

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

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 2nd June 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 28th May 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 12.05.2026. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police**
5. **Software Licences:** To review and approve the Council's Software Licences for 2026/2027 (*)
6. **Audio Equipment for Meetings:** To consider options and agree a budget (*)

7. **Communication in print (symbols for children with disabilities) and sensory boards:** To consider approving the purchase, location and budget (*)
 8. **Liaison Councillor Roles:** To agree the Councillors and roles (*)
 9. **WhatsApp:** To consider the use of WhatsApp (*)
 10. **Meopham Green:** To consider the request from Maidstone Art Society (*)
 11. **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

12. **Southdown Shaw Allotments:** Receive an update

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Minutes of the Annual Council Meeting held on Tuesday 12th May 2026 at 7:00pm at the Cricket Pavilion, Meopham Green, Wrotham Road, DA13 0PZ

Members Present: Cllr S Buchanan
Cllr D Bramer
Cllr R Collings
Cllr D Fisher
Cllr S Gofton
Cllr D Johnson
Cllr S Johnson
Cllr J McNamara
Cllr D Sims
Cllr B Wade
Cllr P Watson

In Attendance: 9 members of the public
L Winter – Clerk
A Brown – Assistant Clerk

Meeting commenced 19:00

Item 1: To elect the Chairman of Meopham Parish Council for the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Chairman

F.C. 01 Cllr McNamara was proposed by Cllr Buchanan and seconded by Cllr S Johnson. Elected unanimously.

Cllr McNamara signed the Acceptance of Office.

Item 2: To elect the Vice-Chairman of Meopham Parish Council for the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman

F.C. 02 Cllr Buchanan was proposed by Cllr Wade and seconded by Cllr Bramer. Cllr Sims was proposed by Cllr Watson and seconded by Cllr S Johnson. Cllr Buchanan received five votes and Cllr Sims received six votes.

Cllr Sims was elected Vice-Chairman of Council and signed the Acceptance of Office.

Item 3: Apologies for Absence: To receive and accept apologies

F.C. 03 None. All present.

Item 4: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 04 Cllr D and S Johnson declared an interest in Item 10.6 Software Licences

Item 5: To approve minutes of the of the meeting held on 07.04.2026

F.C. 05 The Clerk advised that version 3 was what was before Councillors following a number of comments received from the MDAA and public who were present at that meeting. The minutes are not verbatim, but to try and appease the MDAA and public, using a recording of the meeting from a third party, the minutes had been added to. This is not normal procedure so Councillors can choose to accept these or revert to the original version.

RESOLVED that: The minutes of the Full Council meeting of 07 April 2026 (version 3) be agreed. There were 10 in favour and 2 abstentions.

Item 6: Policy Review: To establish a Policy Review Working Group to review all council policies, with the exception of employment policies and the Employee Handbook

F.C. 06 RESOLVED that a policy review working group be agreed.

Item 7: Committees & Working Groups – Terms of Reference

- 7.1 Planning: To agree the terms of reference for a Planning Committee or for a Planning Applications Working Group the Personnel Committee**
- 7.2 Personnel Committee: To agree the terms of reference for the Personnel Committee**
- 7.3 Policy Review Working Group: To agree the terms of reference for the Policy Review Working Group**

F.C. 07 RESOLVED that:

- 7.1 Planning be a working group, 6 votes for and 2 abstentions, with 5.3 amended to read ... at least two of the four ward councillors representing the ward the application is from. There were 7 votes for.
- 7.2 Personnel Committee be agreed subject to the following amendments:
 - 5.1 bullet 3 add including non councillors but subject to a quorum of 3;
 - 6.1 bullet 8 add after HR provider, KALC and the council's insurers, as appropriate;
 - 6.1 bullet 12 add , as per co-option policy.There was 1 abstention.
- 7.3 Policy Review Working Group be agreed subject to adding at 2.2 to include either the Chairman or Vice- Chairman. Agreed unanimously.

