



**Minutes of the Meeting of Lenham Parish Council**  
**Held on 7<sup>th</sup> September 2022 at 7:30pm at Lenham Community Centre**

**PRESENT** Cllr. J Britt, Chairman presiding.

Cllrs. M Ballard, S Heeley, N Osborne, A Ratcliffe & A Walmsley

J Bate RFO, L Westcott Clerk

3 Members of the public.

**Public participation**

1 member of the public reported that the allotments at Ham Lane are thriving despite the difficult summer heatwave. An article has been written for the Lenham Focus by the allotment committee for the October issue. An update on the nursery project is requested **ACTION** Cllrs. A Ratcliffe and N Osborne to provide an update via email. A question was raised regarding when the nursery liaison group will begin to meet, Cllr. A Ratcliffe reported that it is still too early to meet as there is very little to discuss at this early stage, these meetings will be set up when appropriate.

1 member of the public congratulated all those involved with the rededication of the Cross service on Tuesday evening.

L Westcott read a report from MBC Cllrs. T&J Sams:

- a. MBC LP hearings – throughout the first two days it was noticeable by how succinct and to the point the representation was made from our team by how much of the response from MBC seemed to be made on the hoof. The inspector had to seek information on numerous occasions from MBC that should have been available prior to examination. Much of it not completed at this late stage. The views of SOHL and LPC have gained traction and others were voicing similar concerns but for different reasons. SOHL's comments on the financial appraisal were well made and targeted at MBC's lack of information and lack of financial planning. We hope that much note taking from the inspector to MBC is a positive sign.
- b. What a wonderful event to mark the centenary of the Cross, can we thank all those that made the event possible, from the work parties, those who organised the event and the members of the community who are very supportive. The name reading from the town crier was particularly poignant and significant.

**22/58 APOLOGIES FOR ABSENCE RECIEVED**

Apologies received and accepted from Cllr. M Cockett, P Culver, K Hammond and M Michaelas.

Apologies also received from Martin Sherwood Community Warden and MBC Cllrs. Tom & Janetta Sams.

**22/59 TO RECEIVE DECLARATIONS**

Declarations of interest on Agenda items, Cllrs. N Osborne and A Ratcliffe made a declaration relating to Lenham Nursery school.

Declarations to changes to the Register of Interests. No declarations received.

Requests for dispensations. No requests received.

**22/60 NOTIFICATION OF INTENTION TO FILM, PHOTOGRAPH OR RECORD ITEMS**

There were none.

**22/61 TO SIGN AS CORRECT THE MINUTES FROM THE PARISH COUCIL MEETINGS 6<sup>th</sup> JULY 2022 AND 8<sup>TH</sup> AUGUST 2022**

Cllr. M Ballard proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 7<sup>th</sup> July 2022** are a true record and were approved, adopted and signed by the Chairman of the Parish Council.

Cllr. N Osborne proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** that the minutes of the meeting held on **Monday 8<sup>th</sup> August 2022** are a true record and were approved, adopted and signed by the Chairman of the Parish Council.



## **22/62 PROGRESS OF RESOLUTIONS**

**Wednesday 7<sup>th</sup> July 2022:**

- a. Tourism – L Westcott has access to the Love Lenham Facebook page, with the resignation of Cllrs. responsible for tourism, the project will be on hold. Cllr. A Ratcliffe suggested the BBC SE news item on Lenham and the Cross could be posted on this page. **ACTION** Cllr. S Heeley to download video from BBC.
- b. Swimming pool – Cllr. J Britt reported on the article in the Lenham Focus from the Lenham School. **ACTION** Cllr. A Ratcliffe to contact the school.

## **22/63 VOTE ON COUNCILLOR CO OPTIONS FOR NORTH WARD**

No interested members of the public attended the meeting, further advertisement is required.

