



**Minutes of the Meeting of Lenham Parish Council**  
**Held on Wednesday 1<sup>st</sup> October 2025, 7:30pm at Lenham Community Centre**

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

Cllrs. P Culver, H Dale, D Earl, D Garland, K Hammond, A Ratcliffe, D Turner, J Murray, A Walmsley & C Wood  
L Westcott (Clerk), A Ratcliffe (Finance & Admin Clerk)

**Public Participation**

5 members of the public - KCC Councillor Sarah Emberson, Callum Sweetman (Green Party Candidate), 2 Community Wardens and Hannah Dale.

Cllr. S Emberson reported KCC is still working on proposal for LGR with KPMG. One option is 1 Kent Council and 3 assemblies. Also noted they have rescinded the climate emergency declaration – feeling a more pragmatic approach is required.

KCC Community Wardens (Laura & Adam) introduced themselves. Laura will continue to engage with groups and the community as well as holding a drop-in surgery on Tuesdays in the Library.

Hannah Dale presented herself to be considered to fill the cllr. vacancy.

**25/90 Apologies for absence received.**

Apologies were received and accepted from Cllr. S. Heeley.

**25/91 To receive declarations of interest on the agenda, declarations to changes to the Register of Interests, and to consider Requests for dispensations.**

Declarations of interest on Agenda items. Cllr. J. Britt declared interest on item 25/102. Cllr A. Ratcliffe declared interest on item 25/95 (c) as well as 25/96. Cllr D. Turner declared interest on item 25/96.

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

Requests for dispensations. No new requests.

**25/92 To request notification of intention to film, photograph or record any items.**

There were none.

**25/93 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.

**25/94 To consider nominations received to fill the vacancies in North Ward by co option.**

Cllr. A. Ratcliffe proposed, Cllr. D Garland seconded and it was **RESOLVED** unanimously to co-opt Mrs Hannah Dale as a member for the North Ward. The declaration of acceptance was signed by Hannah Dale and witnessed by the clerk. The chair welcomed Cllr. H. Dale to join the council as a representative of the North Ward.

**25/95 Staffing Committee Report**

- a) Cllr. D Earl signed the minutes from 8<sup>th</sup> July
- b) Cllr. D. Earl signed the minutes from 28<sup>th</sup> September.
- c) Pay points were discussed. Cllr. D. Earl proposed, Cllr D. Turner seconded and it was **RESOLVED** to approve.

Cllr. Earl commented on overloading the office staff. All have been made aware.

**ACTION** Clerk L. Westcott to look at ONE Drive.



**25/96 To sign as a correct record the minutes of the Finance & General Purpose (F & GP) meeting on 22<sup>nd</sup> September 2025.**

Cllr. A. Ratcliffe proposed, Cllr. D. Garland seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 22<sup>nd</sup> September 2025** are a true record and with the recommendations were approved, adopted and signed by the Chair.

- a) To authorise payments and note income for September.  
A table of income for September is included in the minutes of F & GP. Cllr. A Ratcliffe proposed, Cllr. K. Hammond seconded and it was **RESOLVED** to make all payments. Cllr. D. Garland & Cllr. A. Walmsley to authorise the payments on line.  
**ACTION** Cllr. K. Hammond to come into office to sort out Utility log in.
- b) To co-opt a councillor to the F & GP committee (following resignation of Cllr. N. Osborne) Cllr. A Ratcliffe nominated and all agreed.
- c) To note the transfer of £1,500,000 from our savings account to CCLA – noted.
- d) To authorise payment to Evans and Langford of £960.00 (plus VAT) for Maidstone Road Car park works.  
Cllr. P. Culver proposed, Cllr. A. Warmsley K. Hammond seconded and it was **RESOLVED** to make payment.
- e) To consider the proposed location of CCTV cameras.  
Cllr A. Ratcliffe questioned the distance to see a face. **ACTION** Cllr. D. Garland to ask Amiga. The Co-op has been approached regarding paying for a camera to cover their loading bay. **ACTION** L. Westcott to write to the Co-op manager. An additional camera has been requested at Morrisons – all agreed. Cllr. Wood confirmed DIPA was needed. **ACTION** A. Ratcliffe to review this.
- f) To note the decision not to proceed with Maidstone Road carpark extension.  
Cllr. Ratcliffe reported the tree positions that are no dig zone and trees are in middle of the access road resulting in only 6 feasible spaces.  
**ACTION** Cllr. Ratcliffe to summarise in a report. **ACTION** Cllr. Britt to contact RB Plant to explain LPC position.
- g) To approve the Ham Lane play park repairs on historic equipment.  
Cllr. D. Garland proposed, Cllr. J. Murray seconded and it was **RESOLVED** to accept quotations from Safeplay.