Item 8: Membership

8.1 Planning: To elect members to the Planning Applications Working Group as per the agreed terms of reference

F.C. 08 The Planning Applications Working Group would consist of Cllr Bramer, Cllr Buchanan, Cllr Collings, Cllr Gofton, Cllr Wade, Cllr Watson along with Cllr McNamara ex officio, and one vacancy.

8.2 Personnel: To elect members to the Personnel Committee as per the agreed terms of reference

F.C. 09 6 nominations were received for 4 places.

Cllr Watson raised a concern over Cllr Buchanan nomination due to an outstanding grievance. Councillors agreed that any Councillor would recuse themselves from meetings if there was a conflict. Votes were made with the lowest 2 becoming the substitute members.

The Personnel Committee would consist of Cllr Buchanan, Cllr D Johnson, Cllr S Johnson, Cllr Sims along with Cllr McNamara ex officio.

Cllr Fisher and Cllr Watson would serve as substitute members.

Cllr Watson questioned further the eligibility of Cllr Buchanan on the Personnel Committee due to their potential ability to influence the Committee.

Item 9: Council Governance – Scheme of Delegation: To review and approve the Council’s Scheme of Delegation for the 2026/2027 municipal year

F.C. 10 RESOLVED that the Scheme of Delegation be reviewed and approved for the 2026/2027 municipal year subject to an addendum of a list of responsibilities that cannot be delegated to the Clerk and what has been explicitly delegated to the Clerk.

Item 10: Annual Review of Council and Administration

F.C. 11 RESOLVED to consider and approve the matters placed before them.

10.1 The schedule of meetings be agreed with Planning changing to teams meetings.

10.2 The starting time of meetings to be 1900.

Councillor Collings left at 20:09

10.3 The asset register be deferred.

10.4 The key holder list be agreed with the Chairman provided the pin code for the key safe.

Councillor Collings returned at 20:15

- 10.5** Professional membership fees be agreed.
- 10.6** Councillor D Johnson advised that he was about to launch a piece of software for council governance and associations such as allotments. Offer to MPC for life, for free including support. Councillors accepted this offer. Councillors queried ParishOnline cost and how long the information remained if not renewed. Councillors requested this item be deferred to the next meeting.
- 10.7** The arrangements for receiving correspondence be continued.
- 10.8** The bank signatories be agreed subject to the replacement of Cllr Haslam with Cllr McNamara, as the Chairman of the Council.
- 10.9** Standing Orders and Direct Debits be agreed.
- 10.10** The acceptance of the insurance quote from Zurich for 3 years subject to the Clerk finalising the insured items which may affect the exact final quoted figure.

Item 11: 2025-26 End-of-Year Financial Matters

F.C. 12 Councillors considered the documentation presented.

RESOLVED that:

- 11.1** The statement of Internal Control in support of the Annual Governance Statement be approved and signed.
- 11.2** The Internal Audit report for Financial year end 31 March 2026 be received with its recommendations noted.
- 11.3** The Annual Internal Audit Report 2025/26 and Annual Governance Statement 2025/26 Section 1 be approved and signed.
- 11.4** Accounting Statements, Bank Reconciliation and Variances be approved and signed.
- 11.5** The dates 03.06.26 – 14.07.26 for the Exercise of Public Rights be noted.
- 11.6** The financial risk assessment be approved.

Item 12: Financial Matters

F.C. 13 The payment and bank documents were considered.

RESOLVED that:

- 12.1** The schedule of payments since the last meeting up to 31.03.26 and 30.04.26 be agreed.
- 12.2** The receipts and payments report for the same period be received.
- 12.3** The bank statements be received.
- 12.4** The council reserves statement be received.

