

## ASH-CUM-RIDLEY PARISH COUNCIL

**Minutes of the meeting held on Thursday 21 May 2026 at New Ash Green Village Association Meeting Room, Centre Road, New Ash Green, DA3 8HH commencing at 7.45pm.**

Present: Cllr S Fishenden  
Cllr M Aspinall  
Cllr R Brammer  
Cllr C Clark  
Cllr J Clucas  
Cllr F Cottee  
Cllr S Glover  
Cllr C Gorton  
Cllr S Hobbs  
Cllr A Jauch  
Cllr I MacLeod  
Cllr M Manley  
Cllr V Ngwenya  
Cllr G Pender  
Cllr J Scott

In Attendance: Alison de Jager – Parish Clerk  
Karen Law – Deputy Clerk/Finance Officer  
Megan Hodges – Assistant Clerk  
1 member of the public

### **9101/26 Election of Chairman**

Cllr J Clucas PROPOSED that Cllr S Fishenden be elected Chairman of the Parish Council for the 2026/27 municipal year. SECONDED: Cllr S Hobbs and UNANIMOUSLY AGREED. His Acceptance of Office was duly signed.

### **9102/26 Apologies for Absence**

Apologies for absence were received from Cllr P Kirtley (ill) Cllr C Gorton PROPOSED that the apology and reason for absence were accepted. SECONDED: Cllr A Jauch and AGREED.

County Councillor M Fothergill, District Councillors M Lindop, S Manamperi, L Manston Penny Cole and Perry Cole sent their apologies.

### **9103/26 Election of Vice-Chairman**

Cllr S Fishenden PROPOSED that Cllrs M Aspinall and C Clark be elected as joint Vice-Chairman. SECONDED: Cllr A Jauch and UNANIMOUSLY AGREED.

### **9104/26 Declarations of Members Interests and Dispensations**

None

### **9105/26 Minutes**

It was RESOLVED that the minutes of the meeting held on Thursday 16 April 2026 be signed and approved. PROPOSED: Cllr M Manly SECONDED: Cllr R Brammer and AGREED.

### **9106/26 Annual Parish Meeting**

- a. The notes of the Annual Parish Meeting held on 22 April 2026 were NOTED.
- b. The matters arising from the Annual Parish meeting and related actions were NOTED.

### **9107/26 Public Session and External Reports**

District Councillors – Cllr M Lindop provided the following report which was read out: We have been holding a monthly drop-in surgery on the first Monday of each month 9 to 10am in the Library. We have been active in local litter picks, we have tried to help local businesses in the centre by mentioning all 31 of them in our latest local leaflet.

Cllr Perry Cole provided the following update which was read out:

#### **Food Waste Collection Service**

- Sevenoaks launched its first weekly food waste collection on 27 April.
- Despite initial teething issues, the rollout has been largely successful across over 51,000 households.
- Over 50 tonnes were collected in the first week, rising to around 150 tonnes, significantly boosting recycling rates in Kent.
- Waste is processed via anaerobic digestion, generating energy and producing nutrient-rich material for soil.
- Collection may occur separately from normal refuse, so residents should leave caddies out from 7:00–16:00.
- Most missed collections are resolved quickly, and residents are encouraged to report issues.

#### **New Ash Green Solar Farm Application**

- A proposal for a solar array near Hartley Bottom Road was reviewed in January 2026 but deferred for further advice.
- It will now be reconsidered at a special Development Management Committee meeting on 2 June.
- The application will be reheard in full due to time lapse and committee changes.
- Local councillors are working with NoNAGS to present opposition to the scheme.

### **9108/26 Clerk's Report**

- a. The Clerk's Report was RECEIVED and NOTED with the additional update, stating that the Youth Justice work in the Burial Ground will recommence on 03 June 2026.

### **9109/26 Council Administration**

- a. **Committees for the year 2026-27** – The Committees and Working Groups for the 2026/27 year were established and their Terms of Reference and delegated powers were agreed with the addition of the Community Asset Working Group. PROPOSED en bloc Cllr S Fishenden SECONDED: Cllr M Manley and AGREED.

