



Minutes of the Meeting of Lenham Parish Council
Held on Wednesday 5th March 2025, 7:30pm at Lenham Community Centre

PRESENT Cllr. J Britt, Chair presiding.

Cllrs. P Culver, D Earl, D Garland, K Hammond, M Michaelas, J Murray, N Osborne, A Ratcliffe, D Turner & A Walmsley.
L Westcott (Clerk), S Newell (Deputy Clerk)

Public participation

1 member of the public present. MBC Cllr. J Sams reported the following:

- There is an intermittent streetlight at the cemetery – L Westcott has reported this as per the LPC maintenance contract and is awaiting response.
- The email from Cllr. A Ratcliffe regarding VE Day 80th Anniversary celebrations has been forward to the festival committee.
- A proposal for ground investigations for Heathlands has been received. There is now a website
- MBC are holding a Freedom of the Borough meeting to commemorate the 5 year anniversary of COVID. A tree has been planted for each person in the borough that lost their lives to COVID.
- Cllr. D Earl asked about progress with the Harrow. Cllr. J Sams is aware of latest issues and Cllrs. J Britt and A Walmsley are attending a meeting on site on 14th March.

Cllr. J Britt provided a report from KCC Cllr. S Prendergast. A plan for the A20/Faversham Road was shown – the lining will be refreshed along with red tarmac added to the Faversham road to narrow the exit.

The chair opened the meeting at 7:50pm.

24/158 Apologies for absence received.

Apologies were received and accepted from Cllr. S Heeley and S Newell, Deputy Clerk.

24/159 To receive declarations.

Declarations of interest on Agenda items. Cllr. N Osborne declared an interest in Lenham Nursery.

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

Requests for dispensations. No new requests received, current dispensations stand for Cllrs. K Hammond.

24/160 To request notification of intention to film, photograph or record any items.

There were none.

24/161 In accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, the Council is to determine which items, if any, should be taken with the public and press excluded.

There were none.

24/162 To sign as a correct record the minutes of the Parish Council Meeting on 5th February 2025.

Cllr. D Garland proposed, Cllr. A Walmsley seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 5th February 2025** are a true record and were approved, adopted and signed by the Chair of the Parish Council.

24/163 Progress of resolutions from 5th February meeting (for information purposes only)

Cllr. J Britt reported that he has written to the MBC leader.

L Westcott has informed the insurance company to proceed with the required amendment.



24/164 To sign as a correct record the minutes of the Finance and General Purposes meeting on 5th February 2025

Cllr. P Culver proposed, Cllr. D Garland seconded and it was **RESOLVED** that the minutes of the meeting held on **Monday 24th February 2025** are a true record and with the recommendations were approved, adopted and signed by the Chair.

Points to note:

- i. Cllr. P Culver has reviewed the Risk Management Policy and thinks the “high” risks should be changed to “medium” as the impact is high, but the likelihood given the mitigation in place is low. All agreed to make this amendment and adopt the policy.
 - ii. Cllr. A Ratcliffe reported that the floor project in 1A is progressing, L Westcott reported that a leaking pipe has exacerbated the water and dampness in the cellar. The builders will fix this once the floor is complete.
 - iii. Cllr. A Ratcliffe reported that the WCs renovation is progressing, predominantly internally. A survey is required to identify underground cables.
 - iv. L Westcott reported that MBC has requested further information for the nursery planning application. One element is land registry, LPC must serve notice on the registered owner of the access road.
 - v. All agreed to support the street traders licence application for the monthly Lenham market.
- a. To authorise payments and note income:
A table of the payments and income for February is included in the minutes from F&GP.
Cllr. K Hammond proposed, Cllr. D Turner seconded and it was **RESOLVED** to make all the payments.
ACTION Cllrs. D Garland and N Osborne to authorise the payments online.
- b. Cllr. A Walmsley reported that he has received a quote to repair the CCTV at Maidstone Road car park for £250. Cllr. P Culver proposed, Cllr. D Garland seconded and it was **RESOLVED** to instruct Cybereye to complete the repair.

24/165 To receive the clerk’s report for February 2025 (including Financial Report)

L Westcott presented the report for February. The action plan will be reviewed at F&GP.

Cllr. J Britt stated it would be useful to find out how the parish warden role is going at Harrietsham PC.

ACTION L Westcott to contact Harrietsham PC.

34/166 To consider adoption of the following policies

L Westcott presented the following policies for adoption:

- a. Biodiversity Policy – Cllr. A Walmsley suggested a slight amendment to some of the wording, all agreed.
- b. Complaints Procedure and Policy – Cllr. A Walmsley suggested including Maidstone Borough Council before monitoring officer to confirm who that is, all agreed.
- c. Risk Management Policy – discussed under item 24/164
- d. General and Earmarked Reserves Policy.

