting.
- 25/27. **APPOINTMENT OF INTERNAL AUDITORS FOR 2025/2026.**
- a. It was **RESOLVED** to agree the appointment of Mulberry & Co as internal auditors for 2025-26.
 - b. It was **RESOLVED** to approve the Terms of Reference for the Internal Audit 2025-26.
 - c. The independence of the Internal Auditor was considered. As Mulberry & Co did not have any involvement in the financial decisions, management or control of Pembury Parish Council or its financial controls and procedures, it was **RESOLVED** to approve the independence of the Internal Auditor for the period 1 April 2025 to 31 March 2026.
 - d. The competence of the Internal Auditor was considered. As Mulberry & Co were suitably competent and understood the Local Council sector, it was **RESOLVED** to approve the competence of the Internal Auditor for the period 1 April 2025 to 31 March 2026.
- 25/28. **COUNCILLOR CO-OPTION.** This was deferred to the next Full Council meeting.
- 25/29. **FINANCIAL INFORMATION.**
- a. It was **RESOLVED** to approve the accounts for payment for May 2025 for £25,808.85 and internal payments of £80,000, which are listed in Appendix 1. Payment 05/032 would be held pending clarification of some recent queries and confirmation of continuing the maintenance contract.

- b. It was **RESOLVED** to approve the Budget Monitoring reports at 31 March 2025.
- c. It was **RESOLVED** to approve the Bank Reconciliations and Statements as at 31 March 2025.
- d. It was **RESOLVED** to approve and sign the Balance Sheet as at 31 March 2025.
- e. It was **RESOLVED** to approve and sign the Statement of Internal Control as at 31 March 2025.
- f. It was **RESOLVED** to approve the reserves as at 31 March 2025.
- g. It was **RESOLVED** to accept the settlement offer of £816.99 from the Sum Up insurance claim.

25/30. **RISKS.** There were none.

25/31. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

25/32. **FUTURE MEETINGS.** Full Council – Monday 2 June 2025 at 7:15pm at the Parish Office Meeting Room.

25/33. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information at 8:19 pm.

Cllr Sefton left the meeting at 8:19pm.

25/34. **HR MATTERS.** The recommendation to make an additional payment to a member of staff was discussed. It was **RESOLVED** this be paid with the next salary.

There being no other business, the meeting closed at 8:22pm.

Signed: _____ Date: _____
Chair

Accounts for Payment - May 2025				
Our Ref:	Payee	Description		Total £
ACCOUNTS FOR PAYMENT BY BACS - May 2025				
05/022	HMRC	Tax/NI		3,093.28
05/023	Kent Pension Fund	Pensions		2,412.08
05/024	Knockout print	APM banner x2		96.00
05/025	Viking	Display holder		7.55
05/026	Southern Care Maintenance	Batteries for office fire alarm panel		47.98
05/027	The Living Forest	Reduce tree limb overhanging primary school from Cemetery		354.00
05/028	KALC	Training - Procurement (the Clerk)		42.00
05/029	Heliocentrix	TV screen, stand & installation to replace projector & April monthly IT costs		1,481.22
05/030	Tim Churchill	Rec Warden cover April		37.50
05/031	Colin Coley Pest Control	Removal of moles in burial ground 28 April		255.00
05/032	Streetlights	Streetlight maintenance contract (6 mths)		813.60
05/033	Allview Electrical	Replace corroded lighting in depot & lights in office meeting room		1,443.26
05/034	Capel Groundcare	Single point swing parts only		2,429.60
05/035	SLCC	Qualifications - ILCA (Assistant Clerk)		144.00
05/036	SLCC	Training - Strategy (the Clerk) / Using Chat GPT (Assistant Clerk)		60.00
				12,717.07
DEBIT CARD - April 2025				
DC 04/01	Downingbury Farm	Gift to volunteer		25.00
DC 04/02	Sevenoaks District Council	Premises Licence amendment to DPS		23.00
DC 04/03	Amazon	Velcro for APM displays		7.99
DC 04/04	Canva	Subscription 2025-26		99.99
DC 04/05	Globe packaging	Black sacks for litter bins		88.80
				244.78
DIRECT DEBITS - April 2025				
DD 04/01	Wex	Fuel Charges		118.31
DD 04/02	Wex	Fuel Charges		1.80
DD 04/03	Castle Water	Water - Allotments (Sturgeons)		6.26
DD 04/04	Tunbridge Wells Borough Council	Business Rates - Cemetery		52.03
DD 04/05	Tunbridge Wells Borough Council	Business Rates - Office & Depot		1,071.50
DD 04/06	Kent County Supplies	Photocopier quarterly charge		170.96
DD 04/07	BT	Telephone & Broadband		81.89
DD 04/08	British Gas	Electricity Office		126.29
DD 04/09	Castle Water	Water - Woodside Playing Fields		7.51
DD 04/10	Castle Water	Water - Allotment (Woodside Road)		10.37
DD 04/11	Castle Water	Water - Lower Green Cemetery		7.51

Appendix 2
Accounts for payment

DD 04/12	Castle Water	Water - Pembury Burial Grounds	8.64
DD 04/13	Wex	Fuel Charges	110.00
DD 04/14	Sage	Payroll support	18.00
DD 04/15	Engie Power	Electricity unmetered supply	135.69
DD 04/16	Engie Power	Electricity Depot	177.49
DD 04/17	Veolia	Waste Charges February	107.89
DD 04/18	O2	Mobile phones February	126.00
DD 04/19	NEST	Pension contributions April	287.57
			2,625.71
CONFIDENTIAL SALARIES - April 2025			
CS 04/01			10,221.29
TOTAL EXTERNAL PAYMENTS			25,808.85
Internal Payments - May 2025			
005086	NatWest Current Account	Unity Current Account	£ 80,000.00
TOTAL INTERNAL PAYMENTS			£ 80,000.00

Report to: Full Council

Date of meeting: 2 June 2025

By: Clerk

Subject: Clerk's Report

Decision/s Required: To note update.

Update on outstanding actions from previous meetings not elsewhere on the agenda

1. New Bank Account

The application process is underway to open new HSBC accounts.

2. Twitten Signage

Signs are being manufactured and due to be ready around the 4 June. Fixtures provided by Kent County Council will be delivered on the 3 June. Installation to be scheduled for week commencing 9 June. Still no response from Tunbridge Wells Borough Council regarding approval to install a new fingerpost.

3. Internet banking for Nationwide and HSBC.

Application still to be completed.

4. Sum Up Settlement

Funds are awaited and expected shortly.

Items to note

5. Other

A reminder of upcoming event Pembury in the Park, Saturday 5 July.

Asset Category	Address	Code	Tenure Description	Description
Non-Operational Land	Land On Corner Of, Apple Tree Lane, Tunbridge Wells, Kent, TN2 3BT, UK	B006	Freehold	Land. Apple Tree Lane. Piece of land within fence.
Non-Operational Land	Land To Rear Of, Sychem Place, Sychem Lane, Five Oak Green, Tonbridge, Kent, TN12 6TR, UK	B010	Freehold	Land. Sychem Place. Area of land accessed by dirt track.
Non-Operational Land	Land On Corner Of, Birch Close, Matfield, Tonbridge, Kent, TN12 7JL, UK	B015	Freehold	Land. Birch Close. Area of land on corner with Chestnut Lane.
Non-Operational Land	Street Record, Pullington Cottages, Benenden, Cranbrook, Kent, UK	B035	Freehold	Pullington Cottages. Grass area with road and parking. Part of road has been adopted.
Non-Operational Land	Footpath To Rear Of, 38, Goods Station Road, Tunbridge Wells, Kent, TN1 2DB, UK	B077	Freehold	Land. Goods Station Road. TWBC has right of way over remaining part of footpath.
Non-Operational Land	Land Adjacent To, 15, Parsonage Road, Rusthall, Tunbridge Wells, Kent, TN4 8TA, UK	B122	Freehold	Land. Parsonage Road.
Non-Operational Land	Pumping Station, Cleeve Avenue, Tunbridge Wells, Kent, TN2 4TY, UK	B127	Freehold	Land. Cleeve Avenue. Pumping station.
Non-Operational Land	Footpath Adjacent To, Tunbridge Wells Sports Centre, St Johns Road, Tunbridge Wells, Kent, TN4 9TX, UK	B129	Freehold	Land. St Johns Road. Footpath adjacent to Tunbridge Wells Sports Centre car park.
Non-Operational Land	Land To Rear Of, St. Stephen's Court, Stanley Road, Tunbridge Wells, Kent, TN1 2RN, UK	B132	Freehold	Land. Stanley Road. Pieces of land near St Barnabas' Church.
Non-Operational Land	Land Along, Langton Road, Langton Green, Tunbridge Wells, Kent, TN4 8XD, UK	B134	Freehold	Land. Langton Road. Two small pieces of land.
Non-Operational Land	Former Caravan Site, North Farm Lane, Tunbridge Wells, Kent, TN2 3EE, UK	B136	Freehold	Land. North Farm Lane. Former Council Caravan Site. Site for potential development.
Non-Operational Land	Road At, Wickham Gardens, Rusthall, Tunbridge Wells, Kent, TN4 8TD, UK	C025	Freehold	Road. Wickham Gardens.
Non-Operational Land	Footpath Between, 31 & 48, Oakfield Road, Matfield, Tonbridge, Kent, TN12 7LB, UK	F006	Freehold	Footpath. Oakfield Road. Track used as access to houses, & an area of land that is landlocked by adjoining owners and farmer.
Non-Operational Land	Footpath, Fremlin Close, Rusthall, Tunbridge Wells, Kent, TN4 8SF, UK	F036	Freehold	Footpath. Fremlin Close.
Non-Operational Land	Footpath Between, Dorothy Avenue & Kirby Close, Cranbrook, Kent, TN17 3AY, UK	F039	Freehold	Footpath. Dorothy Avenue.
Non-Operational Land	Land At, North Farm Road, Tunbridge Wells, Kent, TN2 3DR, UK	F040	Freehold	Footpath. North Farm Road.
Non-Operational Land	Land Adjacent To, 71, Beagles Wood Road, Pembury, Tunbridge Wells, Kent, TN2 4HZ, UK	F041	Freehold	Footpath. Beagles Wood Road. Two pieces of land.
Non-Operational Land	Land At, Barnetts Way, Southborough, Tunbridge Wells, Kent, TN4 9DW, UK	F042	Freehold	Footpath. Barnetts Way.
Non-Operational Land	Footpath To Rear Of, 25, Kirkdale Road, Tunbridge Wells, Kent, TN1 2SB, UK	F044	Freehold	Footpath. Kirkdale Road.
Non-Operational Land	Grass Area Rear Of, 42-60, Hawkenbury Road, Tunbridge Wells, Kent, TN2 5BW, UK	L038	Freehold	Land. Hawkenbury Road.
Non-Operational Land	Farmcombe Road Open Space, Farmcombe Road, Tunbridge Wells, Kent, TN2 5DN, UK	L042	Freehold	Land. Farmcombe Road. Public recreation ground.
Non-Operational Land	Julian Hewitt Recreation Ground, Cavendish Drive, Tunbridge Wells, Kent, TN2 5DU, UK	L043	Freehold	Land. Cavendish Drive. Grass recreation area with play equipment.
Non-Operational Land	Play Area, Huntleys Park, Tunbridge Wells, Kent, TN4 9TD, UK	L047	Freehold	Land. Huntleys Park. Recreation area.
Non-Operational Land	B2160, Matfield, Tonbridge, Kent, TN127LH, UK	L049	Freehold	St Luke's Churchyard. TWBC responsible for grounds maintenance and boundary repair.
Non-Operational Land	Land At, Southfields, Speldhurst, Tunbridge Wells, Kent, TN3 0PD, UK	R019	Freehold	Road. Southfields.
Non-Operational Land	Part Of, Vale Avenue, Tunbridge Wells, Kent, TN1 1BT, UK	R038	Freehold	Road. Vale Avenue.
Non-Operational Land	Road And Footpath, Kirby Close, Cranbrook, Kent, TN17 3DE, UK	R047	Freehold	Road. Kirby Close.
Non-Operational Land	Barnetts Close, Southborough, Tunbridge Wells, Kent, TN4 9YH, UK	R051	Freehold	Road. Barnetts Close.
Non-Operational Land	Frythe Close, Cranbrook, Kent, TN17 3AX, UK	R053	Freehold	Road. Frythe Close.
Non-Operational Land	Monson Way, Tunbridge Wells	R062	Freehold	Road. Monson Way.
Non-Operational Land	Land At, Snipe Wood, Romford Road, Pembury, Tunbridge Wells, Kent, TN2 4BB, UK	W001	Freehold	Wood. Romford Road.
Non-Operational Land	Part Of, High Wood, High Woods Lane, Tunbridge Wells, Kent, TN3 9AA, UK	W003	Freehold	Wood. High Woods Lane.
Non-Operational Land	Barnetts Wood, Blackthorn Avenue, Southborough, Tunbridge Wells, Kent, TN4 9YG, UK	W004	Freehold	Wood. Blackthorn Avenue. Including buffer zone.
Non-Operational Land	Land Adjacent To, Pembury Road, Tunbridge Wells, Kent, TN2 3QD, UK	W005	Freehold	Wood. Pembury Road. Band of wooded area on fringe of estate.
Non-Operational Land	Marshleyharbour Wood, Tonbridge Road, Pembury, Tunbridge Wells, Kent, TN2 4QL, UK	W007	Freehold	Wood. Tonbridge Road.
Non-Operational Land	Coneyburrow Wood, Blackhurst Lane, Tunbridge Wells, Kent, TN2 3LD, UK	W012	Freehold	Wood. Blackhurst Lane
Non-Operational Land Count		36		

