

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

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A Civility & Respect
Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 8th September 2026** at **7:00pm** to be held at the **Harvel Village Hall, Harvel, Meopham, DA13 0DS**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter

Clerk and Responsible Financial Officer

Date of Issue: Thursday 3rd September 2026

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
3. **Minutes of Previous Meeting:** To approve the minutes of the meetings held on 28.07.26 (pg1-9) and 06.08.26 (pg10-19). *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Closed Session Items on Parish Council Agendas:** Explanation of the use of closed session / confidential agenda items (*) (pg20-22)
5. **Publication of meeting notices, agendas, and draft minutes:** To note and confirm the arrangements (*) (pg23-27)
6. **Public Session & External Reports**
 - 6.1 **Public Session**
 - 6.2 **Borough Councillors and County Councillor**
 - 6.3 **Police**
7. **Community Grants:** To consider applications received for the Community Grant Scheme for the 2026-2027 financial year (*) (pg28)
8. **Southdown Shaw Allotments: Tenancy Agreement:** To agree key points (*) (pg29)

9. **Bench @ Pitfield Green** – repair, replace or remove (*) (pg30-33)
 10. **Pitfield Green:** To consider the quotes received and chose a contractor (*) (pg34-57)
 11. **Insurance:** Legal Expenses Cover for Parish Council Leases: To consider obtaining quotes for additional legal expenses cover (*) (pg58-59)
 12. **Planning:** Planning Application Governance Arrangements (*) (pg60)
 13. **Planning Committee - Terms of reference:** To agree the terms of reference for a Planning Committee (*) (pg61-62)
 14. **Service Contract – Proposed Service Contract:** Consider and agree (*) (pg63-70)
 15. **Hook Green Village Sign:** To consider the revised quote and additional costs (*) (pg71-74)
 16. **Officer's report:** To receive a report of items for information from the Clerk and Assistant Clerk (*) (pg75-76)
 17. **Financial Matters**
 - 17.1 **Payments:** To receive the payments list made since the last meeting up to 01.08.2026 (pg77-117) and 01.09.2026 (pg118-138) (*)
 - 17.2 **Receipts & Payments Report:** To note the receipts and payments report up to 01.08.2026 (pg139-140) and 01.09.2026 (pg141-142) (*)
 - 17.3 **Bank Statements:** To note the Unity Trust Bank, Cambridge Building Society, Redwood Bank and Hampshire Trust Statements and the supporting Bank Reconciliation for signature as of 01.08.2026 (pg143-154) and 01.09.2026 (pg155-166) (*)
 - 17.4 **Council Reserves:** To note the reserves balance as of 01.08.2026 (pg167) and 01.09.2026 (pg168) (*)
 18. **Liaison Councillor Reports**
 19. **Standing Agenda Item:** To consider any need for professional advice or reports on planning or related issues
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CLOSED SESSION

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

20. **Complaint:** To note we have received a complaint
21. **Standing Agenda Item:** To receive an update on Southdown Shaw Allotments

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Minutes of the Full Council Meeting held on Tuesday 28th July 2026 at 7:00pm at Cricket Pavilion, Meopham Green, DA13 0PZ

Members Present:

Cllr D Bramer
Cllr S Buchanan
Cllr R Collings
Cllr D Fisher
Cllr S Gofton
Cllr S Johnson (19:03)
Cllr J McNamara (Chairman)
Cllr D Sims (Vice Chairman)
Cllr B Wade

In Attendance:

L Winter – Clerk
A Brown – Assistant Clerk
16 Members of Public

Meeting commenced 19:03

Item 1: Apologies for Absence: To receive and accept apologies

F.C. 66 Apologies were received from Cllr D Johnson (prior commitment) and Cllr P Watson (prior commitment).

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 67 None declared.

Item 3: Minutes of Previous Meetings: To approve the minutes of the meetings held on 30.06.2026

F.C. 68 Cllr S Buchanan PROPOSED and Cllr B Wade SECONDED that the minutes of the meeting of 30.06.2026 be approved. All agreed with one abstention due to not being at the meeting.

Item 4: Public Session & External Reports

4.1 Public Session

Disclaimer: The statements made during the Public Session reflect the opinion of the speaker(s) and are not necessarily accurate or factual information.

F.C. 69 A member of the public had a number of points:

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- They had recently attended a parish council meeting at Sole Street where planning matters were on the agenda. They commented that they had been made to feel welcome and had been permitted to speak throughout the meeting.
- They questioned why Meopham Parish Council held confidential ("closed session") items. They referred to a previous meeting where members of the public had been required to leave the meeting room and wait in their vehicles before being able to return for the remainder of the meeting. The Clerk explained that this had occurred approximately two years previously during the budget-setting meeting, when a confidential item requiring a decision had affected the final budget. As a result, the confidential item could not be scheduled elsewhere on the agenda. The Chairman stated that the Council did not share the view that confidential items were unnecessary and noted that there are occasions when exclusion of the press and public is required.
- They commented that the meeting agenda had not been displayed on the parish noticeboards. The Clerk advised that the agenda had been posted on five of the six noticeboards, with the exception of the Meopham Parade noticeboard due to parking difficulties. The annual schedule of meeting dates had, however, been displayed on all six noticeboards. The member of the public responded that they considered the Meopham Parade noticeboard to be the most important location and that the omission was not acceptable.
- They suggested that draft minutes should be published on the Parish Council website within 48 hours of the meeting. The Clerk advised that this was not currently achievable due to other work priorities but confirmed that efforts would be made to publish draft minutes sooner where possible.

A member of the public referred to the planning application for Land South of Heron Hill, which appeared later on the agenda, and expressed concern regarding the retrospective nature of the application. They hoped that the Parish Council shared these concerns.

Another member of the public asked about the Local Plan and if any guidance can be given to the public on how to respond? The response needed by 18th August. Where does the Parish Council sit with this plan, and are they planning on presenting anything to the public?

A further member of the public asked whether the Parish Council could provide guidance to residents on responding to the consultation on the Local Plan, noting that responses were required by 18 August. They asked what position the Parish Council had taken on the Local Plan and whether any information would be presented to the public. Councillor Collings responded that he had submitted his response to the briefing note shortly before the meeting. He stated that the Local Plan could not be considered in isolation and that he was due to meet with the Parish Council's Planning Consultant and barrister. He advised that it would not be appropriate to discuss those matters in a public meeting but assured those present that work was ongoing. In the meantime, he encouraged residents to review the Strategic Housing Land Availability Assessment (SHLAA), the Local Plan

proposals relating to Norwood Lane, and the associated planning application for the site.

4.2 Borough Councillor and County Councillor

F.C. 70 There were no Borough Councillors or County Councillor present

4.3 Police

F.C. 71 There were no Police present.

Item 5: Declarations of Members' Interests: To remind all Councillors that they are required to submit their declaration of interest forms to the Monitoring Officer

F.C. 72 Members sought clarification on the requirement to resubmit their Declarations of Interest forms. Officers advised that the forms had been updated following changes to the publication requirements relating to Members' addresses. Councillors may request that their home address be redacted from the version published by the Monitoring Officer.

It was agreed that Officers would recirculate the email containing the relevant information and forms.

Item 6: Pitfield Green Toilets: To consider a Baby Changing Unit

F.C. 73 Officers advised that there was sufficient space within the female toilet facility to accommodate a baby changing unit. Appropriate signage would be required to indicate that the baby changing facilities were available for use by all parents and carers, regardless of gender. It was also noted that sufficient funding remained within the current budget allocation.

Councillor S. Johnson PROPOSED and Councillor Wade SECONDED that a baby changing unit be installed within the female toilet facility. It was further agreed that Officers would first explore the availability of a County Councillor Member Grant to fund the installation before utilising the remaining Pitfield Green Toilets budget.

RESOLVED: That a baby changing unit be installed within the female toilet facility, subject to Officers first seeking funding through a County Councillor Member Grant. If unsuccessful, the installation will be funded from the remaining Pitfield Green Toilets budget. All Members in favour.

Item 7: Pitfield Green Toilets: To consider the request that MPC purchase a banner to advertise that the toilets are open

F.C. 74 The Chairman advised that a member of the public had offered to provide a banner, free of charge, to publicise the opening of the facilities.

Members discussed whether the display of a banner would be appropriate, noting the Parish Council's general policy of not permitting banners around the Green. Some Members considered that the proposed banner would not constitute advertising but would instead serve as a public information notice to advise residents that the facilities were open.

Councillor Buchanan PROPOSED and Councillor Gofton SECONDED that an appropriate banner be approved.

RESOLVED: That an appropriate banner be approved for display. Voting: 5 in favour, 3 against, and 1 abstention. The motion was carried.

Item 8: Pitfield Green: To consider approval of a memorial Oak tree dedicated to Reverend D Giles, suitable position to be discussed with contractor

F.C. 75 Councillor Bramer advised that the Parish Council currently had a moratorium on the planting of memorial trees. However, she considered this request to be appropriate as it would replace trees that the Parish Council had been required to fell earlier in the year.

Councillor McNamara PROPOSED and Councillor R. Collings SECONDED that a memorial oak tree, together with a small commemorative plaque, be approved.

RESOLVED: That a memorial oak tree and a small commemorative plaque be approved, with the location of the tree to be agreed with the Council's contractor. All Members in favour.

Item 9: Training: Mulberry LAS Finance & Governance Networking Day available for Clerks, Officers and Councillors – to approve attendees

F.C. 76 Councillor D. Bramer PROPOSED and Councillor S. Johnson SECONDED that the Clerk, Assistant Clerk and the Vice-Chairman be approved to attend the training event.

RESOLVED: That the Clerk, Assistant Clerk and the Vice-Chairman attend the Mulberry LAS Finance & Governance Networking Day. All Members in favour.

Item 10: Motion from Councillor Collings: Support for Meopham Windmill Trust - That Meopham Parish Council awards a grant of £500 to Meopham Windmill Trust, funded from the Families and Young People budget, in support of the Trust's educational and community work and its continued engagement with children, young people and families

F.C. 77 Councillor Bramer stated that she would have preferred the request to have been submitted through the Parish Council's Community Grant Scheme.

Councillor Collings PROPOSED and Councillor Fisher SECONDED that a grant of £500 be awarded to the Meopham Windmill Trust, funded from the Families and Young People budget.

A recorded vote was requested.

Member	Vote
Councillor D. Bramer	Against
Councillor S. Buchanan	For
Councillor R. Collings	For
Councillor D. Fisher	For
Councillor S. Gofton	Abstain
Councillor S. Johnson	For
Councillor J. McNamara	For
Councillor D. Sims	For
Councillor B. Wade	For

RESOLVED: That a grant of **£500** be awarded to the Meopham Windmill Trust, funded from the Families and Young People budget. Voting: 7 in favour, 1 against and 1 abstention. The motion was carried.

- Item 11:** **Motion from Councillor Collings: Support for 1st Meopham Scout Group following the burglary and vandalism - That Meopham Parish Council awards £750 to 1st Meopham Scout Group, funded from the Families and Young People budget, in support of the Group's recovery following the recent burglary and vandalism and towards the repair, security, renovation, refurbishment and other needs associated with the continued use of the Scout Hall for the benefit of children and young people**

- F.C. 78** Councillor Collings introduced the motion and outlined the extent of the damage caused. He advised that the originally proposed grant of £750 would be insufficient to meet the costs associated with recovery and invited Members to consider an amendment. He explained that the Group's insurance would not cover all costs, as the policy provided for like-for-like replacement, whereas many of the damaged items required replacement with modern, higher-security alternatives.

Councillor McNamara PROPOSED and Councillor Collings SECONDED that the grant amount be increased to **£1,500**, to be funded from the Families and Young People budget.

A recorded vote was requested.

Member	Vote
Councillor D. Bramer	For
Councillor S. Buchanan	For
Councillor R. Collings	For
Councillor D. Fisher	For
Councillor S. Gofton	For

Councillor S. Johnson For
Councillor J. McNamara For
Councillor D. Sims For
Councillor B. Wade For

RESOLVED: That a grant of **£1,500** be awarded to the 1st Meopham Scout Group, funded from the Families and Young People budget, in support of the Group's recovery following the burglary and vandalism. The Council also requested that the Group review the adequacy of its insurance provision.
Voting: 9 in favour. The motion was carried unanimously.

Item 12: Strategic Plan 2024-2027: To review the Strategic Plan adopted 15th May 2024

F.C. 79 It was agreed that the current Strategic Plan would be used as the basis for developing the Council's next Strategic Plan during the meeting scheduled for 1 September 2026.

RESOLVED: That consideration of the Strategic Plan be deferred to the meeting on 1 September 2026, where it will form the starting point for the development of the Council's next Strategic Plan.

Item 13: Planning Applications: To consider and make recommendations on the following planning applications

F.C. 80 20260559- Land South Of Heron Hill Meopham Gravesend Kent - Change of use of the land for the stationing of 1 static homes, 1 touring caravans, and a single day room for Gypsy / Traveller occupation. Associated hard and soft landscaping. Retrospective.

We recommend refusal on the grounds inappropriate development in the greenbelt.

20260627 – 4 Monkreed Villas Longfield Road Longfield Kent DA3 7AR - Erection of a first floor side extension and retention of a carport and outbuildings within rear garden ancillary to existing dwelling.

