

**Minutes of a meeting of Halstead Parish Council held at The Pavilion, Station Road, Halstead
TN14 7DH at 7.30pm on Monday 11th April 2026**

Present: Cllr Jean Peel (Chairperson), Cllr Sue Gardner, Cllr Tony Marshall, Cllr Liz Meaton, Cllr Roger Sales, Cllr Cally Couchman, Ms P Nott (Clerk), District Cllr John Grint.

In attendance: 13 members of the public

Minute number: 260411:

- 1. Apologies for absence.** Nigel Williams, Kent County Councillor, Cllr Linda Wilkinson,
- 2. Declarations of interest**
There were none.
- 3. Chair's remarks**
The Chair updated about Broke Hill planning application – comments on documents by 14 May – Council need to be sure that Halstead residents want the Council to take this forward. The Council will need to review these documents and organise a formal meeting for residents to state their views and seek help with the response and tech. Congratulations to Cllr Tony Marshall who was voted as District Councillor.
- 4. Minutes of previous meetings to be approved**
Minutes of the March meeting were approved and signed by the chair.
- 5. Clerks Report**
The Clerks report had been circulated and the Chair read out the main points.
 - a. Civic.ly asset management system was explained by the Clerk. It was agreed that the Clerk would organise a demonstration for the Council prior to a decision.
 - b. Football team to use weekday Tuesday evenings and Sunday matches, contract to be formalised.
 - c. Cricket update provided – Clerk to arrange meeting with D Cllr Marshall, Clerk, Chairman Richard Hughes and Groundsman Mr Paul King to address issues.
- 6. Public participation forum**
 - a. Resident requested bushes on verge side halfway down Sevenoaks Road where switches from Bromley to Kent to be trimmed back as these have been neglected.
 - b. Resident raised issue of road surface on Knockholt Road as is in poor condition. New HIP and meeting to be set up, D Cllr will respond to resident after that meeting. Cllr Peel explained to report potholes using KCC website link, have had follow up within 2 weeks of report and what HIP will cover with pavements and dropped kerbs.
 - c. Bus shelter bin overflowing – carrier bags full of cat litter being deposited, and when full left by base of bin. Residents need to keep reporting this.
 - d. Resident messaged Highways about speeding on Shoreham Lane. Resident was advised to add this to HPC HIP, speeding made worse by Star Hill closure. Police could not monitor as nowhere for police to stand safely. Action D Cllr Marhsall will raise with Nigel Rowe and to add to HIP. Discussion about speed limit changes on local country single track roads.
 - e. Resident asked whether Parish Room refurbishment would start as has been a project waiting to happen. CIL application in process. Query as to why not used

existing CIL funds. Not submitted to date as were not aware of extent of works needed. Delay was to get right companies to quote and for application window to open. Resident was concerned that the building may have deteriorated further and cost more to rectify.

- f. Resident requested if can change her windows and need permission of HPC. Resident was advised to apply to SDC who would then ask HPC for views.
- g. Illegal fixed caravans near Knockholt Station and playground erected, have reported to SDC. Entrance at Costain. HPC fully aware and have objected, as it is on boundaries with Bromley. Increase in nuisance incidents, a different community to those existing. Resident to leave contact details to be included in communications.

7. District and County Councillor updates

- a. D Cllr Grint welcomed D Cllr Marshall and outlined that they will meet monthly and ensure issues delegated. SDC staff changes at senior level – Head of Finance and Head of Internal Audit are leaving in June due to uncertainty of future of SDC with Organisational changes coming.
- b. Chevening bund – HPC need to be involved in meetings and discussions – D Cllr Grint stated that HPC should be represented at these meetings – he will forward this to HPC. Meetings are in Eton Mess. This may be an economic venture.
- c. D Cllr Marshall thanked all for support during his campaign. Knockholt Station ‘hub’. Speed limit off A21/M25 junction proposed to drop to 50 to 40 mph – comments needed by 21 April by resident. Cllr Peel highlighted report into Knockholt Station – Resident can give email if would like to be sent this report.
- d. Road Racing – this will be raised at SDC meeting. Residents need to use What3words to identify location for action. Information to be put on website. Residents advised to report when this occurs by phone immediately to Police.

8. Finance and Governance

- a. The Chair advised that current expenditure was in line with income. Next meeting will have a more full report.
- b. The schedule of payments was approved and signed by the Chair of the finance committee.
- c. Payments and receipts against budget to 31st March 2026 were noted.
- d. Purchase of Microsoft Business 365 version at a cost of £10.30 per user, per month a cost of £84.20 per month was approved.
- e. Payment of £186.92 for printing of A4 Dark Sky village leaflets was approved for 800 copies.

9. Highways & Amenities update

The Chair provided the following updates:

- a. Cllr Marshall updated that there are new picnic benches in situ.

10. Communication & Events update

The Communications and Events report on the following was shared:

- a. Litter pick 25 April, concerns about picking on Otford Lane and Shoreham Lane due to volume of traffic and safety concerns to do in pairs.
- b. Summer Picnic 20 June
- c. Annual Parish meeting 11 May 730pm
- d. Action: Cllr Couchman to ask PCSO Wilson to attend.

11. Planning updates

- a. Neighbourhood Priorities Statement update – Cllr Peel provided an update that questionnaire in test phase with a group of residents and look forward to responses.
- b. Halstead Issues document – a resident has been keeping note of key issues particularly with key properties on outskirts of the parish – Widhurst Farm, Oak Tree Farm, Area of land with soil waste management in conjunction with Knockholt
- c. Broke Hill update – discussed earlier
- d. Fort Halstead – concern about aged water system and supply contamination and regular interruption to supply. Meeting with Barratt Homes and SDC on 20 April. Wheatsheaf Hill rubbish burial and burning at night, HPC have liaised with Bromley Council and Environment Agency. Need to keep reporting – residents encouraged to report to Bromley Council - Mr Spiteri.

12. Planning

Planning decisions were noted.

The Cock Inn Shoreham Lane Halstead Kent TN14 7DD
Details pursuant to condition 16 (Archaeological Field Evaluation) of 25/01646/MMA (IN PART - CONVERSION AND ALTERATION OF PUBLIC HOUSE ONLY)
Status: Granted

26/00219/PAE

The Needies Otford Lane Halstead Kent TN14 7EG

Prior notification of a single storey rear extension which extends 8.00m beyond the rear wall of the original dwelling house with a maximum height of 3.61m and eaves height of 2.68m.

Status: Decided - Prior Approval Not Required

26/00544/WTCA

Land Opposite The Cock Inn Shoreham Lane Halstead Kent

T1 Multi stemmed old ash coppice showing huge cavity at crown break and partially failed stem - fell all stems to finished height of 2m from ground level leaving main trunk in situ to make safe.

Status: No Objection Lodged

26/00349/DETAIL

The Cock Inn Shoreham Lane Halstead Kent TN14 7DD

Details pursuant to condition 15 (Phased Programme of Archaeological Building Recording) of 25/01646/MMA (IN PART - CONVERSION AND ALTERATION OF PUBLIC HOUSE ONLY)

Status: Granted

The next meeting is the Parish Council Meeting on Monday 11th May 2026 at 7:00pm in the Pavilion.