



To all Members of Pembury Parish Council

Cllrs Banwell, Birch, Brooks, Gillan, Hall, Hemsley, Maddison-Brown, Simmons, Snow, Stratton, Weaver & Young

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

H Munro

Helen Munro

Parish Clerk

Date of Issue: 1 July 2025

Members of the Public and Press are welcome to attend

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for 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 2 June 2025 for signature.
6. **COMMITTEE MINUTES.** To note draft minutes of Committees for adoption and receive verbal report and update from Committee Chairs.
 - a. Planning & Highways Committee – 28 May 2025
 - b. Planning & Highways Committee – 18 June 2025
 - c. Open Spaces Committee – 23 June 2025

7. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** To receive questions and reports including updates on the Local Plan and any large nearby developments.
9. **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.
10. **PLANNING CONSULTATION 24/03141/FULL LAND NORTH OF THE A21, SOUTH & WEST OF HASTINGS ROAD HASTINGS ROAD PEMBURY TUNBRIDGE WELLS KENT.** To consider changes to the application and agree next steps.
11. **GROUND'S MAINTENANCE EQUIPMENT.**
 - a. To note recommendation for a replacement ride on mower and agree specification.
 - b. To agree to trade in the existing ride on mower.
 - c. To agree process for approval.
 - d. To receive recommendation for payment from earmarked reserves.
12. **WOODSIDE PAVILION.** To receive update on amended proposal for internal alterations only and agree next steps.
13. **GRANT FUNDING.** To consider applying for the West Kent Rural Grant scheme.
14. **KENT PENSION FUND.** To consider the consultation on Pooling of Town & Parish Council Pension Funds.
15. **HIGHWAYS IMPROVEMENT PLAN (HIP).**
 - a. To receive information about Tunbridge Wells Borough Council Highways Grant Fund and agree to apply.
 - b. To review HIP to guide the Planning & Highways Committee to discuss and confirm requirements.
16. **FINANCIAL INFORMATION.** To receive and approve accounts for payment – July 2025.
17. **RISKS.** To consider any new risks affecting the Council and actions required.
18. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
19. **FUTURE MEETINGS.** Full Council – Monday 1 September 2025 at 7:15pm at the Parish Office Meeting Room.

20. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, to consider excluding 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.
21. **CLIMBING FRAME.**
- a. To receive recommendation to change the tender specification to keep the original multi play unit and replace the panel with the hole to a solid panel.
 - b. To receive recommendation on climbing frame tender to appoint Contractor D.
 - c. To agree application for Section 106 funding.

Minutes of the **FULL COUNCIL** meeting held at Parish Office, Lower Green Recreation Ground on Monday **2 June 2025** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr P Gillan
Cllr N Stratton (Vice- Chair)	Cllr C Snow
Cllr A Birch	Cllr M Weaver
Cllr G Hall	

Apologies:

Cllr C Banwell	Cllr P Simmons
Cllr B Hemsley	Cllr L Young

Officers Present:

H Munro (Clerk)

Others Present:

Borough Cllr A Birch	Borough Cllr D Hayward
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25/050. **APOLOGIES FOR ABSENCE.**

- a. Apologies were received from Cllrs Banwell, Hemsley, Simmons and Young. It was **RESOLVED** that the apologies and reasons be accepted.
- b. It was **RESOLVED** that apologies be accepted for Cllr Banwell's 3-month absence.

25/051. **DECLARATIONS OF INTEREST.** Cllr Brooks declared her interest in the councillor co-option, reference 25/062 as she knew the candidate.

25/052. **CHAIR'S ANNOUNCEMENTS.** There were none.

25/053. **OPEN SESSION.** There was no one present.

25/054. **MINUTES.** It was **RESOLVED** that the minutes of 12 May 2025 be approved and were signed by the Chair as an accurate record.

25/055. **CLERK'S REPORT.** The following report was noted:

- a. New Bank Accounts
The application process is underway to open the new HSBC accounts. Internet banking will be applied for once the account is set up.
- b. Twitten Signage
Signs and fixtures are due to be delivered this week. Installation to be scheduled for the following week. No response has been received from Tunbridge Wells Borough Council (TWBC) regarding approval to

install a new fingerpost on their land. Borough Cllr Hayward would assist with communicating further about this matter.

c. Sum Up Settlement

Funds are awaited and expected shortly.

25/056. **REPORTS OF COUNTY & BOROUGH COUNCILLORS’.** Cllrs Patterson and Sefton sent their apologies. Cllr Patterson’s written report was noted. The following points were noted:

- Approval of the Local Plan was expected in September.
- Discussion about a Tunbridge Wells Town Council is ongoing.
- Overgrown hedges from Amberleaze Drive would be reported to Kent County Council (KCC).
- There will be Borough Council elections in 2026.

Cllr Birch entered the meeting at 7:31pm. Cllr Hayward left the meeting at 7:32pm.

25/057. **EXTERNAL BODIES.** There were none.

25/058. **ASSETS IN THE PARISH.** Asset lists had been received from TWBC. The list from KCC was still awaited. It was **RESOLVED** that the Finance and HR Committee would review the sites and report back to Full Council on their findings.

25/059. **ANNUAL PARISH MEETING.**

- a. Details of other local meetings nearby were received, and consideration of new format was discussed. Including a speaker on a topic such as planning would be considered. It was **RESOLVED** to defer any decision about holding the meeting until the end of the year.
- b. Details of items raised at the meeting were noted. It was **RESOLVED** to thank the residents for their comments.

25/060. **WOODSIDE PAVILION.** The extension project was not viable at this time due to the high cost, therefore the Pembury Football Clubs recommended that improvement works were undertaken to the pavilion instead.

A full proposal to be submitted to the July Full Council meeting for approval including whether any funding would be requested from the Parish Council.

25/061. **PEMBURY IN THE PARK.** A verbal report was noted and suggestions for future events made. Volunteers were requested for the event.

25/062. **COUNCILLOR CO-OPTION.**

- a. It was **RESOLVED** to co-opt Lisa Maddison-Brown onto the Parish Council. She would sign the Declaration of Acceptance of Office before the next Full Council meeting.
- b. It was **RESOLVED** to appoint her onto the Planning & Highways and Open Spaces Committees.

25/063. **YEAR END ACCOUNTS AND ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT (AGAR) 2024/2025.**

- a. The Annual Internal Audit Report was noted. There were no items of concern.
- b. The Annual Governance Statement for 2024/25 was reviewed. It was **RESOLVED** that it be approved and was duly signed.
- c. The Accounting Statements for 2024/25 were reviewed. It was **RESOLVED** that they be approved and were duly signed.
- d. It was **RESOLVED** that the dates for the exercise of public rights from the 4 June to 15 July 2025 be noted.

25/064. **YOUTH HUB FUNDING.** Consideration of grant funding for youth projects at Pembury Baptist Church were discussed. The Baptist Church Youth Worker would be asked to contact Borough Cllr Birch directly to discuss funding for their projects.

25/065. **COMMUNITY GRANT FUNDING.** The project options were considered and discussed. It was **RESOLVED** that an application for playground shade and picnic benches for approximately £5,000 would be submitted to TWBC. The Pembury Football Clubs would be encouraged to apply for funding towards the Woodside Pavilion Improvements project.

25/066. **FINANCIAL INFORMATION.** It was **RESOLVED** to approve the accounts for payment for June 2025 for £24,973.62 and internal payments of £24,000, which are listed in Appendix 1.

25/067. **RISKS.** There were none.

25/068. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

25/069. **FUTURE MEETINGS.** Full Council – Monday 7 July 2025 at 7:15pm at the Parish Office Meeting Room.

There being no other business, the meeting closed at 8:40.

Signed: _____ Date: _____
Chair

Accounts for Payment - June 2025				
Our Ref:	Payee	Description		Total £
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
06/045	Southern Care Maintenance	Replacement Fire extinguisher		223.08
06/046	GDPR-info	Data Protection Officer annual subscription		350.00
06/047	Capel Groundcare	Depot guttering repair		516.44
06/048	Wise Stonecraft	Gravedigging May		500.00
06/049	Maria Mihalceanu	Office cleaning April & May		136.00
				11,564.70
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
DD 05/36	Wex	Fuel Charges		169.05
DD 05/37	Veolia	Waste Charges		77.11
DD 05/38	Engie Power	Electricity		127.14

DD 05/39	Engie Power	Electricity		116.75
DD 05/40	O2	Mobile phones		134.00
DD 05/41	NEST	Pensions May		308.57
				2,636.99
CONFIDENTIAL SALARIES - May 2025				
CS 05/02	Staff	Payroll		10,464.39
TOTAL EXTERNAL PAYMENTS				24,973.62
Internal Payments - June 2025				
TR 06/02	Pembury PC Unity Savings a/c	Pembury PC Unity current a/c	£	2,000.00
TR 06/03	Pembury PC Unity Savings a/c	Pembury PC Unity current a/c	£	22,000.00
TOTAL INTERNAL PAYMENTS			£	24,000.00

Minutes of the **PLANNING AND HIGHWAYS COMMITTEE** held at the Parish Council offices on **WEDNESDAY 28 May 2025** at 2:00 pm.



