



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 1 September 2025** at **7:15pm** at the **Pembury Office Meeting Room**, Lower Green Recreation Ground.

H Munro

Helen Munro

Parish Clerk

Date of Issue: 26 August 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 7 July 2025 for signature.
6. **COMMITTEE MINUTES.** To note draft minutes of Committees for adoption and receive verbal report and update from Committee Chairs.
 - a. Finance & HR Committee – 21 July 2025
 - b. Planning & Highways Committee – 23 July 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. **COMMITTEES AND WORKING GROUPS.**
 - a. To consider a review of current Committee and Working Groups for discussion by the Finance & HR Committee.
 - b. To consider postponing all Working Group meetings while this is considered further.
11. **GROUND'S MAINTENANCE EQUIPMENT.** To consider quotes for a replacement strimmer.
12. **WOODSIDE PAVILION.**
 - a. To consider updated proposed internal development plans for the pavilion.
 - b. To consider request for contractor to display advertising boards on the side of the building.
 - c. To consider plans for a secured fenced goal storage area for the Pembury Athletic Youth Football Club.
13. **COMMUNITY GRANT FUNDING.**
 - a. To note grant funding obtained from Tunbridge Wells Borough Council for playground shade and benches.
 - b. To consider quotes for the playground shaded pergola and benches.
14. **HIGHWAYS IMPROVEMENT PLAN (HIP).** To receive update and note the changes to the HIP.
15. **COUNCILLOR CO-OPTION.**
 - a. To consider co-option of candidate.
 - b. If successful, to approve appointment to committees and working groups.
16. **FINANCIAL INFORMATION.**
 - a. To note the Accounts for Payment – August 2025.
 - b. To receive and approve accounts for payment – September 2025.
 - c. To note increase to 'Green Book' salary scales.

- d. To approve investing in the Nationwide annual bond and sign the necessary forms.
- 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 6 October 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. **HR MATTERS.** Seasonal Groundsman.

Minutes of the **FULL COUNCIL** meeting held at the Parish Office, Lower Green Recreation Ground on Monday **7 July 2025** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr L Maddison-Brown
Cllr N Stratton (Vice- Chair)	Cllr C Snow
Cllr P Gillan	Cllr M Weaver
Cllr G Hall	Cllr L Young
Cllr B Hemsley	

Apologies:

Cllr C Banwell	Cllr P Simmons
Cllr A Birch	

Officers Present:

M Brooker (Assistant Clerk)

Others Present:

County Cllr C Sefton
1 member of the public

- 25/97. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Banwell, Birch and Simmons. It was **RESOLVED** that the apologies and reasons be accepted.
- 25/98. **DECLARATIONS OF INTEREST.** There were none.
- 25/99. **CHAIR'S ANNOUNCEMENTS.** The Chair welcomed Cllr Maddison-Brown to her first Full Council meeting. They mentioned the success of the Pembury in the Park event and thanked all those who helped on the day. The Chair reminded all Councillors of the Fireworks event on 31 October 2025.
- 25/100. **OPEN SESSION.** A resident expressed their concerns regarding the use of Cornford Lane as a rat run for commuters, and the impact this has on the environment, wildlife and the residents.
- 25/101. **MINUTES.** It was **RESOLVED** that the minutes of 2 June 2025 be approved and were signed by the Chair as an accurate record.
- 25/102. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following meetings. Updates were noted.
- a. Planning & Highways Committee – 28 May 2025
 - b. Planning & Highways Committee – 18 June 2025
 - c. Open Spaces Committee – 23 June 2025
- 25/103. **CLERK'S REPORT.** The following report was noted:
- a. New Bank Account

The application process is underway to open the new HSBC accounts and this has been chased.

b. Community Grant Funding.

The application has been submitted and notification is now awaited.

c. Annual Governance & Accountability (AGAR)

The AGAR has been submitted and a response from the external auditor is awaited. This will not be received until September/October.

d. Other

The Tunbridge Wells Clerks now have their own group in the same way as the Chairman's group.

e. Resignation

The Communications Officer has resigned and their last day will be the 3 August.

f. 24/02697/Full- The Meadows, Pastheap Farm, Hastings Road Pembury

The appeal has been dismissed.

- 25/104. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'.** Cllrs Birch, Hayward and Patterson sent their apologies.

Reports were received and the following noted.

- 'Cornford Lane Traffic Management Options' were on the agenda to be discussed at the Joint Transportations Board meeting on Monday 14 July 2025.

- 25/105. **EXTERNAL BODIES.** A report from on the KALC Parish Chairman's meeting was reported and noted.

- 25/106. **PLANNING CONSULTATION 24/03141/FULL LAND NORTH OF A21, SOUTH & WEST OF HASTINGS ROAD HASTINGS ROAD PEMBURY TUNBRIDGE WELLS KENT.** Changes to the application were considered.

It was **RESOLVED** to consult with a Planning Consultant and delegate the full response to the Clerk in consultation with Cllrs Brooks, Stratton and Hall.

A request to extend the deadline for the Parish Council response to the 31 July 2025 would be made to Tunbridge Wells Borough Council (TWBC).

- 25/107. **GROUNDS MAINTENANCE EQUIPMENT.**

- a. Recommendation for a replacement ride on mower was noted. It was **RESOLVED** to obtain quotes for a brand-new ride on mower, the same specification and brand as the existing mower to be replaced.

- b. It was **RESOLVED** to trade in the existing ride on mower.
- c. It was **RESOLVED** to delegate the review of quotes for the new Ride on Mower to the Finance & HR Committee with a recommendation to go to Full Council.
- d. It was **RESOLVED** to go ahead with the recommendation for payment from earmarked reserves.

25/108. **WOODSIDE PAVILION.** An update on the amended proposal for internal alterations was received and noted.

A request was made for permission to place a shipping container on-site for storage purposes, in order to facilitate the internal alterations. It was **RESOLVED** to approve the use of the shipping container for storage in principle, subject to obtaining planning permission if required.