#### **b. Committee Membership.**

##### **Committees**

**Personnel Committee** – Chairman and Vice-Chairmen, Cllrs R Brammer, P Kirtley, M Manley

**Sports Centre Management Committee** – Chairman and Vice-Chairmen, ex officio, Cllrs R Brammer, A Jauch, M Manley, G Pender, Vacancy and Sports Centre Manager

**Northfield Management Committee** – Chairman, Cllrs I MacLeod and M Manley.

##### **Working Groups**

**Community Asset Working Group** – Cllrs M Aspinall, R Brammer, C Clark, F Cottee, S Fishenden, S Hobbs and Mr D Carter, Ms L Hunter, Mr G Price and Mr B Reynolds.

**Highways Improvement Plan Working Group** – Cllrs F Cottee, S Fishenden, P Kirtley, M Manley, V Ngwenya, County councillor M Fothergill and Mr N Rowe

**Neighbourhood Plan Working Group** – Chairman, Cllrs M Aspinall, F Cottee (Chairman) , C Gorton. A Jauch, G Pender, Mr C Clark, SDC Planning Policy Team.  
**Planning Applications Working Group** – all Councillors.

**New Ash Green Focus Group** – Cllrs S Fishenden, R Brammer, A Jauch, P Kirtley  
PROPOSED en bloc Cllr S Fishenden SECONDED: Cllr J Scott and AGREED

- c. **Representatives on Outside Bodies** – Cllr S Fishenden PROPOSED that the appointment of representatives on outside bodies and joint management committees are APPROVED. SECONDED: Cllr S Hobbs and AGREED,
- d. **Publication Scheme, Freedom of Information and Data Protection** – Cllr A Jauch PROPOSED that the Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018 are confirmed. SECONDED: Cllr M Manley and AGREED.
- e. **Calander of Meetings** – Cllr S Fishenden PROPOSED that the suggested dates, times and locations for the full Parish Council meetings as per **LGA 1972 s12** are APPROVED with the amendment of the January 2027 meeting from 14 to 21 January. SECONDED: Cllr J Clucas and AGREED.
- f. **Annual Parish Meeting** – It was NOTED that the date for the Annual Parish Meeting 2027 has been set for Wednesday 21April at New Ash Green Village Hall. The meeting must be held between 01 March and 01 June, inclusive as per **LGA 1972 schedule 12 section 14(1)**.

#### **9110/26 Finance and Governance**

- a. **Current Financial Position** – The Finance Officer advised that the current balance is £321,573.11 with a surplus of £135,156 as 50% of the precept has been received. A CIL payment in the amount of £1,458.34 has been received in respect of development at Bonnyacre. A further CIL payment in the amount of £63,205.31 is due in October for the Oast House development. KCC have confirmed that our contributions for the Community Warden are £14,013. The Children's Centre budget will now be included with the monthly reports.
- b. **Approval of Payments:** Cllr A Jauch PROPOSED that the payments made since the last meeting up to 14 may 2026 are APPROVED. SECONDED: Cllr J Scott and AGREED.
- c. **New Ash Green Clinic and Children Centre:**
  - 1. It was NOTED that the Parish Council's has received the pre-acquisition survey and this will be emailed to members.
  - 2. It was NOTED that the application for the Public Works Loan has been approved and the Parish Council may borrow an amount not exceeding £470,000. The Chairman thanked the officers for preparing and submitting the loan application.
- d. **Standing Orders** – the review of the Standing Orders was carried out without amendment. PROPOSED: Cllr S Fishenden SECONDED: Cllr R Brammer and AGREED.
- e. **Signatories** - Cllr S Fishenden PROPOSED that the signatories to the Council's bank accounts are confirmed: Cllrs S Fishenden, M Aspinall, C Clark, J Clucas, A Jauch and M Manley. The Clerk and Deputy Clerk/Finance Officer have access to view the Council's bank accounts and make payments by bank transfer. SECONDED: Cllr A Jauch and AGREED.
- f. **Complaints Procedure**
  - 1. The Complaints Procedure review was carried out and confirmed without amendment. PROPOSED: Cllr S Fishenden SECONDED: Cllr J Clucas and AGREED.

