APPROVED MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL ON
MONDAY 5th OCTOBER 2026 IN THE PEGGY PIKE ROOM, ELHAM VILLAGE HALL STARTING AT 7.30pm.

184.26 Those Present: Councillors K Lamb (Chair) C Chapman (Vice Chair) B Swan, G Clements, C Francis, J Osbourne and one member of the public.

Apologies: S Jacob and K Allen

185.26 To declare any Disclosable Pecuniary Interests (DPI), Other significant interests (OSI's) or a voluntary interest relating to items on the agenda.
A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted.
A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote.
Councillors may also declare a voluntary interest if they are unsure of their position. Inclusion and voting will be decided at the time of the declaration unless this has been discussed with the clerk prior to the meeting.

K Lamb declared an interest due to invoice payments to himself covering purchases made for the refurbishment costs at The Pavillon and the changing rooms

The meeting was adjourned for 186.26.

186.26 Public Contribution

No public contribution

The meeting was reconvened to discuss 187.26 onwards.

187.26 Minutes

1. The Ordinary Meeting of the Parish Meeting held on 7th September 2026 were **approved** and signed as a true record by the Chair of meeting.

188.26 Chairman's Report

- Boys and Maughan Solicitors are progressing the documentation for the transfer of the woodland to the Parish Council, which is expected for review by the end of the month.

- Six applications were received for the Clerk/RFO position, which was offered to a candidate with relevant previous experience. As Elham is classified as a medium-sized parish council, the salary will be aligned with the KALC 2026 pay scale at £18.96 per hour for an initial 8–10 hours per week. Hours may be increased according to workload, particularly if the woodland requires additional administrative support. A laptop, mobile phone and working-from-home allowance will also be provided.
- To consider official Parish Council address

189.26 Finance

1. The Accounts from September 2026 were **agreed** as true record and were signed by the Chairman of the meeting.
2. The Bank Reconciliation from September 2026 was **agreed** as true record and was signed by the Chairman of the meeting.
3. The September 2026 invoices were **agreed**, and payments were approved. *Please see appendix 1*.

190.26 Planning

1. The following applications were considered and comments agreed:

26/1387/FH - Old Mount Farm, Mount Hill, Rhodes Minnis, CT4 6YD - Erection of replacement dwelling. - **No objection**

2. The following application was received since the agenda was issued, comments agreed: **None received.**

3. To **note** any decisions made by Folkestone and Hythe District Council

26/1243/FH/TCA - Bankside, High Street, Elham, Canterbury, CT4 6SY - Works to trees in a conservation area comprising of T1 Goat Willow pollard to 4 metres. **FHDC Decision – No objections**
26/1244/FH/TCA - Mill House, The Row, Elham, CT4 6UL - Works to trees in a conservation area comprising of T1 Prunus and T2 Elder fell to ground level and G1 Sycamores pollard to 4 metres. **– FHDC Decision – No objections**
26/1084/FH - The Old Bakery, The Square, Elham CT4 6TJ - Listed building consent for internal alterations**. - FHDC Decision – Approved with Conditions**
26/0712/FH - Milldown Farm, Oak Hill, Acrise, CT18 8LE - Erection of 2 semi-detached dwellings and garages with associated boundary treatment following demolition of existing buildings. - **FHDC Decision - Refused.**
26/1163/FH - Stoneacre, Park Gate Hill, Elham CT4 6NF - Replacement dwelling with associated landscaping following demolition of existing outbuilding. - **FHDC Decision – Approved with Conditions**

26/0371/FH - 3 New Inn Cottages, High Street, Elham CT4 6TD **-** Retrospective application for a replacement garden building. **- FHDC Decision – Approved with conditions.**

Cllr Chapman discussed the upcoming changes to the planning process.
From **31 October 2026**, new District Council rules will change how some planning applications are decided.
Parish councils and local district councillors will have less scope to request consideration by the Planning Committee.
Applications will fall into two groups:

- **Schedule 1:** Many smaller applications, including householder extensions, small commercial developments, and schemes of up to nine homes. Planning officers will decide these; they cannot be referred to the Planning Committee.
- **Schedule 2:** Applications such as listed-building and retrospective cases. These may reach the Planning Committee only if they raise significant local economic, social, environmental, or planning-policy issues.

At present, the Parish Council or a ward councillor can request committee consideration.
From 31 October, they can no longer do so directly.
For Schedule 2 applications, they may instead request review through a new "gateway".
The Planning Committee Chair and Chief Planning Officer will decide whether the case meets the threshold for committee consideration.
The District Council says this threshold will be high.
Can residents still comment?
Yes. Residents can support or object to applications, and Elham Parish Council will continue to comment on proposals affecting the village.
Decisions must be based on relevant planning considerations; the number of objections alone will not determine the outcome.
Explain your reasons clearly—for example, concerns about design, neighbours, highways, parking, heritage, landscape, or local character, where relevant.

