

Meopham Parish Council

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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 11th November 2025** at **7:00pm** to be held at **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: Tuesday 4th November 2025

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 Meetings:** To approve the minutes of the meetings held on 28.10.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Pitfield Green Toilets:** Receive update from Clerk
5. **Public Session & External Reports**
 - 5.1 **Public Session**
 - 5.2 **Borough Councillors and County Councillor**
 - 5.3 **Police**
6. **Arboricultural Survey:** To review the survey and consider the recommendations (*)
7. **Speedwatch:** To consider purchasing a Speed Indicator Device (SID) (*)

8. **Shallow Shaw Allotments:** To consider the report and make any recommendations (*)
9. **Financial Matters**
 - 9.1 **Approval of Payments:** To approve the payments made since the last meeting up to 31 October 2025 (*)
 - 9.2 **Receipts & Payments Report:** To note the receipts and payments report up to 31 October 2025 (*)
 - 9.3 **Bank Statements:** To note the Unity, Cambridge, Lloyds and Redwood statements and the supporting Bank Reconciliation as of 31 October 2025 (*)
 - 9.4 **Council Reserves:** To note the reserves balance as of 31 October 2025 (*)
10. **Decisions Tracker 2024/2025:** To note the report (*)

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Minutes of the Parish Council Meeting held on Tuesday 28 October 2025 at 7:00pm at Meopham Cricket Pavilion, Wrotham Road, Meopham, DA13 0PZ

Members Present:

- Cllr S Buchanan
- Cllr D Bramer
- Cllr R Collings
- Cllr D Fisher
- Cllr S Gofton
- Cllr P Haslam – Vice-Chairman **Chair for the meeting**
- Cllr D Johnson **arrived 19:21**
- Cllr S Johnson
- Cllr J McNamara
- Cllr B Wade

In Attendance:

- Cllr D Morton – Kent County Council
- Cllr G Harding – Gravesham Borough Council
- 5 members of the public
- L Winter – Clerk

Meeting commenced 19:05

Item 1: **Apologies for Absence: To receive and accept apologies**

F.C. 115 Apologies were received from Cllr Sims (unwell) and Cllr Watson (prior commitment).

Item 2: **Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting**

F.C. 116 None declared.

Item 3: **To approve minutes of the of the meetings held on 07.10.2025 and 23.09.2025**

F.C. 117 Councillor Buchanan proposed and Cllr S Johnson seconded that the minutes of the Full Council Meeting of 07.10.2025 be approved. All in favour.

Item 4: **Public Session & External Reports**

4.1 Public Session

Disclaimer: The statements made during the Public Session reflect the opinion of the speaker(s) and are not necessarily accurate or factual information.

F.C. 118 A member of the public raised a number of points regarding the draft budget and the Forecast Outturn budget, which appeared to show double accounting for a number of items.

A member of the public stated that the housing developments should be a standing item.

Another member of the public expressed that MPC is only a small authority and if you take out all the contracts from the budget, are 4 officers needed to spend what remains?

4.2 Borough Councillor and County Councillor

F.C. 119 Councillor Harding advised Councillors about the latest version for devolution within Kent. GBC and DBC were working together on option 5A, which was the first one with clear directives and implications. He assured MPC that he would keep them fully informed on how things developed.

Councillor D Johnson arrived 19:21

In answer to a question regarding the local plan from GBC, Councillor Harding said they were all still waiting on this and that he did not know when it was likely to be published. He added that it was important for Rural Gravesham, as was any reclassification of green belt to grey belt.

In reference to the Traveller Site, Whitepost Lane, he was aware of the damages to trees etc which officers were investigating.

Councillor Morton referred to all the devolution options and the costs for them and stated that there could be 12 by Christmas. Lots of options can be put to the Government. The Government make the decision. However, KCC have made the decision that it does not suit Kent.

Councillor Morton stated that GBC had not issued the local plan because they wanted to rail road the developments through. She added that she did not know the answer to the question whether GBC had a legal obligation to put a date on publishing it. MPC could ask the questions of GBC, where is it, what is the timeline?

It was agreed that the Clerk would write to Cllr John Burden asking these questions.

Councillor Morton concluded with advising Councillors and the public that she still had a small pot of money to help small community groups and to contact her with the details of Community Groups to access this funding.

4.3 Police

F.C. 120 There were no Police present.

Item 5: Hook Green: To consider the quotes for the 2x horse chestnuts and 2x lime trees adjacent to Weavers Cottage (*)

F.C. 121 RESOLVED that: the Clerk get the methodology of working from North Downs Tree Care to validate the quotation. If the Clerk was happy with this then they would be awarded the work. However, if they were not, then Elite Tree Care would be awarded the work. PROPOSED by Councillor D Johnson and SECONDED by Councillor S Johnson. All in favour

Item 6: Pitfield Green Toilets: To receive an update

F.C. 122 Update No2 on progress.

No further contractors have expressed interest and submitted completed PreQual form and PL insurance confirmation.