Councillors Present:

Cllr K Brooks (Chair)

Cllr B Hemsley

Cllr N Stratton

Officers Present:

H Munro (Clerk)

C Bailey (Communications Officer)

25/035. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Hall, Simmons and Young. It was **RESOLVED** that the apologies and reasons be accepted.

25/036. **DECLARATIONS OF INTEREST.** There were none.

25/037. **MINUTES.** It was **RESOLVED** that the minutes of the meeting of 23 April 2025 be approved and were signed by the Chair as an accurate record.

25/038. **CHAIR'S ANNOUNCEMENTS.** There were none.

25/039. **CLERK'S REPORT.** The following report was noted:

a. Woodsgate Corner – No update

b. Double Yellow Lines – No update

c. Highways Improvement Plan – Active Travel

Details of the Kent County Council (KCC) Active Travel have been passed to the Chair of Governors. No update from KCC.

d. Meeting with Pembury Primary School

This has been scheduled in June.

25/040. **OPEN SESSION.** No-one was present.

25/041. **PLANNING APPLICATIONS.** The following were considered, and it was **RESOLVED** to submit the following responses to TWBC:

a. **25/01039/TPO Pembury House, Lower Green Road**

Trees: COPPER BEECH (T1) - Fell to leave a monolith at approx 5-6m.

No Objection.

b. **25/00997/FULL 48 Hastings Road**

Single storey side/rear extension to existing dwelling.

No Objection subject to there being no loss of privacy to neighbouring properties.

25/042. **LATE PLANNING APPLICATIONS.** The following were considered, and it was **RESOLVED** to submit the following responses to TWBC:

a. **25/01104/FULL 2 Hawkwell Cottage, Maidstone Road**

Extend dropped kerb by approx 2.8m to east side.

No Objection.

b. **25/01109/TPO The Old Chapel, Hastings Road**

TREES: PLUM (T1) - Prune back overhanging branches and carry out light thinning through canopy; 4 no. BIRCH (T2, T3, T4 & T5) – Remove.

No Objection subject to confirmation of replacement tree species.

c. **25/01147/FULL 1B Henwood Green Road,**

Convert garage into habitable accommodation; alteration of flat roof to a pitched roof; new open front porch with pitched canopy roof.

No Objection subject to no loss of adequate parking.

25/043. **OTHER APPLICATIONS.** The following applications were noted.

a. **25/01033/PLNLIC Recreation Ground Lower Green Road**

Application for club premises certificate (Licensing ref.25/01472/LACPC).

No objection.

b. **25/00799/SUB The Firs 8A Camden Avenue**

Submission of Details in relation to Condition 3 - (a. Driveway Drainage Details; b. External Lighting; c. Cycle Store; d. Bin Store); Condition 4 - (Hard & Soft Landscaping); Condition 5 - (Biodiversity Details); Condition 6 - (Vehicle Parking & Turning Details) of 21/03069/FULL.

c. **25/01123/SUB 64 Henwood Green Road**

Submission of Details in relation to Condition 5 - (Tree protection details); Condition 8 - (Biodiversity enhancement scheme); Condition 11 - (details); Condition 12 - (Vehicle parking details); Condition 13 - (Landscaping scheme) of 23/03016/FULL.

d. **25/01124/SUB 64 Henwood Green Road**

Submission of Details in relation to Condition 8 - (Biodiversity enhancement scheme); Condition 11 - (Vehicle parking details); Condition 12 - (Surface water & foul drainage scheme); Condition 13 - (Landscaping scheme) of 24/00145/FULL.

25/044. **DECISIONS.** The following decisions were noted:

- | | | |
|----|--|---------|
| a. | 25/00609/FULL 5 Lower Green Road
Replace existing fence. | GRANTED |
| b. | 25/00382/FULL 36 Henwood Green Road
Extension & refurbishment of existing annexe to create an independent dwelling. Construction of a new dwelling. | REFUSED |
| c. | 25/00633/FULL 9 Westway
Rear extension, conversion of the garage to living accommodation, installation of roof lights, demolition of the bin store and WC, construction of a new WC and front porch, new driveway and off-street parking, and extended dropped kerb/crossover. | GRANTED |
| d. | 24/03004/TPO 2 Amberleaze Lower Green
TREES: HORSE CHESTNUT (T3) - Fell –retrospective. | GRANTED |
| e. | 24/02129/FULL Hawkwell Farm, Maidstone Road
Conversion of existing buildings into 4no. residential dwellings, provision of two ancillary buildings and other associated works. | GRANTED |
| f. | 25/00673/FULL 56 Church Road
Single storey extension & front entrance porch.
Demolition of existing garage. | GRANTED |
| | 25/00709/FULL 29 Romford Road
Variation of Condition 2 of Planning Permission
23/01688/FULL - Minor amendments to layout of building including alterations to fenestration and rooflights, changes to porch and solar panels. | GRANTED |
| | 25/00680/FULL 35 Beagles Wood Road
Single storey rear extension. | GRANTED |
| | 25/00798/FULL 22 Knights Ridge
Variation of Condition(s) 2 of Planning Permission
22/02693/FULL - (Alterations to side extension plans and elevations; addition of bike storage; alteration from flat to pitched roof with rooflight). | GRANTED |

25/045. **ENFORCEMENT.** The update on enforcement action was noted.

25/046. **STREETLIGHTS.**

- a. The report was noted, and clarification of the phrase "secondary isolation does not disconnect to the neutral path to the lantern" for lampposts 10, 17, 20, 22, 29 and 31 to be requested.
- b. It was **RESOLVED** that the maintenance contract would be reviewed and that other contractors to be contacted to quote. Councillors would attend site visits with contractors.
- c. It was **RESOLVED** that the streetlights would be allocated to Councillors for regular inspections.
- d. This will be added to a future agenda.

25/047. **RISKS.** There were none.

25/048. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

25/049. **MEETING DATES.** The next meeting will take place on Wednesday 18 June 2025 at 7pm in the Parish Office.

There being no other business, the meeting closed at 2:45 pm.

Signed: _____ Date: _____
Chair

Minutes of the **PLANNING AND HIGHWAYS COMMITTEE** held at the Parish Council offices on **WEDNESDAY 18 June 2025** at 7:00 pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr B Hemsley
Cllr L Maddison-Brown	Cllr P Simmons

Apologies:

Cllr G Hall	Cllr L Young
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Officers Present:

H Munro (Clerk)
C Bailey (Communications Officer)

Others Present:

County Cllr C Sefton

25/070. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Hall and Young. It was **RESOLVED** that the apologies and reasons be accepted.

25/071. **DECLARATIONS OF INTEREST.** There were none.

25/072. **MINUTES.** It was **RESOLVED** that the minutes of the meeting of 28 May 2025 be approved and were signed by the Chair as an accurate record.

25/073. **CHAIR'S ANNOUNCEMENTS.**

Cllr Maddison-Brown was welcomed to the committee.

Concern was raised about the conservation officer's report not being upload onto the planning portal during the consultation period for a previous application. This would be flagged with Tunbridge Wells Bough Council planning department.

25/074. **CLERK'S REPORT.** The following report was noted:

- a. Woodsgate Corner – A quote for a Traffic Light Survey has been requested by Kent County Council (KCC). To be added to a future agenda once received. It was noted that any survey needs to be undertaken at a time of normal traffic flow.
- b. Double Yellow Lines – The responses have been reviewed, and an update will follow in due course.
- c. Highways Improvement Plan (HIP)
The updated HIP was noted. As KCC would not fund the Hastings Road Gateway replacement, this will be added to the next agenda.

- d. Meeting with Pembury Primary School
This has been scheduled for the end of June.

25/075. **OPEN SESSION.** County Cllr Sefton spoke about the HIP.

25/076. **PLANNING APPLICATIONS.** The following were considered, and it was **RESOLVED** to submit the following responses to TWBC:

- a. **25/01238/FULL Ramblers, Cornford Lane,**
Single storey rear extension & extended dormer windows.

No Objection

- b. **25/01274/FULL Hopper Huts, Amhurst Hill Farm, Amhurst Bank Road**

(Self-build) Conversion of disused hopper huts to a single residential dwelling with single storey rear extension, associated landscaping & creation of residential curtilage (Alternative to 23/01618/FULL).

No Objection, but the Parish Council have concerns over the lack of access for constructions traffic.