**ACTION** Cllr. S Heeley will draft an advert for Facebook.

## **22/64 FINANCE**

a. Responsible Financial Officer Report by J Bate:

- i. Bank Card – The application form has been completed and submitted.
- ii. The VAT return for April – June 2022 has been received, this was £3913.79.
- iii. Income for August = £627 and current balance = £247,533.92

b. To authorise payments for August (previously agreed) and September (details of payments and income to be tabled):

**August:**

Name	Frequency	Description	Date	Amount
BT Group (DD)	Monthly	Telephone and Broadband for the office	19/07/2022	74.70
Clean Cut Tree Services	One off	Emergency Tree works at Picnic Site, Rayners Hill	29/07/2022	5000.00
CPRE	Annual	Annual membership	07/07/2022	100.00
EDF	Monthly	1A High Street electricity	11/07/2022	300.12
Nigel Turner	Monthly	Cemetery maintenance work	31/07/2022	120.00
Peter Goodwin	One off	Replacement of Lenham Heath noticeboard	29/07/2022	394.00
PMC Planning	Quarterly	Planning advice and preparation for MBC Local Plan Review	12/07/2022	6300.00
Rural Kent	Annual	Annual membership	07/07/2022	90.00
<b>TOTAL</b>				<b>12378.82</b>

Cllr. N Osborne proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** to make these payments.

**September:**

Name	Frequency	Description	Date	Amount
BT Group (DD)	Monthly	Telephone and Broadband for the office	19/08/2022	64.24
Dave Flisher Roofing	One off	Emergency repairs to bus stop in Square	11/07/2022	420.00
Down to Earth Garden Maintenance	Monthly	SID battery change and churchyard grass cutting - July bill	31/07/2022	684.00
Down to Earth Garden Maintenance	Monthly	Churchyard grass cutting - August bill	31/08/2022	180.00
DPLC	One off	Landscape Sensitivity Statement for MBC Local Plan review	24/08/2022	2250.00
KALC	One off	Councillors Conference x2 tickets	27/06/2022	144.00
KALC	One off	Creating a Social Media Strategy Training x2 tickets	27/06/2022	84.00
Knights Solicitors	One off	Draft Legal Representations on Maidstone Local Plan (December 2021)	24/08/2022	2400.00
Lenham Focus Magazine	Annual	1/2 page Lenham Focus advert	08/08/2022	226.80



Lotus Design and Print	One off	Lenham Cross Memorial Event invitation	10/08/2022	30.00
MBC NNDR	Annual	Cemetery and premises	09/03/2022	785.93
Nathan Beale	Monthly	Waste Bins, litter picking and cleaning WCs - July	31/07/2022	660.00
Nathan Beale	Monthly	Waste Bins, litter picking and cleaning WCs - August	31/07/2022	660.00
Paul Waring	Quarterly	Grounds Maintenance work - April - June 2022	29/07/2022	2893.20
TOTAL				11482.17

Cllr. M Ballard proposed, Cllr. S Heeley seconded and it was **RESOLVED** to make these payments.  
Cllrs. N Osborne and J Britt to authorise the payments on-line.

#### **22/65 TO RECEIVE THE REPORTS AND MINUTES OF THE PLANNING AND IMPLEMENTATION MEETINGS 25<sup>th</sup> JULY and 25<sup>th</sup> AUGUST 2022**

Cllr. S Heeley proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Monday 25<sup>th</sup> July 2022 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee meeting.

Cllr. N Osborne proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** that the reports and minutes of the P&I meeting held on Thursday 25<sup>th</sup> August 2022 are a true record and were approved, adopted and signed by the Chairman of the P&I Committee meeting.

- a. Cllr. J Britt reported on the first two days of the MBC local plan inspection. MBC received a letter from Natural England in August, but this has not been published.

#### **22/66 TO RECEIVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES MEETINGS 20<sup>th</sup> JULY AND 17<sup>th</sup> AUGUST 2022**

Cllr. A Walmsley proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** that the minutes of the F&GP meeting held on Wednesday 20<sup>th</sup> July 2022 are a true record and were approved, adopted and signed by the Chairman of the F&GP Committee.

Cllr. N Osborne proposed, Cllr. A Ratcliffe seconded and it was **RESOLVED** that the minutes of the F&GP meeting held on Wednesday 17<sup>th</sup> August 2022 are a true record and were approved, adopted and signed by the Chairman of the F&GP Committee.