We raise no objection to the application.

20260711 – Lily Cottage Wrotham Road Meopham Gravesend Kent DA13 0QA - Demolition of existing rear conservatory and erection of rear single storey extension.

We raise no objection to the application.

Item 14: Planning Appeal: To note the following appeal has been received

20250121- Leasden Rhododendron Avenue Meopham Gravesend Kent - Erection of two bedroom, self-build bungalow, with associated

works including hardstanding for two cars and pedestrian access path. Appeal Ref: 2026/031/REF Inspectorate ref: 6012617

F.C. 81 Noted.

Item 15: Hook Green Village Sign: To consider the quote received for the paint work only

F.C. 82 The Clerk advised that the budget allocation for both the Hook Green Village Sign and the flagpole was £2,000. However, the flagpole was due to undergo its annual inspection, and quotations had been requested for any necessary works.

The Clerk further advised that the quotation received for the Village Sign covered the paintwork only and did not include the costs of removing and reinstalling the sign. Should Members wish to proceed with the refurbishment, additional quotations would be required for these elements of the work.

RESOLVED: That consideration of the quotation be deferred until the Council had received the full costs associated with both the Village Sign and the flagpole, including any additional quotations for the removal, reinstatement and painting/refurbishment of the sign. Members acknowledged that these works require specialist expertise.

Item 16: Financial Matters

F.C. 83 The payment and bank documents were considered.

RESOLVED that:

- 16.1** The schedule of payments since the last meeting up to 01.07.2026 be received.
- 16.2** The receipts and payments report for the same period be received.
- 16.3** The bank statements and reconciliation be received and signed.
- 16.4** The council reserves statement be received and signed.

Councillor Bramer requested that a future agenda item be included to consider the use of the earmarked reserve for Judson's to meet the legal costs associated with registering the lease, noting that this had always been the intended purpose of the reserve.

- 16.5** Transfer of Funds: Councillor Buchanan **PROPOSED** and Councillor Wade **SECONDED** that £60,000 be transferred to the Hampshire Trust Bank account.

RESOLVED: That **£60,000** be transferred to the Hampshire Trust Bank account. All Members in favour.

Item 17: Liaison Councillor Report Form(s)

F.C. 84 Noted.

20:29 Cllr Sims left the meeting

Item 18: Standing Agenda Item: To consider any need for professional advice or reports on planning or related issues

F.C. 85 Councillor Collings stated that this had been covered under the public session.

Item 19: Officers report: To receive a report of items for information from the Clerk and Assistant Clerk

F.C. 86 Noted.

F.C. 87 20:36 Closed session – all public and press were asked to leave the meeting.

PROPOSED Cllr S Johnson SECONDED Cllr Wade. All in Favour

CLOSED SESSION

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

Item 20: Pitfield Green: To consider the request to cover the cost associated with the repair to the fencing

F.C. 88 Councillor McNamara PROPOSED and Councillor Gofton SECONDED that MPC offer a gesture of goodwill towards the cost of the fencing repair. However, it was noted that the Council's Financial Regulations must be followed. Accordingly, the resident would be required to obtain and submit three quotations for the repair works. The quotations would be presented at a future meeting, at which Councillors would consider and agree the amount of any goodwill contribution.

Item 21: Service Contract: Review

F.C. 89 Officers gave an overview of the current service contract. Following discussion, Councillors requested that officers prepare revised contract documentation separating the individual tasks and their frequencies to support the future procurement of the service.

Item 22: Standing Agenda Item: To receive an update on Southdown Shaw Allotments

F.C. 90 Nothing to report.

The meeting ended 21:03

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Minutes of the Full Council Meeting held on Thursday 6th August 2026 at 7:00pm at Cricket Pavilion, Meopham Green, DA13 0PZ

Members Present: Cllr S Buchanan
Cllr D Fisher
Cllr S Johnson
Cllr J McNamara (Chairman)
Cllr D Sims (Vice Chairman)
Cllr B Wade
Cllr P Watson

In Attendance: L Winter – Clerk
7 Members of Public

Meeting commenced 19:01

Item 1: Apologies for Absence: To receive and accept apologies

F.C. 91 Apologies were received from Cllr Bramer (away), Cllr Collings, Cllr Gofton and Cllr D Johnson (family commitment).

19:01 Cllr Sims arrived.

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 92 None declared.

Item 3: Public Session & External Reports

3.1 Public Session

Disclaimer: The statements made during the Public Session reflect the opinion of the speaker(s) and are not necessarily accurate or factual information.

F.C. 93 A member of the public referred to comments made during the public session at the previous meeting regarding the use of confidential sessions. It was noted that there appeared to be some misunderstanding of the requirements relating to GDPR and the need for certain items to be considered in confidential session, and that such sessions are not intended to be secret meetings.

The Clerk advised that they had identified similar concerns and intended to address these matters in the September Officer's Report.

The report would also include information on the Council's notice boards and the requirements for publishing meeting agendas.

3.2 Borough Councillor and County Councillor

F.C. 94 There were no Borough Councillors or County Councillor present

3.3 Police

F.C. 95 There were no Police present.

Item 4: **Planning Applications: To consider and make recommendations on the following planning applications**

F.C. 96 **20260724 – Millers Farm, Gravesend Road, Fairseat, Sevenoaks, Kent, TN15 7JR – Extension of existing traveller site to provide 6 self-build additional plots with mobile home units for occupation by immediate family**

There were three member of the public who spoke to this item at length.

We recommend refusal on the following grounds:

- It is the same application – Gravesham (GBC) refused application 20251267 on 27 February this year for three reasons: harm to the Meopham Downs Landscape Character Area, inadequate evidence about who would occupy the pitches, and substandard visibility splays onto the A227. The drawings submitted with the current application are the same drawings. Drawing 003 Revision A, the proposed block plan, is dated 4 November 2025 and appears in both. Same number of plots, same layout, same footprint, same fencing. What is new is a seven page supplementary statement dated 15 June. It deals properly with the second refusal reason by naming each of the six intended occupants and setting out their circumstances. It puts an argument on the third. It says nothing at all about the first. When a refused scheme comes back unaltered, the question is whether the reasons for refusal have been overcome, and on the main one nothing has been done.
- The site keeps growing - Two pitches were permitted in November 2009. Two again in February 2013. Three in July 2020. This application would take it to nine. In area, it goes from 0.16 hectares to 0.42 hectares. In units, it's a 150% increase in one step. Paragraph 14 of the Planning Policy for Traveller Sites says that in rural settings the scale of a site should not dominate the nearest settled community. Each application here has been judged against wherever the last one left off, so a permission originally granted for two caravans has become the springboard for nine. We ask for the cumulative position to be assessed rather than the increment.
- GBC's Green Belt reasoning does not hold up - The February report concluded that the proposal was acceptable in principle in the Green Belt. It got there by two routes, paragraph 154(g) of the NPPF and the grey belt provisions at paragraph 155. Both of them depend entirely on the land being previously developed land. If it isn't, both routes close and the application

falls to be assessed as inappropriate development needing very special circumstances. This finding is not made. The report itself is equivocal about it. It describes the eastern part of the site as having been used for parking and grazing with storage buildings and shelters, then says only that this would lend itself to being previously developed land. That isn't a conclusion, it's a guess. The NPPF definition also excludes a good deal of what's being relied on. Land last occupied by agricultural buildings is expressly excluded. Grazing land isn't previously developed land. Agricultural shelters and stores don't make it so. Most significantly, where the definition covers large areas of hardstanding, it requires that they were lawfully developed. Objectors to the last application said the parking and turning area extends beyond the approved footprint onto open land and that hardstanding and fencing were already in place. A resident told this Council the same thing in the public session on 20 January, recorded at minute F.C. 185: that the applicants have been on the site since 1998, that they have repeatedly breached what they were permitted, and that the application had by then become retrospective because preparation work for the hardstandings had already started. The applicants' own supplementary statement now confirms that one household is living in an unauthorised mobile home on the application site. If the hardstanding being relied on was laid without permission, it can't be used to establish previously developed land status. What evidence establishes that the hardstanding was lawfully created? GBC should redo the Green Belt assessment if there is no evidence. The report also reasons that because mobile units are temporary in nature they don't cause substantial harm to openness. These are permanent residential pitches. Openness has a visual dimension as well as a spatial one, and static units permanently occupying open grassland affect it.

- How much can GBC rely on what it is being told - The record from the last application includes conditions from the 2017 permission not complied with, landscaping never implemented, unauthorised permanent lighting, fencing not covered by the permission, more statics on site than allowed, parking extending beyond the approved footprint, an application form declaring that no works or change had occurred, and a form stating the site was not visible from the public footpath when it is. To that we can now add the applicants' own confirmation that a household occupies an unauthorised mobile home on the application land. That makes this partly retrospective, which the description doesn't say. Our January objection is therefore corroborated by the applicants' own submission. How do GBC propose to secure compliance with any landscaping or screening condition here, given the existing one hasn't been delivered in six years.
- Landscape - The February refusal found harm to the local rural landscape character of the Meopham Downs area by reason of the location, nature, scale and spread of the development in an open and locally prominent position, contrary to policies CS12, CS17 and CS19. Nothing has changed. The layout is identical, the planting strip is still obscured by 1.8m close boarded fencing, and the pitches still run along the northern boundary in the view from Gravesend Road coming from the north. GBC need to apply its own conclusion consistently.
- Effect on neighbours - The February report concluded there would be no detrimental effect on neighbouring dwellings. That conclusion is not safe. The point isn't that harm has been shown. It's that GBC isn't in a position to

say it hasn't. Objectors raised specifically that the caravans would sit close to the boundary and on higher ground, causing overlooking. The report answers by reference to horizontal distances and to the units being 3m high. It doesn't deal with ground levels anywhere. No sections, no existing and proposed levels, nothing through the boundary, in either application. A 3m unit on rising ground doesn't sit in the same relationship to a neighbouring house as a 3m unit on the level, and at the moment nobody knows which this is. The report also records the site visit date as "Desktop Assessment". You can't judge overlooking or perceived activity from aerial photographs. Eight properties were consulted, but the amenity reasoning runs almost entirely off measured distances from The Grange, which is itself two dwellings following permission 20040186. The assessment should cover each property consulted. On activity, the figure of around 24 extra vehicle movements a day is a car calculation from 12 parking spaces. The applicants' own statement says the occupants are horse traders who travel regularly to horse fairs, that there are dog kennels and a pen on site, and that the wider holding has nine stables, a pole barn and a container. Horseboxes and trailers, in other words, not hatchbacks. There's also an inconsistency in the report worth pointing out. The officer says at least one touring caravan per pitch should be expected even though none is shown on the plans, and uses that assumption to increase the landscape harm. If the assumption is good enough to support a refusal on landscape grounds, it's good enough to assess activity and disturbance. It can't be applied to one and ignored for the other. Finally, lighting. Objectors say permanent external lighting has been installed in breach of the 2017 permission, which prohibited it without consent. In a dark rural spot light spill matters, both for neighbours and for landscape character, and the existing breach tells you it won't be controlled voluntarily. KCC Biodiversity recommended a sensitive lighting condition last time.

- Access - Kent Highways asked for visibility splays of 2.4m by 104m in both directions. None have been provided this time either. The gate is still set back 13.95m, which isn't enough for a car and touring caravan to stand clear of the A227. The applicants' answer is that the occupants already live on the site so there's no intensification. That doesn't answer a substandard splay, which is a question of geometry rather than of how many trips are generated. It's also, if true, a further admission of unauthorised occupation. Without a splay drawing and evidence of control over the land the splays cross, the third refusal reason stands.

In Conclusion - our objection is about the scale of what's proposed, the harm to landscape character, the access, the evidence underpinning GBC's Green Belt assessment, and the gaps in the assessment of effects on neighbours. It is not about the applicants being Gypsies or Travellers. That's a protected characteristic under the Equality Act and it isn't a planning consideration against this application.

GBC can't demonstrate a five year supply of deliverable pitches. That unmet need is a real consideration and carries significant weight. And the applicants have now provided proper evidence about the intended occupants, which they hadn't before, so the second refusal reason looks to me to have been answered.

The answer to a shortage of pitches is to allocate sites through the emerging Local Plan, not to keep extending one site in the countryside whose owners haven't complied with the permissions they already have.

20260624 – Land West of Steeles Wood, Wrotham Road, South Street, Meopham Kent – Conversion of existing barn into 5 x 4-bed residential units, together with provision of associated parking

We do not object to the conversion of this barn. Permission for residential conversion of this building was granted in September 2024 under 20240604 and is extant until September 2027. The Council accepted then that the barn is of permanent and substantial construction, that its re-use falls within paragraph 155(d) of the Framework, and that the location is sustainable.

The applicants making fuller use of the roof void is acceptable. If they can get more floorspace out of the building without changing its envelope, that is a sensible use of an existing structure.

Our objection is to what they are doing with that gain. Rather than better houses, the extra roof space is being used to take the scheme from three units to five. Everything that follows from those two extra units happens outside the barn, on open Green Belt land, and it breaches the Council's own published standards in at least two places.