Asset Category	Address	Code	Tenure Description	Description
Non-Operational De Minimus Land	Road Footpath & Grass Verge, All Saints Road, Hawkhurst, Cranbrook, Kent, TN18 4HT, UK	B002	Freehold	Land. All Saints Road. Road forms part of adopted highway.
Non-Operational De Minimus Land	Road & Grass Area, Newton Gardens, Paddock Wood, Tonbridge, Kent, TN12 6AJ, UK	B004	Freehold	Land. Newton Gardens. Road, grass area, and footpath.
Non-Operational De Minimus Land	Land Between, 16 & 17, St George's Park, Tunbridge Wells, Kent, TN2 5NT, UK	B007	Freehold	Land. St George's Park. Garden area, forms part of adopted highway.
Non-Operational De Minimus Land	Land Adjacent To, 39, Maidstone Road, Pembury, Tunbridge Wells, Kent, TN2 4DB, UK	B011	Freehold	Land. Maidstone Road. Adjacent to boundary.
Non-Operational De Minimus Land	Land At, Belfield Road, Pembury, Tunbridge Wells, Kent, TN2 4HN, UK	B012	Freehold	Land. Including Henwood Crescent, Bulls Place, Belfield Road. Majority adopted highway.
Non-Operational De Minimus Land	Land At, Blackthorn Avenue, Southborough, Tunbridge Wells, Kent, TN4 9YG, UK	B013	Freehold	Land. Blackthorn Avenue. Roads, parking areas, grass, etc.
Non-Operational De Minimus Land	Land At, Bright Ridge, Southborough, Tunbridge Wells, Kent, TN4 0JN, UK	B018	Freehold	Land. Bright Ridge. Road, footpaths, grass areas.
Non-Operational De Minimus Land	Land At, Grampian Close, Tunbridge Wells, Kent, TN2 3NR, UK	B019	Freehold	Land. Grampian Close. Including grass verges, sections of road / pavement, parking.
Non-Operational De Minimus Land	Land At, Bramley Drive, Cranbrook, Kent, TN17 3BE, UK	B020	Freehold	Land. Bramley Drive. Adopted highway.
Non-Operational De Minimus Land	Land At, Mendip Walk, Tunbridge Wells, Kent, TN2 3NL, UK	B022	Freehold	Land. Mendip Walk. Including grass and land areas with trees / bushes.
Non-Operational De Minimus Land	Grass Area Opposite, The Lodge, Calverley Park Gardens, Tunbridge Wells, Kent, TN1 2JN, UK	B023	Freehold	Land. Calverley Park Gardens. Flower bed with bushes and trees.
Non-Operational De Minimus Land	Doorstep Green Open Space, Oak Road, Tunbridge Wells, Kent, TN2 3BB, UK	B028	Freehold	Land. Oak Road. Including roads and footpath.
Non-Operational De Minimus Land	Road And Footpath, Cherryfields, Beneden, Cranbrook, Kent, TN17 4DH, UK	B029	Freehold	Land. Cherryfields.
Non-Operational De Minimus Land	Land At, Eridge Road, Tunbridge Wells, Kent, TN4 8JB, UK	B031	Freehold	Land. Eridge Road. Including grass amenity areas, land, footpath.
Non-Operational De Minimus Land	Land At, Speldhurst Road, Southborough, Tunbridge Wells, Kent, TN4 0JE, UK	B032	Freehold	Land. Speldhurst Road.
Non-Operational De Minimus Land	Land At, Town Meadow, Frythe Way, Cranbrook, Kent, TN17 3AU, UK	B036	Freehold	Land. Frythe Way.
Non-Operational De Minimus Land	Land On Corner Of, Calverley Road, Tunbridge Wells, Kent, TN1 2JX, UK	B042	Freehold	Land. Calverley Road.
Non-Operational De Minimus Land	Woodland Adjacent To, 11, Hilbert Road, Tunbridge Wells, Kent, TN2 3SA, UK	B043	Freehold	Land. Hilbert Road. Woodland area currently maintained by the local bee keepers.
Non-Operational De Minimus Land	Grass Area Adjacent To, 14-18, Beagles Wood Road, Pembury, Tunbridge Wells, Kent, TN2 4HX, UK	B045	Freehold	Land. Beagles Wood Road.
Non-Operational De Minimus Land	Grass Area To Rear Of, Recycling Point Regal Car Park, High Street, Cranbrook, Kent, TN17 3DN, UK	B047	Freehold	Responsibility transferred to Cranbrook Parish Council under lease.
Non-Operational De Minimus Land	Land At, Chiltern Walk, Tunbridge Wells, Kent, TN2 3NJ, UK	B048	Freehold	Land. Chiltern Walk.
Non-Operational De Minimus Land	Land At, Cleveland, Tunbridge Wells, Kent, TN2 3NH, UK	B052	Freehold	Land. Cleveland. Including grass areas and sections of footpath / verge.
Non-Operational De Minimus Land	Land To Rear Of, 48, Clifton Road, Tunbridge Wells, Kent, TN2 3AT, UK	B055	Freehold	Land. Clifton Road. Path and land to rear of properties.
Non-Operational De Minimus Land	Land Fronting, 4-8 Twysden Cottages, Bodiam Road, Sandhurst, Cranbrook, Kent, TN18 5LF, UK	B057	Freehold	Land. Bodiam Road. Verge fronting 4-8 Twysden Cottages.
Non-Operational De Minimus Land	Land To Front Of, 175, Hastings Road, Pembury, Tunbridge Wells, Kent, TN2 4JY, UK	B058	Freehold	Land. Hastings Road. Area of land between the front garden and pavement.
Non-Operational De Minimus Land	Land To Front Of, 8 Brampton Bank, Five Oak Green Road, Tudeley, Tonbridge, Kent, TN11 0PN, UK	B059	Freehold	Land. Five Oak Green Road. Verge fronting property.
Non-Operational De Minimus Land	Land Between, 9 & 10, Spring Lane, Bidborough, Tunbridge Wells, Kent, TN3 0UE, UK	B061	Freehold	Land. Spring Lane. Small plot of land between the front gardens.
Non-Operational De Minimus Land	Land Adjacent To, 65, South View Road, Tunbridge Wells, Kent, TN4 9BU, UK	B068	Freehold	Land. South View Road. Open grass area and footpath.
Non-Operational De Minimus Land	Road & Footpath, Bankfield Way, Goudhurst, Cranbrook, Kent, TN17 1EG, UK	B069	Freehold	Land. Bankfield Way. Road and footpaths.
Non-Operational De Minimus Land	Land At, Angley Road, Cranbrook, Kent, TN17 2PJ, UK	B070	Freehold	Land. Angley Road. Including grass verges / banks, road, tarmac area.
Non-Operational De Minimus Land	Grass Area Adjacent To, 15, Broadcloth, Cranbrook, Kent, TN17 3RG, UK	B072	Freehold	Land. Broadcloth. Ransom strip at end of road.
Non-Operational De Minimus Land	Footpath Between, 37-41, Turner Avenue, Cranbrook, Kent, TN17 3BX, UK	B079	Freehold	Land. Turner Avenue. Small ransom strip off of Wilsons land.
Non-Operational De Minimus Land	Land Adjacent To, 8 The Limes, The Street, Frittenden, Cranbrook, Kent, TN17 2DL, UK	B081	Freehold	Land. The Street, Frittenden.
Non-Operational De Minimus Land	Road And Footpath, Frythe Way, Cranbrook, Kent, TN17 3AR, UK	B082	Freehold	Land. Frythe Way. Including roads and footpaths.
Non-Operational De Minimus Land	Road And Footpath, Lurkins Rise, Goudhurst, Cranbrook, Kent, TN17 1ED, UK	B083	Freehold	Land. Lurkins Rise. Including road and footpath.
Non-Operational De Minimus Land	Land Adjacent To, Lilac Cottage, Hartley Road, Cranbrook, Kent, TN17 3QP, UK	B085	Freehold	Land. Hartley Road. Verge fronting cottage.
Non-Operational De Minimus Land	Land At, Mount Pleasant, Paddock Wood, Tonbridge, Kent, TN12 6AG, UK	B090	Freehold	Land. Mount Pleasant. Part road, part garden, part footpath.
Non-Operational De Minimus Land	Land At, Grange Road, Rusthall, Tunbridge Wells, Kent, TN4 8PT, UK	B099	Freehold	Land. Grange Road.
Non-Operational De Minimus Land	Land Adjacent To, 39, Albert Street, Tunbridge Wells, Kent, TN1 2QH, UK	B100	Freehold	Land. Albert Street. Verge adjacent to property and four small pieces of land.
Non-Operational De Minimus Land	Land Fronting, 8 & 10, Dornden Drive, Langton Green, Tunbridge Wells, Kent, TN3 0AB, UK	B104	Freehold	Land. Dornden Drive. Strip of land fronting 8 & 10.
Non-Operational De Minimus Land	Land Opposite, 49, Birling Road, Tunbridge Wells, Kent, TN2 5LY, UK	B105	Freehold	Land. Birling Road. Triangle of land maintainable as verge by TWBC.
Non-Operational De Minimus Land	Land At, 1 Brook Cottages, Town Hill, Lamberhurst, Tunbridge Wells, Kent, TN3 8EN, UK	B106	Freehold	Land. Town Hill. Triangle of land fronting number 1.
Non-Operational De Minimus Land	Land To Rear Of, 18, Redleaf Close, Tunbridge Wells, Kent, TN2 3UD, UK	B107	Freehold	Land. Redleaf Close. Large area of land with trees and culvert.
Non-Operational De Minimus Land	Grass Area At, Herons Way, Pembury, Tunbridge Wells, Kent, TN2 4DW, UK	B108	Freehold	Land. Herons Way. Grass verge with tree stump. Including pieces of land in front of 20, 41, & 51.
Non-Operational De Minimus Land	Land Fronting, 45270, Banner Farm Road, Tunbridge Wells, Kent, TN2 5EA, UK	B109	Freehold	Land. Banner Farm Road. Part highway / footpath / grass verge.
Non-Operational De Minimus Land	Land At, 98, Queens Road, Tunbridge Wells, Kent, TN4 9JU, UK	B118	Freehold	Land. Queens Road. Verge fronting 98.
Non-Operational De Minimus Land	Land On Corner Of, Upper Grosvenor Road, Tunbridge Wells, Kent, TN1 2EX, UK	B120	Freehold	Land. Upper Grosvenor Road. Triangle of land on corner of Upper Grosvenor and Grosvenor Bridge.