- c. **25/01235/FULL 35 Church Road**
Proposed rear second storey extension & new orangery.

No Objection, subjection to no loss of light for neighbouring properties.

25/077. **LATE PLANNING APPLICATIONS.** The following were considered, and it was **RESOLVED** to submit the following responses to TWBC:

- a. **25/01389/FULL 10 Maidstone Road**
Hip to gable roof extension to both side elevations (North & South), 2 No rooflight windows to front elevation & dormer window with Juliet balcony to rear elevation.

No Objection.

- b. **25/01369/LBC Hazelwood, Romford Road,**

Listed Building Consent - alterations to garden room to use a slate roof & solar panels, install new entrance doors with canopies, and lowering a window sill. Convert bathroom into an office & relocated boiler to basement. create an archway between the kitchen & dining room, restoring a fireplace for a log burner, & walled-up doors to match existing finishes. bi-fold doors added to the garden room.

No Objection, subjected to suitable materials being used, in line with Listed Building Status.

- c. **25/01368/FULL Hazelwood , Romford Road,**
Alterations to garden room to use a slate roof & solar panels, install new entrance doors with canopies, and add bi-fold doors.

No Objection.

- d. **25/01351/TPO 1 Beech Hurst**
TREES: NORWAY MAPLE (T007) - reduce by 3-4m; SYCAMORE (T008) - reduce by 3m; 3no. SYCAMORE (T009, T010 & T027) - reduce by 3-4m; BEECH (T019) - reduce by 3-4m; ASH (T023) – fell.

No Objection.

25/078. **OTHER APPLICATIONS.** The following applications were noted.

- a. **25/01230/SUB OS Plot 4494 Junction of Romford Road Woodside Road**
Submission of Details in relation to Condition 8 - (Animal waste details); Condition 13 - (Contaminated run-off disposal details) of 23/02665/FULL
- b. **25/01333/TCA Old Rectory 4 Hastings Road**
Trees in a Conservation Area Notification: BEECH (T1) - Crown lift tree by 3 m, reduce lateral branches back by 3 m.
- c. **25/01271/SUB Pippins Farm Stone Court Lane**
Submission of Details in relation to condition 3 (External material details) & condition 4 (Construction & works methodology statement) of 24/02737/FULL

25/079. **DECISIONS.** The following decisions were noted:

- a. **25/00779/FULL 93 Woodhill Park**
Demolition of garage & erection of two storey extension **WITHDRAWN**
- b. **25/00618/TPO Owlsnest Wood, Tonbridge Road**
TREES: SWEET CHESTNUT (T16) - reduce crown 3m & 2m spread; pruning to growth points; SYCAMORE (T43) - pollard leaving 30cm stubs; 4no. SWEET CHESTNUT (T102) - Reduce in height and spread by up to 2m back to target pruning points; 4no. SWEET CHESTNUT (T155) - fell; 5no. SWEET CHESTNUT (T156) - coppice 2 stems leaving 50cm stubs; GOAT WILLOW (T157) - fell; 3no. SWEET CHESTNUT (G170) - coppice leaving 50cm stubs; 2no. **GRANTED**

GOAT WILLOW (T174) - fell; GOAT WILLOW (176) -
coppice; GOAT WILLOW (T177) – fell

25/080. **ENFORCEMENT.**

- a. The update on enforcement action was noted.
- b. The Article 4 Direction - Land South east of Redwings Lane was noted.

25/081. **STREETLIGHTS.**

- a. Inspection rounds were allocated to Councillors and would be conducted quarterly.
- b. Quotes for a new maintenance contract were still awaited.

25/082. **RISKS.** There were none.

25/083. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** A request to discuss limiting school parking time to be added to the next agenda.

25/084. **MEETING DATES.** The next meeting will take place on Wednesday 23 July 2025 at 7pm in the Parish Office.

There being no other business, the meeting closed at 20:12 pm.

Signed: _____ Date: _____
Chair

Minutes of the **OPEN SPACES COMMITTEE** held at Pembury Parish Council offices on **Monday 23 JUNE 2025** at 3.00pm.



Councillors Present:

Cllr C Snow (Chair)
Cllr P Gillan

Cllr M Weaver

Apologies:

Cllr L Maddison- Brown

Cllr P Simmons

Officers present:

H Munro (Clerk)

M Brooker (Assistant Clerk)

25/085. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Maddison-Brown and Simmons. It was **RESOLVED** that the apologies and reasons be accepted.

25/086. **DECLARATIONS OF INTEREST.** There were none.

25/087. **MINUTES.** It was **RESOLVED** that the minutes from the committee meeting held on 31 March 2025 be approved and were signed by the Chair as an accurate record.

25/088. **CHAIR'S ANNOUNCEMENTS.** The Chair welcomed Cllr Maddison-Brown to the committee. They reported on the floral displays and thanked the groundsmen for watering them. They also commented on how lovely the fruit tree avenue in Lower Green Recreation ground was looking.

25/089. **CLERK'S REPORT.** The following report was noted:

- a. Multi Use Games Area
Line marking has been completed.
- b. Fruit tree avenue review.
Pruning has been completed, and the groundsmen have been trained on what to do, so they can continue this each year.
- c. Allotments Raised Beds
An article has been included in the summer edition of the Pembury Village News, this includes more information about growing your own produce in raised beds with a step-by-step guide, to see if there is more interest. It was reported at the meeting that no other responses have been received.
- d. Litter Bin on Henwood Crescent
Permission still to be obtained from Town & Country Housing to put an additional litter bin on Henwood Crescent.

25/090. **OPEN SESSION.** A resident, spoke about their interest in agenda item 7 (minute reference 25/085), the Memorial Bench.

25/085. **MEMORIAL BENCH.** Consideration of relocating a bench donated by Town & Country Housing from the Village Green was discussed. It was proposed to move the bench to Lower Green Recreation Ground and install a new replacement memorial bench on the Village Green. It was **RESOLVED** to publicise the relocation of the existing bench and, if no objections were received after a 4 week period, then the relocation to the recreation ground can go ahead, and the new memorial bench to be located on the Village Green.

The member of the public left the meeting at 3.21pm.

25/086. **LOWER GREEN RECREATION GROUND.**

- a. Consideration to register for the Lawn Tennis Association (LTA) was discussed. It was **RESOLVED** that more research on the application to become an LTA registered venue was required.
- b. Recent events at the tennis courts were discussed. It was **RESOLVED** to write a formal letter detailing concerns to those involved.
- c. Consideration of a resident self-funding the addition of Pickleball lines to the tennis courts was discussed. It was **RESOLVED** not to go ahead with the Pickleball lines currently but to reconsider this in the future if a booking system was introduced.
- d. Consideration of allowing the Recreation Ground to be used for commercial exercise classes was discussed. It was **RESOLVED** not to allow this due to the concern that this is a public space.
- e. Consideration of allowing commercial mobile café businesses to be in the Recreation Ground was discussed. It was **RESOLVED** not to allow this due to the following concerns.
 - Parking on the grass, especially when wet and muddy.
 - No toilet facilities available.
 - Additional litter in the recreation ground.
 - Impact on the community café at the pavilion.
- f. Available options for the broken skier were discussed. It was **RESOLVED** to remove the broken skier and keep it for spare parts. Quotes would be obtained.

- 25/087. **BURIAL GROUND.** A refund of a reserved burial plot was discussed. It was **RESOLVED** to refund the fee paid for the reserved burial plot at Pembury Burial ground minus an administration fee.
- 25/088. **WAR MEMORIAL.** Quotes for a new handrail were considered. It was **RESOLVED** to appoint The Handrail People for £540.
- 25/089. **KENT TREE OF THE YEAR COMPETITION.** It was **RESOLVED** to suggest the Green Pembury Working Group consider entering the competition.
- 25/090. **GROUNDSMEN EQUIPMENT.**
- a. The specification and quotes for a new strimmer were discussed. It was **RESOLVED** to appoint Kidman at £685 for a petrol strimmer.
 - b. The need for a new ride-on mower was noted and quotes will be obtained for future consideration.
- 25/091. **CLIMBING FRAME.** Changing the tender specification to keep the original multi play senior unit and replace the platform panel or to go ahead with the removal of the unit was discussed. It was **RESOLVED** to make a recommendation to Full Council to change the tender specification to keep the original multi play unit and replace the panel with the hole to a solid panel.
- 25/092. **RISKS.** No new risks had been identified.
- 25/093. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** A suggestion to consider having Remembrance Day statue silhouettes permanently at the War Memorial, will be added to the next meeting agenda.
- 25/094. **MEETING DATES.** The next meeting will take place on Monday 22 September at 3pm in the Parish Office Meeting Room.
- 25/095. **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 4.21pm.
- The Clerk entered the meeting at 4.21pm*
- 25/096. **CLIMBING FRAME.** Results of the tenders received were evaluated and reviewed. It was **RESOLVED** to make a recommendation to Full Council to appoint Contractor D.