- What has actually changed - The permission granted in 2024 was for three dwellings of 183.14 sqm each, made up of 132 sqm on the ground floor and 49 sqm in a partial roof conversion. About 549 sqm of dwelling in total. This application is for five units of 145.0, 142.7, 142.7, 142.7 and 145.0 sqm. About 718 sqm in total. The ground floor is essentially unchanged at 384 sqm. The first floor goes from 147 sqm to 334 sqm. So the roof void is being converted much more fully, which is fine, and the number of households on the site rises by two thirds, which is not the same thing at all. The supporting statement describes this as a revised internal arrangement wholly contained within the established building envelope. The floorspace is. The consequences are not.
- GBC's own standards on amenity space - When GBC assessed the three-unit scheme in 2024 its officer recorded that each plot would have 103.8 sqm of garden, that this exceeded the 100 sqm minimum in the Gravesham Residential Layout Guidelines, and that the depths met the 10m minimum. Three units cleared the Council's own threshold by under four square metres. This application puts five gardens into the same rear strip. The supporting statement sets out a room by room internal schedule down to the 3.1 sqm ground floor WC, and says nothing at all about external amenity space. No garden areas are given on the drawings either. That omission is the single most important thing in this application. On the Council's own 2024 figures, five gardens in that space cannot meet the guideline. GBC should require the garden area and depth for each unit to be stated on the plans, and to assess them against the Residential Layout Guidelines before determining the application.
- Parking and hardstanding - The 2024 permission provided two spaces per dwelling, six in total, which met the minimum in the adopted parking

standards. This application shows three spaces per unit, fifteen in total, together with five EV charging points and five cycle stores. That is nine additional car spaces, all of them outside the building, all of them on open land within the Green Belt. The applicants' case on openness rests on the removal of ancillary structures amounting to 108.65 sqm of built form. On any reasonable calculation, nine new parking spaces will lay down a similar area of new hard surface. The benefit they are asking the Council to weigh is cancelled out by development they have not weighed at all. GBC should quantify the total area of new hardstanding and to re-run the openness assessment with it included, rather than accepting the 108.65 sqm figure in isolation. We note that Kent Highways raised no objection in 2024 on the basis that the traffic generated by three dwellings would not be significant. Five dwellings with fifteen spaces is a different proposition and Highways should be consulted again on the scheme as it now stands.

- **Character** - The 2024 officer accepted the appearance of the scheme partly because the boundary treatment was kept light. The report records 1.2m post and rail fencing with 1.8m timber fencing next to the patio areas only, leaving what the officer described as an open visual aspect. Five plots require four internal divisions rather than two, and the submitted site plan labels 1.8m timber garden fencing between each pair of dwellings. That is a greater extent of close boarded fencing than was approved, and it moves the site further towards a suburban terrace and away from the agricultural character the Council relied on in accepting the earlier scheme. The site sits in the Meopham Downs Landscape Character Area, where the guideline is to conserve and reinforce. The proposed boundary treatments need to be compared directly with those approved in 2024, and for the extent of 1.8m fencing to be reduced to what was previously found acceptable.
- **Nature** - The site adjoins Steeles Wood and the Happy Valley Local Wildlife Site, with ancient woodland in the surrounding landscape. Gravesham took that seriously in 2024. It imposed a pre-commencement Construction Environmental Management Plan requiring protection of the Local Wildlife Site and ancient woodland from light, noise and dust, and a lighting condition requiring any external lighting to comply with the Bat Conservation Trust and Institute of Lighting Professionals guidance, including a light spill plan. Five households with fifteen cars will generate more vehicle movement, more lighting and more disturbance next to that boundary than three households with six. The biodiversity net gain documents were only added to the file on 23 July and have had no scrutiny. We ask that the ecological and lighting conditions from 20240604 are carried forward in full, and that KCC Biodiversity is re-consulted on the scheme as amended rather than relying on the 2024 appraisal.
- **GBC's own conditions** - Two of the conditions Gravesham attached in 2024 are worth putting back in front of it. Condition 7 removed permitted development rights for any new window, door or opening, expressly to protect the amenity and privacy of neighbouring occupants. A first floor of 334 sqm rather than 147 sqm will need considerably more light than the approved scheme. Condition 8 removed permitted development rights for extensions and outbuildings, expressly to ensure adequate private amenity space is maintained. Smaller gardens make that condition more necessary and harder to live with, and it should be imposed again if permission is granted.

In Conclusion – we object to the scheme as submitted, because the increase from three units to five cannot be accommodated on this plot without falling below the Council's own minimum standards for private amenity space, and without a significant increase in hard surfacing and parking on open Green Belt land which has not been quantified or weighed.

We request for four things before determination: garden areas and depths stated on the plans and assessed against the Residential Layout Guidelines; the total new hardstanding quantified and included in the openness balance; Kent Highways and KCC Biodiversity re-consulted on five units rather than three; and the boundary treatments brought back into line with what was approved in 2024.

20260769 – 27 Willow Walk, Meopham, Gravesend, Kent, DA13 0QS - Demolition of existing side and rear extensions, including front bay window, garage and car port, and construction of a two storey side extension, a part two/part single storey rear extension and a two storey front extension incorporating an entrance porch

We recommend refusal on grounds of excessive bulk for the plot and being out of keeping with the street scene.

20260750 – 1 St Francis Road, Harvel, Gravesend, Kent, DA13 0DD - Demolition of existing garage and construction of single storey side extension and new roof terrace

We raise no objection to the application.

Item 5: Act of Remembrance: To consider and agree the arrangements, including, but not limited to, the budget, speaker, wreaths, road closure and signage, risk assessments, PA system and brass band

F.C. 97 Following discussion the following was agreed:

- All paperwork regarding road closures, signage, risk assessments would be carried out by the office;
- Cllr Buchanan was to engage a speaker;
- The Brass Band were booked, the office to follow this up with confirmation;
- The PA System was arranged, the office to follow this up with confirmation;
- Wreath to be purchased including a donation to the Royal British Legion up to the value of £100, Cllr Buchanan to contact Sandy Price regarding arrangements;
- Residents of Oast House were happy to provide the electricity;
- The Church Parish Office will be approached to print the Order of Service and invoice MPC for the cost.

RESOLVED: that £350 be allocated from the events budget. Agreed.

Item 6: **Carols on the Green: To consider and agree the arrangements, including, but not limited to, the budget, purchase of Christmas tree, refreshments, PA System, and brass band**

F.C. 98 Following discussion the following was agreed:

- The office to source a 20ft Christmas tree, including installation, if possible;
- Cllr Wade had asked Vigo Singers. Cllr Wade to confirm availability;
- The Brass Band were booked, the office to follow this up with confirmation;
- Primary Schools to be contacted by liaison councillors: Cllr S Johnson Culverstone Primary School and Helen Allison; Cllr McNamara Meopham Community Academy;
- Cllr Wade advised that we may need to purchase a new set of lights;
- Mulled Wine: Meopham Wine were in attendance and offered this at cost, which was accepted. The Office to liaise with Meopham Wine regarding requirements and payment.

RESOLVED: that £650 be allocated from the events budget. Agreed with 1 abstention.

Item 7: **Standing Agenda Item: To consider any need for professional advice or reports on planning or related issues**

F.C. 99 Councillor Collings was not in attendance and therefore no update was received.

Councillor Watson noted that the Council had allocated a significant budget for planning and specialist advice. In light of Gravesham Borough Council's decision regarding the Norwood Lane application, he questioned whether it remained appropriate to continue pursuing this course of action, whether it represented a good use of public funds, and whether the Council was receiving value for money.

Councillor McNamara responded that he considered the expenditure justified, stating that the Council was engaging the best available specialist advisers.

F.C. 100 Councillor McNamara advised those present that the Council would now move into closed session to consider the confidential element of Item 8. He explained that the meeting would subsequently return to open session to consider the remainder of the item and invited members of the public and press to wait outside if they wished to rejoin the meeting once the confidential business had concluded, which was expected to be brief.

20:10 – The meeting entered closed session – all public and press were asked to leave the meeting.

PROPOSED Cllr S Johnson SECONDED Cllr Buchanan. All in Favour

CLOSED SESSION

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

Item 8: Standing Agenda Item: To receive an update on Southdown Shaw Allotments

F.C. 101 Members received an update on the latest developments relating to Southdown Shaw Allotments.

20:25 – The meeting returned to open session - all public and press were readmitted to the meeting.

PROPOSED Cllr McNamara SECONDED Cllr Fisher. All in Favour

F.C. 102 Members considered the report and the recommendations contained within it.

Councillor McNamara proposed that the recommendations set out in the report be approved.

Councillor Watson proposed an additional recommendation, a copy of which had been circulated to Members. Councillor McNamara read the additional recommendation aloud.

Councillor Fisher seconded the motion, comprising the five recommendations contained within the report together with the additional recommendation proposed by Councillor Watson.

Resolved that the following recommendations be approved

1. That the existing Meopham and District Allotment Association tenancy agreements continue to apply to existing plot holders following the transfer of management responsibility to Meopham Parish Council from 1 April 2026, until such time as they are reviewed, amended or replaced by the Council.
2. That responsibility for the day-to-day management, administration, maintenance oversight, compliance monitoring and enforcement of Southdown Shaw Allotments is delegated to the Clerk and officers acting under the authority of the Council.
3. That the delegated authority includes the issuing of notices, management of tenancy breaches, health and safety actions and

termination of tenancies where permitted under the tenancy agreement.

4. That officers are authorised to undertake urgent works required to address health and safety or maintenance matters, in accordance with the Council's Financial Regulations
5. That a tenant appeal process is established whereby any tenant whose tenancy is terminated under delegated authority may appeal in writing within 14 days of the termination notice to the Chairman and Vice-Chairman of the Council, whose decision shall be final on behalf of the Council
6. The Council should require tenants to provide sufficient evidence to verify their identity and that they are currently residing at their tenancy address within Gravesham Borough. This will normally comprise one document confirming identity and one document confirming their current residential address. Where a current photocard driving licence showing the tenancy address is provided, no additional proof of address will normally be required. Evidence should demonstrate current residence at the tenancy address rather than simply the ability to receive correspondence there. Identity documents should be used only for verification purposes and should not be copied or retained unless there is a clear legal or business need to do so, in line with the Council's data protection obligations.

The meeting concluded 20:29

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

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Website: www.meopham-pc.gov.uk



A Civility & Respect
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Agenda Item	Item 4
Meeting Date	8 th September 2026
Report Title	Closed Session Items on Parish Council Agendas
Subject	Explanation of the use of closed session / confidential agenda items
Purpose	To provide a clear explanation to members of the public as to why certain Parish Council business is considered in closed session
Prepared By	Clerk – Lisa Winter

Detailed Information

1. Introduction

Parish Councils are required to conduct their business openly and transparently, and members of the public are generally entitled to attend Council meetings.

However, there are circumstances where legislation permits, and in some cases requires, the Council to exclude the public and press from part of a meeting.

The use of a closed session does not mean that the Parish Council is holding a secret meeting or attempting to conceal its business. It is a formal part of the Council meeting, used only where there is a legitimate reason for confidential or sensitive information to be discussed.

2. What is a Closed Session?

A closed session is an agenda item where the Council resolves to exclude members of the public and press from the meeting for a particular matter.

The Council must have a proper legal basis for doing so. It is not appropriate to place an item into closed session simply because the matter is controversial, potentially unpopular, or because members of the public may disagree with the Council.

The purpose is to protect information that, if discussed publicly, could result in personal information being disclosed, prejudice the Council's legal position, or adversely affect commercial negotiations.

3. Why Might an Item Be Considered in Closed Session?

Examples of matters that may require confidential consideration include:

Personnel and Staffing Matters

Where a matter concerns an individual employee, prospective employee or other personnel issue, the Council may need to protect personal and employment-related information.

Discussing such matters publicly could result in individuals' personal information being disclosed unnecessarily.

Legal Matters

Where the Council is receiving or considering legal advice, or discussing ongoing or potential legal proceedings, it may be necessary to exclude the public.

Public discussion could potentially prejudice the Council's legal position or disclose information covered by legal professional privilege.

Commercially Sensitive Matters

Some Council business involves contracts, tenders, quotations, negotiations or other commercially sensitive information.

For example, discussing the Council's position or proposed terms publicly before a contract has been awarded could potentially disadvantage the Council and ultimately local taxpayers.

Confidential Information

There may also be circumstances where the Council has received information in confidence from an individual, organisation, contractor or other third party.

Where appropriate, this information may need to be considered privately to ensure that confidentiality is maintained.

4. The Council Is Not Meeting in Secret

It is important to distinguish between a closed session and a secret meeting.

A closed session:

- forms part of a properly convened Council meeting;
- is included on the published agenda;
- requires the appropriate procedure to be followed;
- is used only where there is a legitimate reason to exclude the public and press; and
- remains subject to the Council's legal and procedural responsibilities.

It is therefore incorrect to describe a closed session as the Parish Council "holding a secret meeting".

The public is not being excluded from the entire Council meeting. Rather, they are temporarily excluded from a particular agenda item because the information being discussed requires confidentiality.

5. Transparency and Public Accountability

The use of closed sessions does not remove the Council's responsibility to be transparent.

Where a matter is considered in closed session, the Council will continue to record the appropriate information in its minutes, subject to any necessary restrictions on publishing confidential or legally protected information.