Four more formal quotes have been received: electrical supply connection, drainage and CCTV, electrical dead testing, wood worm treatment.

All of these quotes have been instructed, either as under £499 or no alternative viable bids having been received:

1. Clean & CCTV drainage to specification – Hooper & Sons £1029;
2. Carry out electrical dead testing (EICR) – Eco Electrical £220;
3. PA Group to remove asbestos containing cisterns – FOC – many thanks for Cllr Sims contact;
4. Replacement cisterns have been ordered on ProForma invoice from Chalk Plumbing supplies, invoice awaited at time of writing est £360 (includes insulation for loft pipe work);
5. As no reasonable alternative quote has been received the removal of the L Shaped wall by the gents entrance and also break out the pathway on the gents side and includes a ductwork route for the new electrical incoming service – Edwin Ward £2850 – estimated start date 10/11/25 (i.e. after the Act of Remembrance);
6. LV Connections ISP (Independent Service Provider) have given a formal quote of £3850 – awarded and anticipated 6 weeks lead time;
7. SwiftCure, woodworm treatment £576 – including 20 year insurance backed warranty.

Total accrued costs to date £10,512.88

Total paid out to date: Robin Hunter – roof and gutters cleaned £499, 50% deposit to LV Connections £1925 (included in the figure above).

Next planned works date on site 30th October 2025, to clean loft in preparation for woodworm treatment, electrical dead testing and inspection and removal of asbestos cisterns. Woodworm treatment on 31st October 2025.

It is anticipated to have the facility available for the Act of Remembrance on Sunday 9th November 2025. Please note there will be no electricity.

Item 7: Act of Remembrance: To finalise the arrangements and agree the expenditure for the event

F.C. 123 Councillors were advised that the event was at 3pm, so set up was from around 2pm. Hi viz would be provided to Councillors as they will be acting as stewards.

Councillors agreed the event costs up to £400 from the community events budget, to include but not limited to the Brass Band £40, PA System £80, RBL Poppy Wreath £130 and refreshments @ Cricket Pavilion. Receipts and bank details to be given to the Clerk following the event.

Item 8: Carols on the Green: To agree the arrangements and the expenditure for the event

F.C. 124 Cllr Wade stated that a 18-20 foot Christmas Tree from Broadditch was £320. Assistance to erect it would be needed, and Andy Day could be asked as he has helped in the past. Cllr Wade enquired about the solar lights from last year and the Clerk was to look for these.

RESOLVED that: the Christmas Tree be purchased for £320 and delivered for the 6th December 2025. Carols on the Green would be at 6pm on Wednesday 10th or 17th December 2025, to be decided by the availability of the Brass Band, 17th being our preferred date if both available. PROPOSED by Councillor S Johnson and SECONDED by Councillor Gofton. All in favour.

Item 9: Forecast Budget Outturn for 2025-2026: To note the report

F.C. 125 Following a discussion around the report, Councillors noted it.

F.C. 126 Suspension of Standing Order 3(x) – a meeting shall not exceed a period of two hours

PROPOSED: Cllr Wade. SECONDED: Cllr D Johnson. All in favour.

Item 10: Council Budget for 2026-2027: To review the draft budget for the 2026-2027 financial year

F.C. 127 The draft budget was considered and proposals so far, subject to the final decision of the budget in November, are:

1. **Council Projects & Events:** remove the following budget lines - Meopham Windmill, Library Service and School Close Parking. Add the budget line - Duck House £2000.
2. **Council Services:** Both budget lines for the Service Contract and Tree Maintenance to be looked at after tenders and tree survey

received; Village Green Maintenance to be increased to £1000; Allotment Maintenance reduced to £5000, potentially reduced further after the Clerk has established who is responsible for the boundary; Community Engagement budget line removed; Village Sign & Flagpole increased to £2000.

3. **Council Administration:** The budget lines for Staff Salaries, Tax & NIC and Staff Pension will be considered after recommendations received from the Personnel Committee;

Professional Services budget to be increased to £50K following the proposal from Councillor Collings that MPC should consider engaging consultants for such things as a Traffic Survey, Environmental Impact Survey, Hydrology Report, so that MPC can make informed decisions on the future large scale development planning applications. This proposal was seconded by Councillor D Johnson. 7 votes for and 3 abstentions. Carried.

The Elections budget line was also discussed and it was suggested that the costs for the May 2027 elections be split between this budget for 26/27 and the following 27/28 budget. The Clerk advised that Councillors still needed to allocate some for any by-elections. It was agreed to consider this budget line further, after the Clerk had asked GBC for an estimate for the May 2027 elections, as MPC only pay a proportion of the costs, as they are held at the same time as the borough elections.

The meeting ended 21:39

Tree Condition Report

& Management Recommendations



Various sites in Meopham
DA13



Dated
30th October 2025

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1. Introduction

1.1. Instruction

- 1.1.1. I am instructed by Tracey Hanlon of Meopham Parish Council to conduct an Arboricultural Survey at various sites in Meopham and produce my findings in a report.