There being no other business, the meeting closed at 4.30pm.

Signed: _____ Date: _____
Chair

Report to: Full Council
Date of meeting: 7 July 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 and this has been chased.

2. Community Grant Funding

Application has been submitted and we are awaiting notification.

3. Annual Governance & Accountability (AGAR)

Has been submitted and response awaited from external auditor.

Items to note

4. Other

Tunbridge wells Clerks now have their own group in the same way as the chairman's group.

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



Pembury Parish Council
Parish Council Office
Lower Green Recreation Ground
Lower Green Road
Pembury
Tunbridge Wells
Kent TN2 4DZ

27 June 2025

Dear Sir or Madam

APPLICATION NO: 24/03141/FULL
PROPOSAL: Development of 87no. dwellings with access,
public open space & associated landscaping
ADDRESS: Land North Of The A21, South & West Of Hastings
Road, Hastings Road, Pembury, Tunbridge Wells,
Kent,
CASE OFFICER: Jennifer Begeman
COMMENTS DUE BY: 18 July 2025

We have received revised details concerning this application.

You may view the application on our website at www.tunbridgewells.gov.uk/appsearch.

Please provide any comments by the "Comments Due By" date above. Comments can be made online, by e-mail to planning@tunbridgewells.gov.uk or in writing to the address below. Verbal comments cannot be accepted. Please quote the application number in all correspondence.

It is important that you read the attached guidance.

In the event that an appeal is later made under the "written representation" procedure against a decision to refuse permission for householder, minor commercial or advertisement applications all comments that have been received will be forwarded to the Planning Inspectorate but there will be no opportunity to make further representations. For appeals for all other applications you are able to submit additional comments to the Planning Inspectorate.

Yours faithfully

Jennifer Begeman

West Kent Rural Grants

Businesses and community organisations in rural areas can apply to the West Kent Rural Grants Scheme to support economic growth initiatives and community, heritage, and tourism facilities.

You can apply for a grant ranging from £5,000 to £20,000. The funding is for capital expenditure and match funding is required.

Applications will remain open until the funds have been allocated.

The West Kent Rural Grants scheme is funded by the UK Government's Rural England Prosperity Fund. It is administered locally by The West Kent Partnership of Sevenoaks District Council, Tonbridge and Malling Borough Council and Tunbridge Wells Borough Council.

Eligible projects

4.1 Eligible projects should meet one or more of your local authority's prioritised areas of intervention.

- small scale investment in micro and small enterprises in rural areas
- developing and promoting the visitor economy
- creation and improvements to local rural green spaces
- existing cultural, historic and heritage institutions that make up the local cultural heritage offer
- active travel enhancements in the local area
- rural circular economy projects (sustainable, repair, reuse, recycle)

4.2 In relation to the aims of the scheme, the following can be supported:

Aim 1 - Support for new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy.

Eligible projects include:

- Equipment purchases and/or building work that increases productivity.
- Equipment purchases and/or building work that allow companies to adopt new to firm technologies or processes.
- Equipment purchases and/or building work that allow enterprises to engage in new markets.

Aim 2 - Support for new and improved community infrastructure, providing essential community services and assets for local people and businesses to benefit the local economy Eligible projects include:

- Equipment purchases and/or building work to deliver new or improved community-led arts, cultural, heritage or creative programmes.
- Equipment purchases and/or building work that (a) creates new visitor destinations or (b) improves the visitor offer at tourism destinations.
- Equipment purchases and/or building work that improve or create new community green spaces.
- Equipment purchases and/or building work that improve or create new community amenities/facilities.

How applications are considered

Applications are considered by a Grant Panel that meets throughout the year.

Please note: being in an eligible area (as defined by Defra) or meeting the scheme criteria does not automatically entitle you to a grant. The scheme is competitive and awards are given at the Panel's discretion. The Panel's decision is final.

Next Panel Meetings

Panel Meeting 1

Application deadline – 11 July 2025

Panel meeting – 25 July 2025

Panel Meeting 2

Application deadline – 1 August 2025

Panel meeting – 15 August 2025

Panel Meeting 3

Application deadline – 22 August 2025

Panel meeting – 5 September 2025



West Kent Grants

Support for businesses and
communities in rural areas

From £5,000 to £20,000

Capital grants only

50% match funding required



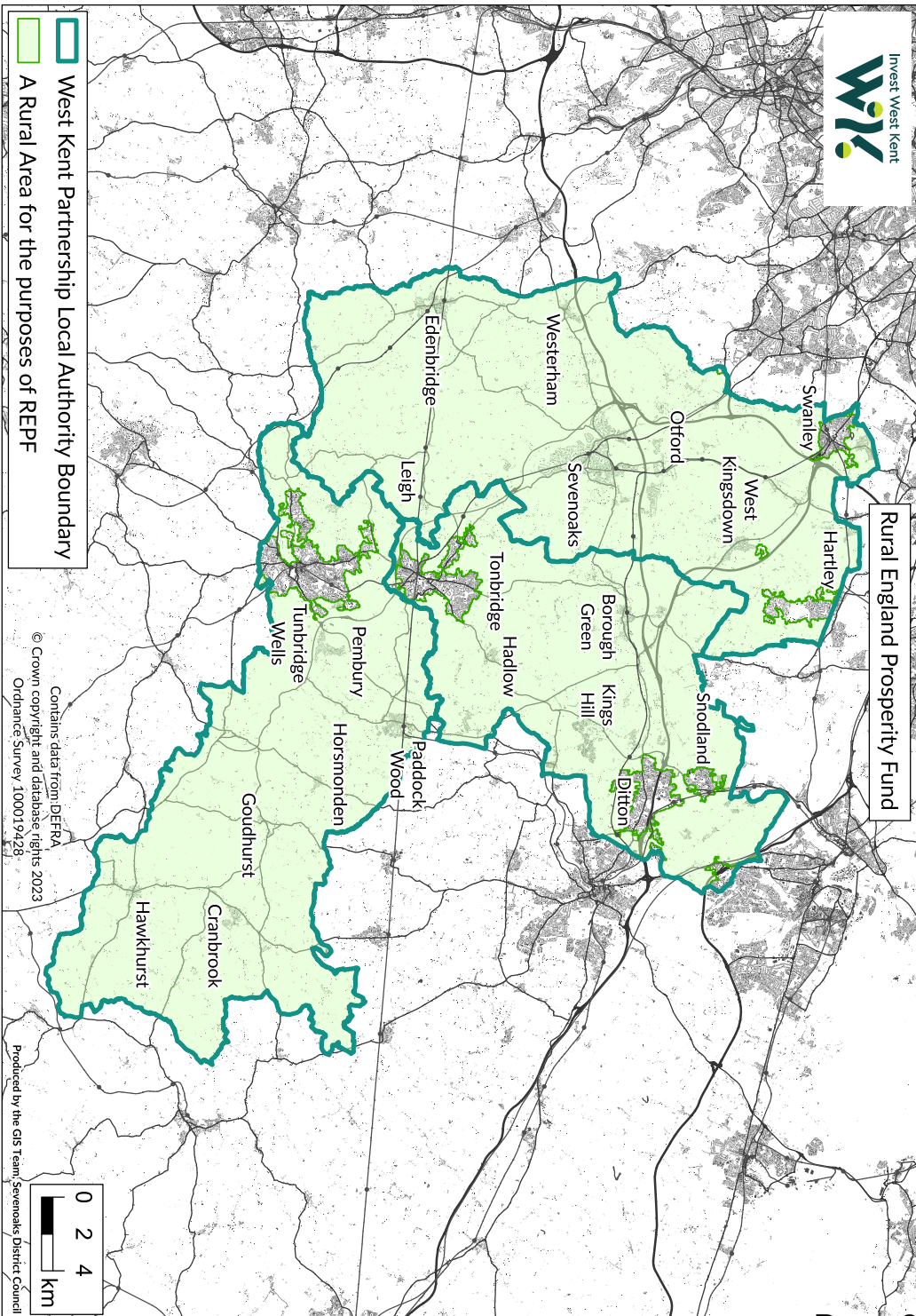
www.sevenoaks.gov.uk/westkentgrants

ruralgrants@sevenoaks.gov.uk

This is a joint scheme which covers Sevenoaks, Tonbridge and Malling and
Tunbridge Wells boroughs and is administered by Sevenoaks District Council

Funded by UK Government through the Rural England Prosperity Fund

Terms and conditions apply.



