

# ULCOMBE PARISH COUNCIL

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## **Minutes of the Meeting held on Thursday, 7 August 2025 at 7.15pm at Ulcombe Village Hall.**

Those Present: Cllr Titchener (Chairman), Cllr Charlton and Cllr Sharp. Clerk: Helen Anderson

There were 2 residents present and County Councillor Sarah Emberson.

1. 

(a) **Apologies for absence** were received and accepted from Cllr Boland (Family Commitments) and Cllr Diamond (Work Commitments).  
Borough Councillor Trzebinski also tendered his apologies.

(b) **Declarations of Changes to the Register of Interests** There were no changes to the register of interests.

(c) **Declarations of Pecuniary Interest or other Interests as defined by the Kent Code of Conduct and the Localism Act 2011 on any items on the agenda** There were none received.

(d) **Requests for Dispensations** No requests were made.

(e) **Declarations of Lobbying** None were received.

(f) **Intention to record or film the meeting** Cllr Titchener recorded the meeting.

## 2. **Public Session**

A resident reported that residents are beginning to report water leaks via a dedicated WhatsApp Group, and a spreadsheet is being completed to track and monitor the repairs made by South East Water.

3. **The Minutes** of the meeting held on 3 July 2025. It was RESOLVED that the minutes were taken as read and confirmed as a correct record and signed by the Chairman.
4. **County Councillor** – Cllr Emberson gave a short report to include the Property Flood Resilience Project and progress on items raised in our Highway Improvement Plan.

**Borough Councillor Report** – No report was received.

## 5. **To receive an update about progress of resolutions from the last meeting.**

There were no items raised.

## 6. **Planning**

(a) The following planning applications were considered:-

25/502685/FULL Erection of summer house/games room in place of existing tennis court. East Kent Farmhouse Crumps Lane Ulcombe Kent ME17 1EX. It was RESOLVED to approve this application.

APPLICATION REF: 25/503155/FULL PROPOSAL: Demolition of existing shed and replacement with a new single storey home office and storage area, including increase in fence height (revised scheme to 24/503682/FULL). ADDRESS: 2 Fairbourne Heath Cottages Windmill Hill Ulcombe Kent ME17 1LP. It was RESOLVED to object to this application but for it not to go to the planning committee if contrary to the Officer's decision.

(b) The following planning appeal was received.

Withernden Farmhouse, Lenham Road, Headcorn – Creation of new access. PINS Reference APP/U2235/W/25/3367229m MBC Reference 25/501183/FULL. Deadline for any further comments by 13 August 2025. It was RESOLVED to submit a further response to the Planning Inspectorate.

Appeal by: Elvina Matthews Appeal against Enforcement Notice: Without planning permission, the material change of use of land to a mixed use of keeping of horses and residential for Gypsies and Travellers including the stationing of caravans and associated operational works including the laying of hardsurfacing, installation of a septic tank, erection of close boarded timber fencing and the erection of three stable buildings, two of which are used as utility buildings. at Woodside Water Lane Harrietsham Kent ME17 1DH. APP/U/2235/C/25/3369052 MBC Reference 25/500081/ENF. Deadline for comments is 25 August 2025. It was RESOLVED to submit a response to the Planning Inspectorate.

(c) The following planning decisions were received from Maidstone Borough Council:-

Application: 25/501997/FULL Address: PROPOSAL: Part Retrospective application for change of use of land for the stationing of 2no. static mobile homes, 1no. touring caravan and erection of a day room for Gypsy/Traveller occupation. ADDRESS: Vale End, The Meadows, Lenham Road, Headcorn, Kent. **REFUSED**

APPLICATION REF: 25/501730/FULL PROPOSAL: Removal of temporary lightweight pool enclosure and construction of permanent blockwork and rendered pool building. ADDRESS: Owls Oak, Lenham Road, Kingswood, Kent ME17 1LX. It was RESOLVED to approve this application. **APPROVED**