Non-Operational De Minimus Land	Land At, 35, Mount Pleasant, Paddock Wood, Tonbridge, Kent, TN12 6AH, UK	B124	Freehold	Land. Mount Pleasant. Pavement fronting 35.
Non-Operational De Minimus Land	Land To Rear Of, 1 & 2 Hope Cottages, St Johns Road, Tunbridge Wells, Kent, TN4 9TS, UK	B128	Freehold	Land. St Johns Road. Land to rear of 1 & 2 Hope Cottages. Right of way tinted brown on title plan.
Non-Operational De Minimus Land	Road At, Common View, Rusthall, Tunbridge Wells, Kent, TN4 8RG, UK	B131	Freehold	Road. Common View. Including parking spaces.
Non-Operational De Minimus Land	Land Opposite, Carolyn, Balcombes Hill, Goudhurst, Cranbrook, Kent, TN17 1AT, UK	B137	Freehold	Land. Balcombes Hill. Part of footpath opposite Carolyn.
Non-Operational De Minimus Land	Road And Footpath, Leybourne Dell, Beneden, Cranbrook, Kent, TN17 4EA, UK	C026	Freehold	Road. Leybourne Dell. Including footpaths and parking.
Non-Operational De Minimus Land	Five Ways, Mount Pleasant Road, Tunbridge Wells, Kent, TN1 1QR, UK	E023	Freehold	Land. Five Ways. Public open space and paved area with Millennium clocktower.
Non-Operational De Minimus Land	Monitoring Station, St Johns Road, Tunbridge Wells, Kent, TN4 9XE, UK	E025	Leasehold	Land. St Johns Road. Monitoring station. TWBC own the structure but this is not TWBC owned land that the structure resides on.
Non-Operational De Minimus Land	Footpath To Rear Of, 15-25, Salisbury Road, Southborough, Tunbridge Wells, Kent, TN4 9DJ, UK	F001	Freehold	Footpath. Salisbury Road. Concrete driveway to garages.
Non-Operational De Minimus Land	Footpath To Rear Of, 1-5 Silverden Cottages, Silverden Lane, Sandhurst, Cranbrook, Kent, TN18 5LU, UK	F002	Freehold	Footpath. Silverden Lane. Footpath to rear of 1-5 and verge fronting 1.
Non-Operational De Minimus Land	Footpath Leading To, The Ridings, Paddock Wood, Tonbridge, Kent, TN12 6YB, UK	F003	Freehold	Footpath. The Ridings. Footpath from car park at end of The Ridings to rear of houses in Le Temple Road.
Non-Operational De Minimus Land	Road And Footpath, Basden Cottages, Hawkhurst, Cranbrook, Kent, TN18 4EB, UK	F008	Freehold	Footpath. Basden Cottages. Including steps.
Non-Operational De Minimus Land	Land Adjacent To, 41, George Street, Tunbridge Wells, Kent, TN2 4SR, UK	F009	Freehold	Footpath. George Street. Including seats and grass area.
Non-Operational De Minimus Land	Footpath From, The Hill To, Doctor Hopes Road, Cranbrook, Kent, TN17 3AD, UK	F010	Freehold	Footpath. Doctor Hopes Road.
Non-Operational De Minimus Land	Road At, Park Cottages, Hawkhurst, Cranbrook, Kent, TN18 4HN, UK	F015	Freehold	Footpath. Park Cottages.
Non-Operational De Minimus Land	Land At, Tanyard Lane, Southborough, Tunbridge Wells, Kent, TN4 0QU, UK	F021	Freehold	Footpath. Tanyard Lane. Poor condition, public right of way no. 0234/WS23/1.
Non-Operational De Minimus Land	Footpath Adjacent To, Rammell Playing Field, Bakers Cross, Cranbrook, Kent, TN17 3BQ, UK	F022	Freehold	Footpath. Bakers Cross.
Non-Operational De Minimus Land	Land Opposite, 35-39, Calverley Street, Tunbridge Wells, Kent, TN1 2XD, UK	F024	Freehold	Footpath. Calverley Street.
Non-Operational De Minimus Land	Footpath, Wellington Cottages, Hawkhurst, Cranbrook, Kent, TN18 5EL, UK	F025	Freehold	Footpath. Wellington Cottages. Footpath to rear of cottages, public right of way WC172.
Non-Operational De Minimus Land	Footpath To Rear Of, 66, Victoria Road, Tunbridge Wells, Kent, TN1 2PW, UK	F027	Freehold	Footpath. Victoria Road.
Non-Operational De Minimus Land	Footpath To Rear Of, 20, Liptraps Lane, Tunbridge Wells, Kent, TN2 3AA, UK	F029	Freehold	Footpath. Liptraps Lane.
Non-Operational De Minimus Land	Land Fronting, 2-3 Weald View, Pearsons Green Road, Brenchley, Tonbridge, Kent, TN12 7DA, UK	F030	Freehold	Footpath. Pearsons Green Road.
Non-Operational De Minimus Land	Footpath Fronting, 1-12 The Beeches, Horns Road, Hawkhurst, Cranbrook, Kent, TN18 4QJ, UK	F031	Freehold	Footpath. Horns Road.
Non-Operational De Minimus Land	Land Fronting, 70-78, Rusthall High Street, Rusthall, Tunbridge Wells, Kent, TN4 8SG, UK	F032	Freehold	Footpath. Rusthall High Street.
Non-Operational De Minimus Land	Footpath At, Sandhurst Park, Tunbridge Wells, Kent, TN2 3SY, UK	F033	Freehold	Footpath. Sandhurst Park. Part of public right of way WB57.
Non-Operational De Minimus Land	Land At, Chestnut Close, Frittenden, Cranbrook, Kent, TN17 2DE, UK	F034	Freehold	Footpath. Chestnut Close.
Non-Operational De Minimus Land	Footpath Adjacent To, 17, Old Kent Road, Paddock Wood, Tonbridge, Kent, TN12 6JA, UK	F035	Freehold	Footpath. Old Kent Road. Footpath is public right of way, cleaning and litter clearing is carried out by TWBC client services.
Non-Operational De Minimus Land	Footpath To Rear Of, 70-72, Victoria Road, Tunbridge Wells, Kent, TN1 2PW, UK	F037	Freehold	Footpath. Victoria Road.
Non-Operational De Minimus Land	Footpath To Rear Of, 50, Norman Road, Tunbridge Wells, Kent, TN1 2RT, UK	F043	Freehold	Footpath. Norman Road.
Non-Operational De Minimus Land	Land Fronting, 59A-61, St Johns Road, Tunbridge Wells, Kent, TN4 9TT, UK	F045	Freehold	Footpath. St Johns Road.
Non-Operational De Minimus Land	Land To South Of, Mount Pleasant, Paddock Wood, Tonbridge, Kent, TN12 6UL, UK	F046	Freehold	Footpath. Mount Pleasant. Four small pieces of footpath at Keyworth Close and Northdown Close.
Non-Operational De Minimus Land	Footpath At, Hawkenbury Road, Tunbridge Wells, Kent, TN2 5BJ, UK	F047	Freehold	Footpath. Hawkenbury Road.
Non-Operational De Minimus Land	Footpath To Rear Of, 25-31, Monson Road, Tunbridge Wells, Kent, TN1 1LS, UK	F048	Freehold	Footpath. Monson Road. Footpath at rear of 25-31.
Non-Operational De Minimus Land	Footpath From, 149 Forest Road To, Benhall Mill Road, Tunbridge Wells, Kent, TN2 5EX, UK	F049	Freehold	Footpath. Benhall Mill Road. Public dirt track. Public right of way WB49.
Non-Operational De Minimus Land	Land At, Napier Road, Tunbridge Wells, Kent, TN2 5AT, UK	L041	Freehold	Land. Napier Road. Land licensed as garden extension.
Non-Operational De Minimus Land	Land Adjacent To, Grange Road Allotments, Wickham Gardens, Rusthall, Tunbridge Wells, Kent, TN4 8TD, UK	M004	Freehold	allotments fenced with gate, transferred to Rusthall Parish Council.
Non-Operational De Minimus Land	Sandhurst Avenue, Pembury, Tunbridge Wells, Kent, TN2 4JZ, UK	R001	Freehold	Road. Sandhurst Avenue.
Non-Operational De Minimus Land	Part Of, Lomas Lane, Sandhurst, Cranbrook, Kent, TN18 5PU, UK	R002	Freehold	Road. Lomas Lane.
Non-Operational De Minimus Land	Winstone Scott Avenue, Langton Green, Tunbridge Wells, Kent, TN3 0JJ, UK	R003	Freehold	Road. Winstone Scott Avenue.
Non-Operational De Minimus Land	Access Road Off, Northfields, Speldhurst, Tunbridge Wells, Kent, TN3 0PN, UK	R005	Freehold	Road. Northfields. Access road.
Non-Operational De Minimus Land	Road And Footpath, Blakeway, Tunbridge Wells, Kent, TN2 3DF, UK	R007	Freehold	Road. Blakeway. Roadway and triangle of land with footpath.
Non-Operational De Minimus Land	Part Of Road, Causton Road, Cranbrook, Kent, TN17 3ES, UK	R008	Freehold	Road. Causton Road. Road is a public right of way WC368.
Non-Operational De Minimus Land	The Glebe, Bidborough, Tunbridge Wells, Kent, TN3 0UR, UK	R011	Freehold	Road. The Glebe.
Non-Operational De Minimus Land	Land At, Sychem Place, Five Oak Green, Tonbridge, Kent, TN12 6TR, UK	R012	Freehold	Road. Sychem Place.
Non-Operational De Minimus Land	Bowls Place, Paddock Wood, Tonbridge, Kent, TN12 6HX, UK	R013	Freehold	Road. Bowls Place.
Non-Operational De Minimus Land	Road And Footpath, Elmhurst Avenue, Pembury, Tunbridge Wells, Kent, TN2 4DA, UK	R014	Freehold	Road. Elmhurst Avenue. Footpath is public right of way WT220.
Non-Operational De Minimus Land	Henwoods Mount, Pembury, Tunbridge Wells, Kent, TN2 4BH, UK	R015	Freehold	Road. Henwoods Mount.
Non-Operational De Minimus Land	Larkfield, Five Oak Green, Tonbridge, Kent, TN12 6TG, UK	R016	Freehold	Road. Larkfield.
Non-Operational De Minimus Land	Gibbetts, Langton Green, Tunbridge Wells, Kent, TN3 0DG, UK	R017	Freehold	Road. Gibbetts.