2. The Complaints Procedure for Ash Green Sports Centre was ADOPTED.  
PROPOSED: Cllr S Fishenden SECONDED: Cllr C Gorton and AGREED.
- g. **Assets** – The list of assets for the Parish Council were CONFIRMED. PROPOSED: Cllr S Fishenden SECONDED: Cllr S Glover and AGREED.
- h. **Chairmans Allowance**.- In accordance with the **Local Government Act 1972 Section 15(5)**, the Chairman’s allowance was fixed at £1,000.00. PROPOSED: Cllr J Clucas SECONDED: Cllr M Aspinall and AGREED.
- i. **Insurance** – Cllr S Fishenden PROPOSED that the Parish Council accepts the three year long term agreement quotation from Zurich insurance in the amount of £1,357.20. SECONDED: Cllr G Pender and AGREED.
- j. **Direct Debits** – Cllr S Fishenden PROPOSED that payment of the attached list of accounts is made by direct debit for the 2026/27 year. SECONDED: Cllr S Hobb and AGREED.
- k. **Business Charge Card** -
- Cllr C Gorton PROPOSED that the use by the Clerk, Deputy Clerk and Assistant Clerk of the Parish Council charge cards for the purchase of items on-line for the Parish Council and Ash Green Sports Centre with a limit of £500 each in any one month for 2026/27 is AUTHORISED. SECONDED: Cllr V Ngwenya and AGREED.
  - Cllr S Fishenden PROPOSED that payment of the following accounts by charge card is AUTHORISED. Microsoft Office 365 for the Officers and Councillors up to £128.40 per month, Canva - £99.99 per annum and the charge card free of £32.00 per card, per annum. SECONDED: Cllr P Kirtley and AGREED.
- l. **Summer Scheme** – Cllr S Fishenden PROPOSED that a budget of up to £4,000 is AUTHORISED. SECONDED: S Hobbs and AGREED.

## 9111/26 Planning

### a. Applications:

**25/02887: Holywell Farm House, Greenfields, TN15 7LE** – Demolition of existing garage and erection of new garage. Cllr F Cottee PROPOSED that the Parish Council does not object to this application as long as it does not conflict with local planning policy. SECONDED: Cllr J Clucas and AGREED.

**26/00201: Land North of Kiltanon, Chapel Wood Road, Ash, TN15 7HX** – Construction of two new detached four bedroom dwellings. Creation of parking area with bike and bin store. Associated hard and soft landscaping. Fencing and gate. This application was WITHDRAWN.

- b. The notes of the Planning Applications Working Group meeting of 05 May 2026 were NOTED.
- c. Cllr S Fishenden PROPOSED that a letter is written to Kent Highways with regard to their response to planning applications and a second letter is written regarding the number of road closures and associated signage and that this is delegated to the Clerk with consultation with Cllrs C Clark and M Manley SECONDED: Cllr M Aspinall and AGREED.
- d. **Hartley Parish Council Neighbourhood Plan Consultation** – Cllr J Clucas PROPOSED that the Parish Council does not respond as there were no potential sites. SECONDED: Cllr C Clark and AGREED.

## 9112/26 Ash Green Sports Centre

- a. **Current Financial Position** – The Finance Officer advised that the current balance is £18,666.62 with a surplus of £2,873 which is approximately £6,000 better than last year

and is 1.8 times running costs. Staff costs have increased with the increase in minimum wage and salary increases.

- b. **Approval of Payments** – Cllr a Jauch PROPOSED that the payments made since the last meeting to 14 May 2026 are APPROVED. SECONDED: Cllr C Clark and AGREED.
- c. **Sports Centre Working Group** – The notes of the meeting of 13 April 2026 were NOTED.

**9113/26 Community and Environment**

- a. **Focus Group** – The notes of the meeting held on 13 April 2026 were NOTED.

**9114/26 Items for Information**

- Cllr S Glover advised that Mr Jones from KCC had attended a meeting regarding the transport implications for local businesses with regard to pending planning application for the introduction of a solar farm. He advised that Kent Highways cannot object to planning applications, but can comment. This application will be heard at the Sevenoaks District Council Development Management Committee meeting to be held on 02 June 2026.
- Cllr M Manley raised concerns regarding Kent Highways management of roadworks and diversions, noting that it is an offence to drive through road closures and motorists can be fined in this regard, He also raised concerns with the responses given by Kent Highways on planning applications.
- Cllr F Cottee reminded members that the Hodsoll Street Village Fete would take place on the Green on 27 June 2026.
- Cllr J Clucas noted that young people on scooters are using footpaths and due to the speed they are travelling it is dangerous to pedestrians. A new volunteer attended the lunch club this week.
- Cllr J Clucas reported that she had heard that Morrisons will be closing their shop in New Ash Green. The Clerk will contact Morrisons, Tom Tugendhuth MP and if confirmed to make enquiries regarding the retention of the Post Office and ATM.

