East Peckham Parish Council

EPPC Full Council Minutes

Minutes of a meeting of the Full Council, held on Wednesday 16th September at 7pm in the Parish Meeting Room, Jubilee Hall, Pippin Road, East Peckham TN12 5BT.

1. **Attendees:** Chairman M Williams, Councillors T Eastwood, T Hendry Lewis, H Wright, M Joannes, P Patel, Parish Clerk, TMBC Chair M Boughton, 8 residents
   Apologies for absence were accepted on behalf: D Fairless (work) S North, J Scorey and D Seal (holiday)

2. **Signing of Minutes of previous meeting;** Wednesday 15th July 2026
   It was resolved to accept the minutes as a true and accurate record.
   Proposed: T Eastwood, Seconded: T Hendry-Lewis, All in favour

3. **Declarations of interest or lobbying**
   M Joannes declared an interest in item 16.2, due to proximity to the address.

4. **To receive an update on items discussed and resolved at previous meetings**
   Parish Clerk confirmed that the quote from Civicly (playground equipment and asset logging) had been accepted, with the account set up and the first training session complete.

5. **Co-option to fill councillor vacancy**
   Two applications were received for the vacancy, which were considered by Council. Following the co-option process, it was resolved to co-opt candidate Claire Hughes.
   Proposed: T Hendry-Lewis, seconded: M Joannes, all in favour

6. **Reports from Police & Community Warden**
   None received

Standing Orders were suspended to enable members of the public to address the meeting.

7. **County Councillors, Borough Councillors, Residents,**

   7.1 Reports from County Councillors, Borough Councillors
   M Boughton: Local Government Reorganisation has been paused, waiting to hear on timeline and next steps. Regulation 19 was launched on 11th September, as part of the Local Plan. Will be holding a public meeting on Sunday 27th September at the Jubilee Hall.

   7.2 To receive correspondence from residents.
   Resident reported another serious accident on the S-bed along Tonbridge Road (Stone Pit). Expressed their concern at another occurring and requested details on any action due to be taken with regards to reducing the speed limit. Numerous correspondence was received over the summer regarding concern over the increase in e-scooters and bikes being ridden around the village and particularly at the playing fields and dangers it posed to riders and pedestrians alike. Clerk raised concerns with Police and Community Warden.

7.3 To listen to residents

No one wished to address the meeting at the time.

Standing orders reconvened

8. Neighbourhood Development Plan Update for all councillors

Vice-Chair of the Local Development Committee, Katie White gave a presentation on the current progress of the NDP, the relevance of parts of TMBC's Local Plan to the NDP, and the next steps. It was resolved to host a monthly workshop / briefing session for all Parish Councillors as the NDP progresses.

Proposed: M Williams, seconded: H Wright, all in favour

9. Hildenborough Parish Council's proposal for a joint planning resource

Council discussed the proposal of local parishes jointly employing a planning resource. It was resolved not to accept the proposal, as the Parish Council already use a planning consultant for advice when needed.

Proposed: M Williams, seconded: T Hendry-Lewis, 1 abstention, 5 in favour.

10. Location of a permanent Men's Shed at the Playing Fields

Council considered the proposed building design and request for it to be sited on the edge of the playing fields, next to the Community Garden. The Parish Office has contacted Fields in Trust to request information on what additions to the site require permission or can automatically be approved and is waiting for clarification. It was resolved that the Parish Council was in favour of the proposal, subject to permission from the Fields in Trust and any relevant planning permission etc being sought.

Proposed: M Jonnes, seconded: T Eastwood, all in favour

11. Chairman / Clerk's Report

Chairman: see appendix 1

Clerk: The current NDP consultation on Local Green Spaces and Key Views is open and available online and in person in the Parish Office, and will run until the end of the month. There is a public meeting being held at the Jubilee Hall on Sunday at 4pm, by Matt Boughton to review Regulation 19 and the changes that have been made to Regulation 18.