The Parish Council can still represent local views, and residents should continue to have their say.
Only access to the Planning Committee is changing it will be unavailable for some applications and more restricted for others.
The arrangements are due to be reviewed in May 2027.
Elham Parish Council will keep residents informed about significant applications and encourages comments based on relevant planning concerns.

191.26 Highways – Cllr Francis discussed the Highways Improvement Plan (HIP) along with the three suggestions that will be submitted to KCC.

- It was proposed that the 30 mph signs on both approaches to the village be relocated further out to encourage motorists to reduce their speed before entering the village. Satellite data currently indicates an average speed of 22 mph through the village.
- It was proposed that signage within The Square be improved, including the installation of double white stop lines at the Duck Street junction, clearer one-

way signage at the entrance to St Mary's Road, and additional measures to reinforce the one-way system.
- The recommendations of the KCC Safety Officer regarding parking arrangements within The Square were considered.

192.26 Defibrillators (C&A)

- It was agreed that the C&A Committee would consider the matter in greater detail at its next meeting, including costs and potential locations for additional defibrillators. The existing maintenance agreement with Hopkins will continue in the interim.

- Cllr Lamb proposed that all defibrillators in the village should be standardised using the same updated model. Hopkins will be asked to survey potential additional locations in Ottinge, North Elham and The Gore.

- Hopkins has inspected the recently acquired defibrillator outside the school and advised that its pads require replacement, and its battery is approaching the end of its service life.

193.26 Remembrance Sunday

- The road closure through the village was approved for Sunday 8 November, from 10.30 am to 12 noon.
- Cllr Osbourne will confirm the availability and condition of the PA system and two-way radios.
- The Royal British Legion (RBL) will provide a wreath.
- Readers will be provided by the RBL.
- The metal Tommy figure will be reinstated at the War Memorial.
- The availability of Toby Dingle and his horse, together with the bugler, will be confirmed.

194.26 The Gore (C&A)

- Pavilion refurbishment is progressing well. The Community Payback Team has painted the interior, and the rear exterior has been cladded and is awaiting painting. New partitions and toilet doors have also been fitted within the changing rooms, with hopefully the completion date of end of November.

- The Council expressed its appreciation to the Community Shed for providing a replacement bench at The Gore. The old, damaged bench is to be removed and placed in the skip.

- Incidents of anti-social behaviour continue to be reported at The Gore, the Triangle and King George V Recreation Ground. The Rural Task Force has been informed. District Cllr Scoffham recommended inviting an officer to a future

Parish Council meeting to discuss appropriate measures and the best way forward.

195.26 Grounds Maintenance – It was agreed to defer discussion of the maintenance plan for mowing, hedges, and verges until a detailed report from the Environmental Group.
Cllr Lamb met with District Cllr Scoffham to look at a strategy plan for additional tree planting throughout the entire village.

196.26 To hear verbal reports from

County Councillor – C Hespe – no report available at time of meeting.
District Councillor - S Scoffham, J Butcher – see below. D Godfrey– no report

Report from District Council Cllr Stephen Scoffham & Cllr James Butcher

People's Emergency Briefing

The People's Emergency Briefing is a film that provides information about climate change and its implications. It focuses on a range of topics such as food production, national security, wildlife, economics, and energy. I have helped to arrange for the film to be shown to public audiences at the Silver Screen in Folkestone and the Tin Tabernacle in Hythe. It has also been screened in Stelling Minnis and will be shown here in Elham by the Environment Group on Tuesday 17th November. The film is a well-informed and powerful wake up call for people and organisations to recognise that climate change is a major issue for which we are woefully under prepared. Over 160 MPs are now calling for the film to be screened on all mainstream media channels. This summer has seen record beating heat and prolonged drought in our area. It is highly probable that we will experience much more extreme conditions in the years ahead. We urgently need a debate across all sections of the community to consider and implement proportionate responses.

The Green Canopy

The Green Canopy is a new project which is currently taking shape that aims to plant thousands of trees across the district. There are two main elements. The Council is drawing up plans for tree planting programme on land that it owns. Community groups are being invited to liaise and work through a co-ordinating organisation called Shepway Trees. One of the key issues to consider is the maintenance and watering of trees once they have been planted – the first few years are crucial. This is an initiative which has enormous scope as it can involve hedges and gardens as well as larger woodland areas and it is very timely as we have all been reminded recently of how trees help to protect us in hot weather. Hopefully, we will see the first projects get going in the next few months.

Green Grants

The green grant programme for the current year is going from strength to strength. We received 18 applications for micro-grants (up to £2000) most of which were approved in early September. The grants for larger sums are currently being processed, and applicants should know the decision in late October or early November. There is £250,000 in the budget but the total sum applied for amounts to nearly three times this amount, so we are going to have to make some hard choices.