25/109. **GRANT FUNDING.** Consideration for the West Kent Rural Grant scheme was discussed. It was **RESOLVED** not to progress with an application for the grant.

25/110. **KENT PENSION FUND.** The consultation on 'Pooling of Town & Parish Council Pension Funds' was considered. It was **RESOLVED** not to comment.

25/111. **HIGHWAYS IMPROVEMENT PLAN (HIP).**

- a. Information about TWBC Highways Grant Fund was received. It was **RESOLVED** to delegate to the Planning & Highways Committee to apply for the grant.
- b. The 'Highways Improvement Plan' was reviewed, and it was **RESOLVED** to add additional speeding solutions to the HIP, which would include speed cameras and traffic calming measures for the High Street and Lower Green Road.

25/112. **FINANCIAL INFORMATION.** It was **RESOLVED** to approve the accounts for payment for July 2025 for £27,814.52 and internal payments of £37,000 which are listed in Appendix 1.

25/113. **RISKS.** The password alert breach notified by the IT contractor was raised. Councillors were advised to change their passwords in line with the Council IT policy.

- 25/114. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** A suggestion to consider 'dead hedge fencing' in appropriate areas was raised and that this should be added to the next Open Spaces Committee meeting agenda for discussion.
- 25/115. **FUTURE MEETINGS.** Full Council – Monday 1 September 2025 at 7:15pm at the Parish Office Meeting Room.
- 25/116. **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 08.40 pm.

Cllr C Sefton and the member of the public left the meeting at 8.40pm.

- 25/117. **CLIMBING FRAME.**
- a. It was **RESOLVED** to change the tender specification to keep the original multi play unit and replace the panel with the hole to a solid panel.
 - b. It was **RESLOVED** to appoint Proludic for the climbing frame for £32,000.
 - c. It was **RESOLVED** to submit the application for Section 106 funding.

There being no other business, the meeting closed at 8.46pm.

Signed: _____ Date: _____
Chair

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 ba		977.38
07/054	Christine Snow	Refund for community gardening pla		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		567.48
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
07/066	Wise Stonecraft	Gravedigging		450.00
07/067	KALC	Training - Cllr Maddison-Brown		60.00
07/068	Pembury Guides & Scouts	Donation towards insurance		1,632.94
				12,033.23
DEBIT CARD - June 2025				
DC 06/07	NALC	Event: Beyond the Precept - Cllr Stra		42.00
DC 06/08	Amazon	Tuf of War rope - Pembury in the Par		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
TOTAL EXTERNAL PAYMENTS				27,814.16
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

Minutes of the **FINANCE & HR COMMITTEE** meeting held in the Parish Office, Lower Green Road, Pembury on **MONDAY 21 JULY 2025** at 12:30pm



Councillors Present:

Cllr N Stratton (Chair)

Cllr C Birch

Cllr K Brooks (Vice-Chair)

Apologies:

Cllr P Simmons

Also in attendance:

Helen Munro (Clerk)

25/118. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Simmons. It was **RESOLVED** that the apologies and reason be accepted.

25/119. **DECLARATIONS OF INTEREST.** There were none.

25/120. **CHAIR'S ANNOUNCEMENTS.** There were none.

25/121. **OPEN SESSION.** There were no members of the public present.

25/122. **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 12:37pm.

25/123. **HR MATTERS.**

- a. Resignation of Communications Officer. This was noted. It was **RESOLVED** to use a contractor to assist with the relevant tasks on an ad hoc basis until a replacement is employed.
- b. Job Description and Person Specification. Minor amendments were made, and it was **RESOLVED** that the amended information be approved.
- c. Terms and Conditions. It was **RESOLVED** to approve the terms and conditions as listed in the confidential report.
- d. Recruitment and selection. It was **RESOLVED** to approve the recruitment and selection for the role.

There being no other business, the meeting closed at 1:13pm.

Signed: _____

Chair

Date: _____

Initialled _____

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Minutes of the **PLANNING AND HIGHWAYS COMMITTEE** held at the Parish Council offices on **WEDNESDAY 23 July 2025** at 7:00 pm.



Councillors Present:

Cllr G Hall (Vice-Chair)
Cllr L Maddison-Brown

Cllr L Young

Apologies:

Cllr K Brooks (Chair)
Cllr P Simmons

Cllr B Hemsley

Officers Present:

H Munro (Clerk)

Others Present:

Borough Cllr Rob Wormington

25/0124. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Brooks, Hemsley and Simmons. It was **RESOLVED** that the apologies and reasons be accepted.

25/0125. **DECLARATIONS OF INTEREST.** There were none.

25/0126. **MINUTES.** It was **RESOLVED** that the minutes of the meeting of 18 June 2025 be approved and were signed by the Chair as an accurate record.

25/0127. **CHAIR'S ANNOUNCEMENTS.** Cllr Wormington was welcomed to the meeting.

25/0128. **CLERK'S REPORT.** The following report was noted:

- a. Double Yellow Lines. Kent Highways are assessing the results of the public consultation, and their comments are awaited.
- b. Planning responses during the summer recess. There is no meeting scheduled in August. Planning responses are delegated to the Clerk in consultation with Committee Members via email.

25/0129. **OPEN SESSION.** Cllr Wormington spoke about the Tunbridge Wells Borough Council Parish Road Safety Grant.

25/0130. **HIGHWAYS IMPROVEMENT PLAN (HIP).**

- a. The Tunbridge Wells Borough Council Parish Road Safety Grant was discussed. It was **RESOLVED** that once the HIP had been reviewed, Kent Highways would be contacted to ensure that they supported the priority projects and could be fully costed within the timescale of the grant. An application would be made before the deadline of 31 October 2025. It was **RESOLVED** that Mike Martin, MP, would be asked to liaise with Kent Highways to expedite the work.

Cllr Wormington was thanked for attending the meeting.