Non-Operational De Minimus Land	Gipps Cross Lane, Langton Green, Tunbridge Wells, Kent, TN3 0DH, UK	R018	Freehold	Road. Gipps Cross Lane.
Non-Operational De Minimus Land	Road And Footpath, Falmouth Place, Five Oak Green, Tonbridge, Kent, TN12 6RD, UK	R021	Freehold	Road. Falmouth Place.
Non-Operational De Minimus Land	Right Of Way From, Hastings Road through Chalket Lane, Pembury, Tunbridge Wells, Kent, TN2 4AA, UK	R025	Right of Way	Road. Hastings Road. Vehicle access. Over A21 / path through fields. Right of way only.
Non-Operational De Minimus Land	Courthope, Paddock Wood, Tonbridge, Kent, TN12 6JQ, UK	R026	Freehold	Road. Courthope. Part of road adjacent to MacDonald Court.
Non-Operational De Minimus Land	Swifts View, Cranbrook, Kent, TN17 2EX, UK	R027	Freehold	Road. Swifts View. Roads and footpath with steps including Swift View, Quaker Drive, and Angley Walk.
Non-Operational De Minimus Land	Sandhurst Close, Sandhurst, Cranbrook, Kent, TN18 5LJ, UK	R029	Freehold	Road. Sandhurst Close with culvert
Non-Operational De Minimus Land	Part Of, Caley Road, Tunbridge Wells, Kent, TN2 3BN, UK	R031	Freehold	Road. Caley Road.
Non-Operational De Minimus Land	Wiltshire Way, Tunbridge Wells, Kent, TN2 3DD, UK	R032	Freehold	Road. Wiltshire Way.
Non-Operational De Minimus Land	Land Adjacent To, 58, Liptraps Lane, Tunbridge Wells, Kent, TN2 3AA, UK	R033	Freehold	Road. Liptraps Lane. Rectangular piece of land fronting the access to 46-48 Liptraps Lane.
Non-Operational De Minimus Land	Land At, Broadwater Lane, Tunbridge Wells, Kent, TN2 5QG, UK	R034	Freehold	Road. Broadwater Lane. Part road and footpath fronting Cobbetts Ride and footpath to rear of number 31.
Non-Operational De Minimus Land	Orchard Close, Horsmonden, Tonbridge, Kent, TN12 8LU, UK	R035	Freehold	Road. Orchard Close.
Non-Operational De Minimus Land	Wise Acre, Lamberhurst, Tunbridge Wells, Kent, TN3 8HL, UK	R036	Freehold	Road. Wise Acre.
Non-Operational De Minimus Land	Oakfields, Beneden, Cranbrook, Kent, TN17 4HD, UK	R037	Freehold	Road. Oakfields. Access road.
Non-Operational De Minimus Land	Orchard Crescent, Horsmonden, Tonbridge, Kent, TN12 8LG, UK	R040	Freehold	Road. Orchard Crescent.
Non-Operational De Minimus Land	Clavadel Road, Paddock Wood, Tonbridge, Kent, TN12 6EW, UK	R041	Freehold	Road. Clavadel Road. Sections of road.
Non-Operational De Minimus Land	Land Fronting, Priplan House 11-12, Crescent Road, Tunbridge Wells, Kent, TN1 2LU, UK	R042	Freehold	Road. Crescent Road. Area of footpath and road fronting Priplan House.
Non-Operational De Minimus Land	Land At, Lansdowne Square, Tunbridge Wells, Kent, TN1 2NF, UK	R044	Freehold	Road. Lansdowne Square. Strip of land crossing either side of Lansdowne Square.
Non-Operational De Minimus Land	Land On Corner Of, Eridge Road & Broadwater Lane, Tunbridge Wells, Kent, TN2 5RT, UK	R045	Freehold	Road. Eridge Road. Strip of land adjacent to 1-6 Eridge Court.
Non-Operational De Minimus Land	Road And Footpath At, Granary, Paddock Wood, Tonbridge, Kent, TN12 6HJ, UK	R046	Freehold	Road. Granary.
Non-Operational De Minimus Land	Land On Corner Of, Camden Road & Garden Street, Tunbridge Wells, Kent, TN1 2PT, UK	R048	Freehold	Road. Camden Road. Part of road and pavement for Camden Road and Garden Street.
Non-Operational De Minimus Land	Land Fronting, Tunbridge Wells Fire Station, Grove Hill Road, Tunbridge Wells, Kent, TN1 1SD, UK	R049	Freehold	Road. Grove Hill Road. Strip of land fronting the fire station.
Non-Operational De Minimus Land	Road And Land, Greenfield Close, Rusthall, Tunbridge Wells, Kent, TN4 8TS, UK	R054	Freehold	Road. Greenfield Close.
Non-Operational De Minimus Land	Land At, Lampington Row, Langton Green, Tunbridge Wells, Kent, TN3 0JG, UK	R055	Freehold	Land. Lampington Row. Including road and verge.
Non-Operational De Minimus Land	Road And Verge At, 19, Campion Crescent, Cranbrook, Kent, TN17 3QJ, UK	R056	Freehold	Road. Campion Crescent. Part of road and verge adjacent to number 19.
Non-Operational De Minimus Land	Hawkenbury Close, Tunbridge Wells, Kent, TN2 5BL, UK	R057	Freehold	Road. Hawkenbury Close. Including footpaths and large amenity area.
Non-Operational De Minimus Land	Down Avenue, Lamberhurst, Tunbridge Wells, Kent, TN3 8HR, UK	R058	Freehold	Road. Down Avenue.
Non-Operational De Minimus Land	Gunlands, Horsmonden, Tonbridge, Kent, TN12 8NG, UK	R059	Freehold	Road. Gunlands. Grass verge area and part of road.
Non-Operational De Minimus Land	Sweeps Hill Close, Pembury, Tunbridge Wells, Kent, TN2 4LT, UK	R060	Freehold	Road. Sweeps Hill Close.
Non-Operational De Minimus Land	North Farm Lane, Tunbridge Wells, Kent, UK	R063		Road. North Farm Lane.
Non-Operational De Minimus Land	Grass Areas On Corner Of, London Road & Lime Hill Road, Tunbridge Wells, Kent, TN1 1EA, UK	V002	Freehold	Verge. London Road. Corners of land on London Road.
Non-Operational De Minimus Land	Grass Verge Adjacent To, 1 Sussex View, Ramslye Road, Tunbridge Wells, Kent, TN4 8LR, UK	V006	Freehold	Verge. Ramslye Road.
Non-Operational De Minimus Land	Grass Area Opposite, Beechwood Cottage, Halls Hole Road, Tunbridge Wells, Kent, TN2 4RD, UK	V008	Freehold	Verge. Halls Hole Road. Large grass verge.
Non-Operational De Minimus Land	Grass Area Fronting, 106, Forest Road, Tunbridge Wells, Kent, TN2 5BE, UK	V009	Freehold	Verge. Forest Road.
Non-Operational De Minimus Land	Verges At, Gibbet Lane, Horsmonden, Tonbridge, Kent, TN12 8NA, UK	V012	Freehold	Verge. Gibbet Lane. Verges fronting nos. 1, 3, 5, and 7 Gibbet Lane.
Non-Operational De Minimus Land	Land Adjacent To, The Old Coach House, Manor Close, Tunbridge Wells, Kent, TN4 8YB, UK	V013	Freehold	Verge. Manor Close.
Non-Operational De Minimus Land	Grass Verge Opposite, Church Of King Charles The Martyr, London Road, Tunbridge Wells, Kent, TN1 1YX, UK	V014	Freehold	Verge. London Road. Part of grass bank including cold bath. Land is common land maintainable by the Commons Conservators.
Non-Operational De Minimus Land	Land Opposite, 198, Silverdale Road, Tunbridge Wells, Kent, TN4 9HT, UK	V015	Freehold	Verge. Silverdale Road. Wooded bank between road and railway.
Non-Operational De Minimus Land Count	132			

Asset Category	Address	Code	Tenure Description	Description
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B01	Freehold	9 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B02	Freehold	10 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B03	Freehold	11 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B04	Freehold	12 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B05	Freehold	13 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B06	Freehold	14 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B07	Freehold	15 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B08	Freehold	16 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B09	Freehold	17 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B10	Freehold	18 Colebrook Industrial Estate
Investment Commercial	Colebrook Industrial Estate, Tunbridge Wells, Kent, TN2 3DG, UK	E001-B11	Freehold	19 Colebrook Industrial Estate
Investment Commercial	33, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LZ, UK	E004	Freehold	33 Crescent Road. Retail. End of terrace. Victorian building.
Investment Commercial	35, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LZ, UK	E005	Freehold	35 Crescent Road. Retail. Mid terrace Victorian shop.
Investment Commercial	36, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LZ, UK	E006	Freehold	36 Crescent Road. Retail. End of terrace. Victorian building.
Investment Commercial	The Wesley Centre, Commercial Road, Paddock Wood, Tonbridge, Kent, TN12 6DS, UK	E007	Freehold	The Wesley Centre. Single storey Community hall and offices.
Investment Commercial	29, Monson Road, Royal Tunbridge Wells, Kent, TN1 1LS, UK	E011	Freehold	29-31 Monson Road. Offices. Mid terrace.
Investment Commercial	Rowan Tree Surgery, 3a and 4a, Rowan Tree Road, Tunbridge Wells, Kent, TN2 5PX, UK	E014	Freehold	Rowan Tree Doctors surgery, 3a and 4a Rowan Tree Road.
Investment Commercial	Car Park, Royal Victoria Place, Royal Tunbridge Wells, Kent, UK	E015	Freehold	Royal Victoria Place. Shopping centre & some adjoining freehold interests. Sold on long lease. Various sub-leases. Opened 1992.
Investment Commercial	The Garden Hall Club, Wood Street, Royal Tunbridge Wells, Kent, TN1 2QS, UK	E018	Freehold	The Garden Hall Club. Single Storey Structure.
Investment Commercial	The Forum, The Common, Royal Tunbridge Wells, Kent, TN4 8YU, UK	E024	Freehold	The Forum. 1930's detached building.
Investment Commercial	65, St Johns Road, Royal Tunbridge Wells, Kent, TN4 9TT, UK	E027	Freehold	65-67 St Johns Road Retail Unit. Single Storey.
Investment Commercial	69, St Johns Road, Royal Tunbridge Wells, Kent, TN4 9TT, UK	E029	Freehold	69 St Johns Road. Retail Unit. Single Storey.
Investment Commercial	25, Monson Road, Royal Tunbridge Wells, Kent, TN1 1LS, UK	H004	Freehold	25 Monson Road. Mid Terrace Victorian Building. Leased to TWPH Limited. Sub-let on an AST.
Investment Commercial	North Farm House, Dowding Way, Royal Tunbridge Wells, Kent, TN2 3UY, UK	H005	Freehold	North Farm House. Detached house used as a hostel.
Investment Commercial	Packs In The Wood, Hilbert Road, Royal Tunbridge Wells, Kent, TN2 3SE, UK	H008	Freehold	Packs in the Wood. Detached house with garden.
Investment Commercial	59, St Johns Road, Royal Tunbridge Wells, Kent, TN4 9TT, UK	H009	Freehold	59 St Johns Road. Shop and flats.
Investment Commercial	57, The Pantiles, Royal Tunbridge Wells, Kent, TN2 5TE, UK	H010	Freehold	57 and 57a The Pantiles and 10 Sussex Mews. Properties in the Pantiles and Sussex Mews.
Investment Commercial	59, The Pantiles, Royal Tunbridge Wells, Kent, TN2 5TE, UK	H011	Freehold	59 and 59a The Pantiles. Properties in the Pantiles.
Investment Commercial	61, The Pantiles, Royal Tunbridge Wells, Kent, TN2 5TE, UK	H012	Freehold	61, 61a, 61b The Pantiles and 11 and 12 Sussex Mews. Properties in the Pantiles and Sussex Mews.
Investment Commercial	8, Dudley Road, Royal Tunbridge Wells, Kent, UK	H016	Freehold	8 Dudley Road. End of terrace house divided into 4 flats. Leased to TWPH Limited. Each flat sub-let on an AST.
Investment Commercial	21 Grove Hill House, Grove Hill Road, Royal Tunbridge Wells, Kent, TN1 1SA, UK	H018	Long Leasehold	21-27 Grove Hill House. 4 Apartments.
Investment Commercial	2, John Street, Royal Tunbridge Wells, Kent, TN4 9RU, UK	H044	Freehold	2 John Street. 5 apartments. Common Parts leased to TWPH Limited.
Investment Commercial	Crematorium Lodge	L001-B4	Freehold	Crematorium Lodge
Investment Commercial	Culverden Stadium, Culverden Down, Royal Tunbridge Wells, Kent, TN4 9SG, UK	L022	Freehold	Culverden Stadium. Football ground with stands and buildings.
Investment Commercial	Rifle Club, Warwick Park, Royal Tunbridge Wells, Kent, TN2 5ET, UK	L040	Freehold	Tunbridge Wells Target Shooting Club. Shooting range land. Lease to Tunbridge Wells.
Investment Commercial Count		35		