From: kentpensionfundconsultation@kent.gov.uk
Sent: 04 June 2025 10:49
To: kentpensionfundconsultation@kent.gov.uk
Subject: Kent Pension Fund -Pooling of Town & Parish Council - Formal Consultation - Deadline: 4 August 2025
Attachments: Town and Parish Council Pooling Report -4 June 2025.pdf
Categories: C2. Finance & HR Comm

Dear Scheme employer,

Introduction

In preparation for the 31 March 2025 triennial valuation results, the Kent Pension Fund (the Fund) is formally consulting with town and parish councils currently participating in the Fund, and other interested parties (e.g. borough, district and city councils), on proposals to form a Local Government Pension Scheme (LGPS) funding pool (the Pool) specifically for town and parish councils as at 31 March 2025, with a possible universal LGPS pooled employer contribution rate for all involved, operative from 1 April 2026.

The consultation period

This consultation starts on 4 June 2025 and ends on 4 August 2025.

Responding to this consultation

Responses are invited during the above consultation period via email to kentpensionfundconsultation@kent.gov.uk

Background

The Local Government Pension Scheme (LGPS) is a Defined Benefit pension scheme in which the funding risks lies with the employer and not with the individual members. Employer admission to the LGPS is currently governed by the Local Government Pension Scheme Regulations 2013 (as amended from time to time).

The Fund is not formally segregated so individual employers do not have legal ownership of any of the Fund's assets. However, in order to set contribution rates for individual employers, the Fund Actuary notionally allocates assets in the Fund to employers based on how much has been paid in and out of the Fund in relation to the employer's membership, and allocates a proportionate share of the investment returns achieved on the Fund's assets (which may be positive or negative). Employer contributions are set by calculating the cost of benefits accruing to the employer's employee members (net of employee contributions) and making adjustments as required where the notional asset share is more or less than the value of the employer's liabilities.

Town and parish councils do not participate as employers in the Fund by default as do for example, bodies such as county, borough, district or city councils. Instead town and parish councils may resolve to join the Fund by making a written resolution in accordance with Regulations 2, 3 and Schedule 2 Part 2 of the Regulations [LGPS regulations Schedule 2 PART2 2](#). As a town or parish council participating in the Fund, you have been included in this consultation.

There are currently 61 town or parish councils participating in the Fund who vary in membership, size and by the longevity of their participation in the Fund. However, most are small employers with a small number of active members. In order to deliver greater stability of contributions for employers (which is easier to achieve based on a greater number of members), as well as reduce the burden on the Fund of administering separate contribution rates for all 61 councils, we are proposing to "pool" contributions for town and parish councils. In simple terms this means calculating a single contribution rate across the group.

Further details of the proposals and why we are suggesting pooling are set out in the attached note which has been prepared with input from the Fund Actuary.

Next steps

In advance of the expected consultation on the [Funding Strategy Statement](#), the Fund is offering a formal period of consultation, allowing you to comment, ask questions regarding and to give feedback on the proposed pooling of the individual funds of town and parish councils for funding purposes.

The attached Report explains the options regarding pooling and the consequences of those options.

We would be grateful if you could now take the time to read and consider the attached report on the pooling of town and parish councils.

Please let us have your views, feedback, comments, or questions as early as possible, but in any event no later than **4 August 2025**. After this date the responses to the consultation will be considered before a final decision is made by the Kent Pension Fund Committee.

Please send your feedback to kentpensionfundconsultation@kent.gov.uk

If, after considering the outcome of the consultation process, the Pension Fund Committee, decide to proceed with entering into a Pooling arrangement it is anticipated that those arrangements will be implemented on and from 1 April 2026 in line with the operative date of the 31 March 2025 triennial valuation results.

Kind regards

Nick Buckland | Head of Pensions and Treasury | Kent County Council | Sessions House |
County Square | Maidstone | Kent | ME14 1XQ | External: 03000 413984 |
Website: www.kentpensionfund.co.uk | LinkedIn: [Kent Pension Fund](#)



Kent Pension Fund

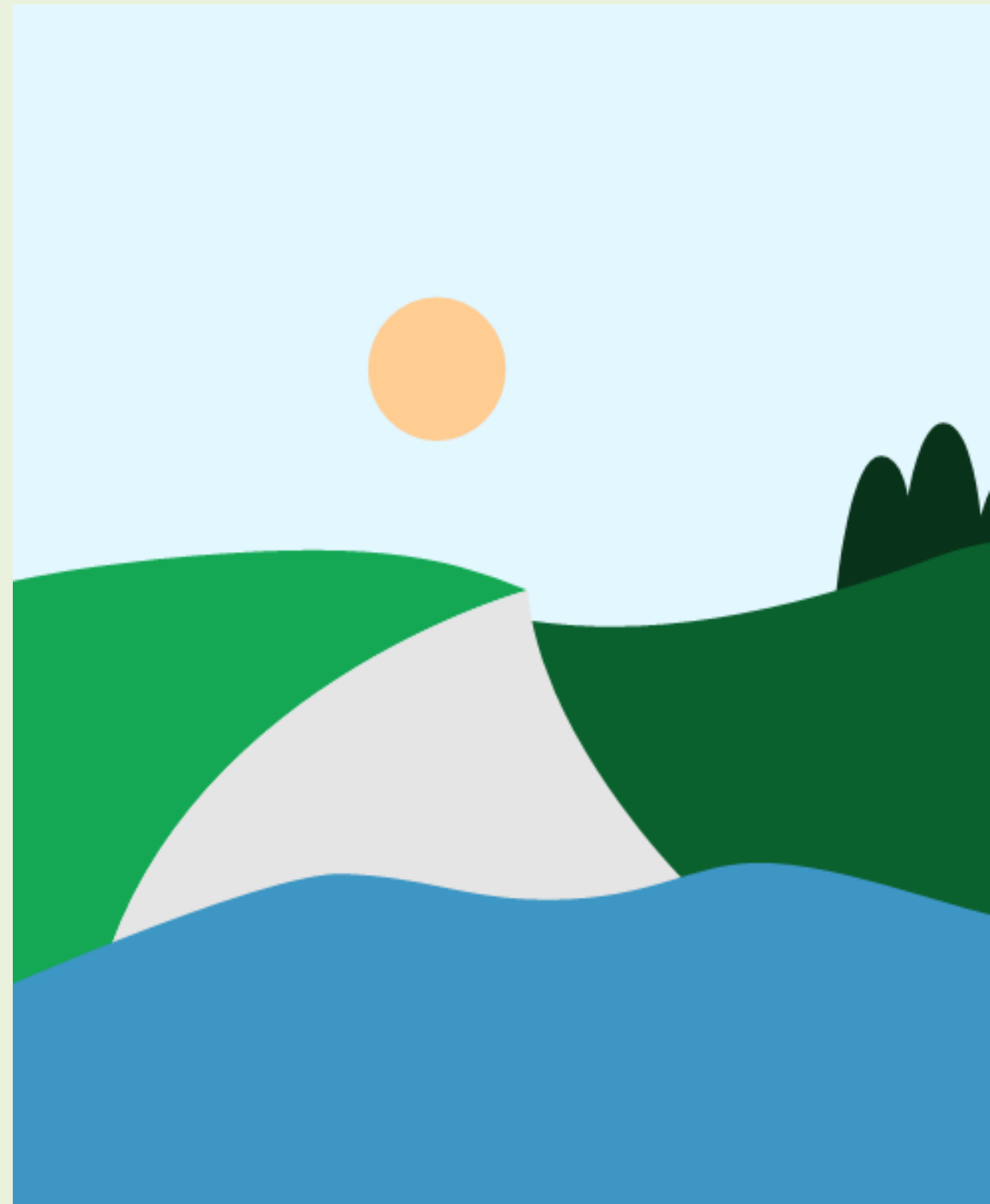


please think about the environment before printing this e-mail

Kent Pension Fund Consultation Town and Parish Council Pooling

4th June 2025 to 4th August 2025

4th June 2025



Kent Pension Fund

Page 31

Proposal

The Kent Pension Fund (the Fund) propose that all town and parish councils are fully pooled at the 2025 valuation, with a pooled employer contribution rate in place from 1 April 2026.

This short paper explains what pooling is, what it could mean for affected employers and why the Fund considers it appropriate.

The Fund is consulting with affected employers from 4 June 2025 to 4 August 2025 on this proposal and would welcome any comments as part of the consultation process.

Please email Kentpensionfundconsultation@kent.gov.uk if you have any questions.

What is pooling?

Pooling is the grouping together of employers for the purposes of sharing risks and setting employer contribution rates at each funding valuation.

The key reason for pooling employers is to minimise employer contribution rate volatility which is a stated aim in the LGPS Regulations. Stable employer contributions are also noted as the main purpose of pooling in the Fund's [Funding Strategy Statement \(FSS\)](#).

As many town and parish councils are small employers, without pooling, they are currently subject to significant risk of volatility in funding positions and employer contribution rates.