- Item 13: Parish Council Representatives on External Bodies: To agree representatives for the 2026-2027 council year**
- F.C. 14** Councillors considered the proposed representatives. **RESOLVED** that:
- Councillor Sims be appointed to Meopham Village Hall Committee.
- A number of Councillors were nominated for Gravesham KALC and following a vote Councillor Watson be appointed along with Councillor McNamara, as the Chairman of the Council. Both empowered to appoint proxies in their absence.
- Councillor Bramer be appointed to Culverstone Community Association and Councillor Watson be appointed to GROWC and Securing the Landscape.
- Item 14: Contracts Register: To note the Council's contract and leases register for the 2026-2027 municipal year**
- F.C. 15** **RESOLVED** that: the Contracts and Leases Register be noted.
- Item 15: Work Programme for 2026/27: To note the Council's work programme and agenda management timetable for the 2026-2027 municipal year**
- F.C. 16** **RESOLVED** that: The work programme be received.
- Item 16: London Green Belt Council: To consider joining this Council with membership starting at £25**
- F.C. 17** **RESOLVED** that Meopham Parish Council join the London Green Belt Council.
- Item 17: Arnold-Baker on Local Council Administration**
- F.C. 18** **RESOLVED** that the 14th Edition of Arnold-Baker on Local Council Administration be purchased at £144 for SLCC members.
- Item 18: The Clerks' Manual 2023**
- F.C. 19** **RESOLVED** that The Clerks' Manual 2023 be purchased at £47.50 for SLCC members.
- F.C. 20** Suspension of Standing Order 3(x) – a meeting shall not exceed a period of two hours.
- PROPOSED:** Cllr D Johnson. **SECONDED:** Cllr S Johnson. All in favour.
- F.C. 21** Closed Session – all public and press were asked to leave the meeting.

PROPOSED: Cllr D Johnson. SECONDED: Cllr S Johnson. 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 19: Bus Shelter Cleaning Contract: To consider quotes received for a new three year bus shelter cleaning contract (*)

F.C. 22 RESOLVED that the Bus Shelter Cleaning Contract be awarded to Element UK Limited

PROPOSED by Cllr Ward and SECONDED by Cllr S Johnson. All in favour.

Item 20: Southdown Shaw Allotments

F.C. 23 RESOLVED that:

20.1 The offer of the free software from Councillor D Johnson would meet the management system requirements.

20.2 Legal action was agreed with a caveat that the Clerk checks with the insurers what cover, if any, we have in the first instance. If not covered then contact the previous solicitor recommended by KALC. No dialogue with the MDAA until advice received. There were 10 in favour and 1 abstention.

Councillors D and S Johnson left at 21:33

20.3 The outstanding Site issues were noted but Councillors and Officers cannot attend the Site until 20.2 implemented.

The meeting ended 21:37

Agenda Item: 5

Report to: **Annual Council Meeting (02.06.26)**

Subject: **Software Licences**

The Council currently has the following software licenses in place.

Software Name	Provider	Annual Cost	Purpose
Scribe	Starboard Systems	£1137.60	Accounting System
Home Hosting Meopham-pc.gov.uk	Cloud Next Ltd	£49.99	Emails
Microsoft 365	Heliocentrix	Variable	Phonelines and Microsoft 365
Parish Online	Geoxsphere	£324.00 Due 22 nd June 2026	Digital Mapping System Out of date info, so either subscribe for it to be of any use or discontinue
Software	Councillor D Johnson	Free	Council Governance including Allotment Management System

Audio Equipment for Meetings — Initial Findings

1. What this paper is for

Some of us have noticed that at meetings, people sometimes struggle to hear what is being said — across the table during discussion, from the public seats, and especially anyone with a hearing aid. I offered to look into what is on the market and what it costs, so the Council could decide whether to do anything about it.

This paper is not asking the Council to spend any money today. It asks two simple questions:

- Now we have rough numbers, do we want to keep looking at this, or leave things as they are?
- If we keep going, roughly what kind of solution and budget should I work towards?

