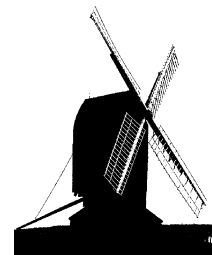


# Rolvenden Parish Council



5 Artisan Road  
Headcorn  
Kent  
TN27 9AZ

14 March 2025

Email: [clerk@rolvendenparishcouncil.gov.uk](mailto:clerk@rolvendenparishcouncil.gov.uk)

**To: Members of the Council.**

**You are hereby summonsed to attend a meeting of Rolvenden Parish Council to be held in Rolvenden Village Hall on Thursday 17 April 2025 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. Intention to Record the Meeting:** To receive any requests to record the meeting.
- 3. Present and apologies for absence:** To receive and accept apologies for absence (LGA 1972 S85(1)).
- 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 20 March 2025 and if in order to authorise the Chair to sign as a true and accurate record.
- 6. Ward Member's Report:**
- 7. Chairman's report:**
- 8. Clerk's report:**
- 9. 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
- 10. Planning:**
  - a) To consider any planning applications received prior to the meeting.  
[PA/2025/0554](#): The Old Workshop, 2 Thornden Farm Cottages, Thornden Lane, Rolvenden  
Proposed double-bay car barn, replacing the existing Builders Store.

**PA/2025/0673/PA/2025/0618: Barge Cottage, Maytham Road, Rolvenden**

Listed Building Consent for the removal of the rear porch, part of the rear wall and modern flat roof dormer, replacement with partial ground and first floor extension, alterations to the roof form of the existing single storey elements, alterations to fenestration and internal alterations to the first floor to create an en-suite bathroom.

**PA/2024/2266: 47 Maytham Road, Rolvenden**

Installation of EWI (External Wall Insulation) and roof extension.

**PA/2025/0507: Silver, Rolvenden Hill, Rolvenden**

Single-storey extension and remodel existing roof space with new roof lights and dormer to rear elevation. New roof over garage with gable end to match existing, adapt existing hardstanding to form new turnaround area following the demolition of the existing rear extension.

**PA/2025/0410: Waterloo House, 56-58 High Street, Rolvenden**

Variation of Condition 2 (approved plans & documents) of planning permission PA/2023/0095 for proposed garden room and greenhouse to allow for changes to materials.

**PA/2025/0538: The Water Tower, Hastings Road, Rolvenden**

Proposed lower level single storey extension and infill extension. Erection of balcony to serve first floor level.

- b) **To consider any approvals:** None to consider.
- c) **To consider any refusals:** None to consider.
- d) **Withdrawn:** None to consider.

**11. Parish Matters**

- a) **Proposed dates of meetings 2025-2026**  
To agree the dates of the meetings for the financial year 2025-2026
- b) **Gibbons Educational Trust**  
To consider a proposal to transfer any assets to the War Memorial Trust.
- c) **Annual Parish Meeting**  
To receive an update on proceedings.
- d) **The Thoburn Land Trust**  
To agree to apply for charitable status.
- e) **Neighbourhood Watch/Kent Police**  
To receive an update on recent incidents.

**12. HIGHWAYS/PROW**

- a) **Highways Improvement Plan:** To receive an update.
- b) **Reported Faults/New Faults**

**13. Finances**

- a) To receive the Annual Governance and Accountability Return for the year ending 31 March 2025
- b) To receive the Annual Internal Audit Report for 2024/2025
- c) To approve the Annual Governance Statement (Section 1)
- d) To approve the Accounting Statements (Section 2)
- e) To set the commencement dates for the exercise of Public Rights
- f) Annual Insurance: To note
- g) Section 137 Expenditure limit for 2025/2026
- h) Proposal to purchase a new laptop for the Clerk (budgeted expenditure)
- i) To receive the accounts as at the 31 March 2025
- j) To receive the bank reconciliation as at the 31 March 2025
- k) To receive a list of payments for approval.

**14. External Meetings**

- a) The Thoburn Trust: To receive the minutes of the meeting held on the 9 April 2025
- b) Neighbourhood Development Plan Steering Group  
To receive the notes of the meeting held on the 1 April 2025.
- c) Rolvenden Village Hall: To receive the minutes of the meeting held on the 19 March 2025
- d) KALC Ashford Area Committee: To receive the minutes of the meeting held on the 26 March 2025

**15. Items for the next meeting**

**16. Correspondence/Consultations**

Local Government Reorganisation  
KALC Help shape the future of NHS Services in your community  
KALC Community Award Ceremony

**17. Any Confidential Items**

**18. Date of the Next Meeting:**

Annual Parish Council Meeting: 22 May 2025 at 7.30pm