1.2. Scope and Purpose of the Report

- 1.2.1. The purpose of the report is to highlight any issues which may be of concern from a safety perspective. The context and condition of trees are assessed, and hazards and potential hazards are recorded. Appropriate recommendations are made in order to reduce risk to acceptable levels.
- 1.2.2. Only trees where remedial works have been recommended are included within this report.
- 1.2.3. Our survey methodology is described in Appendix 2.

1.3. Tree Survey and Tree Data Schedule

- 1.3.1. The *Tree Location Plan* and *Tree Data Schedule* in Appendix 5 contain information gathered for each tree during a ground-level survey undertaken on 16th October 2025 during overcast, dry weather conditions. The survey was conducted by Carl Lothian.

1.4. Brief Site Description

- 1.4.1. The trees surveyed are growing within the grounds of various council owned parks / greens. A more detailed description of each area can be found in the following section.

1.5. Supporting Information

- 1.5.1. A definition of the Safety Categories can be found in Appendix 1. All other terms used within the Tree Data Schedule are defined and explained in Appendix 3.

1.6. Author

- 1.6.1. This report was compiled by Carl Lothian – BSc (Hons) MArborA. Details of the author's experience that qualify him to produce such a report are detailed in Appendix 4.

2. Detailed Site Descriptions

2.1. South Shore Allotments (Area 1)

- 2.1.1. The trees surveyed at South Shore Allotments are located in a group along Wrotham Road. The group comprises a mix of young to mature specimens, including ash, oak, and sycamore. Dense vegetation and ivy restricted visibility in places; however, the trees generally exhibited good overall health.
- 2.1.2. Given their condition and context, it is not considered proportionate to remove vegetation or sever ivy from all trees within the group. Individual specimens displaying poor health or visible significant defects were inspected in greater detail, and recommendations have been made where appropriate.

2.2. Meopham Green (Area 2)

- 2.2.1. Meopham Green is a triangular village green enclosed by the main road and two adjoining lanes of lower target occupancy. The green contains a cricket club and associated buildings within its central area. Trees are primarily located toward the northern and southern points, with the stock dominated by lime trees of varying ages. Many display typical epicormic growth at the base and along the stems, though overall the trees were observed to be in good physiological condition.
- 2.2.2. Along the south-western edge, the mature lime trees have recently undergone heavy crown reduction works. In view of their satisfactory condition and the extent of these previous reductions, further removal of epicormic growth—either from these trees or from the younger limes elsewhere on the green—is not considered proportionate.

2.3. Area North of Meopham Green - Adjacent to The Old Forge (Area 2)

- 2.3.1. The trees located north of Meopham Green, adjacent to The Old Forge, comprise horse chestnut and aspen. These trees are positioned close to Wrotham Road, with targets including the highway and nearby dwellings, notably The Old Forge itself. The trees were generally observed to be in satisfactory condition, with no significant structural or physiological concerns noted at the time of inspection.

2.4. Pitfield Green (Area 2)

- 2.4.1. The trees at Pitfield Green are situated adjacent to Pitfield Drive, with a public toilet block and an electrical substation also present within the site. The tree stock is made up of mixed species which, overall, were observed to be in good condition with no significant defects noted.

2.5. Hook Green (Area 3)

- 2.5.1. Hook Green is a triangular-shaped village green bordered by Melliker Lane on two sides and Wrotham Road along the third. The tree stock consists primarily of early-mature to mature specimens that were generally observed to be in acceptable condition. Toward the south-western corner of the green, several trees are positioned close to an adjacent residential property.

2.6. Judson Recreation Ground (Area 4)

- 2.6.1. The trees surveyed within Judson Recreation Ground comprise predominantly young, establishing specimens located along the field edge, together with an older cherry tree. The younger trees appear to be establishing well, displaying good overall vitality. Given their small size, sound condition, and young age, no tree works are considered necessary at this stage.

2.7. Melliker Green (Area 5)

2.7.1. Melliker Green is a compact triangular green located at a road junction. The tree stock is limited in number but includes two yew trees, both of which were found to be in good condition at the time of survey. One of these yews is considered a veteran specimen.

2.7.2. Veteran and ancient trees hold particular importance beyond their mere presence in the landscape. According to guidance from the Ancient Tree Forum, such trees often exhibit features of maturity and decay—such as hollows, dead wood, cavities, fractured bark, or fungal associations—that are rare or absent in younger trees. These features make veteran trees valuable ecological assets: they support specialized and often rare species of invertebrates, fungi, lichens, and epiphytic plants; they can act as genetic reservoirs of resilience; and they contribute substantially to biodiversity through provision of complex microhabitats.

2.7.3. Culturally and historically, veteran trees frequently become landmarks within their surroundings. They may reflect historic land use, continuity of woodland or landscape practices, and act as living heritage within a community.