Changes to the Planning System

From 31st October the current planning system will be replaced by a new national system which is intended to speed up the planning process and aims to provide greater clarity and consistency about the role of planning committees in planning decision making. The scheme establishes two categories of planning application:

- Schedule 1 applications cover small scale householder and commercial development and minor residential development up to 9 dwellings.
- Schedule 2 applications include applications relating to listed buildings and all retrospective applications.

Schedule 1 applications **must** always be determined by officers – there is no local discretion. Schedule 2 applications **may** be referred to planning committee if they raise an economic, social, or environmental issue of significance to the local area or a significant matter relating to the development plan (gateway tests). Whether an application meets this test will be decided jointly by the Chair of the Planning Committee and the Chief Planning Officer. In future, ward members and town and parish councils will not themselves be able to call for an application to be called into the planning committee. However, they will be able to ask for an application to be considered through the gateway process during a specified consultation period, bearing in mind that the gateway tests represent a high threshold. It is worth noting that as with the present system, only 'material considerations' will be taken into account which the means that the number of objections to an application is not regarded as relevant. How this new system is working in practice will be reviewed in May next year.

Local Plan

F&HDC has been consulting on the development of a new Local Plan for our district:
The consultation is asking for your views on what the Local Plan should contain, and how F&HDC should engage with residents, communities, businesses, and organisations throughout the plan-making process (but not yet on proposed development sites). The consultation closes on 16 October, so you still have a couple of weeks in which to have your say. The link is https://www.folkestoneandhythelocalplan.co.uk/

Community energy

FHDC is exploring a bid to the Great British Energy Community Fund to develop a locally led community energy model. This would enable us to test the appetite for community energy around the district, work out how any schemes would be set up, and identify some

viable projects. Part of that would be developing Parish Energy Plans (PEPs) in three areas of the district (Romney Marsh, North Downs, Folkestone Hythe) and using the Sustainable Future Forum network to organise workshops in October/November to drum up interest. Hopefully, we have more details shortly.

Number 17 bus campaign

In recent years, the No.17 bus route has seen a reduction in services: the last bus back from Canterbury is now 18:25 (compared with 23:15 for the No.16) with gaps between services growing to over an hour during the day (the No.16 generally runs three times an hour). Our MP, Sojan Joseph, is keen to support a campaign on this at Westminster and wants to launch a petition to demonstrate public interest. It'll be an old-school paper one, the wording of which he'll suggest, and we'll need a team of people across our different communities to help gather signatures locally. Please let James Butcher know if you think you might be able to help.

North Downs Forum

The next meeting of the Forum will be on 12th November at 7pm at Hawkinge Community Centre. Sojan Joseph will be joining the meeting, and the number 17 bus route will certainly be on the agenda. Do let James know if you think you will be able to attend.

197.26 Correspondence

- Clerk Job offer letter to be sent
- Elham Farmers' Market — trader parking at KGV

Request: Permission for traders only to use KGV for parking.

Decision: Approved, subject to the following conditions:

Parking will be permitted only when weather conditions are suitable. A maximum of 12 cars may park. Marshals will be present to ensure the play area remains safe.

- **Audited AGAR publication**

A member of the public emailed to enquire why the signed, audited AGAR was not available on the Parish Council website.

Response: The report was already available on the website. A reply has been sent to the member of the public confirming this.

198.26 Date of next meeting and Close - The next meeting will be the Ordinary Meeting of the Parish on 2nd November 2026 at 7.30pm.

There being no further business the meeting closed at 8.52pm.

Appendix 1 – Approved Invoices and Payments

September 2026 invoices approved at October 26 meeting

Payee	Cheque No.	Amount	VAT	Net	Comments
Reliable Networks	ONLINE	£50.16	£8.36	£41.80	Microsoft License
Viking	ONLINE	£28.67	£4.78	£23.89	Stationary
K Lamb (Toolstation)	ONLINE	£162.58	£27.10	£135.48	Maintenance Pavilic
Lamb- Latore	ONLINE	£138.00	£23.00	£115.00	Maintenance - toile
EDF	ONLINE	£19.16	£0.91	£18.25	Electricity – The Gor
KALC	ONLINE	£48.00	£8.00	£40.00	Clerk training (CG)
KALC	ONLINE	£84.00	£14.00	£70.00	Clerk training (CG)
Laing Bennett	ONLINE	£225.00	£0.00	£225.00	Gore lease
Lamb-Latore	ONLINE	£120.00	£20.00	£100.00	Maintenance - Toile
K. Lamb - The Metal Store	ONLINE	£86.28	£14.38	£71.90	Maintenance - Gore
	TOTAL	**£961.85**	**£120.53**	**£841.32**	