

Harrietsham Parish Council

Minutes of the Parish Council Meeting held on
Wednesday 24th June 2026 at 7.30pm in the Booth Hall

Cllr Powell welcomed all present to the meeting.

Present

Cllr E Powell (Chair), Cllr T Sams, Cllr J Sams, Cllr C Roots, Cllr S Brown, Cllr R Dayes, Cllr G Dean, Cllr S Luck, Cllr T Griffiths, Cllr S Donley, RFO Mr M Cuerden and Parish Clerk Mrs A Broadhurst
Borough Cllr S Povey
2 Members of Public

Public Discussion

A resident updated Councillors on several forthcoming events (listed under Agenda Item 18)

1 Apologies for absence

Cllr R Welham, Borough Cllr M Nedelcheva, County Cllr S Emberson

2 Minutes of the last meeting

Parish Council Meeting 27th May 2026: The minutes were proposed as accurate by Cllr J Sams, seconded by Cllr Dean; with 9 in favour, 1 abstention.

3 Disclosures and confidential items

Changes to the Register of Interests

There were no changes to be noted.

Declarations of Pecuniary Interests

Cllr Roots: Agenda Item 8.1 - Highways Improvement Plan - as he is the Treasurer of the Scouts Group.

Requests for Dispensation

No requests had been submitted.

4 Items to be taken in Closed Session

It was agreed by all present that Agenda Item 21 should be discussed in a closed session at the end of the meeting.

5 Planning

5.1 The outstanding planning applications were noted.

5.2 The approved applications were noted.

5.3 The withdrawn application was noted.

5.2 Other Planning Matters

The Clerk reported that the Glebe Medical Centre's application for a Pharmabox had been approved and the Practice Manager is liaising with the builders to try to arrange a July start date.

- Resident's Enforcement Training Session: The Clerk reported that the session had now been confirmed for Wednesday 30th September at 7.30pm in the Ambrose Hall, with the usual monthly meeting commencing straight afterwards. There will be a 'non site specific' Q&A session at the end of the presentation and volunteers were asked to assist with setting up the hall from 7pm on the night. **ACTION: Available Cllrs**

- MBC's Local Plan - Call for Sites: It was noted that MBC's latest Call for Sites consultation for the Local Plan dated 2029-2045 is underway and concludes on 23rd August.

6 Environmental

6.1 Minutes of the Meeting held 17th June 2026: The minutes were proposed by Cllr Brown, seconded by Cllr Dean; with 4 in favour (those present at the meeting)

6.2 Recommendations from the Environmental Committee:

- Replacement Bench in Woodlands Walk: The Clerk had circulated details of a Teak bench and 3 composite versions, costing between £500-£650 (+ fitting & VAT). After discussion, three proposals were considered:
Cllr Roots proposed the Phoenix composite bench with armrests, seconded by Cllr Dean (3 in favour)

Cllr Brown proposed the Teak bench, seconded by Cllr Dayes (5 in favour)

Cllr Donley proposed the Phoenix Composite bench without armrests, seconded by Cllr Griffith (2 in favour)

The Clerk will order the replacement Teak bench for the contractor to install. **ACTION: Clerk**

- Additional Cut to vegetation in the stream (West Street Green area) in late July

It was noted that the stream by the allotments receives 4 cuts a year (early May, June, July & September, however the area by the Green only receives 2 (May and November). Cllr Brown proposed that the contractor be asked to include an additional cut to the stream by West Street Green in late July, seconded by Cllr Griffiths; with all in favour. **ACTION: Amenity Manager**

- Repair of Community Orchard Fence

This item was deferred as the quote is outstanding.

- White Horse Ecology to undertake a Botanical Survey and Condition Assessment in Teers Meadow at a cost of £200: It was proposed by Cllr Dean for White Horse Ecology to undertake the botanical survey and condition assessment at a cost of £200, seconded by Cllr Brown; with all in favour. **ACTION: Amenity Manager**

- To plant a further 5-6 Pink Flowering Cherry Trees in Millenium Field

It was noted that the Parish Council has received a further request from a resident for a memorial tree, however the previously planted Cherry trees have all been dedicated. After discussion at the Environmental meeting Councillors had proposed to continue the line of Flowering Cherry trees with the Amenity Manager confirming that there was room for 6 to be planted. The RFO had confirmed that the most recent tree planted had cost £200. It was proposed by Cllr Powell to ask the contractor to plant 6 additional trees at a likely cost of £1,500, seconded by Cllr Brown; with all in favour. Cllr T Sams asked that the timing of the planting, maintenance whilst they become establish and whether mulch or something similar should be used to help protect them, as the recent weather highlighted the issues with climate change, which could impact the trees in the long term. **ACTION: Amenity Manager**

The Clerk reminded all present that families are charged £250 for each tree, so the expenditure would be recouped over time. It was also noted that the Clerk will be creating a Remembrance Tree policy to ensure that future dedicated trees are given a plaque within 3 months of the invoice being sent to the family. Councillors asked that the policy also includes that the tree will remain in the ownership of the Parish Council after payment and that the plaque wording must be approved by the Parish Council before installation. **ACTION: Clerk**

6.3 Other Environmental Matters

- Outstanding Allotment Invoice: The RFO reported that the ex-tenant has until the 30th June to make the payment. It was noted that they are aware of the deadline as they had sent an irate email to the Clerk.
- Trees on Glebe Field by Harrison Drive: The Clerk reported that a couple of trees had died on the Glebe Field, along the boundary with Harrison Drive. Cllr Dean has inspected the trees and felt that replacements would not be required. The Clerk was asked to liaise with the contractor who will be completing tree work in the Autumn, for them to remove the dead trees at the same time. **ACTION: Clerk**
- Bench by Steam in West Street: It had been noted that this bench is not included in the bench maintenance amenity contract. It was proposed by Cllr Dayes that the Amenity Manager be asked to contact the contractor to arrange for it to be added, as it is in a poor state of repair. This was seconded by Cllr Luck; all in favour. **ACTION: Amenity Manager**
- Woodlands Walk Trees: It was noted that a branch of a tree close to the entrance of Woodlands Walk has broken off. It was agreed that the Amenity Manager should liaise with the contractor to have this removed. **ACTION: Amenity Manager**

A couple of overhanging branches had been flagged by a resident and the Clerk is intending to meet with a tree surgeon in July or August to discuss the various works required (including some low risk items on the tree survey) as that they can submit a TPO application to MBC for the works to be completed. **ACTION: Clerk**

7 Finances

12.1 Income and Expenditure spreadsheets: The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr T Sams; with all in favour.