The Council must balance two important responsibilities:

1. **Being open and accountable to the public; and**
2. **Protecting confidential, personal, legal or commercially sensitive information where the law permits or requires this.**

There are circumstances where publishing or discussing every detail of a matter publicly would actually be contrary to the Council's responsibilities.

6. Why the Council Uses This Section of the Agenda

Including a closed-session item on the agenda allows the Council to identify in advance that a particular matter may require confidential consideration.

This provides clarity to both Councillors and members of the public and ensures that the Council follows the appropriate procedure rather than discussing sensitive information openly when it should not be disclosed.

The inclusion of an item in the closed section does not mean that the matter itself is being hidden. It means that the Council considers there to be a legitimate reason why the detailed discussion should not take place in public.

7. Conclusion

The Parish Council is committed to openness and transparency and recognises the important role that public attendance and scrutiny play in local government.

However, transparency does not mean that every piece of information can or should be discussed publicly.

Closed sessions are an established and lawful part of Council procedure and are intended to protect matters such as personal information, legal advice and commercially sensitive information.

They should therefore not be interpreted as evidence that the Council is holding secrets or conducting secret meetings.

The Council will continue to use closed sessions only where there is a proper and legitimate reason to do so, while ensuring that its decisions and public business remain subject to appropriate transparency and accountability.

Meopham Parish Council

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A Civility & Respect
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Agenda Item	Item 5
Meeting Date	8 th September 2026
Report Title	Publication of meeting notices, agendas and draft minutes
Recommendations	See Report
Prepared By	Clerk – Lisa Winter

Detailed Information

1. Purpose of the Report

The purpose of this report is to clarify the Parish Council's arrangements for notifying residents of forthcoming meetings and publishing agendas and draft minutes.

The report follows a number of queries raised by a parishioner regarding where and when Parish Council meeting information is published, including a specific query concerning the publication of an agenda on the Council's noticeboards.

The Council has reviewed its current arrangements and this report sets out the statutory requirements, the Council's established practice and the additional steps that have now been taken to improve the visibility and accessibility of meeting information.

2. Publication of the Schedule of Meetings

The Parish Council maintains a schedule of forthcoming meetings showing the dates and times of scheduled Council meetings.

The schedule is published on the Parish Council website and displayed on all six Parish Council noticeboards.

Following the recent concerns raised, the Council has also taken the additional step of printing the schedule of meetings in A3 format for each noticeboard.

This is intended to make the information more prominent and easier for residents to see when using the noticeboards.

3. Statutory Notice of Meetings

Parish Council meetings are subject to statutory requirements regarding public notice.

Under the Local Government Act 1972, notice of the time and place of a Parish Council meeting must be given by posting the notice in a conspicuous place in the parish at least three clear days before the meeting.

The legislation does not designate one Parish Council noticeboard as being more important than another. The description of any particular noticeboard as the "most important" is therefore a matter of individual opinion rather than a statutory designation.

The Council recognises that some noticeboards may be used more frequently than others or may be located in areas with greater footfall. However, the Council's approach is to provide information across all six noticeboards rather than to rely on any one location.

4. Publication of Agendas

The agenda identifies the business that the Council intends to consider at a particular meeting.

The Parish Council publishes its agendas on its website within the required statutory timescale.

The Council also routinely places agendas on its parish noticeboards to provide an additional means of access for residents who may not regularly use the website.

For the meeting which prompted the recent query, the agenda was published on the Council's website and displayed on five of the six Parish Council noticeboards.

The sixth noticeboard was not reached on this occasion.

The reason for this was a practical access issue relating to parking when the noticeboards were being attended to. This was an administrative oversight arising from the practical difficulties of accessing that particular location and was not a decision by the Council to exclude that noticeboard from the distribution of the agenda.

The Council's statutory requirements for giving notice of the meeting were nevertheless met.

5. Action to Prevent a Recurrence

The Council has considered the practical difficulty that resulted in the sixth noticeboard being missed.

Going forward, the Clerk or appropriate Council representative will walk down to this particular noticeboard rather than relying on being able to park close to it. This will ensure that the noticeboard can be attended to as part of the normal distribution process and reduce the likelihood of the issue occurring again.

The Council will continue to make every reasonable effort to ensure that agendas are displayed on all six noticeboards where practicable.

6. Website Publication

The Parish Council website provides a central and accessible source of information for residents.

Meeting dates, agendas, minutes and other Council information are made available through the website.

The Council will continue to use the website as an important means of communicating with residents and providing access to Council documents.

7. Improvements Following the Recent Query

Although the Council's statutory requirements were met in relation to the meeting which prompted the complaint, the Council has taken the opportunity to improve the visibility of meeting information.

The schedule of meetings has now been printed in A3 format and placed on each of the six Parish Council noticeboards.

This provides a more prominent and easily identifiable notice showing residents when Council meetings are scheduled to take place.

The Council considers this a proportionate improvement and a positive response to the concerns raised.

8. Draft Minutes

The Council has also considered the timing of publication of draft minutes. It has been agreed that draft minutes will be published on the Parish Council website once they have been reviewed and signed off by the Chairman of the meeting to which they relate.

The minutes remain draft until they are formally considered and approved by the Council at a subsequent meeting.

The purpose of the Chairman's sign-off is to provide an initial check that the draft minutes accurately reflect the meeting before they are published for public information.

This does not constitute formal approval of the minutes. Formal approval remains a matter for the Parish Council at the subsequent meeting.

9. Distinction Between Draft and Approved Minutes

It is important to distinguish between draft minutes and approved minutes. Draft minutes are prepared by the Clerk following a meeting and, under the Council's agreed procedure, are published once reviewed and signed off by the Chairman of that meeting.

Approved minutes are those which have subsequently been considered and confirmed by the Parish Council.

The Council may amend draft minutes when they are considered for approval.

The publication of draft minutes therefore provides residents with timely information about what took place, while making clear that the document remains subject to formal confirmation by the Council.

10. Summary of the Council's Arrangements

Information	Publication arrangements
Schedule of meetings	Council website and all six noticeboards
Individual meeting agenda	Council website within the statutory timeframe and, where practicable, all six noticeboards
Draft minutes	Council website following review and sign-off by the Chairman
Approved minutes	Published following formal approval by the Parish Council

11. Conclusion

The Parish Council takes its responsibilities regarding public access, transparency and accountability seriously.

The Council has established arrangements which provide residents with advance information about forthcoming meetings through both the website and six parish noticeboards.

In relation to the specific meeting that prompted the recent query, the agenda was published on the Council's website and displayed on five of the six noticeboards. The Council's statutory requirements for notifying the public of the meeting were met.

The fact that one particular noticeboard was not used on this occasion does not mean that the meeting was not properly advertised. There is also no statutory designation of one noticeboard as being more important than another; any such assessment is subjective.

Nevertheless, the Council has responded constructively to the concern raised. The meeting schedule has been made more prominent by being printed in A3 format for all six noticeboards, and the practical arrangements for distributing future agendas have been amended so that the previously missed noticeboard will be accessed on foot where necessary.

The Council will continue to publish agendas and minutes in accordance with its statutory obligations and established procedures, while seeking to make information as accessible as reasonably practicable to residents.

12. Recommendation

The Parish Council is asked to:

- 1. Note the publication arrangements set out in this report;**
- 2. Note that the Council's statutory requirements for notifying the public of meetings were met in relation to the meeting referred to above;**
- 3. Note that the failure to display the agenda on one noticeboard was due to a practical access issue and was not a decision to exclude that location;**
- 4. Note that the Council will access that noticeboard on foot where necessary to prevent a recurrence;**
- 5. Note the additional action taken to display the schedule of meetings in A3 format on all six noticeboards;**
- 6. Confirm that the current arrangements for publishing agendas and minutes should continue; and**
- 7. Confirm that draft minutes will be published once reviewed and signed off by the Chairman of the relevant meeting, subject to any applicable statutory requirements.**

GRANT APPLICATIONS RECEIVED
MPC GRANT BUDGET FOR 2026-27 £ 3000

Item 7

REF NO	ORGANISATION	PROJECT	AMOUNT REQUESTED	PROJECT COSTS	PREVIOUS GRANTS APPROVED BY MPC	AMOUNT GRANTED	THE GRANT REQUESTS ARE PERMITTABLE WITHIN THE LEGISLATION GOVERNING PARISH COUNCILS
GR1	HARVEL VILLAGE HALL MANAGEMENT COMMITTEE	RESTORE PICKET FENCE INFRONT OF CAR PARK; REPLACING BROKEN SLABS; PAINTING; REPLACING OR RE-FIXING WOODEN SLATTS; INSTALLING EXTRACTOR FAN IN ACCESSIBILITY TOILET.	£1,000	£1,900.50			S133 of the LGA 1972
GR2	MEOPHAM WINDMILL TRUST	DISPLAY CABINET FOR MODEL SMOCK MILL	£500	£1,280.00			S137 of LGA 1972
GR3	AIR AMBULANCE CHARITY KENT SURREY SUSSEX	ONGOING PROVISION OF EMERGENCY MEDICAL CARE	£500	£57,000 DAILY			S137 of LGA 1972
GR4	MEOPHAM CARERS SUPPORT GROUP	ONGOING PROVISION OF THE SUPPORT OF CARERS THROUGH THE GROUP	£1,000	£1,949			S19 of LGA (Miscellaneous Provisions) 1976
GR5	MEOPHAM CRICKET CLUB	REPLACEMENT OF GANG MOWERS	£1,000	£5,000-7,500			S19 of LGA (Miscellaneous Provisions) 1976
GR6	MEOPHAM WOMEN'S INSTITUTE	65TH ANNIVERSARY BENCH - MEOPHAM VILLAGE HALL	£250	£175-250			S133 of LGA 1972
GR7	MEOPHAM VILLAGE HALL MANAGEMENT COMMITTEE	PICNIC BENCHES	£250	£500			S133 of LGA 1972
			£4,500				

Meopham Parish Council

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A Civility & Respect
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Agenda Item	Item 8
Meeting Date	8 th September 2026
Report Title	Southdown Shaw Allotment Site
Subject	Tenancy Agreement
Prepared By	Clerk – Lisa Winter

Detailed Information

ALLOTMENT TENANCY AGREEMENT

Purpose

To agree key points that should be considered when obtaining professional advice on a new allotment tenancy agreement.

Matters for Decision

Ponds

There are approximately 10 existing ponds, although these were never formally agreed. Councillors are asked to decide whether ponds should be permitted and, if not, when existing ponds should be removed. If permitted, ponds must meet health and safety requirements, be maintained safely, and Councillors should decide whether they must be removed when a tenancy ends.

Cultivation

The current agreement requires 75% cultivation. Councillors are asked to confirm whether this should remain or be amended.

Bonfires

The National Allotment Society recommends an outright ban. Councillors are asked to decide whether to ban bonfires or continue to allow them subject to conditions.

Polytunnels

Councillors are asked to decide whether the current restrictions should remain or whether polytunnels should be permitted all year round, subject to suitable conditions.

Water Charges

Councillors are asked to decide whether the new agreement should include provision for an additional charge towards water costs.

Recommendation

That Councillors agree the above points and authorise officers to obtain professional advice and a draft new tenancy agreement incorporating the Council's decisions.

(No subject)

From Tracey Hanlon <traceyhanlon303@gmail.com>

Date Tue 25/08/2026 12:40 PM

To Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>



Bench photos

From Tracey Hanlon <traceyhanlon303@gmail.com>

Date Tue 25/08/2026 12:40 PM

To Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>



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31





Decision Notice, 20260672 - Land Adjacent To Pitfield Drive, Meopham Green

From planning.admin@gravesham.gov.uk <planning.admin@gravesham.gov.uk>

Date Wed 2026-07-29 2:47 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

 1 attachment (79 KB)
ufm21_Permitted_TCA.pdf;

Please find attached a copy of the decision for planning application reference 20260672.

Regards,

Planning Technical Team, Gravesham Borough Council.

Elite - No Quote received

OTS. - See Quote

Tag Tree Cove - See Quote

Application for tree works: works to trees subject to a tree preservation order (TPO) and/or notification of proposed works to trees in a conservation area

Town and Country Planning Act 1990

Privacy Notice

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Upon receipt of this form and any supporting information, it is the responsibility of the Local Planning Authority to inform you of its obligations in regards to the processing of your application. Please refer to its website for further information on any legal, regulatory and commercial requirements relating to information security and data protection of the information you have provided.

Local Planning Authority details:



planning.general@gravesham.gov.uk / 01474 33 73 91
Civic Centre, Windmill Street, Gravesend DA12 1AU

Publication on Local Planning Authority websites

Information provided on this form and in supporting documents may be published on the authority's planning register and website. Please ensure that the information you submit is accurate and correct and does not include personal or sensitive information. If you require any further clarification, please contact the Local Planning Authority directly.