12. Groups & Organisations:

To receive reports from the Chairman of Committees, Sub-Committees and Working Groups that have met since the last Full Council Meeting

Assets (T Eastwood) – updated the committee with the various surveys and tests that have been completed over recent weeks, including the buildings and grounds survey, PAT testing, EICR and Emergency Lights testing, and the annual trees survey. Assets will review the various reports and recommendations at the next Assets Committee meeting.

13. Reports from members who attended any meeting on behalf of EPPC not included elsewhere on the agenda

No reports received

14. Finance

14.1 To note the approval of bank reconciliations.

It was noted that the bank reconciliations for May, June and July had been

completed, with May and June signed by Chair M Williams and July by M Joannes, inline with audit protocol.

14.2 To review and approve the schedule of upcoming payments

TMBC Non Domestic Rates	£441.00
Castle Water	£35.80, £31.64
Engie	£128.69, £177.25, £99.40
Veolia	£186.94
Salaries (October)	£3521.66 subject to overtime
HMRC	£1059.31
Nest	£280 circa
PC Matters	£92.52, £217.50
Kent Grasslands	£330.00
Mark Edwards	£885
Mark Gurnett	£600 – playing fields maintenance
Tony Clarke (Pitches)	£250
ETS Health and Safety	£350
Katie B's Tennis	£175
KCS	£7.90, £146.84
J Perretta Expenses	£154.40 – TMBC Planning application Fees
J Perretta Expenses	£ 42.56 – Christmas Lights Event

It was resolved to approve the payment schedule:
Proposed: M Joannes, Seconded: T Eastwood, all in favour

14.3 To consider and resolve any requests for grants and donations
None received

14.4 To consider and resolve any quotes received

Brightsparks – Streetlight remedial works - £4283.34 It was resolved to accept:
Proposed: M Joannes, seconded: T Hendry-Lewis, all in favour

Brightsparks – External Power Point - £621.88 It was resolved to decline the quote:
Proposed: M Joannes, seconded: T Eastwood, all in favour

Brightsparks – Streetlight remedial works - £499.56 It was resolved to accept:
Proposed: M Joannes, seconded: M Williams, all in favour

Dave Chapman (Triformis) – Regulation 19 Consultation Response Support - £2000
It was resolved to accept: Proposed: H Wright, seconded: T Hendry-Lewis, all in favour

Broadsigns – a quote was gained to update the signage in and around the Jubilee Hall car park, the Jubilee Hall and the play areas. This was deferred to the Assets Committee to review the options included. Proposed: T Eastwood, seconded: M Williams, all in favour.

Community Garden – proposal from M Gurnett for 10 hours per week @ £20p/hr for ongoing management of the Community Garden. It was resolved not to approve as this has not been budgeted for and Council would like to see the resident volunteers now take over the upkeep of the garden. Proposed: M Williams, seconded: T Eastood, all in favour.

HR Support – two quotes have been gained for HR Support with recruitment, policies and legislation updates. It was resolved to defer to Staffing and then Finance Committees to

review and confirm available budget. Proposed: H Wright, seconded: M Joannes, all in favour

14.5 To review and consider the Insurance renewal quote provided by Gallagher
It was resolved to accept the renewal quote at £6873.25 and request to extend the Long Term Agreement by another 3 years; to 2029.
Proposed: M Williams, seconded: M Joannes, all in favour

14.6 To note the reappointment of Mulberry's as Internal Auditor for 2026/27 financial year.
It was noted that as per the three year engagement terms council signed last year, Mulberry's will continue to be appointed as the EPPC Internal Auditor for 2026/27. Discussion was had and consideration given to the independence of the auditor – no councillor has any connection to Mulberry's or the current assigned auditor, Debbie Siddle and are not aware of any connection between the auditor and the Parish Council as a whole. It was noted that Mulberry's Independence was also confirmed in their engagement letter.