2.8. Edmund Green (Area 6)

2.8.1. Edmund Green is located within a cul-de-sac in a residential estate, with targets including neighbouring properties and the roadway within Edmund Close. The trees on the green consist predominantly of a row of mature beech trees, accompanied by a single early-mature lime tree. Overall, the trees were observed to be in acceptable condition, appropriate to their setting and context within the residential environment.

2.9. Priestwood Green (Area 7)

2.9.1. Priestwood Green is located adjacent to Chandlers Road and Priestwood Road, alongside a neighbouring residential property. Targets within and around the site include outbuildings associated with the adjacent dwelling, the adjoining roads, and the green itself, which contains a public bench. Several mature trees are present and were generally found to be in acceptable condition.

2.9.2. Some significant deadwood and branch defects were noted; however, these occur predominantly over areas of low target occupancy that are covered by dense vegetation. While this vegetation and associated ivy obscured parts of some trees, the specimens appeared to be in good physiological health, and the bases of the trees were accessible for inspection. On this basis, the trees are considered to be in acceptable overall condition.

2.10. Harvel Green (Area 8)

2.10.1. Harvel Green is located adjacent to Dean Lane, White Horse Lane, and the access drive to Harvel Hill Farm. The trees are predominantly situated around the north-eastern and north-western perimeters of the green, with a single specimen occupying the southern corner. Targets include the adjoining lanes, the farm drive, and nearby residential gardens and a garage. The trees are generally semi-mature to early-mature and were observed to be in acceptable condition.

2.11. Cliverstone Green (Area 9)

2.11.1. The trees surveyed at Cliverstone Green are situated adjacent to Wrotham Road, forming a line along the boundary of the adjoining field. The tree stock predominantly comprises vigorous young and semi-mature specimens, with several early-mature to mature trees located toward the northern end of the survey area.

2.11.2. Ivy and other vegetation were present on a number of trees, partially obscuring visibility during inspection. However, the trees appeared to be in good physiological health, and given their condition and context, it is not considered proportionate to sever or remove ivy from all specimens.

3. Tree Condition and Recommendations

In this section I have grouped all of the trees according to the type of work recommended. Photographs of trees and recorded defects can be found within Section 3. The table at Appendix 5 includes all trees in chronological order. The Tree Location Plan can also be found there.

3.1. Trees to Remove

3.1.1. Trees recommended for removal are listed below.

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
T001		Semi Mature	Common ash (<i>Fraxinus excelsior</i>)	16	30	3	3	3	3		Roadside tree.	Defects: Ash dieback 25%-50% remaining canopy. I. hispidus bracket to stem at c. 5m	Visibility and vegetation	Very Poor	Poor	Remove.	High	N/A	4
T002	Tag 0268	Semi Mature	Common ash (<i>Fraxinus excelsior</i>)	15	60	4.5	4.5	4.5	4.5		Roadside tree.	Multiple stemmed at ground (stem diameter is for base) Defects: Ash dieback 25%-50% remaining canopy. I. hispidus bracket to stem	Access. Vegetation	Very Poor	Poor	Remove.	High	N/A	4
T003	0395	Semi Mature	Cherry (<i>Prunus</i> sp. 'Cherry')	13	35	2	2	2	2		Roadside tree.	Two large limbs previously significantly reduced Defects: Very poor condition (90% dead)	Access. Vegetation	Very Poor	Poor	Remove.	High	N/A	4

Additional Notes: Modern good practice dictates that habitat and sequestered carbon should be retained wherever possible. With this in mind, most of the trees recommended for removal need not be felled to ground level but may be felled close enough to ground level to clear the target area. The aim of such pruning is to safely retain a volume of valuable habitat, rather than keep the tree alive and healthy. The stems and large branches of felled trees may also be left on the ground, in wooded areas, to create and improve habitat value.

3.2. Pruning Hazardous Trees

3.2.1. Trees that require remedial pruning works in order to make them safe are listed below:

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
T004	Tag 0423	Early Mature	Common ash (<i>Fraxinus excelsior</i>)	18	130	8	8	6	6.5		Roadside tree. High target occupancy	Defects: Ash dieback 75%-90% remaining canopy occasional significant deadwood and hollow stems (low target occupancy). Stem overhanging road has cankers symptomatic of I.hispidus and is leaning out over busy road	None	Fair	Poor	Reduce limb overhanging road to clear target. Monitor for ash dieback	Very High	1	3

Additional Notes: T004 has a large limb overhanging the highway with cankers present indicating a likely infection with the decays fungus *Inonotus hispidus*. As the road has high target occupancy, we recommend this branch be reduced back to clear the target as a matter of very high priority. The tree also has symptoms of ash dieback, although in relation to this disease is not considered to be in a hazardous condition at present.