What are the advantages and disadvantages of pooling

The main advantage of pooling is that it controls volatility of employer contributions and funding positions for employers which is impacted by individual employer membership. E.g., Age and gender of members, members joining, leaving or retiring, Fund asset returns and pension increases. Employer contributions are expected to stay more stable than for an individual employer and pooling helps with affordability of pensions costs and budgeting. Under a pooled approach, funding positions are expected to be more stable, which helps to keep employer contribution rates stable. Whilst there could be winners and losers in the initial stages, in the long term the benefits would be expected to even out amongst all employers

The main disadvantage of pooling is that employers will share experience and costs with other employers in the pool. The contributions that an employer pays will be driven by the experience of all employers in the pool. This means that some employers will benefit from being in the pool by paying less than if they were funded for individually, whilst others may pay more than if they were funded for individually.

Approach adopted at the 2022 valuation

At the 2022 valuation all town and parish councils were provided with an individual funding level and employer contribution rate based on their individual experience.

The Fund adopted funding pools for Kent County Council, some colleges and all academies, so examples of successful pools already exist within the Fund. In all cases, the pooling consists of both a pooled employer contribution rate and funding level.

More information on the Fund's approach to pooling, including the formation of a new pool can be found in the FSS. In particular, it notes that a new pool could be formed if '*the Fund identifies a group of employers with similar characteristics*'.



Considerations for setting up a new pool

Different pooling options

Employers can be pooled in a variety of ways. Some examples include:

Full pooling where all employers in the pool pay the pooled total employer contribution rate and are assigned assets such that they share the pool's funding level

Pooling past experience only where all employers share the funding level of the pool, and therefore share a secondary employer contribution rate, but pay their own primary employer contribution rate, reflecting their active members' profile

Pooling future service only where all employers in the pool pay the pooled primary employer contribution rate but retain their individual funding level, and so their individual secondary employer contribution rate

The Fund believes fully pooling the town and parish councils would provide the greatest benefit in terms of reducing funding level and employer contribution rate volatility.

How employers join and leave the pool

If the Pool was established town and parish councils would not choose whether they joined the Pool hence, when a new town or parish council joins the Fund they automatically join the Pool. This would mean the new employer would be certified with the Pool's total employer contribution rate and be notionally allocated with assets such that the employer had the same funding level as the Pool. If the member(s) of the new town or parish council had any past service, assets equal to the past service liabilities (as calculated on an ongoing funding basis) would be transferred to the Pool.

Similarly, employers would not choose whether to leave the Pool. The next section describes a scenario where an employer might be required to leave the Pool and what would be involved in this.

What happens on cessation?

It is common with town or parish councils that the last active employee will leave service and a period of no active members follows until a replacement is found. To avoid employers leaving and re-joining the Pool unnecessarily, when the last active member leaves an employer in the Pool the employer could enter what is known as a 'suspension period' where they essentially become a deferred employer in the Fund. The maximum duration for a suspension period is three years. After those three years, if no new members join the employer, the actuary would carry out a formal cessation valuation. During this suspension period the employer would continue to pay deficit employer contributions, which would be calculated as a monetary lump sum using recent pay information.

On cessation the employer would remain in the Pool as a ceased employer, the cessation could be carried out on an ongoing funding basis and the ceasing employer would pay any deficit into the Pool and become a ceased employer in the Pool. They wouldn't be required to pay anything else into the Pool unless they re-join.

Impact on self-insurance

If the town and parish councils are pooled they would no longer be included in the self-insurance reserve. The proposed Pool would provide protection for the employers in terms of ill-health and death-in-service risk.

Town and parish councils will continue to contribute to the self-insurance reserve until the Pool is formed, if the Fund decide to do so, so that the employers continue to be protected.



Next steps

The Fund will consult with affected employers on this proposal from 4 June 2025 to 4 August 2025 and welcome your views.

If you have any questions on the information set out in this paper, please [email](mailto:kentpensionfundconsultation@kent.gov.uk) kentpensionfundconsultation@kent.gov.uk



Kent Pension Fund

Website: www.kentpensionfund.co.uk

Phone: 03000 41 34 88

Monday to Friday 9am to 3pm

To call from abroad dial +44 3000 41 34 88

Email: KentPensionfundconsultation@kent.gov.uk



Kent Pension Fund

Delivering an outstanding service to our customers



From: Rob Wormington (Cllr) <Rob.Wormington@TunbridgeWells.gov.uk>
Sent: 25 June 2025 08:03
To: Capel (Parish Clerk); Hawkhurst (Parish Clerk); Horsmoden (Parish Clerk); Horsmonden (Assistant Clerk); Lamberhurst (Parish Council); Helen Munro; Rusthall (Deputy Clerk); Rusthall (Parish Clerk); Sandhurst (Parish Clerk); Speldhurst (Parish Clerk); Goudhurst (Parish Clerk); Cranbrook and Sissinghurst (Parish Clerk); Bidborough (Parish Clerk); Goudhurst (Assistant Clerk); Brenchley and Matfield (Parish Clerk); Frittenden (Parish Clerk); Benenden (Parish Clerk)
Cc: Astra Birch (Cllr)
Subject: Parish Road Safety Grant

Follow Up Flag: Follow up
Flag Status: Completed

Categories: C3. Planning & Highways Comm.

Dear Parish Council Chairs (BCCed) and Clerks,

I am writing to you with the exciting news that we have some funding available to support road safety in your parish. Each parish can claim up to £25 000, and we would be happy for this money either to fund a smaller project in full or as part of a contribution to a larger project, if match funding is in place or if your parish is covering the rest.

To be eligible to receive this money, your Highway Improvement Plan will need to meet certain criteria by the time we make a decision in early 2026. It may well be just a case of making small adjustments to your HIP or this could be an opportunity to take a more in depth look at your HIP. Ultimately, we need to see three things to consider funding your projects:

- A prioritised list of projects in your HIP- so we know what you would most like TWBC to support. Please note we will only be considering projects in your HIP
- The projects you wish to seek funding for needs to include KCC officer cost estimates
- Projects / schemes will need to be supported by KCC - with relevant surveys and other investigations already completed

KCC have told us that to be able to carry out the appropriate work and to allow sufficient time to develop schemes to the required stage, the HIPs will need to be received by KCC at the latest 31st of October, to the email address: west.highwayimprovements@kent.gov.uk with subject line 'Rural Parish Grants'. Of course, early dialogue and submission to KCC will mean that there is an opportunity to address any issues in advance of the deadline.

Please let us know by return email if you would like to take up this offer, and we can discuss the details further and address any questions you may have. Please don't direct questions to KCC regarding this grant as they are not administering it. You can continue to contact them about the content of your HIP, as normal.

Finally, I would like to extend a thank you to Mike Martin MP and his team, who have supported this project from the beginning and have been very helpful in bringing people together and pushing things forward. He and his office are very happy to support you in this process, you can email him directly mike.martin.mp@parliament.uk.

Yours sincerely,

Cllr Rob Wormington and Cllr Astra Birch

Portfolio Holders for Environment & Sustainability and Housing & Communities

This e-mail is confidential and intended solely for the use of the individual to whom it is addressed.

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Highway Improvements Team working in Partnership with Pembury Parish Council Highway Improvement Plan (HIP)

Please read before completing:

- Your HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>
- Highway Improvement Plans will only be accepted if they are in this prescribed template format. PLEASE DO NOT ALTER IN ANY WAY.
- KCC is unable to guarantee that all your requests will be deliverable, but your Community Engagement Officer will advise this once they have been fully assessed/investigated.