With slight amendments as discussed, all agreed to adopt the Policies to be published on our website.

24/167 To sign as a correct record, the minutes of the Planning and Implementation Committee meeting on 19th February 2025

Cllr. J Britt proposed, Cllr. K Hammond seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 19th February 2025** are a true record and with the recommendations were approved, adopted and signed by the Chair.

- i. Cllr. J Britt reported an update on the Heathlands SPD meetings. Cllr. K Hammond reported that the rail station is now proposed further West than originally planned due to land ownership issues.
- ii. Cllr. A Walmsley reported that Abbey Homes Phases 2 and 3 have now been approved by MBC.



- iii. Cllr. J Britt requested views on the proposed changes by Countryside, all agreed to accept the proposals. **ACTION** Cllr. J Britt to contact the solicitor to confirm.
- a. To consider responses to the planning applications in Appendix A
 - 25/500520/PNT (Downtown Victorias Leisure)** In principle LPC agree to the proposed use, but a traffic management plan should be submitted with the full application.
 - 25/500464/FULL (46 Honywood Road)** No comments.
 - 25/500627/FULL (Rustlings 11 Chilston Road)** No comments.
 - 25/500600/SUB (Land at Old Ham Lane)** some concerns raised over roof materials. **ACTION** Cllr. A Ratcliffe to send comments to Cllr. A Walmsley.
 - 25/500486/LBC (Corner House, The Square)** No comments.

24/168 To consider whether a formal review of the adopted Lenham Neighbourhood Plan is required

Cllr. J Britt outlined the requirement for a formal review of the Lenham Neighbourhood Plan. L Westcott reported that we notified MBC of the intention to complete a review in October 2021. This needs to be followed up once the type of review has been considered.

- a. To consider the type of modification – to be decided during working group meetings.
- b. Establish a working group – Cllr. J Britt invited expressions of interest in joining the working group.

24/169 To receive a report from the Staffing Committee

L Westcott provided an update on recruitment in clerks report – the temporary post has been advertised. Cllr. D Earl reported that staff reviews will be completed in April.

24/170 To consider grounds maintenance quotes

L Westcott reported that despite trying to get alternative quotes for grounds maintenance, due to complexity of the type of work, this has proved difficult. It is recommended to use Steven Waring as per his quote (6% increase from 24/25) and next year aim to use contracts finder earlier in the year to get comparative quotes.

Cllr. D Garland proposed, Cllr. P Culver seconded and it was **RESOLVED** to instruct Steven Waring to complete the grounds maintenance for 25/26.

24/171 To discuss plans for VE Day 80 celebrations

Cllr. A Ratcliffe provided an update on the plans for VE Day 80. Cllr. A Ratcliffe left the meeting (21:20).

24/172 To consider quotes for cutting back Ham Lane hedge

L Westcott summarised the quotes for the work. Cllr. P Culver proposed, Cllr. N Osborne seconded and it was **RESOLVED** to instruct Steven Waring to complete the work for £480.

ACTION S Newell to contact Steven Waring to confirm.

24/173 To consider setting a budget (from capital funds) to enable a viability assessment for the extension of Maidstone Road car park and consider quotes for these initial works as follows:

Cllr. J Britt summarised the recent meeting with RB Plant. He reported that to assess the viability of the project some initial investigations are required. RB plant have provided quotes as follows:

- a. Quote for ground investigations for £5,930
- b. Quote for survey to locate underground services for £1,400 + VAT

All agreed to obtain further quotes for the works to ensure they are competitive.

24/174 To consider a quote of £5,095 for the installation of three defibrillators in rural locations as per report

Cllr. D Earl reported on the research and quotes obtained to install 3 defibrillators in rural locations in the parish. He recommends using Hopkins who will charge £5,095 for the installation of all three plus £200 annual fee for each for the Aftercare Plan. Cllr. D Earl suggested we also pay for the Aftercare Plan for the new defibrillator at the Dog and Bear. Cllr. P Culver proposed, Cllr. D Garland seconded and it was **RESOLVED** to accept the quote for installation and



aftercare for all three plus the Dog and Bear.

24/175 Update from meetings attended/ planned

None to report not already mentioned.

24/176 Project Updates (for information only)

None to report not already mentioned.

24/177 To report correspondence received

- a. L Westcott reported that a member of the public has reported concerns about the safety of scaffolding erected in the Square. Cllr. J Murray will get some advice and feed back to L Westcott.
- b. L Westcott reported on the safety concerns raised about the path leading from Rayners Hill to the picnic site following a pedestrian fall. The gate was previously locked but this has been removed. Cllr. N Osborne will put on a padlock to lock the gate.

The meeting closed at 22:00

Signed as a true record on this day 2nd April 2025.....

Chair of Lenham Parish Council