1. Applicant Name and Address

Title:	MRS	First name:	TRACEY
Last name:	HANLON		
Company (optional):	MEOPHAM PARISH COUNCIL		
Unit:		House number:	
		House suffix:	
House name:	ST JOHNS CENTRE		
Address 1:	WROTHAM ROAD		
Address 2:			
Address 3:			
Town:	MEOPHAM		
County:	KENT		
Country:	UK		
Postcode:	DA13 0AA		

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2. Agent Name and Address

Title:		First name:	
Last name:			
Company (optional):			
Unit:		House number:	
		House suffix:	
House name:	N.A.		
Address 1:			
Address 2:			
Address 3:			
Town:			
County:			
Country:			
Postcode:			

3. Trees Location

If all trees stand at the address shown in Question 1, go to Question 4. Otherwise, please provide the full address/location of the site where the tree(s) stand (including full postcode where available)

Unit:		House number:		House suffix:	
House name:	PITFIELD GREEN				
Address 1:	WROTHAM ROAD				
Address 2:					
Address 3:					
Town:	MEOPHAM				
County:	KENT				
Postcode (if known):	DA13 0AU				

If the location is unclear or there is not a full postal address, either describe as clearly as possible where it is (for example, 'Land to the rear of 12 to 18 High Street' or 'Woodland adjoining Elm Road') or provide an Ordnance Survey grid reference:

Description:

LAND ADJACENT TO
PITFIELD DRIVE/WROTHAM
ROAD. AREA BEHIND
PUBLIC TOILET BLOCK.

4. Trees Ownership

Is the applicant the owner of the tree(s): ☐ Yes ☒ No

If 'No' please provide the address of the owner (if known and if different from the trees location)

Title:		First name:	
Last name:			
Company (optional):	MEOPHAM PARISH COUNCIL		
Unit:		House number:	
House name:	ST JOHNS CENTR.		
Address 1:	WROTHAM ROAD.		
Address 2:			
Address 3:			
Town:	MEOPHAM		
County:	KENT		
Country:	UK		
Postcode:	DA13 0AA		

Telephone numbers

Country code:	National number:	Extension number:
Country code:	Mobile number (optional):	
Country code:	Fax number (optional):	
Email address (optional):		

5. What Are You Applying For?

Are you seeking consent for works to tree(s) subject to a TPO? ☐ Yes ☒ No

Are you wishing to carry out works to tree(s) in a conservation area? ☒ Yes ☐ No

6. Tree Preservation Order Details

If you know which TPO protects the tree(s), enter its title or number below.

N/A.

7. Identification Of Tree(s) And Description Of Works

Please identify the tree(s) and provide a full and clear specification of the works you want to carry out. Continue on a separate sheet if necessary. You might find it useful to contact an arborist (tree surgeon) for help with defining appropriate work. Where trees are protected by a TPO, please number them as shown in the First Schedule to the TPO where this is available. Use the same numbers on your sketch plan (see guidance notes).

Please provide the following information below : tree species (and the number used on the sketch plan) and description of works. Where trees are protected by a TPO you must also provide reasons for the work and, where trees are being felled, please give your proposals for planting replacement trees (including quantity, species, position and size) or reasons for not wanting to replant.

E.g. Oak (T3) - fell because of excessive shading and low amenity value. Replant with 1 standard ash in the same place.

WORK REQUIRED ON PITFIELD GREEN. PHOTOS ATTACHED AS EXPLANATION.

- ① - TREE IS DEAD - NEEDS TO BE FELLED.
- ② - TREE HAS FALLEN + IS DANGEROUS - NEED TO BE FELLED.
- ③ - TREE IS GROWING IN THE FENCE - NEEDS TO BE FELLED.
- ④ - SMALL DEAD TREE - NEEDS TO BE FELLED.
- ⑤ - SILVER BIRCH OVERHANGING SUB STATION - NEEDS A CROWN LIFT. (AS PER RECENT ARBORICULTURAL SURVEY - PAGE ATTACHED).
- ⑥ - ~~xxx~~ - VARIOUS VEGETATION REQUIRES TRIMMING BACK / TIDYING / REMOVING FROM AROUND TREES.

8. Trees - Additional Information

For all trees

A sketch plan clearly showing the position of trees listed in Question 7 must be provided when applying for works to trees covered by a TPO. A sketch plan is also advised when notifying the LPA of works to trees in a conservation area (see guidance notes). It would also be helpful if you provided details of any advice given on site by an LPA officer.

For works to trees covered by a TPO

Please indicate whether the reasons for carrying out the proposed works include any of the following. If so, your application must be accompanied by the necessary evidence to support your proposals. (See guidance notes for further details)

1. **Condition of the tree(s)** - e.g. it is diseased or you have fears that it might break or fall:

☐ Yes

☐ No

If YES, you are required to provide written arboricultural advice or other diagnostic information from an appropriate expert.

2. **Alleged damage to property** - e.g. subsidence or damage to drains or drives.

☐ Yes

☐ No

If YES, you are required to provide for:

Subsidence

A report by an engineer or surveyor, to include a description of damage, vegetation, monitoring data, soil, roots and repair proposals. Also a report from an arboriculturist to support the tree work proposals.

Other structural damage (e.g. drains, walls and hard surfaces)

Written technical evidence from an appropriate expert, including description of damage and possible solutions.

Documents and plans (for any tree)

Are you providing separate information (e.g. an additional schedule of work for Question 7)?

☐ Yes

☒ No

If YES, please provide the reference numbers of plans, documents, professional reports, photographs etc in support of your application. If they are being provided separately from this form, please detail how they are being submitted.

9. Authority Employee / Member

It is an important principle of decision-making that the process is open and transparent. For the purposes of this question, "relating to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the local planning authority.

Do any of the following statements apply to you and/or agent? ☒ Yes ☐ No

With respect to the authority, I am:

(a) a member of staff

(b) an elected member

(c) related to a member of staff

(d) related to an elected member

If Yes, please provide details of their name, role and how you are related to them.

STAFF MEMBER - FINANCE OFFICER - MEOPHAM PARISH COUNCIL

10. Application For Tree Works - Checklist

Only one copy of the application form and additional information (Question 8) is required. Please use the guidance and this checklist to make sure that this form has been completed correctly and that all relevant information is submitted. Please note that failure to supply precise and detailed information may result in your application being rejected or delayed. You do not need to fill out this section, but it may help you to submit a valid form.

Sketch Plan

- A sketch plan showing the location of all trees (see Question 8)



For all trees (see Question 7)

- Clear identification of the trees concerned
- A full and clear specification of the works to be carried out



For works to trees protected by a TPO (see Question 7)

Have you:

- stated reasons for the proposed works?
- provided evidence in support of the stated reasons? in particular:
 - if your reasons relate to the condition of the tree(s) - written evidence from an appropriate expert
 - if you are alleging subsidence damage - a report by an appropriate engineer or surveyor and one from an arboriculturist.
 - in respect of other structural damage - written technical evidence
- included all other information listed in Question 8?



11. Declaration - Trees

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:



Or signed - Agent:

N/A

Date (DD/MM/YYYY):

29.6.26 (This date must not be before the date of sending or hand-delivery of the form)

12. Applicant Contact Details

Telephone numbers

Country code: 0044 National number: 01474 813779 Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

13. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

① DEAD - TO BE FELLED





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② TO BE FELLED. - DANGEROUS AS FALLEN OVER.



③

TO BE FELLED.

GROWING IN FENCE
LINE

④

TO
BE
TALLE
AS
DEAD





⑤ SILVER BIRCH - OVERHANGING
ELECTRICAL SUB STATION - REQUIRE
44 CROWN LIFT.



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Additional Notes: Many of These ash trees are infected with Chalara Ash Die back. The infection is early but is likely to progress and kill the trees. Therefore, given the presence of targets, we recommend they are monitored annually in the summer months, as this is the best time to observe symptoms of the disease. More information on ash dieback can be found here: <https://www.rhs.org.uk/disease/ash-dieback> ; <https://www.forestryresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/ash-dieback-hymenoscyphus-fraxineus/> and <https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/tree-pests-and-diseases/key-tree-pests-and-diseases/ash-dieback/> . T019 has significant bark wounds with decay developing, however, the stems, which were probed and sounded, have strong wound wood developing and are considered acceptable at present.

3.4. Climbed Inspection

3.4.1. Trees with defects which are difficult to assess from ground level and therefore require an additional climbed ladder inspection are listed below:

Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
	Mature	Horse chestnut (Aesculus hippocastanum)	16	120	10	7.5	10	8.5		Target - dwelling.	Previously reduced Defects: Significant decay developing to main stem at 3.5m where limb/stem previously failed, wound c. 60cm diameter. Significant symptoms of chestnut bleeding canker present	Epicormic growth and vegetation at base	Fair	Poor	Climbed / ladder inspection of large cavity	High	1	3

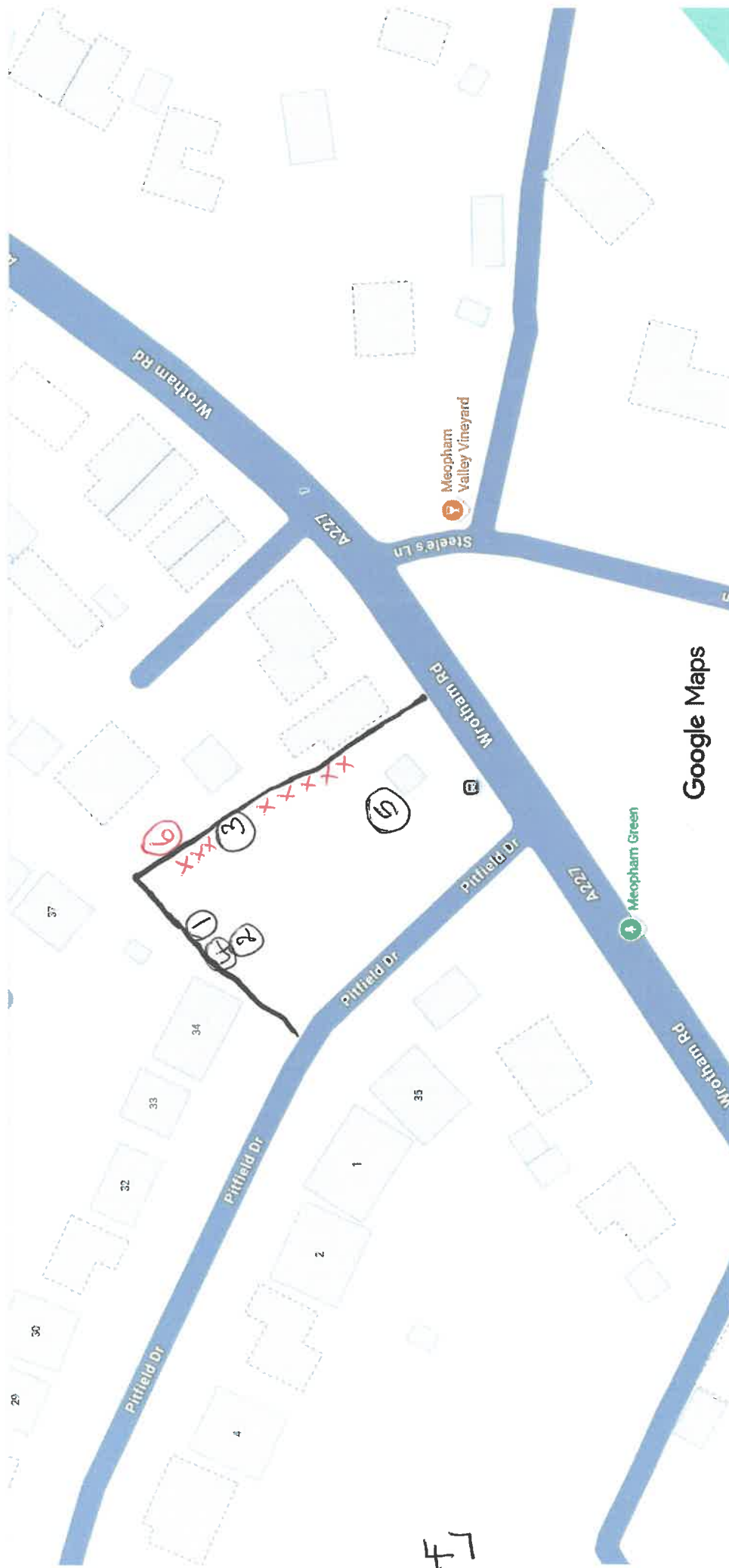
Additional Notes: T009 is located in close proximity to the adjacent dwelling, and there is potentially significant decay developing to the stem associated with the large wound where a limb has previously failed. Therefore, we recommend the wound be inspected/probed as a matter of high priority.