APPLICATION REF: 25/502640/TPOA PROPOSAL: TPO application- Coppice 1 x Willow (T1) tree leaving a stool 1ft tall, Crown lift 1 x Oak (T3) through removal of epicormic growth to 6m and remove major deadwood, Crown lift 1 x Oak (T4) to 4m and Fell 1 x Oak (T5). ADDRESS: Kingswood Recreation Ground, Lenham Road, Kingswood, Kent ME17 3PH. **APPROVED**

## 7. **Finance**

(a) Maidstone Borough Council      Parish Services Scheme      £ 1,176.29

(b) It was RESOLVED to agree that the following payment was made:-

|              |                 |                           |                         |
|--------------|-----------------|---------------------------|-------------------------|
| DD           | IONOS           | Council Email Address Fee | 36.00                   |
| DD           | EDF Energy      | Pavilion Electricity      | 22.43                   |
| 002498       | DM Payroll      | Subscription              | 72.00                   |
| 002499       | Paul Waring     | Grounds Maintenance       | 464.40                  |
| 002500       | Play Safety Ltd | ROSPA Inspection          | 124.80                  |
| 002501       | H Anderson      | Salary & Expenses         | 640.60                  |
| 002502       | HMRC            | Tax & NI                  | 217.77                  |
| <b>Total</b> |                 |                           | <b><u>£1,578.00</u></b> |

(c) The Bank Reconciliation was presented at the meeting. The closing balance per the cash book as of 15 July 2025 was £17,928.88 for the main current account. As of 31 July 2025 it was £104.89 for the deposit account and as of 31 July 2025 it was £32,252.52 for the 95 day liquidity account.

## 8. **Correspondence**

(a) Notification has been received of a National Highways & Transport Network Public Satisfaction Survey. It was RESOLVED to complete this and also place details in the newsletter.

(b) Notification has been received of the Community Governance Review Survey (Stage 1) for the Maidstone Unparished area, Grove Green and Thurnham West. This was duly noted.

(c) Notification has been received from Kent County Council regarding an upcoming Property Flood Resilience Scheme for Ulcombe that KCC and the Environment Agency are planning. It was RESOLVED to place details in the next newsletter.

(d) An email has been received from Maidstone Borough Council regarding the supporting of efficient case handling – reporting and communication guidance. It was RESOLVED to encourage residents to report any issues that they may have directly to the Maidstone Borough Council.

(e) Notification has been received of Maidstone Borough Council Planning Induction Training on 15 September. This was duly noted.

(f) Notification has been received from KALC of training courses taking place in the near future. This was duly noted and any Councillors wishing to attend a course should contact the clerk.

9. **South East Water** – A letter of response has been received from South East Water regarding the concerns we recently raised on water supply issues and ongoing leaks. A copy of the letter is on the website. Further details of current water leaks will be forwarded to SE Water as requested.

10. **Kent Highways** – With thanks to County Councillor Emberson, the recent items raised within our Highways Improvement Plan (HIP) including the request for stop signage/rumble strips at the Wents Crossroad, additional signage near William Post Lane and the request to move the large yellow 'Achtung' sign at the end of

Chegworth Road nearer to the entrance with the A20, have all been referred back to their planning and advice team for further review.

**11. Play Area/Recreation Ground**

- (a) A play area inspection has been carried out by ROSPA and their report has been received and circulated.
- (b) It was RESOLVED to accept a quote from SafePlay for the play area renovations and repairs.
- (c) A quote for works regarding the recreation ground drainage has been received. It was RESOLVED to seek further quotes and investigate possible options for funding this work.
- (d) It was RESOLVED for Councillor Sharp to investigate additional 'No Dog' signage.

**12. Reports of any external meetings attended by Councillors**

Cllr Titchener gave a brief review of the KALC Maidstone meeting held on 28 July 2025. The draft minutes of the meeting were circulated.

**13. Matters for information, urgent matters at the discretion of the Chairman for noting only or any items for further discussion at the September 2025 meeting.**

There were no items raised.

Part 2: Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature.

**14. Enforcement Issues – This item was deferred.**

The Meeting closed at 8.55pm

**Approved by:**

**Date:**