Asset Category	Address	Code	Tenure Description	Description
Operational Allotments	Allotments, Sandhurst Road, Tunbridge Wells, Kent, TN2 3TD, UK	M001	Freehold	Sandhurst Road allotments. Functional allotments.
Operational Allotments	Allotments, Southwood Road, Rusthall, Tunbridge Wells, Kent, TN4 8UJ, UK	M003	Freehold	Southwood Road allotments. Cultivated allotment gardens. Transferred to Rusthall Parish Council.
Operational Allotments	Ferrars Allotments, Cornford Lane, Tunbridge Wells, Kent, TN2 4QY, UK	M006	Freehold	Cornford Lane allotments. Functional allotments.
Operational Allotments	Allotments, Eridge Road, Tunbridge Wells, Kent, TN4 8HS, UK	M007	Freehold	Eridge Road allotments. Functional allotments.
Operational Allotments	Hawkenbury Allotments, Halls Hole Road, Tunbridge Wells, Kent, TN2 4TU, UK	M008	Freehold	Hawkenbury allotments. Functional allotments.
Operational Allotments	Allotments at Hilbert Recreation Ground, Hilbert Road, Tunbridge Wells, Kent, TN1 2LN, UK	M010	Freehold	Hilbert Recreation Ground allotments. Functional allotments.
Operational Allotments	Charity Farm Allotments, King George V Hill, Tunbridge Wells, Kent, TN1 2LG, UK	M011	Freehold	Charity Farm allotments. Functional allotments.
Operational Allotments	Allotments, Hilbert Road, Tunbridge Wells, Kent, TN2 3SA, UK	M012	Freehold	Hilbert Road allotments. Functional allotments.
Operational Allotments	Allotments, Reynolds Lane, Tunbridge Wells, Kent, TN4 9XN, UK	M013	Freehold	Reynolds Lane allotments. Functional allotments.
Operational Allotments	Allotments, Cunningham Road, Royal Tunbridge Wells, Kent, UK	M016	Freehold	Cunningham Road allotments. Play Area and Allotments at St Johns Church of England Primary School.
Operational Allotments	Allotments, Merriion Way, Tunbridge Wells, Kent, TN4 9JL, UK	M017	Freehold	Merriion Way allotments. Functional allotments.
Operational Allotments	Barnetts Wood Allotments, Andrew Road, Southborough, Tunbridge Wells, Kent, TN4 9DN, UK	M018	Freehold	Barnetts Wood allotments. Functional allotments.
Operational Allotments Count		12		
Operational Car Parks	Crescent Road Multi Story Car Park, Crescent Road, Royal Tunbridge Wells, Kent, UK	C001	Freehold	Crescent Road Car Park. Multi Storey Car Park.
Operational Car Parks	Car Park, Meadow Road, Royal Tunbridge Wells, Kent, UK	C002	Freehold	Meadow Road Car Park. Pay And Display Car Park, Multi Storey.
Operational Car Parks	Town Hall Yard Car Park, Monson Way, Royal Tunbridge Wells, Kent, UK	C003	Freehold	Town Hall Yard Car Park. Private Car Park. Multi Storey. Top floor leased to Town & Country Housing Group.
Operational Car Parks	Great Hall Car Park, Mount Pleasant Road, Royal Tunbridge Wells, Kent, UK	C004	Freehold	Great Hall Car Park. Public Car Park. Pay And Display.
Operational Car Parks	Torrington Car Park, Vale Road, Royal Tunbridge Wells, Kent, TN1 1BT, UK	C005	Freehold	Torrington Car Park. Public Car Park. Multi Storey.
Operational Car Parks	Car Park, Linden Park Road, Royal Tunbridge Wells, Kent, UK	C006	Freehold	Linden Park Road Car Park. Part Underground. Pay And Display Car Park Next To Sussex Mews.
Operational Car Parks	Car Park, John Street, Royal Tunbridge Wells, Kent, UK	C007	Freehold	John Street Car Park. Surface Pay and Display Car Park.
Operational Car Parks	Car Park, The Tanyard, Cranbrook, Kent, UK	C008	Freehold	The Tanyard Car Park. Free Public Surface Car Park. Leased to Cranbrook and Sissinghurst Parish Council.
Operational Car Parks	Car Park, Beech Street, Royal Tunbridge Wells, Kent, UK	C010	Freehold	Beech Street Car Park. Tarmac Surface Pay And Display Car Park.
Operational Car Parks	Car Parks, Stone Street, Tunbridge Wells, Kent, TN1 2RE, UK	C011	Freehold	23 Stone Street and between 24 and 28 Stone Street Car Parks. Surface Car Parks. Permit Holders only.
Operational Car Parks	Car Park, Camden Road, Royal Tunbridge Wells, Kent, UK	C012	Freehold	Camden Road Car Park. Tarmac Surface Short Stay Pay And Display Car Park.
Operational Car Parks	Car Park, Warwick Road, Royal Tunbridge Wells, Kent, UK	C013	Freehold	Warwick Road Car Park. Surface Car Park. Permit Holders only.
Operational Car Parks	Car Park, Little Mount Sion, Royal Tunbridge Wells, Kent, UK	C014	Freehold	Little Mount Sion Car Park. Pay And Display Surface Car Park.
Operational Car Parks	Car Park And Premises, High Street, Brenchley, Tonbridge, Kent, UK	C015	Freehold	Brenchley Car Park. Free Surface level Car Park.
Operational Car Parks	Public Car Park Adjacent 47, High Brooms Road, Southborough, Tunbridge Wells, Kent, UK	C017	Freehold	High Brooms Road Surface Car Park. Permit Holders only.
Operational Car Parks	Car Park, Yew Tree Road, Southborough, Tunbridge Wells, Kent, UK	C018	Freehold	Yew Tree Road Car Park. Surface Level Pay and Display Car Park.
Operational Car Parks	Regal Car Park, High Street, Cranbrook, Kent, UK	C019	Freehold	Regal Car Park. Free Surface Level Public Car Park. Leased to Cranbrook and Sissinghurst Parish Council.
Operational Car Parks	Car Park, Northgrove Road, Hawkhurst, Cranbrook, Kent, UK	C020	Freehold	North Grove Road Car Park. Free Surface Level Public Car Park.
Operational Car Parks	Car Park East, Commercial Road, Paddock Wood, Tonbridge, Kent, UK	C021	Freehold	Commercial Road East Car Park. Public Pay & Display Surface Level Car Park.
Operational Car Parks	Car Park West, Commercial Road, Paddock Wood, Tonbridge, Kent, UK	C022	Freehold	Commercial Road West Car Park. Public Pay & Display Surface Level Car Park. Boundary hedges maintained by Parish Council.
Operational Car Parks	Car Park, Mount Pleasant Avenue, Royal Tunbridge Wells, Kent, UK	C028	Freehold	Mount Pleasant Car Park. Leased Surface Level Car Park To PPP. Pay and Display Parking for the public during weekends.
Operational Car Parks	Coach Bay, Linden Park Road, Royal Tunbridge Wells, Kent, TN2 5QL, UK	C029	Freehold	West Station Coach Park. Pay and Display Surface Level Public Car Park.
Operational Car Parks	1887 The Pantiles, The Potteries, Linden Park Road, Tunbridge Wells, Kent, TN2 5FR, UK	C035	Leasehold	1887 The Pantiles. Leased car pk. 1 level of multi-storey & surface car park. TWBC responsible for surface & lighting.
Operational Car Parks	Car Parking, Carriers Road, Cranbrook, Kent, UK	C036	Freehold	Carriers Road Car Park. Official area of free car parking, declared Surplus, and unofficial area on corner.
Operational Car Parks Count		24		
Operational Cemeteries	Kent & Sussex Crematorium, Benhall Mill Road, Royal Tunbridge Wells, Kent, TN2 5JJ, UK	L001	Freehold	Kent and Sussex Crematorium. With Chapel, Offices, Waiting Room, WC's and grounds.
Operational Cemeteries	Tunbridge Wells Borough Cemetery, Benhall Mill Road, Royal Tunbridge Wells, Kent, UK	L002	Freehold	Kent and Sussex Cemetery. With Chapel, Lodge, WC, Workshop, Depot, Waiting Room and grounds.
Operational Cemeteries	Woodbury Park Cemetery, Woodbury Park Road, Royal Tunbridge Wells, Kent, UK	L017	Freehold	Woodbury Park Cemetery. No longer used for burials.
Operational Cemeteries Count		3		
Operational Community	Paddock Wood Day Centre, Commercial Road, Paddock Wood, Tonbridge, Kent, TN12 6DP, UK	E008	Freehold	Dowding House Day Centre. Single Storey Detached Structure.
Operational Community	Camden Centre, Market Square, Royal Victoria Place, Royal Tunbridge Wells, Kent, TN1 2SW, UK	E016	Freehold	The Camden Centre. Adjacent to Calvary Church with shared fire escapes.
Operational Community	Showfields Hall, Showfields Road, Royal Tunbridge Wells, Kent, TN2 5PR, UK	E017	Freehold	Showfields Hall. Single Storey Detached Building.
Operational Community	Tn2, Lakeside, Royal Tunbridge Wells, Kent, TN2 3LZ, UK	E022	Leasehold	TN2 Community Centre. YMCA Community Building.
Operational Community	Calvary Church, Market Square, Royal Victoria Place, Royal Tunbridge Wells, Kent, TN1 2SW, UK	E031	Freehold	Calvary Church adjacent to The Camden Centre. Shared fire escapes.
Operational Community	Civic Way and Monson Way, Tunbridge Wells, Kent, TN1 1RS, UK	E032	Freehold	Civic Grounds and Structures Around the Town Hall and the Amelia.
Operational Community	Mary Caley Recreation Ground, Ashley Gardens, Rusthall, Tunbridge Wells, Kent, UK	L018	Freehold	Mary Caley Recreation Ground. Formal Playground Area With Swings Etc.
Operational Community	Recreation Ground, Allandale Road, Royal Tunbridge Wells, Kent, UK	L019	Freehold	Allandale Road Recreation Ground. Grass Area With Play Equipment.
Operational Community	The Museum, Carriers Road, Cranbrook, Kent, TN17 3JX, UK	L026	Freehold	Cranbrook Museum. Large Detached Tudor Building.
Operational Community	Assembly Hall Theatre, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LU, UK	L027	Freehold	Assembly Hall Theatre. Part of Civic Building Complex.
Operational Community	The Amelia Scott, Mount Pleasant Road, Royal Tunbridge Wells, Kent, TN1 1AW, UK	L029	Freehold	The Amelia. KCC Adult Education Centre, Library, Museum, Gallery and Cafe