Cllr Wormington left the meeting at 7:25pm

- b. The update from the meeting with the Primary School was noted.
- c. Limiting parking in the bays by the Primary School was discussed but it was **RESOLVED** that this would not be progressed.
- d. The quote for CCTV monitoring at Woodgate Corner was considered. It was **RESOLVED** to accept the quote for £690 for 24 hour recording. A Wednesday in September to be selected once the schools have gone back.
- e. The HIP was reviewed in detail. It was **RESOLVED** that the following changes be made:
 - i) A new item would be added to improve the safety of the zebra crossing on Lower Green Road from Bulls Place. Features including a built out section to be investigated.
 - ii) A new item would be added for speed cameras in Lower Green Road and Maidstone Road.
 - iii) It was **RESOLVED** that the priority order of the HIP be changed as follows:
 - (1) Double Yellow lines on the junction of Maidstone Road and Church Road
 - (2) Safety features including a built out section for the zebra crossing on Lower Green Road from Bulls Place.
 - (3) Speed cameras on Lower Green Road.
 - (4) Speed cameras on Maidstone Road.
 - (5) Woodsgate Corner.
 - (6) Henwood Green Road to junction with Romford Road Junction with Lower Green Road.
- f. Items 1 to 4 would be added to the Road Safety Grant application if they were within the available £25,000.

25/0131. **PLANNING APPLICATIONS.** The following were considered, and it was **RESOLVED** to submit the following responses to TWBC:

- a. **25/01429/FULL 13 High Street**
Change of use from offices (Class E) to 1no residential dwelling (Class C3) with creation of garden space & parking.

No objections but it was requested that the dropped kerbs to the front of the property be corrected to accommodate both spaces. There was also concern that the applicant does not know where the sewage connections are.

- b. **25/01443/FULL 5 Romford Road**
Erection of a single storey rear conservatory.

No objection

- c. **24/03141/FULL Land North Of The A21, South & West Of Hastings Road, Hastings Road**
Development of 87no. dwellings with access, public open space & associated landscaping.

The addendum to the application and guidance from the Planning Consultant was discussed in detail. Comments made and continued concerns about the application would form the basis of the response which had been delegated to the Clerk in consultation with Cllrs Brooks, Hall and Stratton by Full Council.

- d. **25/01581/FULL Queens Folly, 64 Lower Green Road**
(Retrospective) Pergola, shed & aviary.

No objection

- e. **25/01582/LBC Queens Folly, 64 Lower Green Road**
(Works already carried out) Replacement roof window.

No objection

- f. **25/01628/FULL 46 Herons Way**
Demolition of existing rear conservatory & replacement with single storey extension; additional single storey extension to rear.

As there are insufficient details of the proposal to make a judgement, the Parish Council objects to the application and requests this information is provided. There are also concerns about how construction traffic gains access to the site.

25/0132. **LATE PLANNING APPLICATIONS.** The following were considered, and it was **RESOLVED** to submit the following responses to TWBC:

- a. **25/01539/ADV Tesco, Pembury Road**

Advertisement - Internally illuminated 'TESCO' lettering above site entrance.

No objection.

25/0133. **OTHER APPLICATIONS.** The following applications were noted.

- a. **25/01605/SUB Tesco Pembury Road**
Submission of Details in relation to Condition 9 - (Construction environmental management plan) of 24/01356/FULL
- b. **25/01686/SUB Tesco, Pembury Road**
Submission of Details in relation to Condition 6 - (Arboricultural Method Statement) of 24/01356/FULL
- c. **25/01564/TCA Amberleaze 2 Lower Green Road**
Trees in Conservation Area Notification: 2 no. CYPRESS - Laterally reduce overhanging face by 2m; 1 no. CYPRESS – Fell

It was **RESOLVED** to submit a comment asking that the tree is reduced in height rather than removed due to its prominent location.
- d. **25/01677/TCA Old Rectory, 4 Hasting Road**
Tree in a conservation area notification – SYCAMORE (T1) crown lift by 4m

25/0134. **DECISIONS.** The following decisions were noted:

- a. **25/01039/TPO Pembury House, Lower Green Road**
Trees: COPPER BEECH (T1) - Fell and leave a monolith at 5-6m. GRANTED
- b. **25/00590/FULL 26 Tonbridge Road**
Partial demolition of single storey side extension & erection of two storey extension. Alterations to side porch & fenestration. GRANTED
- c. **25/01104/FULL 2 Hawkwell Cottage, Maidstone Road**
Extend dropped kerb by approx 2.8m to east side. GRANTED
- d. **25/01109/TPO The Old Chapel, Hastings Road**
TREES: PLUM (T1) - Prune overhanging branches and thinning through canopy; 4 no. BIRCH (T2, T3, T4 & T5) – Remove. GRANTED
- e. **24/02697/FULL The Meadows, Pastheap Farm, Hastings Road**
Retrospective change of use and the stationing of 12 mobile homes, 5 touring caravans, 1 portacabin for residential use, 3 containers, 1 static caravan for storage, and septic tank. APPEAL
DISMISSED
- f. **25/01238/FULL Ramblers, Cornford Lane**
Single storey rear extension & extended dormer windows. GRANTED

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

- h. **25/01235/FULL 35 Church Road**

Proposed rear second storey extension & new orangery GRANTED

25/0135. **ENFORCEMENT.** No update had been provided by TWBC. This would be chased.

25/0136. **STREETLIGHTS.**

- a. This item was deferred.
- b. Councillor inspections were circulated and noted.

25/0137. **NEIGHBOURHOOD PLAN FUNDING.** The recent request for further action regarding the withdrawal of funding was discussed. It was **RESOLVED** to write to Mike Martin, MP.

25/0138. **RISKS.** There were none.

25/0139. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

25/0140. **MEETING DATES.** The next meeting will take place on Wednesday 17 September 2025 at 7pm in the Parish Office.

There being no other business, the meeting closed at 9:13 pm.

Signed: _____ Date: _____
Chair

Report to: Full Council
Date of meeting: 1 September 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

There were issues with the application and alternative accounts are being researched.

