



NOTICE OF THE ANNUAL MEETING

Of Lenham Parish Council 7:30pm on Wednesday 6th May 2026
Osborne Room, Lenham Community Centre

To: All members of the Parish Council

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the Meeting of Lenham Parish Council on Wednesday 6th May 2026 at 7.30 p.m.
The meeting will be held in Lenham Community Centre, Groom Way, Lenham, ME17 2QT

Lisa Westcott

Clerk and RFO, Lenham Parish Council
30th April 2026

Agenda

- 26/01 Election of Parish Council Chair. Elected chair to sign Declaration of Acceptance of Office.
- 26/02 Election of Parish Council Vice Chair. Elected vice chair to sign Declaration of Acceptance of Office.
- 26/03 Apologies for absence received.
- 26/04 To receive declarations of interest on the agenda, declarations to changes to the Register of Interests, and to consider Requests for dispensations.
- 26/05 To request notification of intention to film, photograph or record any items.
- 26/06 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.
- 26/07 Formation of Council Committees and nominations of members
 - a. Finance and General Purposes Committee (6)
 - b. Planning and Implementation Committee (6)
 - c. Staffing Committee (4)
- 26/08 Review of Delegation arrangements to Committees and their Terms of Reference
 - a. Finance and General Purposes Committee
 - b. Planning and Implementation Committee
 - c. Staffing Committee
- 26/09 Councillor responsibilities – review existing and vacant responsibilities.
- 26/10 Appointment of Representatives to outside bodies:
 - a. Kent Association of Local Councils (KALC)
 - b. Lenham Community Centre
- 26/11 To consider the adoption of the Council's updated standing Standing Orders May 2026.
- 26/12 To consider the adoption of the Council's updated Financial Regulations May 2026.

26/13 Public Participation: Adjourn meeting to enable members of the public to address the council.

A period of time has been set aside during which the Parish Council invites Questions from Parishioners present (20 minutes is allowed for this part of the meeting, the minute book is closed for this part of the meeting).

26/14 To sign as a correct record the minutes of the Lenham Parish Council Meeting on 1st April 2026

26/15 Progress of resolutions from 1st April (for information purposes only).

26/16 Report from Staffing Committee

26/17 To sign as a correct record the minutes of the Finance and General Purposes (F&GP) meeting on 20th April 2026

- a. To authorise payments for April and note income.
(Details of payments and income tabled in April F&GP minutes)
- b. To authorise transfer of £250,000 to CCLA.
- c. To adopt the LPC action plan for 26/27
- d. To approve the quote for geraniums for £190 ex VAT.
- e. To approve the purchase of two heavy weight gazebos, up to the limit of £800.
- f. To approve the repair works to skate ramp for £4645 ex VAT.

26/18 To receive the clerk's report for April 2026.

26/19 To sign as a correct record the minutes of the Planning and Implementation Committee (P&I) meetings on 18th March and 15th April 2026

- a. To consider the planning applications in Appendix A

26/20 To consider the quote for the replacement dormer at 1A (Office) for £21,950

26/21 To consider options for East Lenham Farm Playpark facility.

- a. Developers design and hand over to LPC.
- b. Developers design and manage.
- c. LPC design and manage the playpark.

26/22 Updates from meetings attended/ planned (for information purposes only)

26/23 Project Updates (for information purposes only)

26/24 To report correspondence received (for information purposes only)

If you require a printed copy of this agenda, please request this from the parish office during opening hours.



Appendix A

Application Number	Address	Application Content
26/501429/FULL	Old Shelve, The Stables Ashford Road Lenham Kent ME17 2DT	Erection of two timber outbuildings in the rear garden, ancillary to the main dwelling.
26/501396/SUB	Ivy House 4 Brenchley Field Harrietsham Kent ME17 1WS	Submission of details pursuant to condition 4- (Enhancement of ecology), 5-(Landscaping scheme) subject to 25/503777/FULL
26/501515/FULL	Warren Lands Lenham Heath Road Sandway Kent ME17 2NB	Change of use of the land for the stationing of two mobile homes and two touring caravans for Gypsy / Traveller occupation. Installation of access track onto Headcorn Road and closure of access onto Lenham Heath Road. For a temporary period being 5 years. (retrospective)
26/501203/FULL	Banky Meadow Farm Headcorn Road Sandway Kent ME17 2NE	Demolition of existing single storey rear lean-to and shed and erection of a part single storey, part two storey rear extension, and a single storey side extension. (re-submission of 23/504226/FULL).
26/501298/LBC & 26/501297/FULL	Ridding Farm Headcorn Road Sandway Kent ME17 2ND	Erection of a single storey link extension between the listed farmhouse and the existing ancillary outbuilding, together with the conversion of the outbuilding to provide a ground floor WC/shower room and a small snug. Works to the ancillary outbuilding including insertion of a new window, 2no. conservation rooflights, and the replacement of the existing slate roof covering with plain clay tiles to better match the main farmhouse. Internal alterations are proposed within the kitchen of the farmhouse to remove modern interventions and create a new, more accessible utility space. In addition, replacement of all modern windows to the main farmhouse and outbuilding.