3.5. Trimming Back

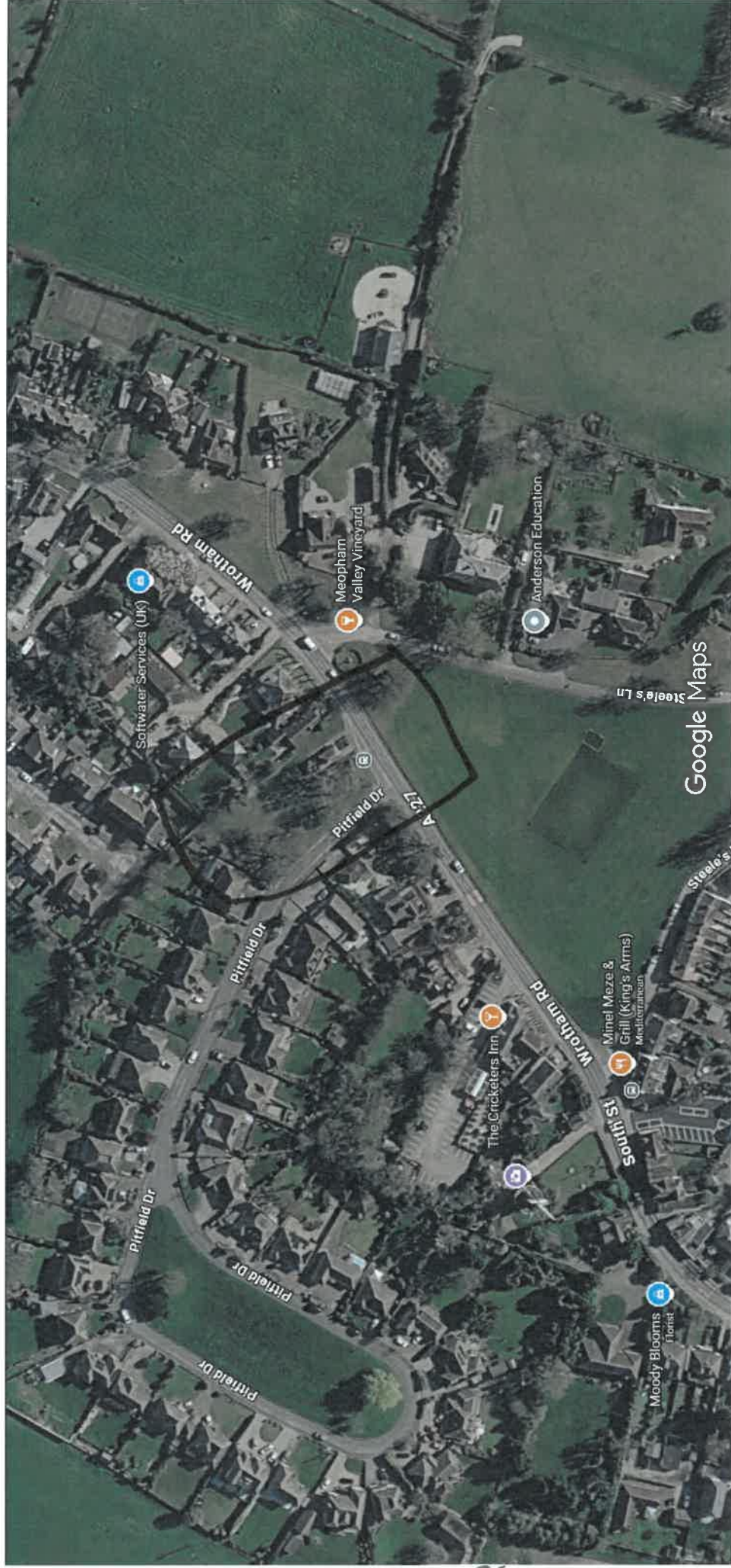
3.5.1. Trees that need to be trimmed back from infrastructure are listed below:

Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
	Early Mature	Lime (Tilia sp.)	12	45	4.5	4.5	4.5	4.5		Target - road.	2 close growing specimens within wider group. Reduced. Canopies in contact with cricket netting Defects: No significant defects observed	None	Normal	Normal	Prune back from netting	Low	3	1
	Mature	Silver birch (Betula pendula)	15	55	5.5	5.5	4	4.5		Target - building Target - electrical substation	Low foliage over electricity substation Defects: No significant defects observed (stem sounded with mallet)	None	Normal	Normal	Crown lift over substation	High	15	2

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Meopham Parish Council
Meopham
Gravesend
Kent
DA13 0PZ

Date Sent: 11/08/2026

Quote information

Account No: 4835
Quote No: 408
Surveyor: Andrew Dewar
Site Ref No:
Order No:

Dear Meopham Parish Council

Site Address: Meopham, Gravesend, Kent, DA13 0PZ

Thank you for providing us with an opportunity to prepare a quotation for the works we recently discussed concerning the site detailed above.

Unless otherwise stated, all waste produced as a result of our activities will be removed from site, processed through a wood chipper and disposed of in an environmentally friendly way.

Acceptance of this quotation confirms your agreement to abide by our terms and conditions of contract, a copy of which is attached for your reference. This quotation is valid for 6 months (Pre VAT value) and is based on the site conditions observed on the day of inspection. Any site alterations made after our initial inspection date, that may affect operational logistics, particularly access, may in turn affect this quotation. It is the responsibility of the client to inform us before work commences, of any site alterations that may affect operational logistics.

I attach a detailed schedule of works. I trust that the information provided is sufficient in response to your request and we look forward to being of service to you in the near future.

Kind regards



The Original Tree Surgeons Ltd
office@otskent.co.uk

Meopham Parish Council
Meopham
Gravesend
Kent
DA13 0PZ

Date Sent: 11/08/2026

Quote information

Account No: 4835
Quote No: 408
Surveyor: Andrew Dewar
Site Ref No:
Order No:

Quotation

Site Address Meopham, Gravesend, Kent, DA13 0PZ

Item No	Item	Work Description	Rate	Quantity	Value
1	Dead tree	Fell to ground level and remove all arisings	N/A	N/A	
2	Dead multi stemmed tree	Fell to ground level and remove all arisings	N/A	N/A	
3	Prunus - ivy covered	Tree is starting to uproot with a steep lean. Fell to geound level and remove arising.	N/A	N/A	
4	Ash	Ash tree pushing against fence line. Fell to ground level and remove waste from site.	N/A	N/A	
5	Silver birch	Remove major dead wood.	N/A	N/A	
6	Ivy encroachment	Cut back ivy growth encroachment onto feild area.	N/A	N/A	

Total Value: £600.00
Vat(20%): £120.00
Total Inc Vat: £720.00

- **Company Cancellation Rights:** The Company reserves the right to cancel the contract at any time and for any reason without liability for penalties or costs.
- Reasons for cancellation may include diary error, IT error, client error, third party error, changes in circumstances, misunderstanding, unreasonable or antisocial behaviour of the customer.
- **Force Majeure:** The Company shall not be liable for any failure to fulfil its obligations if the failure results from circumstances beyond its control, including but not limited to natural disasters, severe weather conditions, strikes, or other industrial disputes, governmental actions, or any other event that constitutes force majeure.
- **Rescheduling Policy:** In the event that work needs to be rescheduled due to unforeseen circumstances such as severe weather conditions or emergency situations, the Company will inform the Customer as soon as possible. The Customer agrees to accommodate a rescheduled date without any additional charges.
- **Refund Policy:** In cases where cancellation by the Company leads to a refund, the Company will process the refund within 14 days of the cancellation notice.
- **Customer Obligations:** The Customer agrees to notify the Company as soon as possible of any cancellations. Failure to provide adequate notice may result in additional charges, as stipulated in the cancellation policy.

10. Notification for Remedial Works

- If the Customer is not satisfied with the work, they must notify the Company in writing within 14 days. The Company will inspect and carry out necessary remedial work if appropriate. Failure to notify within 14 days releases the Company from liability for defects.

11. Company Liability

- The Company is not liable for materials supplied by the Customer or for consequential damage or faults.
- No liability for work undertaken against the Company's advice.
- The Company is responsible only for direct and demonstrable damage resulting from a shortcoming for which it is accountable.

For further details, please contact our office.

5. Obstructions

- Quotes for felling assume trees are free from hidden obstructions and metal. The Company reserves the right to re-quote if the tree cannot be felled normally.
- The customer must inform us of any underground utilities as we are not liable for any damages caused by our stump grinding equipment if we have not been made aware prior to our attendance.
- Quotes for stump grinding assume stumps are free from hidden obstructions and metal. We will be unable to complete the work with our machinery if obstructions or metal are found.

6. Entering into an Agreement and Execution of Commission

- The Company's commitment takes effect upon acceptance by the Customer of the quotation.
- Works will be executed with professional knowledge, skills, and experience, complying with relevant regulations and standards (BS3998).
- The site will be left clean, tidy, and safe, though not necessarily as it was prior to commencement.

7. Permissions

- The Company will check for Tree Preservation Orders or Conservation Area status and apply on behalf of the Customer if required.
- The Customer is responsible for investigating Private Covenants.
- Access to neighbouring properties must be arranged by the Customer to complete overhanging work. Failure to arrange may result in incomplete work and charges for return visits.

8. Invoices and Payment

- Invoice payments are due immediately upon delivery to the Customer.
- Business clients will incur interest after 30 days from the invoice date (8% statutory rate plus the Bank of England base rate, charged daily).

9. Cancellation

- Cancellations within 5 working days of our agreed scheduled attendance date require 50% payment of the quoted cost.
- Cancellations within 24 hours of our agreed scheduled attendance date require full payment of the quoted cost.
- **Partial Cancellations:** If the Customer requests not to carry out specific items that were accepted on a quote on the day of works, these items may still be charged for.

Terms and Conditions

Please keep a copy of these terms and conditions for your records. If you have any queries, require further information, or are not completely satisfied with our work, please contact us immediately.

1. Definitions

- **The Company:** The Original Tree Surgeons of 1 Tainter Road, Hadlow TN11 0HL.
- **The Customer:** The individual or organisation for whom the Company agrees to carry out works.
- **The Operative:** Any representative appointed by the Company.
- **Quotation/Quote:** Written specification of the works discussed on-site and sent to the client.
- **Works:** Tree surgery, surveys, arboricultural advice, work, liaison with local authorities, and any other work indicated in a written quotation.
- **Contract:** Agreement between The Original Tree Surgeons and a Customer to undertake specified works for a given remuneration.

2. Discretion to Accept or Reject Work

- The Company reserves the right to refuse or decline work at its discretion. Work agreed upon will be undertaken by the designated operative at the Company's absolute discretion.

3. Fixed Price Work

- The Company may offer a fixed price for work, inclusive of labour and materials, plus VAT at the prevailing rate.
- If a quotation includes the cost of hiring a power platform/MEWP to complete the work, the client will be required to pay the hire cost upfront to ensure we can book the platform required to complete the work.

4. Written Quotation

- All quotations and cost estimates are without obligation.
- Quotations are valid for 6 months from the date of issue. After this period, a new quotation may be drawn up or costs amended.



Outlook

Quote QU-0674 from Tag Tree Care for Finance & Grants Officer Meopham Parish Council

From Theo Gander <messaging-service@post.xero.com>

Date Tue 2026-08-04 3:23 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

 1 attachment (55 KB)

Quote QU0674.pdf;

 Tag Tree Care

Hi,

Thank you for your enquiry.

Here's quote QU-0674 for GBP 840.00. Please read our Terms & Conditions at the bottom of this page before accepting this quote.

View your quote online:

<https://in.xero.com/vmGsfMCKyebWpbrduJPHHUaE0QjmLDJsVS8kDADf>

From your online quote you can accept, decline, comment or print.

If you have any questions, please let us know.

Thanks,
Tag Tree Care

TERMS AND CONDITIONS

Thank you for choosing TAG Tree Care for your tree care needs. Below is an outline of our terms and conditions, designed to ensure transparency and a smooth process for both parties. By accepting our quote, you agree to these terms, which form a legally binding contract between you and TAG Tree Care.

Quote Details

- This quote is valid for 30 days from the date issued.
- Any additional work requested on the day of service, outside the scope of the original quote, will incur an additional charge.

Deposits

- A non-refundable deposit is required for work exceeding £2,000
- If specialised equipment needs to be hired for your project, a non-refundable deposit will also be required to secure those arrangements.

Payment Terms

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- Full payment is due on the day of work completion unless otherwise agreed upon in advance.
- Late payments will incur interest charges at a rate of 10% per week until paid in full.

Cancellation Policy

If you need to cancel your scheduled service, please notify us as soon as possible:

- Cancellations made within 48 hours of the scheduled start time will incur a charge of 50% of the quoted cost.
- Cancellations made within 24 hours of the scheduled start time will incur a charge of 100% of the quoted cost.

Access Requirements

- Please ensure that the agreed-upon access to the site is available on the day of service.
- If access changes or becomes restricted, please notify us at least 72 hours prior to the scheduled start time. Failure to provide this notice may result in additional costs if adjustments are needed to accommodate the change.

Additional Terms and Conditions

- TAG Tree Care is committed to the highest standards of safety and quality. All work will be performed professionally and in accordance with industry standards.
- TAG Tree Care cannot be held responsible for any pre-existing structural or site conditions not disclosed prior to the quote.
- Please note that tree work carries inherent risks, and our team will take all necessary precautions to ensure safety.

Should you have any questions or require clarification, feel free to contact us. Our goal is to provide you with exceptional service and ensure your project is completed safely and efficiently.

Thank you for trusting TAG Tree Care. We look forward to working with you.



QUOTE

Finance & Grants Officer Meopham Parish Council
Meopham green

Date
4 Aug 2026

Expiry
3 Sep 2026

Quote Number
QU-0674

VAT Number
403608427

Theo Gander
34 The Street
Cobham
Kent
DA12 3BZ
07939288561
Account Holder: Mr T A
Gander
Account Number:
40162361
Sort Code: 20-26-82

Description	Quantity	Unit Price	VAT	Amount GBP
SITE: Land Adjacent To Pitfield Drive Meopham Green Meopham Gravesend Kent	1.00	700.00	20%	700.00

Carry out work listed on tree survey listed 1, 2, 3, 4 & 6

(no.5 has already been completed, will attach image via email)

All waste removed from site leaving it clean and tidy

Subtotal	700.00
TOTAL VAT 20%	140.00
TOTAL GBP	840.00

Terms

Thank you for choosing TAG Tree Care.