2. Annual Governance & Accountability (AGAR)

The AGAR has been submitted and a response awaited from external auditor.

3. Recruitment

Interviews have been arranged and will take place on Thursday 11/09/2025.

4. Climbing Frame

Work is scheduled to begin on 13/10/2025.

5. Grounds Maintenance Equipment

Quotes for a replacement ride on mower and trade in value for the old mower will be considered at the Finance & HR Committee meeting.

Items to note

6. Other

A reminder of the upcoming Community Litter Pick, Saturday 27 September 2025.

Report to: Full Council

Date: 1 September 2025

By: Assistant Clerk

Subject: Grounds Maintenance Equipment- Replacement Strimmer

Decision/s Required: To consider quotes for a replacement strimmer.

1. Introduction

A new strimmer is required to replace a broken and unfixable petrol strimmer. The new strimmer needs to be powerful enough to cut through dense shrubs and brambles.

2. Battery Operated Strimmer's

Our current Echo brand of strimmer is not powerful to deal with high volume of dense shrubs and brambles as required at the allotments. The alternative brand Stihl battery operated strimmer has been recommended, this is a more powerful battery-operated strimmer designed to cut through dense shrubs and brambles.

Pros

- Lightweight & easy to handle – usually lighter than petrol models.
- Quieter – less noise pollution, better for residential areas.
- Low maintenance
- Eco-friendly – zero emissions at the point of use.
- Instant start – just press a button, no pulling cords.
- Cheaper running costs – just recharge the battery, no fuel required.

Cons

- Limited run time of up to 25 minutes.
- Less power than petrol operated.
- High cost due to all components required along with the strimmer.
- Battery degradation- performance declines over the years.
- Charging downtime- if the battery runs out you have to wait to recharge.

Quotes

Item	Quote 1	Quote 2	Quote 3
Stihl FSA400 Strimmer	£615	£600	£618
Stihl AP500S Battery	£295	£321	£289
Stihl AL501 Fast Charger	£110	£121	£125
Stihl AR3000L Backpack Battery	£1,325	£1,347	£1,309
Stihl Backpack Battery carrying system	£135	£140	£150

Total	£2,480	£2,529	£2,491
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3. Petrol Strimmer's

The below range of petrol strimmer's have been recommended to deal efficiently with dense shrubs and brambles.

Pros

- High power – can tackle thick grass, brambles, and large areas with ease.
- Unlimited runtime – just refuel and keep going.
- Durable – built for heavy-duty or professional use.
- Variety of attachments – some petrol strimmer's can double as brush cutters or multitools

Cons

- Heavier & noisier – can be tiring to use for long periods, especially for casual users.
- More maintenance – need regular servicing.
- Fuel costs
- Pollution – produces exhaust fumes, less environmentally friendly.
- Harder start – pull-cord starting can be frustrating

Quotes

Item	Quote 1	Quote 2	Quote 3
Echo SRM420TESU 41cc	£595	£566	£681
Echo SRM520ESU 50cc	£685	£651	£783
Stihl FS411 42cc	£730	£830	£759
Stihl FS461 46cc	£800	£902	£826

4. Budget

£1315 is available in the ground's maintenance equipment budget.

Email to Pembury Parish Council from Pembury Football Club
05/08/2025

Pleased to give you what we believe is our final update regards our plans in the hope the Parish Council will give us approval and we can proceed to a grant application from the Football Foundation.

When we last communicated we had considered removing storage from the Woodside changing rooms and purchasing a secure container unit for that purpose. However, Matt had concerns that we may need planning for this due to its permanent status and some doubt regards whether it would be granted due to location. Also there was the delay that an application could bring to the project with a new season fast. Accordingly we have reverted to storage remaining in the building with the conversion of the shower areas in changing rooms three and four being converted for this purpose. We think this is the best way to proceed from a time and cost perspective and that such a solution will remain suitable until a full conversion of the building is undertaken subject to S106 monies.

The project therefore becomes all internal which removes the need for any planning approvals.

In principle what we propose is to secure the building with new external doors and frames suitable for purpose. Once inside, the front of the building will become re-vamped toilet facilities. On entry to the left the current disabled toilet area will be cleaned and made suitable for use by ladies and young children. To the right the gentlemen's facilities will similarly be re-vamped and converted to a two cubicle area. This area will then be separated from the changing facilities by the fitting of walls and a lockable door. This will add security to the changing facility, maintain its separation from public view and mean that visitors and spectators have private access to toilet facilities. Inside the changing areas these will be cleaned, painted and the showers renewed to provide a much needed regeneration. The final two changing rooms will have there shower areas isolated and converted to the storage allowing those rooms to provide additional secure changing areas as required. The referees room will also be re-vamped. New shower pumps servicing the facility will also be integrated in to the plumbing to improve the performance of these units. All electrical appliances will be upgraded for use and safety as required.