Points to note: MBC have informed LPC that S106 money cannot be claimed retrospectively and therefore cannot be claimed for the tree works at the picnic site.

**ACTION** L Westcott to submit S106 application for the skate ramp resurfacing work.

- a. Cllr. A Ratcliffe proposed, Cllr. N Osborne seconded and it was **RESOLVED** to order 200 brochures as QPJ souvenirs at £453.

#### **22/67 TO DISCUSS OPTIONS FOR A LEASE FOR NEW NURSERY BUILDING AT HAM LANE ALLOTMENT SITE**

Cllr. N Osborne reported that LPC need to start considering what needs to be included in the lease for the nursery. It is likely to require a 99 year lease. All agree for details to be delegated to F&GP and then discuss with a solicitor. The lease for Ham Lane Allotments Association could be used as a starting point.

#### **22/68 RECREATIONAL PLAY AREAS – ACTION PLAN AND RESPONSIBILITIES**

L Westcott requested that the temporary plan to check play areas carry on until such time a suitable Cllr. is allocated the task. All agreed. L Westcott reported on the ongoing issues with anti-social behaviour at Ham Lane play park. An action plan was proposed at the last council meeting in July. This has not progressed due to Cllr. resignations. Cllr. A Ratcliffe volunteered to make a start on this. **ACTION** Cllr. A Ratcliffe to draft an action plan.

L Westcott reported on an incident where a child was injured using the skate ramp. Further information has been requested, but this has not been provided. Advice has been sought from the insurance company to gather relevant



information. Cllr. A Walmsley has reviewed the CCTV and there is no obvious record of an incident occurring that resulted in injury.

- a. All agreed to confirm the use of GRP for the resurfacing of the skate ramp. Cllr. J Britt reported that this will save money and ensure the surface is safe for use.
- b. All agreed it is sensible to have an ongoing inspection and maintenance contract with CPS who are installing the new surface. Cllr. A Ratcliffe proposed, Cllr. M Ballard seconded and it was RESOLVED to commit to the annual maintenance contract at £220 per year.

#### **22/69 TO CONSIDER INSURANCE PRE- RENEWAL QUESTIONNAIRE**

All agreed to delegate this to Cllr. N Osborne and L Westcott for review.

#### **22/70 PROJECTS**

- a. The Cross – Cllr. A Ratcliffe reported that the event last night went very well and a member of the public has begun production of a leaflet in commemoration of the event. The gates and steps have been completed and the information board has been installed and was unveiled at the event.
- b. Cemetery – Cllr. A Ratcliffe reported that the track in the cemetery required some attention – there is a large pothole and is very uneven. ACTION L Westcott to review and get quotes.
- c. Groom Way hedge – Cllr. N Osborne has been in contact with MBC regarding the works to LPC's hedge by Abbey homes, he will attend an open day being held by Abbey Homes at the Dog and Bear.
- d. Churchyard – Cllr. N Osborne reported that LPC has not covered the cost of the floodlights electricity bill since 2015 so has worked out an approximate amount due.  
ACTION Cllr. N Osborne to speak with the church and request an invoice for back payments.
- e. Headcorn Road Safety issues – Cllr. J Britt reported that he had met with KCC and they are contacting Thakeham to discuss required improvements. Cllr. S Heeley stated that there should a year one safety report. Cllr. A Ratcliffe asked why red tarmac couldn't be considered.  
ACTION Cllr. J Britt to request to safety report.
- f. Alms Houses - Cllr. M Ballard reported that the Alms Houses 400 year celebration is due to take place in October.

#### **22/71 CORRESPONDENCE**

L Westcott reported that three different households had been in contact regarding issues with noise from the Social Club garden. They have been advised to contact Laura Bullen at MBC

Cllr. J Britt reported that a Stop notice has been issued at Warren Lands in Sandway. Registration of the land is now completed with the owner's family.

**The meeting closed at 22.00**

Signed as a true record on this day 5<sup>th</sup> October 2022.....

Chairman of Lenham Parish Council