3.3. Monitoring Defects

3.3.1. Trees which require monitoring as part of regular professional inspections are listed below:

Arboricultural Report for: Meopham Parish Council

Crown Ref: 12390

Site: Various sites in Meopham

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
T004	Tag 0423	Early Mature	Common ash (<i>Fraxinus excelsior</i>)	18	130	8	8	6	6.5		Roadside tree. High target occupancy	Defects: Ash dieback 75%-50% remaining canopy occasional significant deadwood and hollow stems (low target occupancy). Stem overhanging road has cankers symptomatic of Lhispidus and is leaning out over busy road	None	Fair	Poor	Reduce limb overhanging road to clear target. Monitor for ash dieback	Very High	1	3
G005		Early Mature	Mixed species (<i>Mixed species</i>)	18	35	4	4	4	4	No Photo	Roadside trees.	Dense group of roadside trees including ash, oak, cherry and maple. Dense ivy and vegetation Defects: Ash dieback 9c. 75%-50% remaining canopy) throughout ash population.	Access, vegetation, ivy	Fair	Fair	Monitor for ash dieback	Moderate	1	2
T006		Early Mature	Horse chestnut (<i>Aesculus hippocastanum</i>)	16	60	6	6	6	4		Target - road.	Defects: Symptoms of advanced chestnut bleeding canker with early minor decay developing near base. Occasional cavities developing to pruning wounds.	None	Fair	Fair	Monitor condition	Moderate	1	2
T008		Semi Mature	Lime (<i>Tilia sp.</i>)	12	40	4.5	4.5	4.5	4.5		Target - road.	Defects: Significant included bark at primary fork c. 2m. Natural bracing (crossing branches) present.	None	Normal	Fair	Monitor.	Moderate	1.5	2
T010		Early Mature	Weeping ash (<i>Fraxinus excelsior</i> 'Pendula')	13	45	4	4	4	5		Target - bus stop	Defects: Ash dieback 100%-75% remaining canopy	None	Fair	Good	Monitor for ash dieback	Moderate	1	2
T012		Mature	Horse chestnut (<i>Aesculus hippocastanum</i>)	20	100	9	7	6.5	7		Target - dwelling. Target - road.	Defects: Symptoms of chestnut canker. Tight unions where multiple stemmed (stems vertical)	None	Fair	Fair	Monitor	Moderate	1	2
T013		Mature	Horse chestnut (<i>Aesculus hippocastanum</i>)	20	120	10	6	8	10		Target - building. Target - road.	Defects: Multiple cavities and hollows developing to old pruning wounds (good wound wood formation). Occasional symptoms of chestnut canker (minor)	None	Normal	Fair	Monitor	Moderate	1.5	2
G015		Mature	Beech (<i>Fagus sp.</i>)	25	80	7	10	14	6		Target - dwelling. Target - road (cul-de-sac).	Row of 5 similar specimens Defects: Significant cavities developing to pruning wounds throughout group to stems and scaffold limbs (good wound wood formation). Occasional minor mower damage at bases. Occasional significant included unions (natural bracing present). Woolly beech scale infestation to second tree from south.	None	Normal	Fair	Monitor as part of future professional inspections	Moderate	3	2
T016		Early Mature	Common ash (<i>Fraxinus excelsior</i>)	20	50	6	6	6	6		Target - bench. Target - road.	Defects: Ash dieback 100%-75% remaining canopy	None	Fair	Good	Monitor for ash dieback	Moderate	1	2
T017		Mature	Common ash (<i>Fraxinus excelsior</i>)	19	80	10	10	10	10		Parkland tree.	Defects: Ash dieback 100%-75% remaining canopy. Bacterial canker present throughout scaffold limbs	None	Fair	Fair	Monitor.	Moderate	1	2
T018		Mature	Common ash (<i>Fraxinus excelsior</i>)	18	75	7	7	7	7		Parkland tree. Target - dwelling. Target - road.	Defects: Ash dieback 100%-75% remaining canopy	Vegetation	Fair	Fair	Monitor for ash dieback	Moderate	1	2
T019		Mature	Pedunculate oak (<i>Quercus robur</i>)	20	120	9	9	9	9		Roadside tree.	Defects: Significant bark wounds at base of stems c. 10x5m diameter with decay developing (acceptable condition at present)	Vegetation	Normal	Fair	Monitor wounds	Moderate	1.5	2

Additional Notes: Many of These ash trees are infected with Chalara Ash Die back. The infection is early but is likely to progress and kill the trees. Therefore, given the presence of targets, we recommend they are monitored annually in the summer months, as this is the best time to observe symptoms of the disease. More information on ash dieback can be found here:

<https://www.rhs.org.uk/disease/ash-dieback> ;

<https://www.forestryresearch.gov.uk/tools-and-resources/fthr/pest-and-disease-resources/ash-dieback-hymenoscyphus-fraxineus/>

and <https://www.woodlandtrust.org.uk/trees-woods-and-wildlife/tree-pests-and-diseases/key-tree-pests-and-diseases/ash-dieback/> .

T019 has significant bark wounds with decay developing, however, the stems, which were probed and sounded, have strong wound wood developing and are considered acceptable at present.