Operational Community Count		11			
Operational Housing	30, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LZ, UK	E002	Freehold		30 Crescent Road. Retail. End of terrace. Victorian building. Temporary Accommodation
Operational Housing	31, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LZ, UK	E003	Freehold		31 Crescent Road. Retail. Mid terrace Victorian building. Temporary Accommodation
Operational Housing	40, Church Road, Paddock Wood, Tonbridge, Kent, TN12 6HB, UK	H001	Freehold		40 Church Road. Temporary Accommodation. End of Terrace House.
Operational Housing	32, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LZ, UK	H002	Freehold		32 Crescent Road. Mid Terrace Victorian Building. Temporary Accommodation
Operational Housing	34, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LZ, UK	H003	Freehold		34 Crescent Road. Mid Terrace Victorian Building. Leased to TWPH Limited. Sub-let on an AST.
Operational Housing	19, Rankine Road, Royal Tunbridge Wells, Kent, TN2 3BJ, UK	H006	Freehold		19 Rankine Road. Semi Detached House For Temporary Accommodation.
Operational Housing	172, Sandhurst Road, Royal Tunbridge Wells, Kent, TN2 3TQ, UK	H007	Freehold		172 Sandhurst Road. Mid Terrace House For Temporary Accommodation.
Operational Housing	58, London Road, Southborough, Tunbridge Wells, Kent, TN4 0PR, UK	H013	Freehold		58 London Road, Southborough. Temporary Accommodation. Victorian house converted into flats.
Operational Housing	2, Southfield Road, Royal Tunbridge Wells, Kent, TN4 9UL, UK	H014	Freehold		2 Southfield Road. Temporary Accommodation. House converted into flats.
Operational Housing	1, Pennyfields, Cranbrook, Kent, TN17 3BZ, UK	H015	Freehold		1 Pennyfields, Cranbrook. Temporary Accommodation. End of Terrace House.
Operational Housing	Cinderhill Wood Caravan Park, Five Wents, Matfield, Tonbridge, Kent, UK	H017	Freehold		Cinderhill Wood Caravan Site. 7 Plots With Amenity Blocks.
Operational Housing	59, Dudley Road, Royal Tunbridge Wells, Kent, TN1 1LE, UK	H022	Leasehold		59 Dudley Road. Temporary Accommodation. Property leased from Town and Country Housing.
Operational Housing	65, Greggs Wood Road, Royal Tunbridge Wells, Kent, TN2 3JQ, UK	H023	Leasehold		65 Greggs Wood Road. Temporary Accommodation. Property leased from Town and Country Housing.
Operational Housing	41, Hornbeam Avenue, Southborough, Tunbridge Wells, Kent, TN4 9XT, UK	H027	Leasehold		41 Hornbeam Avenue. Temporary Accommodation. Property leased from Town and Country Housing.
Operational Housing	Dowding House, Commercial Road, Paddock Wood, Tonbridge, Kent, UK	H045	Freehold		Dowding House, Paddock Wood. Residential building with multiple flats.
Operational Housing	85, Greggs Wood Road, Tunbridge Wells, Kent, TN2 3JQ, UK	H051	Leasehold		85 Greggs Wood Road. TCH. Check maintenance responsibilities.
Operational Housing	29, Willow Tree Road, Tunbridge Wells, Kent, TN2 5PU, UK	H052	Leasehold		29 Willow Tree Road. TCH. Check maintenance responsibilities.
Operational Housing	103, Greggs Wood Road, Tunbridge Wells, Kent, TN2 3JQ, UK	H053	Leasehold		103 Greggs Wood Road. TCH. Check maintenance responsibilities.
Operational Housing	2, Walnut Way, Southborough, Tunbridge Wells, Kent, TN4 9XU, UK	H054	Leasehold		2 Walnut Way. TCH. Check maintenance responsibilities.
Operational Housing	5E, Rowan Tree Road, Tunbridge Wells, Kent, TN2 5PX, UK	H055	Leasehold		5E Rowan Tree Road. TCH. Check maintenance responsibilities.
Operational Housing	7 Elizabeth Garlick Court, Goods Station Road, Tunbridge Wells, Kent, TN1 2DL, UK	H056	Leasehold		7 Elizabeth Garlick Court. TCH. Check maintenance responsibilities.
Operational Housing	22A, North Street, Tunbridge Wells, Kent, TN2 4SS, UK	H057	Leasehold		22A North Street. TCH. Check maintenance responsibilities.
Operational Housing	4, Brickenden Road, Cranbrook, Kent, TN17 3BN, UK	H058	Leasehold		4 Brickenden Road. TCH. Check maintenance responsibilities.
Operational Housing	19 Rusthall Grange, Rusthall Road, Tunbridge Wells, Kent, TN4 8PQ, UK	H059	Leasehold		19 Rusthall Grange. TCH. Check maintenance responsibilities.
Operational Housing	11, Harries Road, Tunbridge Wells, Kent, TN2 3TW, UK	H060	Leasehold		11 Harries Road. TCH. Check maintenance responsibilities.
Operational Housing	6 Rusthall Grange, Rusthall Road, Tunbridge Wells, Kent, TN4 8PQ, UK	H061	Leasehold		6 Rusthall Grange. TCH. Check maintenance responsibilities.
Operational Housing	80, Waterdown Road, Tunbridge Wells, Kent, TN4 8LF, UK	H062	Leasehold		80 Waterdown Road. TCH. Check maintenance responsibilities.
Operational Housing	22, North Street, Tunbridge Wells, Kent, TN2 4SS, UK	H063	Leasehold		22 North Street. Housing First Scheme. Check maintenance responsibilities.
Operational Housing	15 Rusthall Grange, Rusthall Road, Tunbridge Wells, Kent, TN4 8PQ, UK	H064	Leasehold		15 Rusthall Grange. TCH. Check maintenance responsibilities.
Operational Housing	Flat 2, Silverdale House, 153 Silverdale Road, Tunbridge Wells, Kent, TN4 9HX, UK	H065	Leasehold		Flat 2 Silverdale House. Childrens Salon. Check maintenance responsibilities.
Operational Housing	Flat 84, Simmonds Court, Gladstone Road, Rusthall, Tunbridge Wells, Kent, TN4 8SA, UK	H066	Leasehold		84 Simmonds Court. TCH. Check maintenance responsibilities.
Operational Housing	1 Rusthall Grange, Rusthall Road, Tunbridge Wells, Kent, TN4 8PQ, UK	H067	Leasehold		1 Rusthall Grange. TCH. Check maintenance responsibilities.
Operational Housing	4 Rusthall Grange, Rusthall Road, Tunbridge Wells, Kent, TN4 8PQ, UK	H069	Leasehold		4 Rusthall Grange. TCH. Check maintenance responsibilities.
Operational Housing	12 Rusthall Grange, Rusthall Road, Tunbridge Wells, Kent, TN4 8PQ, UK	H070	Leasehold		12 Rusthall Grange. TCH. Check maintenance responsibilities.
Operational Housing	44A, High Brooms Road, Southborough, Tunbridge Wells, Kent, TN4 9DB, UK	H071	Leasehold		44A High Brooms Road. Leased from Childrens Salon. This includes Room 1 and Room 2 (HMO).
Operational Housing	5, Merriion Close, Tunbridge Wells, Kent, TN4 9JJ, UK	H072	Leasehold		5 Merriion Close. SMB Trust. Check maintenance responsibilities.
Operational Housing	13, Aspen Way, Southborough, Tunbridge Wells, Kent, TN4 9YB, UK	H073			13 Aspen Way. SMB Trust. Check maintenance responsibilities.
Operational Housing	26, Edward Street, Rusthall, Tunbridge Wells, Kent, TN4 8RP, UK	H075	Tenancy		26 Edward Street. No lease - rent to Landlord. Part of Syrian Refugee Scheme.
Operational Housing	21, Tudor Court, Tunbridge Wells, Kent, TN2 5QH, UK	H076	Leasehold		21 Tudor Court. Lawrence Heaseman. Check maintenance responsibilities.
Operational Housing	17, High Street, Cranbrook, Kent, TN17 3EE, UK	H077	Tenancy		17 High Street, Cranbrook. Rented. Check maintenance responsibilities.
Operational Housing	80, Showfields Road, Royal Tunbridge Wells, Kent, TN2 5PP, UK	H078	Licence		80 Showfields Road. Licenced from TCH. Maisonette Accessed via 2nd Floor Walkway via External Stairs in Block of Flats.
Operational Housing	68, Showfields Road, Tunbridge Wells, Kent, TN2 5PP, United Kingdom	H079	Licence		68 Showfields Road. Licenced from TCH. Ground Floor Maisonette.
Operational Housing	46, Showfields Road, Tunbridge Wells, Kent, TN2 5PP, United Kingdom	H080	Licence		46 Showfields Road. Licenced from TCH. Ground Floor Maisonette.
Operational Housing	66, Showfields Road, Tunbridge Wells, Kent, TN2 5PP, United Kingdom	H081	Licence		66 Showfields Road. Licensed from TCH. Ground Floor Maisonette.
Operational Housing	41B Albert Street, Tunbridge Wells	H082	Leasehold		41B Albert Street. Leased from The Bridge Trust Project.
Operational Housing	97b, Goods Station Road, Tunbridge Wells, Kent, TN1 2DF, United Kingdom	H083	Leasehold		97b Goods Station Rd. Leased from the Bridge Trust Project
Operational Housing	97e, Goods Station Road, Tunbridge Wells, Kent, TN1 2DF, United Kingdom	H084	Leasehold		97e Goods Station Road. Leased from the Bridge Trust Project.
Operational Housing	Flat 112, Simmonds Court, Gladstone Road, Rusthall, Tunbridge Wells, Kent, TN4 8SA, UK	H085			112 Simmonds Court. TCH. Check maintenance responsibilities.
Operational Housing Count		48			
Operational Offices	9 - 10 Calverley Terrace, Crescent Road, Royal Tunbridge Wells, Kent, TN1 2LU, UK	A001	Freehold		9-10 Calverley Terrace. Detached structure with basement and 3 upper floors.
Operational Offices	Town Hall, Mount Pleasant Road, Royal Tunbridge Wells, Kent, TN1 1RS, UK	A003	Freehold		The Town Hall. Part Of Tunbridge Wells Town Hall Civic Building Complex.
Operational Offices	8, Grosvenor Road, Royal Tunbridge Wells, Kent, TN1 2AB, UK	A004	Freehold		The Gateway - One stop shop providing Council and other public and voluntary sector services. Declared surplus.
Operational Offices	Council Depot, North Farm Lane, Royal Tunbridge Wells, Kent, TN2 3EE, UK	E021	Freehold		North Farm Depot. Council depot, offices and access road.