12.2 Other Financial Matters

Nothing further to discuss.

8 Highways

There was no report circulate for the meeting.

- Highways Improvement Plan: The Clerk updated all present regarding the verge issue in Station Road (outside the Scout's Hut). It was proposed by Cllr Griffiths that the removal of the verge and replacing it with a footpath be added to the HIP, seconded by Cllr Dayes; 9 in favour, 1 abstention. **ACTION: Clerk**

9 Big Lunch

Cllr Dean reported that it had been a very successful day, with the Dogs Trust arranging activities for the children. Thanks were noted to the residents who allowed use of their electricity, those who contributed with raffle prizes and cakes, to the band, parking marshal and the Councillors that assisted on the day. Cllr Powell offered thanks to Cllr Dean for overseeing the arrangements.

10 Replacement 4 bay Swing for the Glebe Field Strategic Play Area

The Clerk had circulated a report detailing quotations received from several play providers for installing the replacement 4 bay swing on the Glebe Field. Councilors were reminded that MBC was providing £5,000 towards the cost of the work and that the Parish Council had recently received CIL money. After careful consideration, it was proposed by Cllr Brown to approve the quotation received from Wicksteed at a cost of £9,919.93 (+vat), seconded by Cllr T Sams; all in favour. **ACTION: Clerk**

11 Glebe Medical Centre Replacement First Floor Window Units

The Clerk asked for this item to be deferred until the next meeting, as a quote is still outstanding, which was agreed by all present.

12 Parish Office Fire Risk Assessment

The Clerk had circulated a draft fire risk assessment for the Parish office, and it was proposed by Cllr T Sams, seconded by Cllr Roots to approve the document; with all in favour. **ACTION: Clerk**

13 New Road Name Policy

Cllr T Sams reported that a draft Road Naming policy had been circulated for Councilors to consider. After brief discussion it was proposed by Cllr T Sams to approve the policy, seconded by Cllr Powell; all in favour. **ACTION: Clerk**

14 Purchase of Trauma/Bleed Kits

A report had been circulated to Councillors and the Clerk confirmed that Harrietsham Club would support a further cabinet being placed on their outside wall next to the defibrillator. It was proposed by Cllr Roots to purchase 3 bleed kits and cabinets at a cost of £1,800, to be located outside the Parish Office, Village Hall and Harrietsham Club (West Street). This was seconded by Cllr J Sams, with all in favour.

ACTION: Cllr J Sams & Clerk

15 Village Christmas Event

Cllr Griffiths gave a brief overview of the event which will take place on Sunday 20th December and include Santa's Grotto, the community choir, the church arranging a Nativity, stalls and possibly a performance from a dance group. He asked that this be added to the September meeting agenda for further discussion. **ACTION: Clerk**

16 Parking on the Glebe Field for the Bluebell Walk (Sunday 2nd May 2027)

It was proposed by Cllr Roots to approve the Heart of Kent Hospice using the field for parking for next year's Bluebell Walk, with the usual caveats attached. This was seconded by Cllr J Sams, with all in favour. **ACTION: Clerk**

17 Road Name Request for Land at The Rectory, Church Road

The Clerk reported that the Parish Council's choice for the development (Ethel Green Court) had been refused as the developer felt it was too long for the size of the development. They had subsequently been invited to a Planning meeting, and the matter was discussed further. The proposal is now to use Ambrose Mews, which was agreed by both parties and the Clerk reported that MBC had confirmed the amended name met the required criteria. It was then proposed by Cllr T Sams to approve Ambrose Mews, seconded by Cllr Brown; with all in favour. **ACTION: Clerk**

18 Future Events

27th June - Bingo Afternoon (Village Hall 2-5pm)
18th July - Bingo Afternoon (Village Hall 2-5pm)
22nd August - Bingo Afternoon (Village Hall 2-5pm)
26th September - Bingo Afternoon (Village Hall 2-5pm)
30th September - Planning Enforcement Resident's Presentation (Ambrose Hall - 7.30pm)
2nd October - Lees Court Music Group (St John the Baptist Church)
5th October - HIB AGM
17th October - HIB Quiz Night
1st Tuesday of each month - Harrietsham Games Club (Booth Hall - 2-4pm)

Cllr T Sams reported that the goal post will be erected on the Glebe Field during July.

19 Items for Future Consideration

- Autumn Litter Pick - *Cllr T Sams (July agenda)*
- Village Christmas Event - *Cllr Griffiths (September agenda)*
- Harrietsham Village Fete - *Cllr Griffiths (to be confirmed)*

20 Date of Next Meeting - Wednesday 29th July 2026 at 7.30pm in the Booth Hall.

The Meeting was then adjourned at 8.20pm.

21 Parish Council Land Matter

The Clerk updated Councillors on the two related land matters. The findings of both initial investigations are outstanding, and the Clerk will chase once back from annual leave. **ACTION: Clerk**

With no further matters to discuss the meeting was closed at 8.39pm.