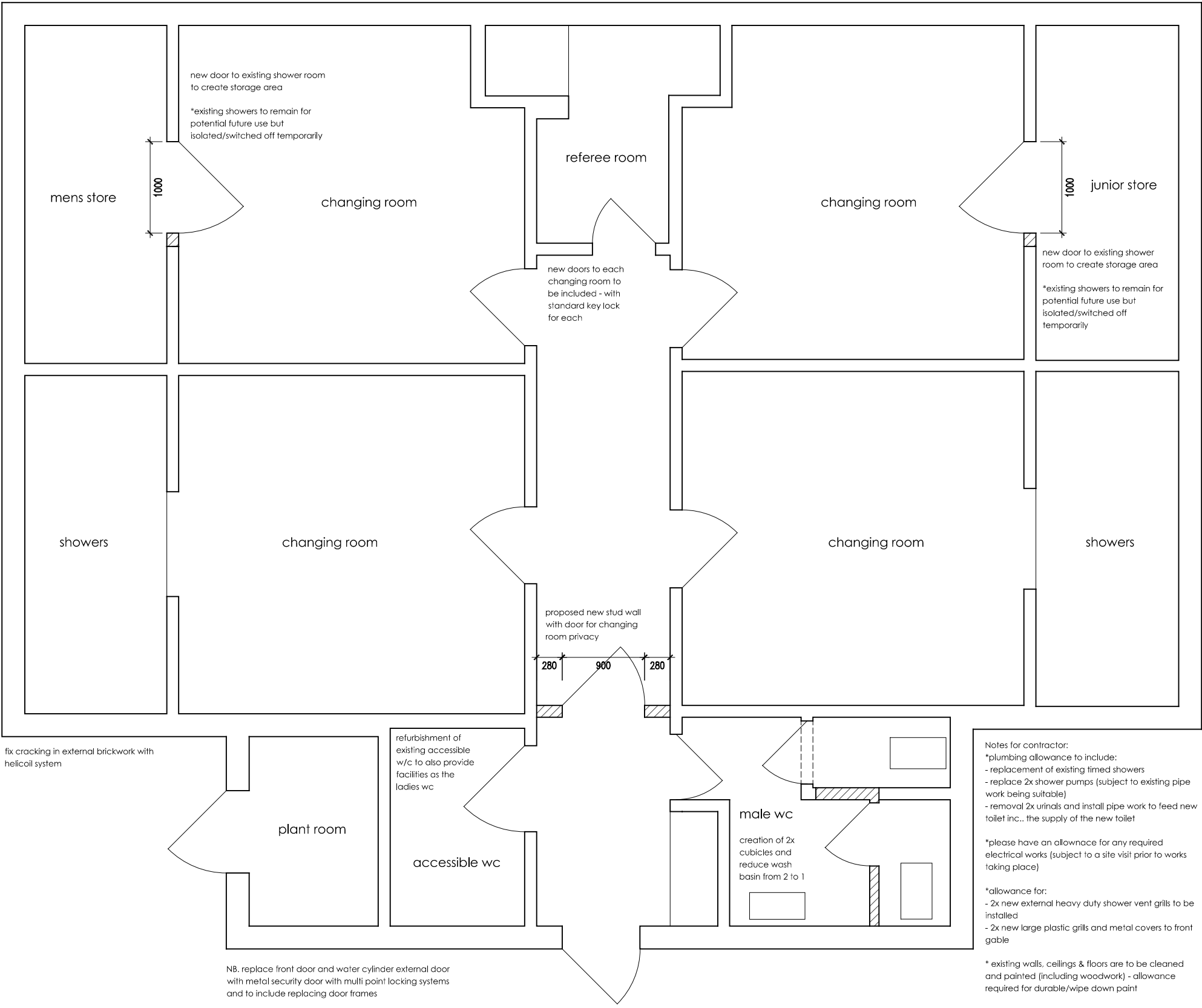
You can hopefully see these intentions via the drawings attached.

The cost of doing the above, including VAT, will just meet our budgets attainable from a grant if approved. If we do not receive grant monies such is the need for this work that we will attempt to raise funds ourselves so that, as it must, it goes ahead. Our preferred contractor will in conjunction with Matt manage the project as a turn key application. He will give us a discount of 5% if we allow him to advertise his work on a board affixed to the exterior of the building if you would kindly approve this as it makes cost more manageable.

I think subject to a tick from PPC we are in a position to apply for the grant and hope to do that immediately you respond. We think there is a four week turnaround in the grant application and if that is the case we will have the builders on standby to commence thereafter. We hope that the re-vamped facilities could then be available for the new season.

Many thanks for your time and I look forward to hearing from you.

Best regards.



Client: Pembury Football Club

Project: Refurbishment Works

Woodside

Henwoods Mount

Pembury

TN2 4BH

Title: Phase 1 - Proposed Floor Plan

Scale: 1:50 @ A3

Date: July 2025

Drg. No: 25_194 - 130

Drawn by: MRT



DRAFT

wall to be removed =

proposed/new wall =

Report to: Full Council

Date: 1 September 2025

By: Assistant Clerk

Subject: Playground Shade and picnic benches in Lower Green Recreation Ground

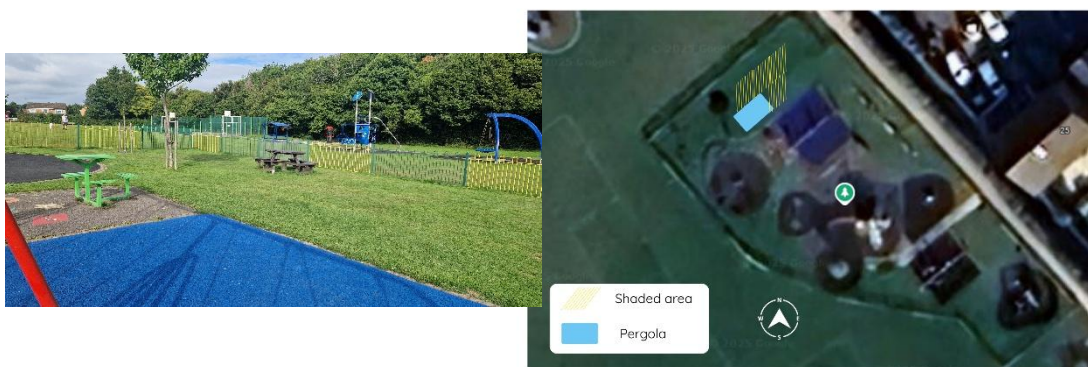
Decision/s Required: **To consider quotes for playground shade pergola and agree location.**

1. Introduction

Grant funding of £4,950 has been secured for a playground shaded structure and picnic benches in Lower Green Recreation Ground children's playground.

2. Location

The proposed location for the pergola would be in the existing picnic bench area of the playground. To maximise the amount of shade, considering the sun's orientation, it should be positioned away from the fence line to the southwest, as shown in the pictures below.



3. Quotes

Quote 1

5m x 3m Shade Pergola installed into grass
£2,760.73

Subsidised removal off site of spoil/waste

Quote 2

4m x 3m Shade Pergola
£1,074.75

Installation £1,250

Delivery £220

Quote 3

5m x 3m Rainbow Shade Net Pergola installed into grass surface.