HIP Version	Submitted by (Name)	HIP Submission Date	Record Of Meeting Dates with KCC Virtual or Face to Face	County Member	
2	Helen Munro	26.03.25	10.03.25	Colin Sefton	
Are you an active member of the Speed Watch Scheme?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Are you an active member of the Lorry Watch Scheme?		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Name of HIP Representative	Helen Munro	Contact Telephone Number	01892 823193	Email Address	clerk@pemburyparishcouncil.gov.uk
Name of Clerk	Helen Munro	Contact Telephone Number	01892 823193	Email Address	clerk@pemburyparishcouncil.gov.uk
Name of Chair	Cllr Katy Brooks Planning & Highways Committee	Contact Telephone Number		Email Address	Katy.brooks@pemburyparishcouncil.gov.uk
KCC Project Manager Team	West Kent Community Engagement Team	Contact Telephone Number	03000 418181	Email Address	west.highwayimprovements@kent.gov.uk

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

Live Priorities Record

Priority	Location	Has this issue been raised previously?	Problem/Concern	What are your objectives/ what options would you like KCC to consider?	KCC Comments
Please prioritise issues in the order of most importance	Please be as specific as possible	Y/N	Please provide details of any evidence that you have	Please refer to the Highway Information Pack. Whilst we will investigate specific requests, it is essential to be clear on what the problem is that is trying to be resolved so that we can work with you to ascertain the most suitable solution	This column is to be completed by the Community Engagement Officer ONLY
1.	Lower Green Road / top of Church Road/Maidstone Road		Parking on Maidstone Road near the junction of Church Road, particularly at school drop off and pick up, makes it difficult for people exiting Church Road to see vehicles on Maidstone Road	Speed survey during term time. Double yellow lines. School keep clear markings.	<p>KCC can install corner protection DYL where the need arises, the first step in the process is consultation to ensure local support. KCC will not carry out any further consultation aside from site notices. Please refer to New Highway Works Requests Information Pack for process considerations and costs incurred for the Traffic Regulation Order. (Informal consultation with local residents will need to be carried out by the PC in the first instance).</p> <p>10.03.25 – The results of the Parish Council's pre-consultation engagement exercise have been shared with KCC to advise on next steps.</p> <p>It was also noted that Pembury Primary School's last School Travel Plan was from 2015. ER to liaise with her contact to engage with the school about updating this. The Parish Council is meeting the Chair of Governors and Headteacher in June to discuss parking outside the school.</p>

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

					<p>Update 09.06.25 – ET reviewed the responses from the Parish Council’s pre-consultation engagement exercise. 239 responses were received, of which 206 were in support, 22 responded with ‘don’t know’ and 11 residents objected. However, only one objection was based on highway safety grounds (concerns related to displacing the parking further up the road).</p> <p>The next step is to produce a consultation plan to be advertised as part of the legal Traffic Regulation Order (TRO) process and ET has passed this to the Planning & Advice Team to action accordingly. ET will keep the Parish Council as this progresses.</p> <p>As part of the TRO consultation, if more than six objections are received, this may trigger a report to the Joint Transportation Board (JTB), but they would only be classified as official objections if based on highway safety grounds.</p> <p>Considering the responses received as part of the engagement exercise, it is unlikely that this will need to go to JTB, but this discussion can be had once the TRO consultation has closed.</p> <p>ET has also contacted the School Travel Planner to ask if they have had any recent contact with Pembury Primary School and/or if we have plans to contact the school in the near future (we will contact the school off the</p>
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Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

					<p>back of the Parish Council's concerns if nothing is scheduled in). ET will update the Parish Council as soon as this information is available.</p> <p>In addition, the Safer Road Users Team (who offer education to pupils by way of Road Safety Club/assemblies) are going to make contact with the school and will send them some virtual lessons (last provided to Pembury Primary School in August 2023).</p>
2.	Woodsgate Corner		<p>Drivers jumping red lights and vehicles blocking the junction.</p> <p>Queuing cars blocking driveways leading up to traffic lights in Tonbridge Road.</p>	<p>CCTV</p> <p>Yellow hatching</p> <p>Keep Clear markings</p>	<p>This will need to be reviewed by the Intelligent Traffic Systems Team email hmc@kent.gov.uk</p> <p>10.03.25 – Parish Council requested a 24 hour traffic light survey. A quote was requested but would cost in the region of £1,000. A Wednesday in term time was suggested, ideally during the proposed SGN roadworks.</p> <p>Update 09.06.25 – ET has requested a quote from KCC's survey company for CCTV monitoring at the A228/High Street/Tonbridge Road crossroads to understand the extent of the issues at this location and therefore what may be the most appropriate solution (if any). ET will update the Parish Council accordingly.</p>
3.	Henwood Green Road to junction with Romford Road junction with Lower Green Road		Parking Issues leading to obstruction particularly near the doctor's surgery	Consider making this one way	<p>10.03.25 - Consideration of making this section one-way was discussed at the HIP meeting. A previous public consultation showed that the proposal was not supported by residents. One-way streets tend to increase speeds and are taken as a last resort by KCC. This section could be included in the 20s Plenty initiative. Bus routes and refuse collection routes would also</p>

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

					<p>need to be considered.</p> <p>Update 09.06.25 – ET has submitted a traffic survey request which is the first step in reviewing the feasibility of a one-way scheme, and the Parish Council will be informed as to when this has been scheduled for (<i>scheduled for 12 July 2025 and Parish Council informed 11.06.25</i>).</p> <p>This survey will record traffic volumes and directional flow but also average speeds which will be useful if the Parish Council wishes to pursue a 20mph speed limit along this road (priority 6) in the future.</p>
Currently on hold or being considered as part of a request for Section 106 funding					
4.	Canterbury Road/Hastings Road		Difficulty in pulling out of Canterbury Road due to parked cars on Hastings Road	Double yellow lines	<p>KCC can install corner protection DYL where the need arises, the first step in the process is consultation to ensure local support. KCC will not carry out any further consultation aside from site notices. Please refer to New Highway Works Requests Information Pack for process considerations and costs incurred for the Traffic Regulation Order. (Informal consultation with local residents will need to be carried out by the PC in the first instance)</p> <p>Update 10.03.25 – The Parish Council confirmed that the results of the public consultation showed there was significant concern about the loss of residents' parking spaces. Therefore, double yellow lines at the junction would not be progressed further at this time. However, the Parish Council feels that the junction remains very dangerous, and the item should remain on the HIP.</p>

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

					<p>Works to the junction were included in a KCC report about the proposed section 106 highways works from PE1, PE2 and PE3.</p> <p>No further action for HIT at this time.</p>
5.	Henwood Green Road from Hastings Road to Woodside Road		Parking issues	Consider making this one way	<p>10.03.25 – The Parish Council confirmed that this item would be put on hold at the current time. The priority of this item to be considered by the Planning & Highways Committee.</p> <p>No further action for HIT at this time.</p>
6.	High Street		Speeding, parking, pavement/ parking, traffic using as a cut through to get to the A228/A264 from A21	To implement new road layout with road furniture which will require traffic to note oncoming traffic priority in several sites along the High Street. Funding from Section 106.	<p>10.03.25 – The Parish Council advised that a new road layout is being developed as a result of the proposed new housing from PE1, PE2 and PE3. Keep on the HIP and include a request for Section 106 funding in PPC planning responses.</p> <p>No further action for HIT at this time.</p>
7.	Lower Green Road		Speeding	To implement new road layout with road furniture which will require traffic to note oncoming traffic priority in several sites along Lower Green Road. Funding from Section 106.	<p>10.03.25 – The Parish Council advised that a new road layout is being developed as a result of the proposed new housing from PE1, PE2 and PE3. Keep on the HIP and include a request for Section 106 funding in PPC planning responses.</p> <p>No further action for HIT at this time.</p>
8.	Hastings Road		Speeding, parking, pavement/ parking as traffic uses this road as a cut through.	To implement new road layout with road furniture which will require traffic to note oncoming traffic priority in several sites	<p>10.03.25 – The Parish Council advised that a new road layout is being developed as a result of the proposed new housing from PE1, PE2 and PE3. Keep on the HIP and include a request for Section 106 funding in</p>

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				along Hastings Road. Funding from Section 106.	PPC planning responses. No further action for HIT at this time.
9.	Canterbury Road / Henwood Green Road		On-street parking in the area caused significant congestion. Buses and dustbin vans cannot always get through Henwood Green Road due to parked cars blocking their access.	Double yellow lines	10.03.25 – The Parish Council confirmed that this item would be put on hold at the current time. The priority of this item to be considered by the Planning & Highways Committee. No further action for HIT at this time.
10.	Romford Road, Henwood Green Road, Woodside Road, Kings Toll Road		<p>Congestion on the A21 Kippings Cross roundabout encourages traffic to use rural roads as a cut through. These are regularly used by walkers, cyclists and horse riders.</p> <p>There are three accident blackspots – on the junction at Hazeldene House; Wish Hill (northeast of Albans Lodge); Blind bend where WT221 crosses Romford Road.</p> <p>Additional housing in Paddock Wood and Matfield will worsen the rat- running.</p>	Reduce speed limit, mitigation and traffic calming measures, warning signage, improving verges. Funding from Section 106	<p>10.03.25 – The Parish Council advised that there has been a poor response from National Highways to address the problems of rat running from the A21. Requesting HGV satnav routes are amended to avoid them using the rural lanes to be considered. PPC were advised to liaise with Sean Holden who is trying to do this for Hawkhurst and Goudhurst.</p> <p>No further action for HIT at this time.</p>
11.	Various road, Pembury (Parish Council to advise)		20s Plenty	The Parish Council (PPC) is considering the implementation of the 20s Plenty initiative in the village.	09.06.25 – KCC notes the Parish Council's desire to implement a 20mph scheme in the village. Further information to be provided by the Parish Council once they have considered which