Operational Offices Count		4			
Operational Parks	Reynolds Lane Wildlife Site, Reynolds Lane, Tunbridge Wells, Kent, TN4 9XL, UK	B123	Freehold		Reynolds Lane Wildlife Site. Leisure/Woodland open space. Managed by Kent High Weald Partnership.
Operational Parks	The Grove, Claremont Road, Royal Tunbridge Wells, Kent, TN1 1TQ, UK	L003	Freehold		The Grove. Public Recreation Ground.
Operational Parks	Calverley Grounds, Mount Pleasant Avenue, Royal Tunbridge Wells, Kent, TN1 2SH, UK	L004	Freehold		Calverley Grounds. Public Park With Tennis/Bowling Facilities.
Operational Parks	Dunorlan Park, Pembury Road, Royal Tunbridge Wells, Kent, UK	L005	Freehold		Dunorlan Park. Public Park With Lake, Cafe Etc.
Operational Parks	Grosvenor And Hilbert Recreation Ground, Auckland Road, Royal Tunbridge Wells, Kent, UK	L006	Freehold		Grosvenor Recreation Ground. Public Recreation Ground.
Operational Parks	Colebrook Recreation Grounds, Apple Tree Lane, Royal Tunbridge Wells, Kent, UK	L010	Freehold		Colebrook Recreation ground.
Operational Parks	Hawkenbury Recreation Ground, Hawkenbury Road, Royal Tunbridge Wells, Kent, TN2 5BW, UK	L011	Freehold		Hawkenbury Recreation Ground. Public Park, Football/Bowling Facilities.
Operational Parks	Hilbert Recreation Ground, Hilbert Road, Royal Tunbridge Wells, Kent, UK	L012	Freehold		Hilbert Recreation Ground. Public Recreation Ground, Football Pitches.
Operational Parks	St Johns Recreation Ground, Beltring Road, Royal Tunbridge Wells, Kent, UK	L014	Freehold		St Johns Recreation Ground. Public Recreation Ground, with bowls club and Sports Facilities. Kiosk subject to lease.
Operational Parks	St Marks Recreation Ground, Frant Road, Royal Tunbridge Wells, Kent, UK	L015	Freehold		St Marks Recreation Ground. Recreation Ground With Rugby Pitches.
Operational Parks	The Hunters Play Area (showfields), Hunters Way, Royal Tunbridge Wells, Kent, UK	L035	Freehold		Showfields / The Hunters Play Area. Public play area.
Operational Parks	St Johns Primary School, Cunningham Road, Royal Tunbridge Wells, Kent, TN4 9EW, UK	L050	Leasehold		Play Area of St Johns Primary School.
Operational Parks Count		12			
Operational Public Convenience	Public Conveniences, The Common, Royal Tunbridge Wells, Kent, TN4 8AH, UK	T012	Freehold		Public Convenience. Wellington Rocks, adjacent to the cricket pitch and the rocks. Single Storey Detached Structure.
Operational Public Convenience Count		1			
Operational Sports Facility	Nevill Cricket And Athletic Ground, Nevill Gate, Royal Tunbridge Wells, Kent, TN2 5ES, UK	L007	Freehold		The Nevill Recreation Ground. Public Recreation Ground With Cricket Pitch, Hockey Pitch, Tennis Courts and Grandstand.
Operational Sports Facility	Bayham Sports Ground, Bayham Road, Royal Tunbridge Wells, Kent, UK	L008	Freehold		Bayham Sports Ground. Playing Field Marked As Football Pitch.
Operational Sports Facility	Cadogan Playing Fields, St Johns Road, Royal Tunbridge Wells, Kent, UK	L009	Freehold		Cadogan Playing Fields. Playing Field Marked As Football Pitch with toilets.
Operational Sports Facility	Recreation Ground, Southwood Road, Rusthall, Tunbridge Wells, Kent, UK	L013	Freehold		Rusthall Southwood Road Recreation Ground. Formal Recreation Ground, Grassed.
Operational Sports Facility	Tunbridge Wells Sports Centre, St Johns Road, Royal Tunbridge Wells, Kent, TN4 9TX, UK	L028	Freehold		Tunbridge Wells Sports Centre. Sports Centre/Swimming Pool.
Operational Sports Facility	Putlands Sports And Leisure Centre, Mascalls Court Road, Paddock Wood, Tonbridge, Kent, TN12 6NZ, UK	L030	Leasehold		Putlands Sports and Leisure Centre. Purpose built sports centre.
Operational Sports Facility	Weald Sports Centre, Angley Road, Cranbrook, Kent, TN17 2PJ, UK	L031	Freehold		The Weald Sports Centre. Purpose built sports centre.
Operational Sports Facility	Play Area, St Marks C Of E Primary School, Ramslye Road, Royal Tunbridge Wells, Kent, UK	L048	Leasehold		Play area of St Marks Primary School. Lease of part of the recreation area.
Operational Sports Facility Count		8			

Report to: Full Council
Date: 2 June 2025
By: The Clerk
Subject: Annual Parish Meeting

Decision/s Required: **To receive details of other local meetings nearby and consider new format**
To receive list of items raised at the meeting and consider next steps

1. Introduction

The Local Government Act 1972, Part III, s14, requires a meeting to be held annually between 1 March and 1 June. The meeting can be convened by the Parish Council Chair, any 2 parish councillors or 6 electors.

2. Dates

Holding the meeting on a Tuesday or Wednesday was previously discussed. School holidays have not been included or weeks with Full Council meetings. Weeks without any committee meetings scheduled are marked in bold. Possible dates for 2026 include:

- March 2026 – **10, 11**, 17, **24, 25**
- April 2026 – 21, 22, 28
- May 2026 – **5, 6, 19, 20**

3. Brenchley & Matfield Parish Council (B&MPC)

B&MPC call their meeting the Annual Parish Assembly. Attendance typically ranges between 30 and 80 people. The event begins at 7:00 pm and includes a complimentary drink on arrival. The event usually lasts under an hour plus the informal section.

The format is as follows:

- A brief introduction (5–10 minutes) by the Parish Council Chair summarising Parish Council activities.
- In election years, an additional address may be given to thank councillors and encourage new candidates.
- Guest speakers (approx. 10–15 mins each):
 - This year: Mike Martin MP, speaking on his first year (non-political focus preferred).

- The Horticultural Society, presenting their memorial garden refurbishment project.
- Brenchley Archive.
- Closing remarks and thank yous by the Parish Council Chair.
- Informal conversation and mingling.

4. **Capel Parish Council (CPC)**

Typically, CPC meetings centre around a specific topical issue relevant to the community. In recent years:

- **Three years ago:** Carlos Hone presented on the Local Plan, attracting a full hall.
- **Last year:** The theme was *The Future of Capel*, with presentations on local aspirations such as highways improvements; approximately 70 attendees.
- **This year:** Focused on plans to replace the village hall with a £1.5–2 million project.

5. **Dunton Green Parish Council (DGPC)**

The evening begins with a brief formal meeting. Reports from local organisations are requested in advance and compiled into hard copy packs for attendees, rather than having lengthy in-person readings. Contributors are welcome to highlight key points during the meeting.

Following the formal meeting, the KALC Community Award is presented, as DGPC participates in the scheme.

A guest speaker then gives a talk (30–45 minutes). This year's speaker was Bob Ogley, discussing wartime experiences in Sevenoaks.

The evening concludes with a 'Parish Reception' featuring buffet food, drinks (including wine), and informal networking. This allows attendees to engage with councillors, the Police, and local organisations.

Attendance remains modest, typically around 30 people, many of whom are volunteers from local groups.

6. **Paddock Wood Town Council (PWTC)**

Attendance at the PWTC meeting varies significantly depending on the topic and speaker. The 2025 meeting attracted around 30 attendees, while only 8 attended in 2024. Numbers tend to increase when the agenda includes high-interest or contentious issues, such as proposals to build the community centre.

One of the most well-attended and positively received meetings in recent years featured the Kent Wildlife Trust, who gave a talk on wildflower meadows and

gardening for wildlife. This non-contentious topic proved highly popular and contributed to a successful and enjoyable event.

7. List of main points raised

- PC should play an active role communicating with residents about the Local plan and keeping them up to date on progress.
- Lack of parking facilities or enforcement of parking restrictions.
- Concern about parking from new developments and possible reduction in parking spaces along Hastings Road.
- Loss of biodiversity from PE3.
- Concern about road, water and general infrastructure as a result of new development.
- Request to introduce Parish Councillors at the start of the meeting.
- Concern about parking by the school.
- The impact of double yellow lines at the top of Church Road on parking by the school.
- Parking by the Baptist Church on a Sunday is hazardous.
- Increasing number of dogs not being on a lead in the Recreation Ground.
- A request to keep the website up to date for residents that do not use social media.

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Pembury Parish Council

www.pemburyparishcouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.		✓	

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15/11/2024 22/05/2025

Name of person who carried out the internal audit

TRACEY EVESDEN MULBERRY LAS

Signature of person who carried out the internal audit

Date

22/05/2025

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Et Pembury Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

02/06/2025

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.pemburyparishcouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

Pembury Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	143,951	121,024	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	247,504	264,564	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	54,487	57,204	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	172,760	168,694	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	4,119	4,119	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	148,039	121,081	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	121,024	148,898	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	130,159	164,695	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,375,904	1,376,685	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	12,977	9,513	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

02/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

02/06/2025

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENPembury Parish Council TY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



Mrs H Munro
Pembury Parish Council
Lower Green Recreation Ground
Lower Green Road
Pembury
Kent
TN2 4DZ

22nd May 2025

Dear Helen

Re: Pembury Parish Council
Internal Audit for Financial Year Ended 31 March 2025 – Final Audit report

Executive summary

Following completion of our final internal audit on 22nd May 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Some assertions, as noted in this report, were tested at the interim internal audit completed during the financial year and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Pembury Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit’s function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Tracey Euesden of Mulberry Local Authority Services Ltd, who has over 35 years’ experience in the financial sector with the last 16 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

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Interim internal audit recommendations

Audit Point	Interim Audit Findings	Council comments
B FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	The council is no longer eligible for the General Power of Competence due to councillor resignations since the 2023 election so will need to ensure it maintains list of S.137 expenditure and does not start any new projects for which it does not have a statutory power.	S137 expenditure checked and found to be within the per elector limit.