Total £7350.00

material created from
installation £250

Environmental Waste
Disposal £395

Total £3,010.73

Site Security Fencing
£350

Total £3,289.75

SHADE PERGOLA
PRODUCT CODE - SHPERG3x2, SHPERG4x2, SHPERG3x3, SHPERG4x3 / V3 / BP



4. Picnic Benches

Benches similar in design and materials to the one already installed in the playground have been obtained. 2 benches to be purchased.

5. Quote 1

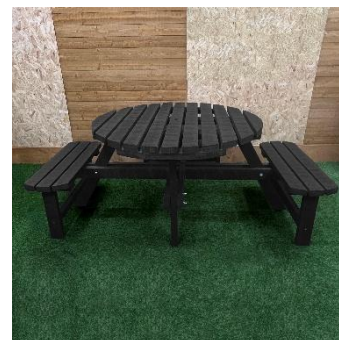
£755 each

Quote 2

£1,002.79 each

Quote 3

£678 each



6. Environmental Considerations

The picnic bench is made of recycled materials.

7. Recommendation

To go ahead with quote 1 for the shaded pergola and quote 1 for the benches that match the existing picnic bench. **Total £4520.73**

To agree to spend remaining balance of £429.27 on an additional bench for the recreation ground.

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 30.07.25 (virtual)	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>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 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 (<i>done 07.07.25</i>).</p>
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Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

					<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) (<i>done 10.07.25</i>).</p> <p>24.07.25 - ET has shared the consultation plan with the Parish Council who have been asked to advise as to whether or not they are happy with the proposed extents. ET will then pass this scheme over to KCC's TRO team and will let the Parish Council know when this has been scheduled to go out to formal consultation. KCC to fund, including the cost of the TRO.</p> <p>Update 25.07.25 - The Parish Council has asked that we extend the proposed DYLS further along Maidstone Road and this has been passed back to the Design & Delivery Team to review and amend the plan accordingly.</p>
2.	Lower Green Road zebra crossing (at the footpath leading to Bulls Place)	N	Poor visibility of the zebra crossing for both pedestrians and drivers on both approaches	Improve visibility of the crossing through the installation of a build out or other suggestions/options as deemed suitable by Highway Engineers.	<p>30.07.25 - ET has passed to the Planning & Advice Team to consider the Parish Council's request and/or suggest alternative measures that may improve the visibility of the zebra crossing.</p> <p>The Parish Council has advised that they would like to pursue the option of funding any potential scheme here with the Rural Parish Grant being offered by TWBC.</p>

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

3.	Lower Green Road/ Maidstone Road	N	Concerns of speeding	Installation of two Safety Cameras along Lower Green Road and Maidstone Road respectively	<p>30.07.25 - At KCC we receive hundreds of requests each year for speed/safety cameras, but it is not possible to install cameras at all requested sites. Installation of Safety Cameras in Kent & Medway is managed by the Kent and Medway Safety Camera Partnership (KMSCP) and the policy that the Partnership adheres to, along with the key criteria it follows when considering a site, is outlined on their website at <u>Camera criteria - Kent & Medway Safety Camera Partnership (kmscp.co.uk)</u>.</p> <p>Fixed safety cameras are probably the most requested form of camera enforcement, and these can be installed where three or more people have been killed or seriously injured in speed-related crashes, over a 1.5km stretch of road, in the three years prior to installation. Alternatively, they can also be considered where there has been a history of speed-related crashes at single sites or along a route where a robust investigation by KCC, as Highway Authority, has determined a safety camera to be the most appropriate measure to mitigate evidenced crashes.</p> <p>Having reviewed the crash data along the full length of Lower Green Road and Maidstone Road (from Hastings Road to the A228; ap. 2km in length) it shows no serious or fatal injury collisions in the past three years as reported to us by Kent Police. Two slight injury collisions did occur on Maidstone Road, however these were not attributed to the driver exceeding the speed limit. It should be noted that, typically, there is a delay from the time when a crash occurs to when the</p>
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Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

					<p>data is shared with KCC by Kent Police; current data is available up to 31 March 2025.</p> <p>In addition, our telematics data indicates reasonable compliance with the 30mph speed limit in both directions along Lower Green Road and Maidstone Road.</p> <p>Given the above, neither Lower Green Road nor Maidstone Road meet the criteria for installation of a safety camera.</p> <p>However, they may be other measures that we could consider such as a SID scheme or Community Speedwatch initiative if the Parish Council would like more information on these options?</p>
4.	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>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> <p>Update 23.06.25 - ET passed on the survey company's proposals including survey specifications, data output, fees and survey</p>

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

					<p>timeframe. Parish Council to discuss at the next Planning & Highways Committee and advise as to how they would like to proceed. They will also discuss with TWBC the option of funding a survey here using the Rural Parish Grant.</p>
5.	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 need to be considered.</p> <p>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> <p>Update 30.07.25 - ATC survey results have been received and can be shared with the Parish Council as follows:</p> <p>Northbound – 4325 vehicles (av. speed 16.7mph) Southbound – 2899 vehicles (av. speed</p>

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

					16.4mph) ET has passed this data to the Planning & Advice Team to review feasibility of a one-way scheme.
Currently on hold or being considered as part of a request for Section 106 funding					
6.	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> <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>
7.	Henwood Green Road from Hastings Road to		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</p>

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

	Woodside Road				considered by the Planning & Highways Committee. No further action for HIT at this time.
8.	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.	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. No further action for HIT at this time.
9.	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.	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. No further action for HIT at this time.
10.	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 along Hastings Road. Funding from Section 106.	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. No further action for HIT at this time.
11.	Canterbury Road / Henwood Green Road		On-street parking in the area caused significant congestion. Buses and dustbin vans cannot always get through	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.