14.7 To consider and resolve the implementation of fines for late payment of invoices / lights being left on in the building at the end of a hall / facility booking.
Discussion was had regarding the regular late payment of invoices by a couple of hirers and the time involved in chasing for payment each month. It was resolved to not impose fines, but to change the payment conditions for repeat late payment offenders to payment in advance of their sessions. Reminders regarding switching off lights to be emailed out and notices put up by the exit.
Proposed: T Hendry-Lewis, seconded: H Wright

15. Review of Allotment Tenancy Agreement

To consider and approve any amendments to the Allotment Tenancy Agreement, including allotment fees and tenancy terms for 2027, noting the requirement to provide allotment tenants with 12 months' notice of any changes where applicable Under Section 1 of the Allotments Act 1950.

Having reviewed the proposed amended policy, it was resolved to approve, subject to updating the wording around chickens.
Proposed: M Joannes, seconded: T Hendry-Lewis, all in favour

16. Planning Applications to be considered by Full Council

16.1 **Ref:** 26/01544/FL **Address**: 24 Old Road East Peckham Tonbridge Kent TN12 5ER
Proposal: Reduce size of garage to provide off road parking for two cars and fit electric vehicle charging point
It was resolved Council has no objections.
Proposed: M Williams, seconded: T Eastwood, all in favour

16.2 **Ref:** 26/01520/FL **Address:** Land Rear Of 5 And 7 Old Road, East Peckham
Proposal: Erection of a two-storey 2 x bedroom detached dwellinghouse

It was resolved Council has no objections.
Proposed: T Hendry-Lewis, seconded: Pritesh Patel, all in favour

16.3 **Ref:** TM/26/01252/FL **Address:** Land East of Brook Farm Buildings (Land South of Church Lane), East Peckham, **Proposal:** Full application for 64 dwellings (Wealden Land Ltd)
Council to note and resolve the updated response proposed by the LDC to reflect the changes in the NPPF, Publication of TMBC's Regulation 19 documents, Multiple consultees have replied with key additional points.

It was resolved to approve the updated response.
Proposed: T Hendry-Lewis, seconded: H Wright, all in favour

17. Updated National Planning Policy Framework

Council noted the newly updated NPPF issued in August:
https://www.gov.uk/guidance/national-planning-policy-framework

18. Amendment 5 a Traffic Movements Order on A228 Whetsted Road/Boyle Way,

To resolve if council wish to support or object to the amendment.
After a brief discussion, it was resolved to support the amendment.
Proposed: T Eastwood, seconded: T Hendry-Lewis, all in favour

19. Matters for discussion in private

19.1 Approval of Implementation of National Pay Increase for Staff.
It was resolved to implement the increase for all staff.
Proposed: M Williams, seconded: H Wright, all in favour

20. Matters for future discussion.

21. Date of next meeting: Wednesday 21st October 2026

East Peckham Parish Council

Appendix 1 – Chairman's Report

TMBC - Double Yellow Lines Consultation - Tonbridge & Malling BC consultation on their proposals for new double yellow lines in East Peckham to prevent obstructive parking at junctions and accesses, including Old Road and Snoll Hatch roads, Snoll Hatch and Pound Roads includes DYL outside of the Butchers.

Along Church Lane and Hale Street.

I hope residents responded to the consultation.

TRO-Banning Pony and Traps - Boyles Way / Colts Hill - TMBC / KC Highways are to consider a Traffic Regulation Order to ban pony and traps along Boyles Way and along the road to the roundabout at the start of Colts Hill.

This follows repeated complaints from residents regarding dangerous and anti-social driving of pony and traps at speed along this stretch, causing obstruction, risk to pedestrians and horse riders, and damage to verges. A TRO is the formal legal process to prohibit such use.

A public consultation will be required as part of the TRO process. Residents will be able to support object. I will keep Council updated. This is our opportunity to stress the importance of rural highways safety by the residents.

TMBC Local Plan - Regulation 19

The Government has instructed TMBC that their Regulation 19 final consultation must start 11th September 2026. This is the last stage before submission to an Inspector. Residents must be encouraged to complete the consultation, as this is their village and their say is important.

Planning Training

I have attended several free online seminars in the last month covering Local Plans, Neighbourhood Planning and material considerations. I will send all Councillors a copy of the presentation for information. This will be particularly useful as we progress our own Neighbourhood Plan.

Thank you.

Mark Williams

Chair