3.4. Climbed Inspection

3.4.1. Trees with defects which are difficult to assess from ground level and therefore require an additional climbed / ladder inspection are listed below:

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
T009		Mature	Horse chestnut (<i>Aesculus hippocastanum</i>)	16	120	10	7.5	10	8.5		Target - dwelling	Previously reduced Defects: Significant decay developing to main stem at 3.5m where limb/stem previously failed, wound c. 60cm diameter. Significant symptoms of chestnut bleeding canker present	Epilimnic growth and vegetation at base	Fair	Poor	Climbed / ladder inspection of large cavity	High	1	3

Additional Notes: T009 is located in close proximity to the adjacent dwelling, and there is potentially significant decay developing to the stem associated with the large wound where a limb has previously failed. Therefore, we recommend the wound be inspected/probed as a matter of high priority.

3.5. Trimming Back

3.5.1. Trees that need to be trimmed back from infrastructure are listed below:

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
G007		Early Mature	Lime (<i>Tilia sp.</i>)	12	45	4.5	4.5	4.5	4.5		Target - road.	2 close growing specimens within wider group. Reduced. Canopies in contact with cricket netting Defects: No significant defects observed	None	Normal	Normal	Prune back from netting	Low	3	1
T011		Mature	Silver birch (<i>Betula pendula</i>)	15	55	5.5	5.5	4	4.5		Target - building Target - electrical substation	Low foliage over electricity substation Defects: No significant defects observed (stem sounded with mallet)	None	Normal	Normal	Crown lift over substation	High	1.5	2

3.6. Work Priority and Future Inspections

- 3.6.1. In order to assist with the budgeting of funds, all works have been allocated a priority based on the perceived risk associated with each defect. A schedule is proposed below for the timing of operations. Works may be undertaken sooner, though it is not recommended that the suggested timescales are extended.

Work Priority	Definition	Tree Number
Urgent	As soon as possible	None
Very High	Within 1 month	T004
High	Within 3 months	T001, T002, T003, T009, T011
Moderate	Within 1 year	G005, T006, T008, T010, T012, T013, G015, T016, T017, T018, T019
Low	Non essential works	G007

- 3.6.2. Following completion of these works the trees shall be in an acceptable condition. However, trees are dynamic organisms and should be inspected regularly. The table below suggests a schedule of future inspections based on the condition and location of each tree:

Inspection Frequency (years)	Tree Number
0.5	None
1	T004, G005, T006, T009, T010, T012, T016, T017, T018
1.5	T008, T011, T013, T019
3	G007, T014, G015 and all other trees surveyed

- 3.6.3. The trees should be inspected sooner if there is a noticeable decline in their condition, or following extreme weather events.

3.7. Statutory Protection

- 3.7.1. Heavy fines exist for carrying out unauthorised works to protected trees. We advise that thorough checks are made to determine if the trees are covered by a tree preservation order or lie within a conservation area. This may be done by either writing to your local authority or studying their website. The procedure varies according to the particular authority. Crown Tree Consultancy can determine the statutory protection status on your behalf if desired.
- 3.7.2. Before undertaking works to trees protected by a Tree Preservation Order, consent needs to be obtained from the local authority, who will provide application forms and advice to potential applicants. The removal of deadwood is exempt.
- 3.7.3. Where trees are located in a Conservation Area, works are not permitted without first giving the local authority six weeks' notice of intention. During this time, the local authority may elect to create a Tree Preservation Order or inform the applicant that they have no objection to the proposed works. If the local authority does not respond within six weeks, then the intended work may be undertaken. Note: the local authority cannot refuse consent for works to trees within a conservation area; they may only create a tree preservation order if they wish to have further control over what works are undertaken.

4. Photographs

Photo 1. T001



Photo 2. T001 (fungal bracket)



Photo 3. T002



Photo 4. T002



Photo 5. T003



Photo 6. T003



Photo 7. T004



Photo 8. T004 (limb with canker)



Photo 9. T004 (canker)



Photo 10. T004 (canker)



Photo 11. T006



Photo 12. T006 (bark wounds from canker)



Photo 13. T006 (bark wounds from canker)



Photo 14. T008



Photo 15. T008 (included bark)



Photo 16. T009



Photo 17. T009 (significant wound to stem)



Photo 18. T009 (bark wounds from canker)



Photo 19. T013



Photo 20. T13 (cavity)



Photo 21. T13 (cavity)



Photo 22. T13 (cavity)



Photo 23. T14



Photo 24. T14 (stem decay)



Photo 25. G015



Photo 26. G015 (poor union)



Photo 27. G015 (cavities)



Photo 28. G015 (cavity)



Photo 29. G015 (beech felt scale)



Photo 30. T016



Photo 31. Other trees at Priestwood Green



Photo 32. T017



Photo 33. T017 (symptoms of canker)



Photo 34. T017 (symptoms of canker)



Photo 35. T018



Photo 36. T018 (ash dieback symptoms)



Photo 37. T018 (ash dieback symptoms)



Photo 38. T019 (bark wound with decay developing and strong wound wood)



Photo 39. T019 (bark wound with decay developing and strong wound wood)



Appendix 1: Safety Categories

A *Safety Class* has been assigned to each tree according to its condition, defects observed, and the works that have been recommended. An explanation of each category is offered below:

- Safety Class 1:** Trees in good condition. No significant defects apparent or likely to develop in the foreseeable future. No significant works are usually recommended to maintain them in an acceptable condition.
- Safety Class 2:** Trees with **minor defects**. Pruning works or monitoring are usually recommended to ensure that they are in an acceptable condition (unless they are remotely located).
- Safety Class 3:** Trees with **significant defects**. Works are usually recommended in order to bring them into an acceptable condition (unless they are remotely located).
- Safety Class 4:** Trees with **major defects**. These trees often require removal or significant pruning works (unless they are remotely located).