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

			Henwood Green Road due to parked cars blocking their access.		No further action for HIT at this time.
12.	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>
13.	Various road, Pembury (Parish Council to advise)		20s Plenty	<p>The Parish Council (PPC) is considering the implementation of the 20s Plenty initiative in the village.</p> <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</p>	<p>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 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</p>

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

				<p>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>any new developments.</p> <p>No further action for HIT at this current time.</p>
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Highway Improvements Team working in Partnership with Pembury Parish Council Highway Improvement Plan (HIP)

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

Highway Improvements Team working in Partnership with Pembury Parish Council

Highway Improvement Plan (HIP)

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	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. Consider half on half off parking. CRK to do site survey and report back to PPC.
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	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. 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

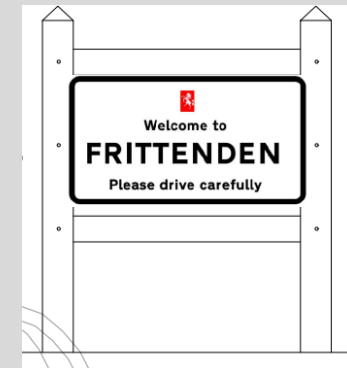
Highway Improvements Team working in Partnership with Pembury Parish Council Highway Improvement Plan (HIP)

				<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>

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

to their insurance.

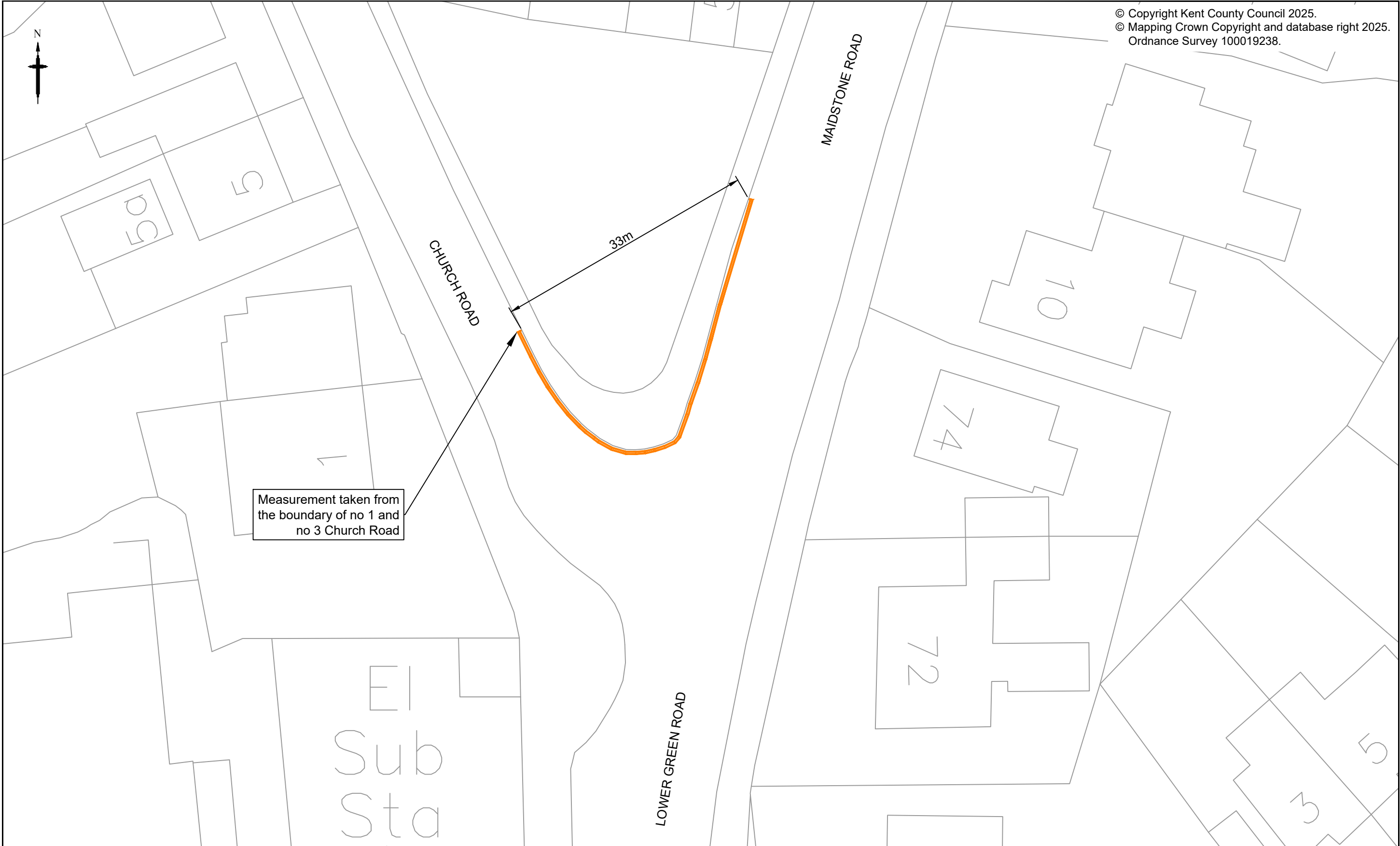
However, in this instance, KCC can look to fund the replacement of the existing gateway with a new gateway. This will not be the same as currently on site (shown below), as we now only install gateways according to the Kent Traffic Signs Manual (example from scheme drawing from a gateway recently installed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




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

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

				<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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Ordnance Survey 100019238.