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				<p>To get the support of Kent Police, the initiative would need to be self-enforcing in the roads selected.</p> <p>The next steps (as of March 2025) are:</p> <ul style="list-style-type: none"> • PPC to consider which roads to include. • PPC to request traffic surveys for those roads from KCC. • KCC to assess if those roads were suitable or not. Current traffic speeds will be assessed to see if a 20mph limit would be self-enforcing. • PPC to undertake an initial public consultation to residents of any suitable roads. <p>20s Plenty would require the road to be de-luminated which would add to the costs involved. The total cost could be significant. Other local schemes were considered to be a waste of money.</p>	<p>roads to include.</p> <p>Update 17.06.25 - The Parish Council has agreed not to progress this at this time and will revisit after the works planned as part of any new developments.</p> <p>No further action for HIT at this current time.</p>
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Historical Priorities Record (to be completed by the Community Engagement Officer ONLY)

Location	Has this issue been raised previously?	Problem/Concern	What are your objectives/ what options would you like KCC to consider?	KCC Comments
Lower Green Road		Speeding – in particular outside the school	Reduce speed limit to 20mph outside school '20's plenty'	Ordered and due to be installed prior to 19.03.2021 works complete
Woodsgate Way		Entrance roadway is too narrow	Widening of roadway	The entranceway looks to be no narrower than other residential streets – This would be difficult to undertake, as consideration to the tree root protection area would prohibit civils. NB the wider the road faster speeds swinging in and out. No further action from KCC at this time.
Penns Yard		Parking issues	Double Yellow Lines on one side of the road. Cllr Barrington King in discussion with TWBC officers	No action for KCC at this time
Cornford Lane		Major traffic congestion	Discussions taking place with residents to canvas their thoughts	No KCC action proposed at this time.
Woodside Road/Kings Toll Road		Road being used as a rat run	A feeder lane on the A21 at Kippings Cross for easier access to Matfield Cllr Barrington King working with National Highways (previously known as Highways England) to develop and lobby for the dualling of the A21 further south from Kippings Cross.	Noted – No Action for KCC at this time.
Lower Green Road		Speeding	To implement new road layout with road furniture which will require traffic to note oncoming traffic priority in several sites along Lower Green Road	Speed survey undertaken in 2022.
Henwood Green		Speeding		Speed surveys can be carried out, funded by the

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Road				Parish to ascertain the extent of the problem, and the basis for any future proposals. Await to hear if PC have funding for ATC tube surveys to go down.
Canterbury Road		Speeding	Reduce speed limit to 20mph	<p>Canterbury Road does not meet the criteria for a 20mph limit/zone, the minimum speed limit length is 600m in accordance with 'setting local speeds' DFT circular 01/2013.</p> <p>Consider half on half off parking. CRK to do site survey and report back to PPC.</p>
Lower Green Road / top of Church Road/Maidstone Road		Road safety particularly during school drop off and pick up, is an issue. Compared to St James Primary school in Tunbridge Wells, there are much fewer interventions.	Speed survey during term time. Double yellow lines. School keep clear markings.	KCC can install corner protection DYL where the need arises, the first step in the process is consultation to ensure local support. KCC will not carry out any further consultation aside from site notices. Please refer to New Highway Works Requests Information Pack for process considerations and costs incurred for the Traffic Regulation Order. (Informal consultation with local residents will need to be carried out by the PC in the first instance)
Woodside Road (slugs.being.joins)		Concealed entrance	Install a concealed entrance sign	<p>10.03.25 – KCC advised that concealed entrance signs are not approved by the Department of Transport so therefore would have to be on private land. Planning permission might also be required.</p> <p>09.06.25 – ET confirmed the information above. A land registry search would be required to confirm, but it appears that the verge on the southeastern side may not be highway maintainable. With the land owners' permission, the Parish Council could therefore install their own concealed entrance</p>

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				<p>sign.</p>  <p>Update 17.06.25 - Parish Council advised that they are likely to install a sign on their own land.</p> <p>No further action for HIT.</p>
Hastings Road		Gateway is deteriorating	Refurbish gateway	<p>10.03.25 – The Parish Council noted that the previous quote had been too expensive. KCC advised that, in general, village gateways become the responsibility of the Parish Council. However, this was not the Parish Council's understanding.</p> <p>09.06.25 – ET advised that, whilst we agree that information on gateways becoming the Parish Council's asset post-installation has not previously been well communicated, the more recent Highway Information Packs advise, with regard to future maintenance, that, <i>at the end of life, funding will need to be found by the scheme promotor to maintain/ replace the gateways as KCC are not in the position to fund this. We would advise that the Parish Council add these assets</i></p>

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to their insurance.

However, in this instance, KCC can look to fund the replacement of the existing gateway with a new gateway. This will not be the same as currently on site (shown below), as we now only install gateways according to the Kent Traffic Signs Manual (example from scheme drawing from a gateway recently installed in Frittenden below).



Parish Council to confirm if they would like to pursue this option (*discussing at Planning &*

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				<p><i>Highways Committee 18.06.25).</i></p> <p>Update 20.06.25 - The Parish Council advised that, following their committee meeting on Wednesday, they do not wish to progress any work to the Hastings Road gateway at this time.</p> <p>Moved to historical priorities record.</p>
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Accounts for Payment - July 2025

Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
005087	Cash	Bands for Pembury in the Park	630.00
			630.00

ACCOUNTS FOR PAYMENT BY BACS - July 2025

04/013	Bowman Bros	Depot cesspit empty (original payment not made)	130.00
07/050	HMRC	Tax/NI	3,085.28
07/051	Kent Pension Fund	Pensions	2,412.08
07/052	Capel Groundcare	Single point swing labour cost only	300.00
07/053	Capel Garden Nurseries	Community gardening & hanging baskets	34.88
07/054	Christine Snow	Refund for community gardening plants	55.99
07/055	Knockout Print	Banners for Pembury in the Park	126.00
07/056	PRS / PPL	Pembury in the Park licence fee	73.14
07/057	Heliocentrix	Monthly IT charges	297.24
07/058	Kidmans	Strimmer & Ride on mower repairs	220.08
07/059	Viking	Stationery & office supplies	71.86
07/060	JD Plumbing	Replace office taps	165.00
07/061	The Handrail People	50% for War Memorial handrail	324.00
07/062	Edge IT	Epitaph training - Assistant Clerk	102.00
07/063	Trade UK (B&Q)	Grounds maintenance supplies	14.12
07/064	Trade UK (Screwfix)	Grounds maintenance supplies	54.36
07/065	Brissco	Twitten signs	1,211.52
			8,677.55

DEBIT CARD - June 2025

DC 06/07	NALC	Event: Beyond the Precept - Cllr Stratton	42.00
DC 06/08	Amazon	Tuf of War rope - Pembury in the Park	28.99
			70.99

DIRECT DEBITS - June 2025

DD 06/42	Wex	Fuel Charges	21.60
DD 06/43	Public Works Loan	Loan repayment	2,059.48
DD 06/44	Wex	Fuel Charges	79.52
DD 06/45	BT	Telephone & Broadband	81.89
DD 06/46	Castle Water	Water - Allotments (Sturgeons)	41.27
DD 06/47	Tunbridge Wells Borough Council	Business Rates - Cemetery	54.00
DD 06/48	Tunbridge Wells Borough Council	Business Rates - Office & Depot	1,073.00
DD 06/49	Wex	Fuel Charges	1.80
DD 06/50	Castle Water	Water - Allotment (Woodside Road)	70.32
DD 06/51	Castle Water	Water - Lower Green Recreation Ground	196.43
DD 06/52	Castle Water	Water - Pembury Burial Grounds	90.40
DD 06/53	Castle Water	Water - Lower Green Cemetery	7.90
DD 06/54	British Gas	Electricity - office	73.14
DD 06/55	Sage	Payroll support	18.00
DD 06/56	Wex	Fuel Charges	87.34
DD 06/57	O2	Mobile phones	134.00

DD 06/58	Engie Power	Electricity unmetered supply	129.11
DD 06/59	Engie Power	Electricity depot	101.98
DD 06/60	NEST	Pensions May	287.57
DD 06/61	Castle Water	Water - Woodside Playing Fields	32.18
DD 06/62	Veolia	Waste Charges	90.94
DD 06/63	Wex	Fuel Charges	80.55
			4,812.42

CONFIDENTIAL SALARIES - June 2025

CS 06/03	Staff	Payroll	10,267.52
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TOTAL EXTERNAL PAYMENTS			24,458.48
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Internal Payments - July 2025

005088	Pembury PC NatWest a/c	Pembury PC Unity current a/c	£	25,000.00
TR 07/04	Pembury PC Unity Savings a/c	Pembury PC Unity current a/c	£	12,000.00
TOTAL INTERNAL PAYMENTS			£	37,000.00