A. BOOKS OF ACCOUNT**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

Testing conducted at the interim internal audit.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS**Internal audit requirement**

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim internal audit.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector

As the council became ineligible for the General Power of Competence during the year under review, I confirm that the council's S137 expenditure is within the annual per elector limit.

C. RISK MANAGEMENT AND INSURANCE**Internal audit requirement**

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim internal audit.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Testing conducted at the interim internal audit.

The year-end budget report shows income reported as 104% of budget and expenditure at 97%, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

At the end of the financial year, the council held circa £74,000 in earmarked reserves, spread across a range of clearly identifiable projects, including amounts received from Community Infrastructure Levy (CIL) which are identified separately. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34. *The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

5.35. *The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

5.36. *In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

5.37. *Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

The general reserve balance at the end of the financial year is circa £90,500 which is within the recommended range.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim internal audit.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

Testing conducted at the interim internal audit.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim internal audit.

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and was able to confirm from the accounting software that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim internal audit.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register. I confirmed by sample testing of the invoices that items added during the year has been accurately recorded as the original net purchase price.

The council has borrowing through the Public Works Loan Board (PWLb) and I was able to confirm the figures for in year payments (box 5) and year-end balance (box 10) against the PWLB statement and remittance advices.

The council has no long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Testing conducted at the interim internal audit.

I reviewed the March 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting.

COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ACCOUNTING STATEMENT).

Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2023/24 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.

7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	143,951	121,024	Agrees to 2023/24 carry forward (box 7)
2	Precept or rates and levies	247,504	264,564	Figure confirmed to central precept record
3	Total other receipts	54,487	57,204	Agrees to underlying accounting records
4	Staff costs	172,760	168,694	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	4,119	4,119	Agrees to PWLB remittance advices
6	All other payments	148,039	121,081	Agrees to underlying accounting records
7	Balances carried forward	121,024	148,898	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	130,159	164,695	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	1,375,904	1,376,685	Matches asset register total and changes from previous year have been traced
10	Total borrowings	12,977	9,513	Agrees to PWLB statement
11a	Disclosure note re Trust Funds (including charitable)	NO	NO	No – the council is not a sole trustee

11b	Disclosure note re Trust Funds (including charitable)	N/A	N/A	N/A – the council is not a sole trustee
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Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation completed.

This shows year-end debtors of £1,941 and year-end creditors of £7,847 with a full breakdown of the individual debtors and creditors provided.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed and, in my opinion, provides sufficient financial and narrative information to explain the variances to the External Auditor

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

- 13(1)** An authority must publish (which must include publication on that authority's website)
- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
 - (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGAR are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Testing conducted at the interim internal audit.

Inspection – key dates	2023/24 Actual	2024/25 Proposed
Date AGAR signed by council	3 rd June 2024	2 nd June 2025
Date inspection notice issued	4 th June 2024	3 rd June 2025
Inspection period begins	5 th June 2024	4 th June 2025
Inspection period ends	16 th July 2024	15 th July 2025
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council. I was able to confirm that the proposed dates for 2023/24 meet the statutory requirements.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2024.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2024.

The council has therefore met the publication requirements for 2023/24 have been met.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

Testing conducted at the interim internal audit.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim and final audits, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		

J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review in the previous year tick "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for previous year's AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on tracey@mulberrylas.co.uk or 07881 246840

Yours sincerely

TJ Euesden

Tracey Euesden

Mulberry Local Authority Services Ltd

Final Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
None		

Report to: Full Council

Date: 2 June 2025

By: Helen Munro – Clerk & RFO

Subject: Explanation of Annual Governance Statements 2024/25

Decision/s Required: **To approve the Annual Governance Statements 2024-25**

1. Introduction

The Accounts and Audit Regulations 2015 require smaller authorities, each year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

The purpose of the annual governance statement is for the Parish Council to report publicly on its arrangements for ensuring that its business is conducted in accordance with the law, regulations and proper practices and that public money is safeguarded and properly accounted for. Parish Councils prepare their annual governance statement by completing section one of the annual return. This is in the form of a number of statements which require a 'yes' or 'no' answer. The appropriate evidence needs to be shown to the internal auditor to qualify for a 'yes' answer. If a 'yes' answer cannot be provided, then an explanation needs to be provided for the external auditor.

A list of the annual governance statements is shown in the table below. Against each item there are details of the relevant evidence required to demonstrate how the Parish Council have been able to answer each one with a 'yes'.

2. Statement

- a.** We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements

Evidence

- Budget – prepared and adopted 6 January 2025. Minute reference 24/389b.
- Appoint a RFO in accordance with Section 151 of the LGA 1972. The Clerk is appointed as RFO.
- Accounts – RFO has maintained accounts showing all transactions against the budget and distributes these quarterly. Finance & HR Committee review the accounts in detail then recommend them to Full Council.

- A list of payments appended to minutes of each Full Council meeting.
 - Bank reconciliations – prepared monthly and checked by a member of the FHR Committee. Bank reconciliations and bank statements reviewed quarterly at each FHR Committee meeting and recommended to Full Council.
 - Investments – be satisfied that any amounts surplus to requirements are invested appropriately. FHR Committee recommended/ FC approved opening a savings account with HSBC in March 2025 minute ref 24/484d.
- b.** We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness
- Standing Orders and Financial Regulations in place and reviewed annually. Last reviewed on 12 May 2025, minute reference 25/011 and 25/012.
 - Safe and efficient arrangements to safeguard public money – two signature online authorisation in place with Unity Trust Banking. The Clerk/RFO can only view and set up transactions and is not an authorised signatory.
 - Employment – Sage payroll utilised for calculation of NI and tax payments. Payments to staff and HMRC audited by Chair of FHR Committee prior to setting up payments.
 - VAT – reclaimed quarterly.
 - Review of effectiveness – Regulation 6 of the Accounts and Audit Regulations 2015 requires a review of the system of internal control. Report prepared annually for Full Council by the RFO. Approved by FC on 3 March 2025 minute ref: 24/484a.
- c.** We took all reasonable steps to assure ourselves that that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that have significant financial effect on the liability of this smaller authority to
- Acting within its powers – we are satisfied that each payment and action have been lawful.

conduct its business or finance

- d.** We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations
- Exercise of Public Rights - The RFO/Clerk publicised on a noticeboard and on the website sections 1 and 2 of the AGAR and notice explaining that the accounts are unaudited with a statement setting out the details of how public rights can be exercised in accordance with sections 26 and 27 of the Local Audit and Accountability Act 2014. The period for the exercise of public rights was noted at the Full Council meeting on 3 June 2024 minute ref: 24/066d.
 - External Auditor's Review – The RFO/Clerk publicised on a noticeboard and on the website a notice of the conclusion of the external auditor's limited assurance review of the annual return together with the accompanying documents in accordance with Regulation 16 of the Accounts and Audit Regulations 2015. This was noted at the Full Council meeting on 7 October 2024 minute ref: 24/229.
- e.** We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required
- The Clerk/RFO prepares a comprehensive risk assessment which is reviewed annually by Full Council and reviewed quarterly by the Finance & HR Committee. Risk Register adopted 3 March 2025 minute reference 24/484b.
 - Insurance requirements reviewed annually in line with risk assessment and asset register. Asset Register reviewed 12 May 2025 minute reference 25/015.
- f.** We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
- Internal Audit – Clerk/RFO creates a policy/document on internal control annually for review by the FHR Committee and adoption by Full Council. Last approved at the Full Council meeting on 3 March 2025 minute ref: 24/484a.
 - The FHR Committee review the budget monitoring reports in detail. Members of the committee check bank reconciliations on a monthly basis.

- g.** We took appropriate action on all matters raised in reports from internal and external audit
 - AGAR 2023/24 – no issues raised by the external auditor. Noted at meeting on 7 October 2024, minute reference 24/229.
 - Report from internal auditor considered by FHR Committee and noted by Full Council.
 - Reports from the Internal Auditor to be sent to the Chair of the Finance & HR Committee in addition to the Clerk / RFO.
 - h.** We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
 - An earmarked reserve includes an item for Legal fees if required.
- 3. Recommendation**
Approve the Annual Governance Statements.

Good afternoon,

I'm reaching out to you as the Council is launching a new Community Grants Fund for Tunbridge Wells.

This fund can support a range of initiatives, so please visit our website for more information and to apply:

<https://tunbridgewells.gov.uk/business-portal/shared-prosperity-fund2/apply-for-community-grants-fund>

The community grants are funded by the UK Government through the UK Shared Prosperity Fund. To be eligible to receive an award, community groups must deliver projects in line with the Government's outputs and outcomes. Details of these indicators can be found on our website:

<https://tunbridgewells.gov.uk/business-portal/shared-prosperity-fund2/community-grants-fund-indicators>

If you have any questions, please contact business@tunbridgewells.gov.uk

The application deadline is 12 June 2025. Successful projects will hear back by the beginning of July.

If you would like to share this opportunity with partner organisations, please pass our contact details and forward this message.

Best wishes,
Joe

Joseph Davies
Economic Development Officer
Tunbridge Wells Borough Council

Accounts for Payment - June 2025

Our Ref:	Payee	Description	Total £
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ACCOUNTS FOR PAYMENT BY BACS - June 2025

06/037	HMRC	Tax/NI	3,176.79
06/038	Kent Pension Fund	Pensions	2,412.08
06/039	The Living Forest	Work to trees at allotments, recreation ground, Old Church, Old Coach Road	1,391.40
06/040	Edge IT Systems	Epitaph cemetery software	306.00
06/041	B&Q	Watering can	6.65
06/042	Kidmans	Grounds maintenance supplies	203.92
06/043	Studio Gilcrest	PVN Printing and artwork	2,122.56
06/044	Mulberry & Co	Final Internal Audit 2024/25	219.78
			9,839.18

DEBIT CARD - May 2025

DC 05/05	Cash	Petty Cash top up	100.00
DC 05/06	Earth Anchors	Replacement dog bin at Woodside	207.54
			307.54

DIRECT DEBITS - May 2025

DD 05/20	Wex	Fuel Charges	98.55
DD 05/21	Wex	Fuel Charges	58.20
DD 05/22	Kent County Supplies	Print copies	34.37
DD 05/23	Tunbridge Wells Borough Council	Business Rates - Cemetery	54.00
DD 05/24	Tunbridge Wells Borough Council	Business Rates - Office & Depot	1,073.00
DD 05/26	BT	Telephone & Broadband	81.89
DD 05/27	British Gas	Electricity Office	101.80
DD 05/28	Castle Water	Water - Allotments (Sturgeons)	17.94
DD 05/29	Wex	Fuel Charges	1.80
DD 05/30	Castle Water	Water - Lower Green Recreation Ground	117.03
DD 05/31	Castle Water	Water - Woodside Playing Fields	11.11
DD 05/32	Castle Water	Water - Allotment (Woodside Road)	11.11
DD 05/33	Castle Water	Water - Lower Green Cemetery	7.64
DD 05/34	Castle Water	Water - Pembury Burial Grounds	17.93
DD 05/35	Sage	Payroll support	18.00
			10,464.39

TOTAL EXTERNAL PAYMENTS

22,484.53

Internal Payments - June 2025

TR 06/02	Pembury PC Unity Savings a/c	Pembury PC Unity current a/c	£	22,000.00
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TOTAL INTERNAL PAYMENTS

£ 22,000.00