**9115/26 Progress Tracker**

The Progress Tracker was NOTED.

The meeting closed at 8.52pm

Signed: .....  
Chairman

Date: .....

# ASH-CUM-RIDLEY PARISH COUNCIL

Agenda Item: 6 – Full Council 21 May 2026

Report Title: Annual Parish Meeting

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## Matters Arising from the Annual Parish Meeting

- Speeding from the roundabout on Ash Road to the Shopping Centre.  
**Action:** Average speeds have been obtained from Kent Highways.

### Speed Analysis

See aggregated speeds along your path selection.

Mean speed (mph)	Median speed (mph)	15th% speed (mph)	85th% speed (mph)
30.63	30.45	27.34	33.99
29.42	29.58	25.35	34.49

The figures in red relate to travel from the roundabout towards the shopping centre and the blue figures from the shopping centre towards the roundabout.

These suggest that speeds are close to the 30mph speed limit, but are under the National Police Chiefs Council (limit + 10% + 2mph) so under 35mph.

- Highways Improvement Plan – to consider the introduction of a speed table/raised crossing (wide speed hump) at the crossing on Ash Road between Olivers Mill and Penenden. This will be placed on the Agenda of the HIP Working Group meeting to be held on 17 June 2026.

## **ASH-CUM-RIDLEY PARISH COUNCIL**

Agenda Item: **8 – Full Council 21 May 2026**

Report Title: **Clerk's Report**

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### **BULLETIN**

The deadline for articles for the Bulletin is 19 June 2026.

### **BURIAL GROUND**

Kent Youth Justice Service have been unable to attend the Burial Ground due to staff changes, they will be starting again in the near future, specifically clearing grass cuttings from memorials.

### **FINANCIAL REGULATIONS:**

The review of the Financial Regulations has been deferred from the May 2026 meeting to the June 2026 meeting to allow for amendments to the banking arrangements to be incorporated once these have been confirmed by the relevant financial institutions.

### **HIGHWAYS IMPROVEMENT PLAN (HIP)**

The next meeting of the HIP Working Group will be held on 17 June 2026.

The following request has been received from a resident and will be added to the Agenda along with the request from the Annual Parish meeting.

- To consider the installation of a Salt Bin on New Street Road, opposite New Street Farm.

### **NORTHFIELD MANAGEMENT COMMITTEE**

The minutes of the Northfield Management Committee meeting held on 22 May 2026 will be distributed with the June 2026 Agenda.

### **SPEED INDICATOR DEVICE (SID)**

Following a request for New Ash Green Village Association to assist with relocating SID between New Ash Green and Hartley, they are awaiting confirmation from their insurers that employees are covered to work on land not owned by the Village Association.

**YOUTH PROVISION** – The start date has been pushed back to 11 June 2026 and we will be reviewing the Service Level Agreement as the start date should have been 01 April 2026.

## **ASH-CUM-RIDLEY PARISH COUNCIL**

Agenda Item: – **10.10 Full Council 21 May 2026**

Report Title: **Direct Debits**

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Monthly payments by Direct Debit.

Parish Council:

- Business Charge Card – repayment of purchases made by business charge card.
- Digital Automation – copier/printer (de Lage Landen)
- Heliocentrix – VOIP telephone system
- Hugo Fox – Website (Go Cardless)
- Information Commissioner's Office
- Iris Payroll Software
- Peoples Partnership - Pension
- Scribe Accounts Software (Go Cardless)
- Veolia – waste collection, Ash Burial Ground.
- Zen Internet – internet provider

Ash Green Sports Centre:

- Barclaycard – charges for collection of payments
- Clubright – Sports Centre software (Go Cardless)
- Heliocentrix – VOIP telephone system
- Hugo Fox – website (Go Cardless)
- London – Zurich – charges for direct debits
- PRS/PPL - music license
- Stripe - online charges
- Takepayments – payment transactions