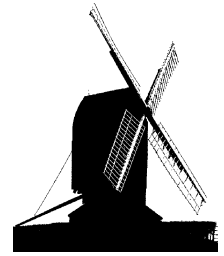


Rolvenden Parish Council



5 Artisan Road
Headcorn
Kent
TN27 9AZ

11 September 2026

Email: clerk@rolvendenparishcouncil.gov.uk

To: Members of the Council.

You are hereby summonsed to attend the PARISH COUNCIL MEETING of Rolvenden Parish Council to be held in Rolvenden Village Hall on Thursday 17 September 2026 at 7.30pm where it is proposed to transact the business below.

The meeting will be open to the press and public (Public Bodies (Admission to Meetings) Act 1960)

Louise Goldsmith

**Louise Goldsmith
Parish Clerk to Rolvenden Parish Council**

AGENDA

- 1. Administration:** Fire Exits, Fire Meeting Point, Mobile Phones.
- 2. Present and apologies for absence:** To receive and ac
- 3. Intention to Record the Meeting:** To receive any requests to record the meeting.
- 4. Declarations of interest:**
 - . **Disclosable Interests:** Under the Localism Act 2011 to be made relating to items on the agenda.
 - . **Other Significant Interests:** Under the Code of Conduct adopted in May 2021 by the Parish Council, to be made relating to items on this agenda.
 - . **Other Interests:** not required to be disclosed under (a) and (b) but voluntary announcements made only for transparency reasons.
- 5. Minutes:**

To consider the minutes of the Parish Council meeting held on the 16 July 2026 and if in order to authorise the Chair to sign as a true and accurate record.
- 6. Ward Member:** To receive any update.
- 7. County Councillor Report:** To receive a written report.
- 8. Chairman's report:**
- 9. Clerk's report:**
- 10. Open Session:**

No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. Councils cannot lawfully decide any business not specified on the agenda (LGA 1972, sch. 12 para 10 (2) (b))

 - To comment on Agenda items other than Planning Applications
 - To raise new issues with the Parish Council
 - To comment on Planning Applications
- 11. Vacancy on the Parish Council**

To receive any applications.

12. Planning:

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

PA/2026/1436: Halden Place, Halden Lane, Rolvenden

Single-storey side extension and cellar extension, including the formation of ramped and stepped access to the garden following the demolition of the existing garage.

PA/2026/1460: Halden Place, Halden Lane, Rolvenden

Listed Building Consent for a single-storey side extension; refurbishment and internal alterations, including the installation of a platform lift, removal and erection of partition walls, reinstatement of a cupboard at first floor level and formation of new access doors to bedrooms. Works also include the installation of a soil vent pipe through the internal valley and roof, rebuilding of the existing external staircase, raising of the existing terrace to improve ground floor access, repair of the existing timber porch and re-establishment of the historic driveway following the demolition of the existing garage.

PA/2026/1443: Lambsland Farm, Maytham Road, Rolvenden

Single storey side extension to North elevation, two storey extension to East elevation, first floor terrace to South elevation. Conversion of existing outbuilding to residential, relocation of principal entrance and changes to fenestration following demolition of existing Eastern wing.

PA/2026/1593: Geddesden, Freizingham Lane, Rolvenden

Proposed one and a half storey extension, proposed swimming pool and realignment of the driveway, following the demolition of existing conservatory.

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

PA/2024/2337: Proposed Agricultural Building, Alders Lane Fruits, Hastings Road

Erection of an agricultural barn.

Resolved: The Parish Council object to the application on the grounds that the site is within the High Weald AONB and the site is not an agricultural holding.

c) To consider any refusals:

PA/2026/1009: 4 Nursery Cottages, Thornden Lane, Rolvenden

Lawful Development Certificate: Proposed - Erection of a shed/workshop. *Resolved: No comment.*

To note planning permission is required.

d) **Withdrawn:** None to consider.

e) **Other Planning Matters:**

Planning Changes: Call-in of proposals

ENF/2026/0328: Land East of Barge Cottage, Maytham Road, Rolvenden

Alleged change of use of land from agricultural to a use for storage of containers (with doors/windows) and touring caravan.

13. Appointment of a Parish Clerk

- a) To receive the resignation of the Clerk dated 29 July 2026
- b) To approve the job description and person specification
- c) To ratify a decision between meetings to advertise the post
- d) To agree the interview panel
- e) To agree the interview questions
- f) To set the interview date
- The following item to be taken as a confidential item
- g) To agree which candidates to interview

14. Parish Matters

- a) **Local Government Reorganisation:** To receive an update
- b) **Proposal to host a screening of the 'People's Emergency Briefing' film:**
To decide whether to host a screening
- c) **Mildred Trust:** To consider a request for storage and involvement in the parish
- d) **South East Water:** To discuss the recent disruptions
- e) **Knee high wooden rails in High Street:** To discuss
- f) **Meeting Dates:** October and November: To discuss
- g) **BT Box in the High Street**
To consider a proposal to remove the artwork and the future use of the BT Box.
- h) **Neighbourhood Plan:** To receive any update.
- i) **Neighbourhood Watch/Kent Police.**
To receive an update on recent incidents.

15. HIGHWAYS/PROW

- a) Highways Improvement Plan: To receive feedback from the review meeting
- b) Reported Faults/New Faults

16. Finances/Policies

- a) Backdated pay award for the Clerk
- b) Proposal to submit a claim for S106 funding for capital works to the Thoburn Land.
- c) Review of GDPR policies
- d) To receive the accounts as at the 31 August 2026
- e) To receive the bank reconciliation as at the 31 August 2026
- f) To receive a list of payments for approval.

17. External Meetings

- a) The Thoburn Trust
- b) Neighbourhood Development Plan Steering Group
- c) Rolvenden Village Hall
- d) KALC Ashford Area Committee

18. Items for the next meeting

Recruitment of replacement Parish Clerk

19. Correspondence/Consultations

20. Any Confidential Items

21. Date of the Next Meeting:

Parish Council Meeting: Thursday 15 October 2026 at 7.30pm