

**ASH-CUM-RIDLEY PARISH COUNCIL**

The Parish Office, Ash Green Sports Centre, Ash Road, New Ash Green, Kent, DA3 8JZ

Telephone: 01474 702760

Email: [enquiries@ashcumridley-pc.gov.uk](mailto:enquiries@ashcumridley-pc.gov.uk)

15 May 2026

Dear Councillor

You are hereby summoned to attend the next meeting of the Ash-cum-Ridley parish Council which will be held at **7.45pm on Thursday 21 May 2026 at New Ash Green Village Association Meeting Room, Centre Road, DA3 8HH.**

Yours faithfully

*A de Jager*

Alison de Jager

Parish Clerk

**AGENDA****1. ELECTION OF CHAIRMAN TO THE COUNCIL**

To elect a chairman of the Council for the municipal year 2026/27 and to receive their declaration of acceptance of office.

**2. APOLOGIES FOR ABSENCE****3. ELECTION OF VICE-CHAIRMAN**

To elect two Vice-chairman of the Council for the municipal year 2026/27 and to receive their declarations of acceptance of office.

**4. DECLARATIONS OF MEMBERS INTERESTS AND DISPENSATIONS****5. TO APPROVE THE MINUTES** of the Parish Council meeting held on Thursday 16 April 2026 (Attached).**6. ANNUAL PARISH MEETING**

6.1 To note the notes of the Annual Parish Meeting held on 22 April 2026 (attached).

6.2 Matters arising from the Annual Parish Meeting. (attached)

**7. PUBLIC SESSION AND EXTERNAL REPORTS**

- KENT POLICE
- COUNTY COUNCILLOR
- DISTRICT COUNCIL
- NEW ASH GREEN VILLAGE ASSOCIATION

**8. CLERK'S REPORT**

To note the report of items for information from the Clerk.

**(APPENDIX A GREEN)****9. COUNCIL ADMINISTRATION**

9.1 **Committees for the year 2026/27** – to establish Committees and Working Groups for the 2026/27 year and to agree their Terms of Reference and delegated powers. Schedule reflecting the above attached.

**(APPENDIX B ORANGE)**

- 9.2 **Committee Membership** – to appoint the membership of the Committees, current membership attached.
- 9.3 **Representatives on outside bodies** – to approve the appointment of representatives to outside bodies and joint management committees, current appointments attached.
- 9.4 **Publication scheme, freedom of information and data protection** – To confirm the Council's Publication Scheme and procedures for handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.
- 9.5 **Calander of Meetings** – to approve the suggested dates, times and locations for the full Parish Council meetings as per **LGA1972 Schedule 12, paragraph 8(1)**. To note the dates of the Planning Applications Working Group meetings.
- 9.6 **Annual Parish Meeting** – to note the date for the Annual Parish Meeting 2027 has been set for Wednesday 14 April at New Ash Green Village Hall. The meeting must be held between 01 March and 01 June, inclusive.

## 10. FINANCE AND GOVERNANCE

(APPENDIX C PINK)

- 10.1 **Current Financial Position:** To receive a verbal update from the Deputy Clerk on the Council's current financial position and note the reports attached.
- 10.2 **Approval of Payments:** To approve the payments made since the last meeting, up to 14 May 2026.
- 10.3 **New Ash Green Clinic and Children's Centre** – Survey report emailed to members 15 May 2025
- 10.4 **Standing Orders** – to confirm the Council's Standing Orders reviewed on 15 May 2025.
- 10.5 **Signatories** – to approve the signatories to the Council's bank accounts. Current signatories are; the Clerk, Cllrs S Fishenden, M Aspinall, C Clark, J Clucas, A Jauch, M Manley. The Clerk and two of the above are required for all payments. The Clerk and Deputy Clerk/Finance Officer have limited access to view the Council's bank accounts and make transfers between Parish Council/Sports Centre accounts.
- 10.6 **Complaints Procedure** –
- i. To confirm the Council's complaints procedure reviewed on 15 May 2025.
  - ii. To give consideration to adopting the draft complaints procedure for Ash Green Sports Centre.
- 10.7 **Assets** – to confirm the assets of the Parish Council, attached.
- 10.8 **Chairman's Allowance** – to authorise the Chairman's Allowance for the year 2026/27 in accordance with the **Local Government Act 1972, section 15(5)**. (£1,000.00 for 2025/26).
- 10.9 **Insurance** – to give consideration to the quotations for the insurance for the Parish Council and Ash Green Sports Centre (to be tabled at the meeting).
- 10.10 **Direct Debits** – to authorise the payment of the attached accounts by direct debit for the year 2026/27.
- 10.11 **Business Charge Card** –
- to authorise 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 £500.00 each in any one month for 2026/27.
  - To authorise the payment of the following by Business Charge Card for the 2026/27 year.
    - Microsoft Office 365 for the officers and councillors up to £128.40 per month.
    - Canva – graphic design tool in the amount of £99.99 per annum.
    - Charge card fee - £32.00 per card per annum.
- 10.12 **Summer Scheme** – to give consideration to agreeing a budget for the Summer Scheme 2026. (up to £4,000.00 in 2025/26)

**11. PLANNING****(APPENDIX D GOLD)**

- 11.1 **Applications:**  
**25/02887: Holywell Farm House, Greenfields, TN15 7LE** - Demolition of existing garage and erection of new garage.  
**Cllr F Coffee**  
**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.  
**Cllr J Scott**
- 11.2 To note the notes of the Planning Applications Working Group meeting of 05 May 2026.
- 11.3 To consider writing a letter to Tom Tugendhat MP regarding concerns over Kent Highways' responses to planning applications.
- 11.4 **Hartley Parish Council Neighbourhood Plan – Regulation 14 Consultation:** To give consideration to the invitation to comment on the above as per the attached letter. The draft plan can be accessed at [www.hartleynp.org.uk](http://www.hartleynp.org.uk)

**12. ASH GREEN SPORTS CENTRE****(APPENDIX E BLUE)**

- 12.1 **Current Financial Position:** To receive a verbal update from the Deputy Clerk/Finance Officer on the Sports Centre's current financial position and note the reports attached.
- 12.2 **Approval of Payments –** To approve the payments made since the last meeting to 14 May 2026.
- 12.3 **Sports Centre Working Group –** To note the notes of the Working Group meeting of 06 May 2026.

**13. COMMUNITY AND ENVIRONMENT****(APPENDIX F LILAC)**

- 13.1 **Focus Group** - to note the notes of the meeting of 13 April 2026.

**14. ITEMS FOR INFORMATION:**

- 14.1 To receive verbal reports from all Councillors, for information only.

**15. PROGRESS TRACKER****(APPENDIX G LIGHT BLUE)**

- 15.1 To note the progress tracker of Council decisions.