2. The three problems

Three different difficulties came up when I talked to people:

- Councillors hearing each other. Across the U-shaped table, people at one end can struggle to hear those at the other end, especially when the hall is noisy or echoey.
- The public hearing the Council. People in the audience seats can struggle to hear our discussion, and we can struggle to hear them when they ask questions during the open session.
- People who wear hearing aids. Both of the above are much worse for anyone with a hearing aid. Hearing aids work best when they connect directly to a sound system, rather than picking voices out of the air. We currently have nothing like that.

3. What the law says (briefly)

The Equality Act requires us to make reasonable adjustments so that disabled people, including those with hearing difficulties, can take part in public meetings on the same terms as everyone else. A solution that helps the general audience but not hearing-aid users would probably not meet that test.

4. What the kit needs to do

- Travel easily between halls in a bag or case;
- Take no more than five minutes for the Clerk to set up on their own;
- Run on battery for the duration of a meeting;
- Charge from one plug between meetings;
- Need no fiddling or specialist setup before each meeting;
- Last at least five years, with a warranty;
- Help people with hearing aids as well as everyone else.

5. What is on the market and what it costs

There are six broad types of kit available. The numbers below are rough ranges including VAT. In some cases VAT may not apply if a councillor or regular attendee has a hearing impairment — worth checking later if we proceed.

Opt.	What it is	Helps councillors	Helps audience	Helps hearing-aid users	Rough cost (inc. VAT)
A	One battery speaker plus a few wireless mics passed around the table	A bit	Yes	No	£800–£1,500
B	A wireless microphone for each councillor plus one battery speaker	Yes	Yes	No	£2,000–£3,500
C	Wireless table microphones, a portable hearing loop, and a battery speaker	Yes	Yes	Yes	£3,000–£4,500
D	Traditional council-chamber kit (a mic at each seat, wired together) plus a portable hearing loop	Yes	Yes	Yes	£6,500–£9,500
E	A wireless version of D, usually bought used from a corporate seller, plus a portable hearing loop	Yes	Yes	Yes	£4,500–£8,500
F	Purpose-built public meeting kit (passaround mics, a special speaker, and small receivers for hearing-aid users)	Yes	Yes	Yes	£8,300–£12,000

The first two options (shaded) are the cheapest, but neither helps people with hearing aids. They would probably not meet the Equality Act test for a public meeting, so I have not focused on them. They are shown so we can see the full picture.

Of the remaining four:

- Option C is the cheapest way to cover everyone reasonably well. It has three separate pieces of kit to set out (mics, hearing loop wire, speaker), which means a slightly longer setup.
- Option D is a traditional council-chamber setup, with each councillor having their own microphone. It involves cables running between every seat.
- Option E is a tidier wireless version of D, usually only available second-hand from corporate sales — so quality is good but availability depends on what is on the market when we buy.
- Option F is the highest-quality option, designed specifically for public meetings. A free ten-day trial is available before any commitment. It is also the most expensive.

6. The two decisions for the Council

I am not asking the Council to spend any money today. I am asking us to decide two things.

Decision 1 — do we want to keep looking at this?

The Council is asked to agree, in principle, whether the audio difficulties at our meetings are worth solving with kit of our own, or whether we should leave things as they are.

Decision 2 (only if we agree to keep going) — roughly what kind of kit, and roughly what budget?

It would help me to know which direction the Council would like to head in, so I can get proper written quotes. The Council is asked to choose one of:

- A modest budget of around £4,500, aimed at Option C above.
- A mid-range budget of around £8,500, aimed at Options D or E.
- A larger budget of around £12,000, aimed at Option F (with the free trial first).

7. What happens next

If the Council agrees to continue (Decision 1) and a rough direction and budget is chosen (Decision 2), I will obtain at least three written quotes within thirty days and bring them back to the next meeting for a full procurement decision. If the Council decides not to continue, no further action is needed.

Item 7

Playground Non-Verbal Communication Outdoor Mountable Panel - Panel Only

Fitzgerald Key Communication Panel designed specifically for children who have difficulty communicating verbally, such as those with Autism. Supplied as a play panel, this item can be easily installed to suit your setting. Mounting posts for freestanding or in-ground installation are available separately.