**25/97 Clerks Report**

L. Westcott noted LPC insurance is due for renewal with no renewal notice sent. Cllr. C Wood observed they might be in breach of practice and offered advice to streamline the quote. Current supplier will no longer insure Allotment Buildings. Additional quotation required for Allotment building. All agreed to not demolish it.

**ACTION** Cllr. C Wood to assist with insurance review.

**ACTION** L. Westcott to contact broker noting the 2 week grace period does not cover our decision process.

**25/98 To sign as a correct record, the minutes of the Planning and Implementation Committee meeting on 17<sup>th</sup> September 2025.**

Cllr. J. Britt proposed, Cllr. A. Ratcliffe and seconded and it was **RESOLVED** that the minutes of the meeting held on **17<sup>th</sup> September 2025** are a true record and with the recommendations were approved, adopted and signed by the Chair.

It was confirmed East Lenham Farm decision has been deferred. Tim Dean to meet before 13<sup>th</sup> November to discuss points. **ACTION** Cllr. A Ratcliffe to send emails regarding SE support. Vistry – no update on to do list. Byways – Cllr. P Culver has checked and pedestrian gate padlock has been removed.

- a) To consider responses to the planning applications - see Appendix A.



**25/99 To consider adoption of the following policies:**

L Westcott presented the following policies for adoption:

- a) Risk Management – review for 25/26 - **ACTION** Cllr. C. Wood to review.
- b) Information Sharing
- c) Information Security Policy
- d) Data Protection Policy
- e) CCTV Policy

Cllr. J. Murray proposed, Cllr. D. Garland seconded and it was **RESOLVED** To adopt the policies following minor amendments.

**25/100 Updates from meetings attended/ planned (for information purposes)**

Cllr. K. Hammond attended the Maidstone KALC meeting - the Unity Authority still proposed for spring 2027, the Gypsy and Travellers policy consultation set for 14<sup>th</sup> October.

Cllr. D. Garland attended the Parish Online Insight Meeting.

Cllrs. A. Walmsley and Cllr. D Garland to attend the HIP meeting on 3<sup>rd</sup> October.

Cllr. A. Ratcliffe to attend meeting with Tim Dean.

Cllr. J. Britt to attend PPG meeting, Charing PC Meeting 14<sup>th</sup> October as well as Stop Brock and KCC Transport Meeting 22<sup>nd</sup> October.

Internal Audit taking place 16<sup>th</sup> October.

Cllr. A Ratcliffe reported a meeting with Frank Bradshaw to discuss Remembrance Sunday.

**ACTION** L. Westcott to change F & GP to 27<sup>th</sup> October.

**25/101 Update on Nursery Project**

- a) **ACTION** Cllr. A Ratcliffe to issue report on Project Management
- b) Report was circulated on purchasing adjacent project – It was agreed that this was not viable.
- c) CIL application open – Officers to start application process

**25/102 To consider the Grant Application from PPG for £500**

Cllr. J. Britt expressed non-pecuniary interest.

Cllr. A. Walmsley proposed, Cllr D. Earl Garland seconded and it was **RESOLVED** to approve

**25/103 To consider the Grant Application from Lenham Meadows Trust for £100**

Cllr. K. Hammond proposed, Cllr J. Murray seconded and it was **RESOLVED** to approve.

**25/104 To decide on the procedure for the Public Toilet Emergency Pull cord alarm system**

All agreed to monitor and manage incidents as they occur.

**ACTION** Officers to issue sign with contact number.

**25/105 To consider security options for the Cross**

Cllr. J Britt has contacted landowner by telephone asking permission to install Estate fencing. No response. **ACTION**

Cllr. Britt to visit the landowners. Quotes are being sourced for fencing.

**25/106 Project Updates**

- a) None to report. **ACTION** Cllr. A Ratcliffe to issue report regarding Cemetery Road

**25/107 Report Correspondence**

- a) **ACTION** Cllr. J Britt to email Church regarding grant application.
- b) **ACTION** Cllr. D Turner to proof Litter Pick poster to publish.



## Appendix A

25/503345/LBC	23 Maidstone Road, Lenham	<p>Lenham Parish Council notes that this is a re-application of 25/500159 and that their comments on this rejected application have not been taken into account As such LPC objects to his new application.</p> <p>As stated before there is a of lack of detail and these are among the poorest drawings of a listed building in a conservation area that we have ever seen. For example there appears to be no details on the timber work to the windows – other than that they will be repaired in similar materials. Much the same comment applies to the internal work - the material specifications have not been specified in other than general terms.</p>
25/503777/FULL	Ivy House, Brenchley Field, Harrietsham	No Comment
25/503950/FULL	Corner House, The Square, Lenham, Kent, ME17 2PQ	No Comment
25/503951/LBC	Corner House, The Square, Lenham, Kent, ME17 2PQ	No Comment

**The meeting closed at 21:55**

Signed as a true record on this day 5<sup>th</sup> November 2025.....  
Chair of Lenham Parish Council