Our terms and conditions ensure transparency and a smooth process for both parties. By accepting our quote, you agree to these terms, which form a legally binding contract between you (the Client) and TAG Tree Care.

Quote Details

- This quote is valid for 30 days from the date issued.
- Any additional work requested on the day of service, outside the scope of the original quote, will incur an additional charge.

Deposits

- A non-refundable deposit is required for work exceeding £2,000.

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- A non-refundable deposit may also be required where specialist equipment (e.g. crane, MEWP, or cherry picker) must be hired in advance.

Payment Terms

- We do not accept cheques.
- Full payment is due on the day of work completion unless otherwise agreed in advance.
- Late payments will incur interest charges at a rate of 10% per week until paid in full.

Cancellation Policy

If you need to cancel or postpone your scheduled service, please notify us as soon as possible:

- Cancellations or postponements made within 48 hours of the scheduled start time will incur a charge of 50% of the quoted cost.
- Cancellations or postponements made within 24 hours of the scheduled start time will incur a charge of 100% of the quoted cost.
- Cancellations or postponements of any hired plant (e.g. crane, cherry picker, MEWP, etc.) made within 72 hours of the scheduled start time will incur a charge of 100% of the hire cost.
- Cancellations or postponements made within 72 hours of the scheduled start time that involve a subcontractor will incur a 100% charge of their day rate.

Access Requirements

- Please ensure that the agreed-upon access to the site is available on the day of service.
- If access changes or becomes restricted, please notify us at least 72 hours prior to the scheduled start time.
- Failure to provide this notice may result in additional costs if adjustments are required to accommodate the change.

Pets

- For the safety of both our team and your animals, please ensure all pets are kept indoors or securely away from the work area while work is being carried out.

Garden Hygiene

- Please ensure all dog waste is cleared from the work area before our arrival. Dog waste poses a health and safety risk and can contaminate our ropes, ladders, and equipment.
- If dog waste is present, a cleaning surcharge may apply, and we reserve the right to postpone or refuse work until the area has been cleared.

Waste Disposal

- All green waste and timber will be removed from site unless otherwise stated in the quote.
- If you wish to retain timber or arisings, please confirm before work begins.
- Any additional visits required to remove waste after the agreed works will incur additional charges.

Damage & Underground Services

- While every care is taken, TAG Tree Care cannot accept responsibility for damage to lawns, paths, or driveways caused by the movement of equipment, unless due to negligence.
- Customers must notify the team of any underground services (e.g. electric cables, drains, irrigation lines) before work commences.

Weather Delays

- Severe weather conditions (high winds, storms, snow, etc.) may make it unsafe to carry out work.
- TAG Tree Care reserves the right to reschedule for safety reasons. No liability is accepted for delays caused by weather.

Ownership & Permissions

- It is the customer's responsibility to ensure that all trees or hedges to be worked on are within their legal ownership and that appropriate permissions have been obtained.
- This includes checking for Tree Preservation Orders (TPOs) or Conservation Area restrictions before work begins.

Insurance

- We are fully insured with Hiscox Underwriting Ltd (via Camberford Underwriting) — £10 million Employers' Liability and £1 million Public & Products Liability.
- Policy valid 03.11.25 – 02.11.2026.

Professional Standards

- TAG Tree Care cannot be held responsible for any pre-existing structural or site conditions not disclosed prior to the quote

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Agenda Item	Item 11
Meeting Date	8 th September 2026
Report Title	Insurance
Subject	Legal Expenses Cover for Parish Council Leases
Prepared By	Clerk – Lisa Winter

Detailed Information

Purpose

To ask the Parish Council to consider obtaining a quotation for additional legal expenses insurance covering future disputes arising from the Council's leases and landlord/tenant relationships.

Background

The issue has arisen following the current dispute with the Allotment Association concerning the termination of its lease and the Council's decision to resume management of the allotments.

The Council's insurer has confirmed that the existing policy does not provide cover for this type of lease dispute. The policy excludes disputes concerning the "sale, purchase, terms of a lease, licence or tenancy of land or buildings".

The Council also has two other buildings leased to tenants, and similar disputes could potentially arise in the future. Without specific cover, the Council may be required to meet associated legal costs from public funds.

Proposed Action

It is recommended that the Council's insurance broker be asked to obtain quotations for suitable legal expenses cover for landlord/tenant and lease disputes.

The broker should confirm:

- the level and scope of cover;
- whether both pursuing and defending claims are covered;
- applicable excesses and exclusions;
- any waiting periods or other conditions;
- whether the Council's existing leases can be included; and
- the additional annual premium.

Financial Implications

No commitment to purchase insurance is sought at this stage.

The quotation will enable the Council to consider the additional premium against the potential cost of future legal disputes and determine whether the cover represents appropriate value for money and proportionate risk protection.

Recommendation

The Parish Council is recommended to:

1. Note the limitations of the Council's existing insurance in relation to lease disputes.
2. Note that the Council has two other leased properties.
3. Agree that the insurance broker be asked to obtain quotations for suitable legal expenses cover.
4. Consider the quotation and make a decision on whether to purchase the additional cover at a future meeting.

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Agenda Item	Item 12
Meeting Date	8 th September 2026
Report Title	Planning
Subject	Planning Application Governance Arrangements
Prepared By	Clerk – Lisa Winter

Detailed Information

Following recent SLCC training, it has been clarified that a Working Group is intended for short-term projects and advisory work only. Working Groups are not public meetings, although external members may be co-opted, and any recommendations must be reported to a Committee or Full Council.

Whilst officers may be delegated authority to submit planning responses on behalf of the Council, the consideration of planning applications and formation of the Council's view should be undertaken by a properly constituted committee.

The current Planning Working Group arrangement should therefore cease and planning matters should return to a Planning Committee meeting held in person and open to the public.

Revised Terms of Reference for a Planning Committee are presented in the next report.

Council is recommended to:

- Dissolve the Planning Applications Working Group.
- Establish a Planning Committee.
- Approve the Terms of Reference attached.
- Delegate authority to officers to submit planning responses in accordance with decisions of the Planning Committee.

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Planning Committee – Terms of Reference

1. Objective

- 1.1 The Planning Committee is established to consider planning applications and other planning matters affecting the Parish and to determine the Parish Council's responses on behalf of the Council, except for matters reserved to Full Council. Responses shall be submitted by officers under delegated authority.

2. Membership

- 2.1 The Committee shall consist of the Chairman of the Council and seven members of the parish council
- 2.2 The Chairman of the Planning Committee shall be appointed at the first meeting and will not be the Chairman of the Council
- 2.3 The quorum for a meeting will be three Councillors

3. Meetings

- 3.1 The Committee shall meet once monthly, except during August unless urgent business requires a meeting to be convened.
- 3.2 The schedule of meetings shall be approved annually by the Council.
- 3.3 Meetings shall be conducted in accordance with the Council's Standing Orders and shall be open to the public except where confidential business is being considered.
- 3.4 Public participation shall be in accordance with the Council's Standing Orders.
- 3.5 Each Committee meeting will have the following regular agenda items;
- To consider planning applications received and agree recommendations
 - To receive an update on planning enforcement cases
 - To receive decision lists from GBC for the preceding month
- 3.6 In the event of an application being received constituting large-scale development within the parish, or in the event of needing to make a recommendation on a draft Local Plan, these will be considered by Full Council
- 3.7 The meetings will be attended by a clerk

4. Voting

- 4.1 The Councillors' Code of Conduct will apply to all members of the Committee
- 4.2 The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders
- 4.3 Recommendations will be taken by a majority vote

5. Rights and Powers

- 5.1 The Planning Committee is delegated authority by the Council to determine and agree the Council's responses to planning applications, appeal notifications and enforcements reports received from Gravesham Borough Council, Kent County Council, the Planning Inspectorate, or any other authority except for those reserved to Full Council.
- 5.2 The Clerk, Deputy Clerk and Assistant Clerk are granted delegated authority under S.101 of the Local Government Act 1972 to respond to planning applications, appeal notifications and enforcement reports received from Gravesham Borough Council, Kent County Council, the Planning

Inspectorate, or any other authority. This will be done in consultation with and following recommendations from the Committee.

5.3

As per the Council's adopted Scheme of Delegation, where a consultation deadline falls before a meeting can be convened and an extension of time cannot be obtained, the Clerk, Deputy Clerk or Assistant Clerk are authorised to submit a comment in consultation with at least two of the four ward councillors representing the ward the application is from.

6. Training

6.1

Members of the Committee are encouraged to attend training as appropriate for the Planning Applications Working Group

Date of Adoption	Review Cycle	Date of Next Review
ACM – 08.09.26	Annual	ACM – 2027

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Agenda Item	Item 14
Meeting Date	8 th September 2026
Report Title	Service Contract
Subject	Proposed Service Contract – Three Contract Structure
Prepared By	Assistant Clerk – Amy Brown

Detailed Information

Purpose

The purpose of this report is to present Members with a proposed division of the Council's existing service contract into three separate, specialised contracts covering key areas of service provision.

The attached contracts are skeleton specifications for discussion only and are intended to allow Members to consider whether they would prefer three specialised contracts rather than one overall contract.

Points for Consideration

Members are asked to consider:

- Whether the proposed three-contract structure is appropriate;
- Whether there are any additional services or areas that should be included; and
- Whether plumbing should be included within the maintenance contract, to provide support for the allotment taps, drinking fountain and public toilets.

Allotments

It is proposed that allotment works are included within a pay-by-service provision. This would allow the Council to request works as required, particularly to prepare vacant plots for re-letting. This could include cutting back vegetation, covering plots to suppress weeds, and works to trees and pathways where necessary.

Members are asked to identify any other allotment works that should be included.

Next Steps

If Members agree with the proposed three-contract approach, the Officers will develop the skeleton specifications into full contracts, incorporating the agreed services, frequencies and any additional requirements.

Recommendation

Members are recommended to consider and agree whether to proceed with three separate specialised contracts and to identify any amendments or additional services required, including the potential inclusion of plumbing within the maintenance contract, before the full contract specifications are prepared.

Landscaping & Grounds Maintenance Service Contract

1. Routine Landscaping and Grounds Maintenance

Southdown Shaw Allotments

- Two rough grass cuts per annum, approximately March/April and September/October. *(Do we want to increase to 4x year?)*

Village Greens

The Contractor shall:

- Inspect vegetation monthly throughout the growing season (March to October) and undertake maintenance as necessary to prevent encroachment onto paths, access routes, play areas, roads, visibility splays, benches, signs, village greens and other Parish Council assets.
- Undertake a general inspection every two months during the autumn/winter period (November to February), with additional inspections and works where required due to seasonal growth, weather conditions or safety concerns.
- Undertake hedge trimming, basal cutting and other necessary vegetation management to prevent encroachment and maintain the areas in a safe, tidy and accessible condition.
- Clear fallen branches where instructed by Parish Council officers.
- Replace and maintain vegetation where required as part of routine grounds maintenance.
- Carry out other necessary hedge trimming and vegetation management as required.

Vegetation and Hedge Cutting

The main period for hedge cutting and vegetation management should generally be between September and February.

Essential cutting or vegetation management may be undertaken between March and August where necessary to maintain safe access, visibility or to address a health and safety concern.

The Contractor must inspect the area for active bird nests before undertaking any hedge cutting, vegetation clearance or similar works, regardless of the time of year. Where an active nest is identified, works must be postponed until the nest is no longer in use, unless the work is necessary to address an immediate health and safety risk. In such circumstances, the Contractor must contact the Parish Council for instructions and seek appropriate professional advice where necessary. Active nests must not be disturbed or moved.

The Contractor should, wherever reasonably practicable, undertake the majority of vegetation management between September and February. This is intended to minimise the need for significant cutting during the main bird nesting period and to reduce the risk of disturbing nesting birds.

For the purposes of this contract:

- **Growing season:** March to October
- **Autumn/winter season:** November to February
- **Main bird nesting period:** March to August

The Contractor acknowledges that birds may nest outside the main nesting period. An active nest check must therefore be carried out before relevant works at all times of the year.

Locations: Please see Appendix 2.

Edmund Green

- Monitor and manage vegetation as required, with monthly inspections throughout the growing season and by monthly inspections during the autumn/winter period.
- Undertake general grounds maintenance to prevent vegetation encroachment and maintain the area in a safe and tidy condition.
- Undertake vegetation cutting and management as required, subject to the requirements relating to active bird nests set out above.

Judsons Recreation Ground & Play Area

- Keep grass and edges within the fenced play area trimmed and tidy throughout the growing season every 2-3 weeks, and monthly checks out of the growing season with cutting when required.
- Keep hedges behind the play area trimmed and tidy to prevent encroachment into the play area. Checks every 2-3 weeks during the growing season and monthly out of season with cuts when required.
- Monitor vegetation around the recreation ground and play area. Monthly during the growing season and by monthly the rest of the year and cut when required.
- Monitor soil levels around the MUGA, fenced play area entrances, recreation ground car park entrances and the teen shelter on a monthly basis. - Report any issues with soil levels to the Parish Office by email, with photographs where appropriate.