- Durable construction suitable for outdoor use
- Designed for educational and playground environments
- Low-maintenance and long-lasting design
- Made from XD-Eco HDPE, our play panels can be easily installed using our Aluminium or Recycled Posts, or mounted onto your own panel or structure. (Sold Separately)
- The panel can be used as a standalone product



£482.66 Ex VAT

£579.19 Inc VAT



Lead Time: **7-10 Days**

SKU: **FH.FIPLC06**



Recycled Round Plast

Recycled Round Plastic Post for Play Panels

£121.86 Ex VAT

£146.23 Inc VAT



Minibeasts Outdoor Mountable Sensory Panel - Panel Only

£484.63
Ex VAT



Outdoor Sensory Mountable Play Panel - Panel Only

£439.50
Ex VAT







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Liaison Councillor Roles

Area	Councillors	Areas of Interest
Culverstone & Harvel (x 2 Cllrs)		• Harvel Green Survey • Priestwood Green Survey • Fowlers Stone Green Survey • Culverstone Green Survey • Harvel Pond • Community events/meet ups • Village Sign • Culverstone Primary School • • •
Camer & Meopham Green (x2 Cllrs)		• Meopham Green Survey • Pitfield Green Survey • Pitfield Green Toilets • War Memorial • Drinking Fountain • Community events/meet ups • Meopham Secondary/Primary and Helen Allison Schools • • •

Nurstead & Hook Green (x 2 Cllrs)		• Hook Green Survey • Melliker Green Survey • Edmund Green Survey • Judsons Recreational Grounds • Judsons Playground Inspection • Village Sign • Community events/meet ups • The Colts • • • •
Southdown Shaw Allotments (x 2 Cllrs with officers)		• Health & Safety • Breaches • Maintenance • Events • • • •

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Agenda Item	Item 9
Meeting Date	02 June 2026
Report Title	WhatsApp
Recommendation/s	To consider the use of WhatsApp
Prepared By	Clerk – Lisa Winter on request of Chairman – Cllr J McNamara

Detailed Information

Yes — a parish councillors-only WhatsApp group can be lawful and fairly common, even if officers (such as the Clerk) are excluded. However, there are some important governance, transparency and data protection risks that the council should manage carefully.

The key issues are usually not the existence of the group itself, but what is discussed in it.

1. Is it allowed? Generally, yes. Councillors are entitled to communicate informally with one another outside meetings. A WhatsApp group is no different in principle from phone calls, emails or chatting in the pub.

However, the group must not become a substitute for formal council decision-making.

Problems arise if councillors:

- debate live agenda items in depth,
- reach collective decisions outside meetings,
- “pre-determine” votes,
- exclude the public from effective decision-making,
- or use the group to avoid scrutiny.

Many parish councils now have formal WhatsApp/social media policies saying groups should only be used for:

- reminders,
- logistics,
- urgent operational updates,
- or sharing information.

2. Does GDPR apply? Yes — potentially.

If council business is discussed, the messages may contain:

- personal data,

- confidential information,
- complaint details,
- staffing matters,
- resident information,
- planning matters, etc.

That means UK GDPR and the Data Protection Act 2018 can apply.

Key risks include:

- sharing personal data improperly,
- councillors exposing each other's mobile numbers,
- using personal devices insecurely,
- or retaining/deleting records inconsistently.

The [Information Commissioner's Office \(ICO\)](#) makes clear that information held on non-corporate systems can still fall within information rights law.

Practical safeguards usually include:

- avoiding sensitive/confidential discussions,
- using council-issued email for formal matters,
- password-protected devices,
- and adopting a written communications policy.

3. Does FOI apply? Potentially yes — and this is the biggest misunderstanding many councils have.

If councillors are discussing council business on WhatsApp, those messages can be “held” for the purposes of the Freedom of Information Act.

