

HILDENBOROUGH PARISH COUNCIL

Pavilion and Recreation Ground – Riding Lane – Hildenborough – TN11 9HY

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MINUTES PLANNING COMMITTEE Held on 26th May 2026

PRESENT

CLLRS – Sklavenitis, Wills, Gorman, Haugh, Batchelor and Leeson.
Louise Jenner (Parish Clerk & RFO)

1. APOLOGIES FOR ABSENCE - None

2. DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Members who have a disclosable pecuniary interest or other interest within the meaning set out in the Kent Code of Conduct 2021 are invited to disclose this.

Cllr Wills declared an interest in item 5.1

3. PUBLIC OPEN SESSION

Members of the public may speak under this item as long as notice has been provided to the Clerk. **None**

4. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 27th April 2026 were agreed and approved.

5. APPLICATIONS

5.1 [TM/26/00482/FL](#) - Single storey garden studio for use as a home office. 2 Club Cottages Riding Lane Hildenborough. Deadline Date 1st June 2026.

Previously listed under TM/26/00686/LB – 27th April – Previous Planning Committee comments. The Planning Committee raise concerns regarding the proposed materials to be used within this application. The materials used are discordant with the listed building located on the site.

The Planning Committee also noted that the proposed floor plan includes a WC, which is not referenced on the application form. Councillors are concerned that the use of the building, combined with the internal layout, may indicate a different intended use of the building than stated.

The Planning committee agreed to the same comments as above.

5.2 [TM/26/00545/FL](#) - Demolition of existing garage and dining room, construction of two storey side extension and single storey rear extension, alterations to fenestrations, pergola to rear. 20 Bramble Close Hildenborough. Deadline Date 1st June 2026.

We leave to the discretion of the planning officer.

5.3 [TM/26/00626/LDP](#) - Lawful Development Certificate Proposed: Conversion of existing integral garage for use as a Office/Bedroom. Proposed opening to be formed from existing Dining Room. Kimberley 6 Fairfield Way Hildenborough. Deadline Date 1st June 2026.

We leave to the discretion of the planning officer.

HILDENBOROUGH PARISH COUNCIL

- 5.4 [26/00507/FL](#) - Proposed 1 x 3-bed detached dwelling with access drive and parking. 3 Woodfield Avenue Hildenborough. Deadline date 2nd June 2026.
We leave to the discretion of the planning officer.
- 5.5 [26/00701/FL](#) - Conversion of Agricultural barn to 1x Dwelling including associated landscaping, amenity area and parking. Trench Farm Coldharbour Lane Hildenborough. Deadline date 3rd June 2026.
We leave to the discretion of the planning officer.
- 5.6 [TM/26/00679/RD](#) Details of condition 2 (Materials) 4 (External Lighting) 10 (Landscaping and boundary treatment) pursuant to planning permission TM/25/01409/PA Section 73 application to vary condition 2 (materials), condition 3 (approved plans) and condition 5 (levels) of planning permission 23/01673/FL Demolition of existing buildings comprising Atcost barn and cart shed; erection of one 5-bed dwelling and part conversion and extension of existing barn to create one 4-bed dwelling (resubmission of approved application TM/21/00605/FL). Trench Farm Coldharbour Lane Hildenborough. Deadline date 8th June 2026.
We leave to the discretion of the planning officer.
- 5.7 [26/00703/FL](#) - Single storey rear extension. 9 Stocks Green Road Hildenborough. Deadline Date 4th June 2026.
We leave to the discretion of the planning officer.
- 5.8 [TM/26/00649/LDP](#) - Lawful Development Certificate Proposed: Replacement of existing garden shed with a shed of the same dimensions (10ft x 10ft) on the same siting. 18 Riding Lane Hildenborough. Deadline date 8th June 2026.
We leave to the discretion of the planning officer.
- 5.9 [TM/26/00901/PDV14J](#) - Prior approval for the installation of solar equipment on non-domestic premises under Class J of Part 14 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (GPDO) (as amended). Mountains Stables Noble Tree Road Hildenborough. Deadline Date 8th June 2026.
The Planning Committee is concerned that the location may fall within the Listed Curtilage and would ask that TMBC satisfy themselves on this matter.
- 5.10 [26/00743/FL](#) - Single storey building to accommodate home gym. Tetley Barn Horns Lodge Shipbourne Road. Deadline Date 8th June 2026.
We leave to the discretion of the planning officer.
6. **For the Planning Committee to review and discuss the Planning Committee Terms of Reference, with a view to presenting them to the full Parish Council meeting.**
The Planning Committee agreed to the amendments within the draft document and will provide the Parish Council with a list of suitable professionals, including estimated costs, for their consideration, enabling the Planning Committee to select from an approved list.

Motion: Proposed Amendment to the Planning Committee Terms of Reference

Insert under Section 3 of Terms of Reference (Planning Committee):

“3a. Delegated Financial Authority for Professional Advice

HILDENBOROUGH PARISH COUNCIL

In order to ensure the Council can provide technically sound and timely responses to planning applications, the Planning Committee is granted delegated authority to commission professional planning or legal advice up to a maximum of £3,000 (net of VAT) in aggregate per authorisation period. This sum may be allocated across multiple commissions, multiple advisers, and multiple applications or planning matters as the committee sees fit.

To satisfy the requirements of Financial Regulation 5.5, the Planning Committee shall maintain a pre-approved panel of advisers across relevant disciplines, from whom indicative pricing has been obtained in advance. Commissions under this delegated authority shall be made by call-off from the approved panel. The panel will be established following approval of this motion by full council. Where a required specialism is not covered by the panel, the Clerk shall seek indicative pricing before any commission is agreed.

This delegated authority operates on a single-use accountability and reset mechanism. Once the authority has been used, it cannot be exercised again until it has been formally re-authorised by the full Parish Council. At the next full Parish Council meeting following any use of the delegated authority, the Planning Committee shall report: the advice sought; the adviser(s) instructed; the cost incurred; and the rationale for exercising the authority. The full Parish Council will then vote to re-authorise the £3,000 delegated limit for future use. The full Parish Council retains the right to decline re-authorisation, thereby suspending this delegated authority until further notice.

Any decision to commission advice using these delegated funds must be agreed by a majority of Planning Committee members present at the relevant meeting, consistent with the existing requirement for agreeing planning application responses. In the event of a tied vote, the Planning Committee Chair shall hold the casting vote.”

Proposer: Cllr Wills | Seconder: Cllr Leeson

Cllr Gorman left the meeting at 20:00 hrs due to work commitments.

7. For the Planning Committee to suggest a budget for consideration with a view to present to the full Parish Council Meeting.

The Planning Committee agreed to defer further consideration while funds remain unspent within the original budget allocation.

8. For the Planning Committee to review the SE Water - Development Management update and associated documents.

Cllr Wills provided an overview of the documents circulated by TMBC and outlined the potential implications for planning conditions that TMBC may impose on developers.

9. Local Plan

Cllrs discussed LGR and how this might impact the local plan.

10. WWA to discuss if their support is required for any of the above listed applications.

None on the above list.

11. DATE OF NEXT MEETING – Monday 8th June 2026.

The Chair to move that the press and public to be excluded from the remainder of the meeting.

Meeting End 20.22