It should be noted that not every tree falls neatly into one of the 4 categories listed above. Trees are complex organisms and often have multiple defects. In which case, the category deemed to be most appropriate is selected. Moreover, Class 2, Class 3 and 4 trees may not always be recommended works, for example if they are remotely located although they may be hazardous, they pose a low risk. Similarly, Class 1 trees may be recommended works even if a low risk is associated with them, for example if they are interfering with infrastructure.

Appendix 2: Survey Methodology

- A2.1 A ground level visual survey was carried out using the *Visual Tree Assessment* technique described by Mattheck and Broeler (1994) endorsed by the Arboricultural Association (LANTRA Professional Tree Inspection course, 2007) Our survey method is guided by best practice documentation including Common sense risk management of trees (National Tree Safety Group, 2024).
- A2.2 The level of detail to which trees were inspected was based on their context (e.g. location, targets, site history) and visible condition of reasonably observable parts.
- A2.3 An initial visual check was carried out, including a general view of the trees and their context, from accessible viewpoints, to identify if a higher level of inspection was required, or to make recommendations to ensure a tree or tree parts can be assessed in greater detail.
- A2.4 Before progressing to a higher level of inspection, a judgement was made as to the likely importance of additional information, in regard of the tree's context and condition.
- A2.5 A higher level of assessment of the tree or tree parts may involve a closer inspection from differing angles and tapping and probing tree parts from ground level. It may not be possible to observe each tree from every aspect (due to undergrowth, ivy, hedges, walls or property boundaries).
- A2.6 For full inventory surveys, a higher level of assessment was undertaken for all trees unless otherwise stated or unless access or visibility prevented this.
- A2.7 If sufficient information to make a management recommendations could not be gained from the initial check or higher-level inspection, a further detailed inspection was recommended - for example in the form of a climbed inspection or using specialist decay detection equipment.
- A2.8 Where the condition of a tree within its context was deemed to be unacceptable, recommendations were made according to a scale of priority to reduce the risk posed by the tree.
- A2.9 Finally, a *safety category* was allocated as described in section 2.
- A2.10 Measurements were estimated or, where accuracy was essential, obtained using a diameter tape, clinometer, distometer and loggers tape.

Appendix 3: Tree Data Glossary

This section explains the terms used in the **Tree Data Schedule**.

A3.1 General Observations

- A3.1.1 Numbering System:** Each item of vegetation has its own unique number prefixed by a letter such that T1 = Tree 1, G2 = Group 2, H3 = Hedge 3 and W4 = Woodland 4 S5 = Shrub.
- A3.1.2 Other Reference:** Usually provided where the tree is given a numbered tag to aid identification on site. May also be used to extend the numbering system, for example G1A, G1B to differentiate trees within a group.
- A3.1.3 Life Stage:**
- Young** Usually less than 10 years old.
 - Semi-Mature** Significant future growth to be expected, both in height and crown spread (typically below 30% of life expectancy).
 - Early-Mature** Full height almost attained. Significant growth may be expected in terms of crown spread (typically 30-60% of life expectancy).
 - Mature** Full height attained. Crown spread will increase but growth increments will be slight (typically 60% or more of life expectancy).
 - Lat-Mature** Tree is past maturity and of a considerable age for the species but lacks the special characteristics associated with veteran trees
 - Veteran** Tree is mature or late-mature and significant habitat features associated with advanced age are present, such as hollowing and deadwood.
- A3.1.4 Species:** Common names and scientific names are given.
- A3.1.5 Height:** Measured from ground level to the top of the crown.
- A3.1.6 Stem Diameter:** Taken at 1.5m above ground level where possible. On multi-stemmed trees this measurement may be taken at ground level.
- A3.1.7 Crown Spread:** Measured north, east, south and west. This is taken from the centre of the stem and usually rounded up to the nearest metre.
- A3.1.8 Photo:** This is a photograph of the tree to aid with its identification on site, and to provide an overview of its location, form and condition. A photograph may not always be provided for every tree.
- A3.1.9 Location and Targets:** A description of the location and potential target areas should the tree or a part of the tree fail. Targets areas are within a tree's potential falling range where individuals or property might be harmed for example: Highways, buildings and footpaths.
- Target occupancy** Some targets may be described with an occupancy (High, Moderate, Low, Very Low).
 - High** target occupancy areas are frequently or constantly visited most days, such as busy roads, frequently used railways and busy high streets, or where valuable property is frequently or constantly present.
 - Low** target occupancy areas are infrequently visited, such as intermittently used footpaths, or residential gardens where no other targets are present.
 - Moderate** target occupancy areas are areas of intermediate occupancy.
 - Very Low** target occupancy areas are rarely visited, such as the middle of a woodland away from footpaths, or areas where access is not permitted.
- A3.1.10 Survey Notes:** Tree form and pruning history may be recorded along with an account of any significant defects. Defects and descriptive terms are dealt with in more detail at the end of this section.