The ICO recently ruled against a parish council that argued WhatsApp messages were private and outside FOI. The ICO found that messages about planning, meetings and councillors' roles were indeed council-held information.

So:

- messages about council business may need to be searched for FOI requests,
- even if on personal phones,
- even if officers are excluded,
- and even if the group is described as “informal”.

That creates practical problems around:

- record retention,
- disclosure,
- and retrieval of messages from personal devices.

4. Do Subject Access Requests (SARs) apply? Yes — if personal data about an identifiable individual is contained in the messages.

For example:

- complaints about a resident,
- discussions about a staff member,
- conduct allegations,

- or identifiable personal information

could potentially be disclosable under a SAR.
The ICO says SARs can cover information held anywhere, including messaging platforms.

5. Is excluding officers a problem? Not automatically.

Councillors may legitimately want a members-only discussion space. However, excluding officers can increase governance risks because:

- there is less oversight,
- records may not be captured,
- advice may be missing,
- and councillors may drift into unlawful informal decision-making.

A Clerk would usually advise:

- keep the group informal only,
- no decisions,
- no confidential staffing matters,
- no quasi-judicial discussions (planning/licensing/etc.),
- and anything substantive should move to formal channels.

So, in summary:

- **WhatsApp groups are not inherently prohibited**
- **GDPR can apply**
- **FOI can apply**
- **SARs can apply**
- and councillors should assume council-related messages may later become disclosable.

Recommendation: To consider the use of WhatsApp. If approved a short WhatsApp policy would be required.

Re: Maidstone Art Society

From Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Date Thu 07/05/2026 9:20 AM

To [REDACTED]

Bcc [REDACTED]
[REDACTED]

Hi [REDACTED]

Parking is available albeit limited around the green itself.

The next meeting that I can put this to Councillors is in June and I will arrange for your request to go on the agenda.

Kind Regards,

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer
Meopham Parish Council - www.meopham-pc.gov.uk

From [REDACTED]

Sent: 29 April 2026 3:18 PM

To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Subject: Re: Maidstone Art Society

Hi

Thank you so much for getting back to me.

We are currently arranging our summer timetable so we have a great deal of flexibility with regards to when we visit.

We usually paint on weekdays and if the cricket club is agreeable, we would be more than happy to fit in with them.

Additionally is there any parking available nearby?

Kind regards

[REDACTED]

Sent from Outlook for Android

From: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Sent: Wednesday, April 29, 2026 11:19:49 AM

To: [REDACTED]

Subject: Re: Maidstone Art Society

Good morning [REDACTED]

What day of the week are you looking at, as this green is primarily used for cricket? If you are looking at a day during the week, I can put this to the Councillors of Meopham Parish Council, who would consult with the cricket club.

As to toilet facilities. The public toilet block opposite the green will hopefully be reopened shortly.

Kind Regards,

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer
Meopham Parish Council - www.meopham-pc.gov.uk

From: [REDACTED]
Sent: 28 April 2026 5:04 PM
To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
Subject: Maidstone Art Society

Hi I wonder if you could assist me.

I am contacting you on behalf of Maidstone Art Society, as we are exploring the possibility of organising an outdoor painting session in Meopham. Based on the photographs, the windmill appears to be a captivating focal point for our event. I would greatly appreciate any additional information you could share to help us plan this activity.

Our painting sessions usually attract a modest number of participants, generally ranging from six to eight individuals. During my recent review of the area, I observed a spacious green situated directly across from the windmill. Would it be possible for our group to use the green for painting? Furthermore, I would appreciate it if you could provide information regarding the availability of public toilets nearby. I saw on your website that visitors are welcome to use the facilities at Costa Coffee, and I wondered whether there are any additional public toilet options nearby. Could you also let me know how far Costa Coffee is from the windmill site?

Is it necessary to obtain permission before our group uses the green for painting?

Any information that you could provide to me would be very gratefully received.

Kind regards

[REDACTED] Chairperson Maidstone art society.