								Project		MAIDSTONE ROAD, PEMBURY PROPOSED PARKING RESTRICTION		This drawing is not to be used in whole or part other than for the intended purpose and project as defined on this drawing. Refer to the contract for full terms and conditions.	
								Drawing title		CONSULTATION PLAN		Drawing status	
						Scale	1:250 at A3					Do not scale	
						Drawing number						Rev	
						25-TW-HIP-2384/101		1					
1	13/08/25	Extension of DYL from 10m to 20m			BRS	HC	RS	Kent County Council Kroner House, Eurogate Business Park, Ashford TN24 8XU Tel: 03000 418181					
0	23/07/25	FIRST ISSUE			BRS	HC	RS						
Rev	Revision Date	Purpose of revision			Drawn	Check'd	App'd						

Accounts for Payment - August 2025

Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
07/069	ICCM	Subscription	105.00
			105.00

ACCOUNTS FOR PAYMENT BY BACS - August 2025

08/070	HMRC	Tax/NI	3,061.24
08/071	Kent Pension Fund	Pensions	2,412.08
08/072	B&Q	Postcrete	105.16
08/073	Colin Coley Pest Control	Removal of 2x wasps nests	160.00
08/074	Kidmans	Replacement strimmer	757.14
08/075	Knockout Print	Concealed entrance signs	144.00
08/076	Maria Mihalceanu	Office cleaning Jun/Jul	136.00
08/077	RIP cleaning	Office gutter clean	60.00
08/078	Viking	Stationery & office supplies	58.98
08/079	Patrick Gillan	Pembury in the Park costume hire	42.97
08/080	Alison Eardley	Planning Consultant	408.00
08/081	The Play Inspections Co	Playground annual RoSPA report	210.00
			7,555.57

DEBIT CARD - July 2025

DC 07/09	Amazon	CCTV signage for depot	10.98
DC 07/10	Amazon	Plug for mobile phone	12.99
			23.97

DIRECT DEBITS - July 2025

DD 07/64	Wex	Fuel Charges	48.42
DD 07/65	KCC	Photocopier rental	170.96
DD 07/66	Tunbridge Wells Borough Council	Business Rates - Cemetery	54.00
DD 07/67	Tunbridge Wells Borough Council	Business Rates - Office & Depot	1,073.00
DD 07/68	Wex	Fuel Charges	61.82
DD 07/69	BT	Telephone & Broadband	81.89
DD 07/70	Castle Water	Water - Allotments (Sturgeons)	20.82
DD 07/71	Castle Water	Water - Allotment (Woodside Road)	97.82
DD 07/72	Castle Water	Water - Lower Green Recreation Ground	251.08
DD 07/73	Castle Water	Water - Pembury Burial Grounds	78.63
DD 07/74	Castle Water	Water - Lower Green Cemetery	7.39
DD 07/75	Castle Water	Water - Woodside Playing Fields	7.64
DD 07/76	British Gas	Electricity - office	52.79
DD 07/77	Wex	Fuel Charges	54.14
DD 07/78	Sage	Payroll support	20.40
DD 07/79	Engie Power	Electricity unmetered supply	123.11
DD 07/80	Engie Power	Electricity depot	95.94
DD 07/81	Veolia	Waste Charges	90.36
DD 07/82	Wex	Fuel Charges	24.58
DD 07/83	O2	Mobile phones	134.00
DD 07/84	NEST	Pensions May	281.17

2,829.96**CONFIDENTIAL SALARIES - July 2025**

CS 07/04	Staff	Payroll	10,267.52
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TOTAL EXTERNAL PAYMENTS	20,782.02
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Internal Payments - August 2025

TR 08/05	Pembury PC Unity Savings a/c	Pembury PC Unity current a/c	17,000.00
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TOTAL INTERNAL PAYMENTS	17,000.00
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Accounts for Payment - September 2025

Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
08/082	Tim Churchill	Cover Rec Ground Warden	22.50
			22.50

ACCOUNTS FOR PAYMENT BY BACS - September 2025

09/083	HMRC	Tax/NI	3,310.44
09/084	Kent Pension Fund	Pensions	2,785.52
09/085	Aspire Landscape	Remove broker skier	420.00
09/086	Heliocentrix	Monthly IT July	276.42
09/087	Kidmans	New strimmer/grounds maint supplies	875.62
09/088	Knockout Print	New tennis court banner	78.00
09/089	Living Forest	Fell dead trees & lift canopy in LG Rec	619.50
09/090	Online Playgrounds	Replacement cradle swing seats	274.20
09/091	CEB Strategic Services	Freelance work for PVN	195.00
09/092	Vitax	Pitch line marking paint	941.22
09/093	Studio Gilcrest	Autumn PVN design & print	2,122.56
09/094	Ceres Property Ltd	Annual rent Woodside triangle	0.50
09/095	Parish Online	Mapping software annual subsription	313.20
			12,212.18

DEBIT CARD - August 2025

DC 08/11	B&Q	Replacement toilet door lock	35.49
DC 08/12	Pembury Auto Centre	Truck repair	133.49
			168.98

DIRECT DEBITS - August 2025

DD 08/85	Wex	Fuel Charges	242.59
DD 08/86	KCC	Photocopier prints	22.42
DD 08/87	Castle Water	Water - Allotments (Sturgeons)	116.42
DD 08/88	TWBC	Business Rates - Cemetery	54.00
DD 08/89	TWBC	Business Rates - Office & Depot	1,073.00
DD 08/90	British Gas	Electricity - office	67.67
DD 08/91	BT	Telephone & Broadband	81.89
DD 08/92	Castle Water	Water - Lower Green Rec Ground	280.25
DD 08/93	Castle Water	Water - Pembury Burial Grounds	125.08
DD 08/94	Wex	Fuel Charges	27.36
DD 08/95	Castle Water	Water - Allotment (Woodside Road)	63.38
DD 08/96	Castle Water	Water - Lower Green Cemetery	8.16
DD 08/97	Castle Water	Water - Woodside Playing Fields	14.84
DD 08/98	Sage	Payroll support	20.40
DD 08/99	Wex	Fuel Charges	141.89
			2,339.35

CONFIDENTIAL SALARIES - August 2025

CS 08/05	Staff	Payroll	9,456.54
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TOTAL EXTERNAL PAYMENTS			24,199.55
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Internal Payments - September 2025

TR 09/06	Pembury PC Unity Savings	Pembury PC Unity current a/c	10,000.00
005089	Pembury PC NatWest current a/c	Pembury PC Unity current a/c	25,000.00
TOTAL INTERNAL PAYMENTS			35,000.00