Meopham Green War Memorial

The Contractor shall:

- Cut grass and trim hedges as necessary to maintain the area in a safe, tidy and presentable condition.
- Undertake any necessary additional preparation in advance of Remembrance Day, during the first week of November.
- Undertake any necessary preparation in advance of D-Day commemorations beginning of June.

All hedge and vegetation works must be undertaken in accordance with the active bird nest requirements set out in this contract.

Harvel Pond

The Contractor shall undertake **four maintenance visits per annum** (*Do we want to up this to 6 times a year with a focus in the growing season*):

During these visits, the Contractor shall:

- Clear excessive algae and vegetation from the pond where appropriate.
- Strim and cut back surrounding vegetation as necessary.
- Maintain the area immediately surrounding the pond in a safe, tidy and accessible condition.
- Trim lower tree branches where necessary to maintain good sight lines and visibility.
- Maintain surrounding vegetation to prevent excessive encroachment.
- Report any issues relating to trees, vegetation, the pond or surrounding area to Parish Council officers.

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The timing of maintenance visits should take account of seasonal growth, weather conditions and any environmental considerations.

2. Ad Hoc Landscaping Works

Additional works may be instructed by Parish Council officers and will be charged at the separately agreed rates.

These may include, but are not limited to:

- Clearance of Pond Green, Melliker Green and Fowlers Stone Wood.
- Grass cutting, strimming and hedge cutting outside scheduled visits.
- Vegetation clearance and management.
- Reseeding damaged areas of village greens.
- Raising soil levels around entrances and other areas where instructed.
- Clearance of vegetation following storm damage.
- Other emergency grounds maintenance works.

3. Emergency Works

The Contractor may be required to attend emergency situations, including storm damage, fallen trees, hazardous vegetation or other urgent grounds maintenance issues.

Where immediate attendance is required, the Contractor shall, where reasonably practicable:

- Attend the site within an appropriate timeframe having regard to the nature and severity of the emergency.
- Take reasonable steps to make the affected area safe.
- Prevent public access to an unsafe area where appropriate.
- Contact Parish Council officers as soon as reasonably practicable.
- Provide photographs and a brief report of the issue where appropriate.

Any works beyond those necessary to make the area safe must be authorised by the Parish Council, unless otherwise agreed in advance.

4. Reporting Requirements

The Contractor shall report any damage, defects, hazards or other maintenance issues identified during routine inspections or visits to Parish Council officers.

Reports should be provided to the Parish Council as soon as reasonably practicable and should include:

- A description of the issue;
- The location;
- The potential impact or level of risk, where known; and
- Photographs wherever reasonably practicable.

Any dangerous or potentially dangerous issue must be reported to Parish Council officers immediately.

Where appropriate, the Contractor shall take reasonable and proportionate steps to make the area safe pending further instruction from the Parish Council.

The Contractor shall not undertake additional remedial works beyond those reasonably necessary to make an area safe unless authorised by the Parish Council, except where such works are necessary to prevent an immediate risk to public safety.

Litter Picking & Cleaning Service Contract

1. Routine Litter Picking

Judsons Recreation Ground

- Clear litter twice weekly from the recreation ground.

Meopham Green and Pitfield Green

- Clear litter twice weekly.

Other Village Greens

Clear litter weekly from:

- Hook Green
- Harvel Green
- Priestwood Green
- Edmund Green
- Culverstone Green

2. Judsons Recreation Ground & Play Area

- Clear leaves and debris from the play area weekly.
- Increase leaf and debris clearance during autumn when required.
- Wash play equipment at least once per month.
- Brush the wetpour and MUGA surface once per month, removing moss, leaves and other debris.
- Remove graffiti from the play area, MUGA and pavilion.
- Wash MUGA metalwork and basketball frames twice per year.
- Keep drains around the pavilion clear and free from silt.

3. Meopham Green Drinking Fountain

- Remove leaves and debris from the drinking fountain weekly.
- Make sure the Drinking Fountain is clean weekly.

4. Noticeboards/Benches

Six noticeboards and 25 Benches. Locations: Please see Appendix 2.

- Clean noticeboards monthly.
- Notifying the office if you believe re-varnishing or other maintenance is required.
- Cleaning Benches as required and notifying the office if you believe re-varnishing or other maintenance is required.

5. Bus Shelters

Locations: Please see Appendix 2.

- Sweep bus shelters and remove litter weekly.
- Remove graffiti when instructed by Parish Council officers.
- Remove fly posters when instructed by Parish Council officers.
- Remove vegetation encroachment from the immediate shelter area when instructed.
- Sweep and clear debris following damage when instructed.

6. Ad Hoc Cleaning and Clearance

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Additional works may be instructed by Parish Council officers and will be charged at the separately agreed rates.

These may include:

- Additional litter picking.
- Removal of graffiti.
- Removal of fly posters from Parish Council assets.
- Additional cleaning following events or incidents.
- Clearance and cleaning following storm damage.
- Snow and ice clearance from Parish Council property where instructed.

The Contractor must report anything identified during routine visits that requires attention to Parish Council officers, with photographs where possible.

Property, Equipment & General Maintenance Service Contract

1. Routine Maintenance

Village Greens and Parish Council Assets

- Maintain the Parish Council's 25 benches once per year, including:
 - Staining.
 - Painting.
 - Minor repairs where required.
- Maintain and repair the duck house at Harvel Pond.
- Check the village sign on Hook Green for movement four times per year.
- Maintain and replace village green posts in accordance with the replacement schedule agreed by the Parish Council. A separate budget will be provided for replacement works.
- Undertake minor repairs to Parish Council property and equipment.
- Report any significant defects or repairs requiring specialist works to Parish Council officers.

Judsons Recreation Ground, Play Area, MUGA & Pavilion

- Report any damage, potential trip hazards or other defects immediately to the Parish Office by email, with photographs where possible.
- Carry out basic maintenance and minor repairs to playground equipment.
- Carry out minor repairs to the MUGA, pavilion, car parks, access road and associated equipment where instructed.
- Maintain and repair fencing as required.
- Temporarily secure damaged Parish Council property where necessary.

Noticeboards

- Carry out repairs to noticeboards where required.
- Revarnish noticeboards when required ensuring they are properly prepped beforehand.
- Replace damaged noticeboards or components where instructed.
- Major repairs and replacement are to be charged at the separately agreed rates.

Bus Shelters

- Carry out minor repairs to bus shelters where required.
- Temporarily secure damaged shelters where necessary.
- Report significant damage requiring specialist works to Parish Council officers.

2. Ad Hoc Maintenance Works

Additional works may be instructed by Parish Council officers and will be charged at the separately agreed rates.

These may include, but are not limited to:

- Repairing minor damage to Parish Council property or equipment.
- Basic maintenance and minor repairs to playground equipment.
- Repairing or replacing fencing.
- Repairing or replacing benches.
- Repairing or replacing village green posts.

- Repairing noticeboards.
- Repairing bus shelters.
- Erecting and removing banners and signs for the Parish Council.
- Temporarily securing property following damage.
- Raising soil levels around:
 - MUGA entrances.
 - Fenced play area entrances.
 - Recreation ground car park entrances.
 - Teen shelter.
- Emergency works resulting from storm damage.
- Making safe damaged property or equipment.
- Any other minor property or equipment maintenance reasonably required by the Parish Council.

3. Emergency Works

The Contractor may be required to attend emergency situations, including storm damage, damage to Parish Council property, dangerous equipment or other urgent maintenance issues.

Where immediate attendance is required, the Contractor should make the area safe where possible and contact Parish Council officers as soon as practicable.

4. Reporting Requirements

The Contractor must report any damage, defects, hazards or other maintenance issues identified during routine visits to Parish Council officers.

Photographs should be provided wherever possible.

Any dangerous or potentially dangerous issue must be reported immediately and, where appropriate, the Contractor should take reasonable steps to make the area safe pending further instruction.

Item 15



110 London Road
St Leonards on Sea
East Sussex
TN37 6LT

07961 356 328
www.johnpopesignwriter.com

Tracey Hanlon
Finance & Grants Officer
Meopham PC

10th August 2026

ESTIMATE

Refurbishment of village sign, both sides.

To trace off lettering, windmill and church graphic. Rub down all metal work including Mitres.

Prime and undercoat all metal work. Paint as original colours in sign writers enamels. Gild all areas as original in 24ct gold leaf.

Work carried out in our studio.

COST: £1685

Yours sincerely

John Pope

71

~~John Pope~~



110 London Road
St Leonards on Sea
East Sussex
TN37 6LT

07961 356 328
www.johnpopesignwriter.com

Tracey Hanlon
Finance & Grants Officer
Meopham PC

13th July 2026

ESTIMATE

Refurbishment of village sign, both sides.

To trace off lettering, windmill and church graphic. Rub down all metal work including Mitres.

Prime and undercoat all metal work. Paint as original colours in sign writers enamels. Gild all areas as original in 24ct gold leaf.

Work carried out over two days in suitable room in Meopham

COST: £1995

Yours sincerely

John Pope

Plus

Original quote - work carried out n office.
Additional charges to be considered:
Delivery to studio

~~72~~

72

Village sign

From Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Date Mon 17/08/2026 8:37 PM

To Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>

Hi Lisa

I have had a reply from Ken at Streetlights. The cost to remove the sign is £350 + VAT and the same again to put it back. They would also need some of the fence removed so they can access the green.

Thought I'd email now in case I forget to mention while our usual office routine is out of sorts! 😊

Kind Regards

Tracey Hanlon

Tracey Hanlon
Finance & Grants Officer
Meopham PC

Operated Cherry Picker Hire Meor

https://meophamcherrypickerhire.co.uk/#form

Online Bank Login...

Dell

Google

Home - Microsoft...

CC log in

Bills and payments...

Email - Finance &...

Life & Prog Portal...

Google

New folder

Redwood Bank - L...

Chat

Call us — 01474 312041

Home

Our Fleet

Contact Us

Orisat

Daily Hire Rates - Transparent & Flexible

All prices include delivery and collection within Meopham. VAT not included. Discounts available for multi-day and scheduled jobs.

Platform	Hire Type	From (Daily)	Includes
CTE Traccess 170 (17m)	Machine Only	£400 + VAT	Delivery, LOLER cert
CTE Traccess 170 (17m)	Operated	£750 + VAT	Operator, risk assessment, setup
Palazzani TZX 250 (25m)	Machine Only	£550 + VAT	Delivery, instruction documentation
Ruthmann T330 (33m)	Operated Only	£550 + VAT	Operator, diesel, site setup
Ruthmann T510 HF (51m)	Operated Only	From £1000 + VAT	High-reach operator, LOLER docs

Search

11:51

10/08/2026

7/4

Agenda Item: **16 – Tuesday 08th September 2026**

Title: **Officer's Report**

Prepared By: **Lisa Winter – Clerk and RFO**

Co-option

The co-option advertisement has been published for a second time with a closing date for applications being Friday, 11 September 2026.

A meeting of the Personnel Committee has been arranged for Monday, 21 September 2026. The Committee's recommended candidate will then be presented to Full Council for ratification at its meeting on Tuesday, 6 October 2026.

Southdown Shaw Allotments

Following the decisions made by Full Council on 6 August 2026, Meopham Parish Council has commenced a tenant information and identity verification exercise for Southdown Shaw Allotments. This follows the transfer of management responsibility to the Council on 1 April 2026 and the fact that complete copies of the existing tenancy records were not transferred to the Council.

A Tenant Information and Verification Notice has been issued to all plot holders for whom the Council holds contact information. The notice has also been displayed on the three site noticeboards and published on the Council's website.

The notice explains the information required from plot holders and asks existing tenants to verify their identity and current residential address within Gravesham Borough. The exercise is intended to establish accurate tenancy records and support the proper administration of the existing allotment arrangements. It does not create or replace an existing tenancy agreement.

Authorised officers will be on site for two verification sessions:

- Saturday 12 September 2026, 2.00 pm to 4.00 pm
- Sunday 13 September 2026, 10.00 am to 12.00 noon

Tenants who are unable to attend either session have been advised to contact the Council to arrange an alternative appointment.

The Council will now proceed with the verification sessions and update its tenancy records accordingly. Any cases where satisfactory verification cannot be obtained will be considered in accordance with the existing tenancy arrangements and applicable legal requirements.

National Allotment Society

We have been in contact with the South East Branch of the National Allotment Society and have invited its regional representatives to review the allotment and provide advice and support to assist with its management in accordance with current guidance and best practice.

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Asset of Community Value

Comments on the application to nominate Southdown Shaw Allotments as an Asset of Community Value were submitted on 1st September 2026.

Judsons Play Park Roundabout

The faulty part was replaced on 27 August, and the roundabout is now fully operational.

Office Closure

Just a reminder that the Parish Council office will be closed on Thursday 10 September as Officers will be attending the LAS Finance and Governance Training.

Office Mobile

A office mobile has been purchased under delegated authority in consultation with the Chairman

Number: **07873108613**

Declarations of Interest

Could Councillors Paul Watson, Daniel Johnson and Roger Collings please confirm whether their Declarations of Interest were submitted directly to the Monitoring Officer, as copies have not been received by the Parish Office?