- A3.1.11 Recommendations:** Usually based on any defects observed and intended to ensure that the tree is in an acceptable condition.
- A3.1.12 Priority Scale:** Depending upon potential hazards, and the likelihood of failure, recommendations should be carried out according to the following priority scale:
- | | |
|------------------|--|
| Urgent | To be carried out as soon as possible. |
| Very High | To be carried out within 1 month. |
| High | To be carried out within 3 months. |
| Moderate | To be carried out within 1 year. |
| Low | To be carried out within 3 years. |
- A3.1.13 Inspection Frequency:** An interval of 6 months, 1 year, 1.5 years or 3 years is allocated before the next inspection is due. Wherever practical, consideration should be given to seasonal changes so that deciduous trees are not always surveyed in winter when they have no leaves, or in summer when leaves may obscure branches within the upper crown.
- A3.1.14 Physiological Condition:**
- | | |
|------------------|---|
| Good | Notably Healthy and with no symptoms of disease or stress. |
| Normal | Healthy and with no symptoms of significant disease and/or stress. |
| Fair | Minor symptoms of disease and/or stress present, vitality is impaired. |
| Poor | Significant symptoms of disease and/or stress present, vitality is low. |
| Very Poor | Extensive symptoms of disease and/or stress and vitality is very low. |
| Dead | Tree is dead |
- A3.1.15 Structural Condition:**
- | | |
|------------------|--|
| Good | Notable condition, having no significant structural defects or where works have likely improved the trees safety factor. |
| Normal | Having no significant structural defects. |
| Fair | Notable structural defects observed, works may be recommended depending on context but not usually required. |
| Poor | Significant structural defects observed, works may be recommended depending on context. |
| Very Poor | Major structural defects observed, works may be recommended depending on context. |
- A3.1.16 Safety Category:** These are explained in detail in Appendix 1.

A3.2 Evaluation of Defects

- A3.2.1** Cavities, wounds, deadwood etc are all evaluated as follows:
- | | |
|--------------------|---|
| Major | Such that structural integrity is, or will become, compromised and the tree is, or will inevitably become, hazardous. |
| Significant | A defect that may over time become a major defect, though not necessarily so. This will depend on a range of factors such as the vitality of the tree and its ability to respond. |
| Minor | A defect that is not likely to compromise the structural integrity of the tree. |

Appendix 4: Author's Qualifications

Qualifications & Experience of Carl Lothian – BSc (Hons) (Arboriculture), MArborA.

Carl began his arboricultural career by undertaking a Level 3 extended diploma in arboriculture and forestry at Merrist Wood College in 2015. Upon completion of his diploma, Carl worked with several tree surgery firms completing a range of arboricultural works. In 2018 Carl began his BSc (Hons) in arboriculture and urban forestry, graduating with a first-class degree and attaining the Institute of Chartered Foresters Student of the Year Award.

After graduating, Carl worked as a TreeRadar technician where he carried out tree root and decay surveys with specialist ground-penetrating radar equipment. During this time Carl was fortunate enough to work at prestigious sites, such as the Palace of Westminster and the National Maritime Museum.

Whilst working at Crown, Carl has undertaken a range of tree surveys and written reports relating to development, tree condition, subsidence, hazard assessment, and decay detection. Carl is a professional member of the Arboricultural Association.

Appendix 5: Tree Data Schedule and Tree Location Plan

The Tree Data Schedule and any drawings accompanying this report follow this page.

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
T001		Semi Mature	Common ash (Fraxinus excelsior)	16	30	3	3	3	3		Roadside tree.	Defects: Ash dieback 25%-0% remaining canopy. 1. hispidus bracket to stem at c. 5m	Visibility and vegetation	Very Poor	Poor	Remove.	High	N/A	4
T002	Tag 0268	Semi Mature	Common ash (Fraxinus excelsior)	15	60	4.5	4.5	4.5	4.5		Roadside tree.	Multiple stemmed at ground (stem diameter is for base) Defects: Ash dieback 25%-0% remaining canopy. 1. hispidus bracket to stem	Access. Vegetation	Very Poor	Poor	Remove.	High	N/A	4
T003	0395	Semi Mature	Cherry (Prunus sp. 'Cherry')	13	35	2	2	2	2		Roadside tree.	Two large limbs previously significantly reduced Defects: Very poor condition (90% dead)	Access. Vegetation	Very Poor	Poor	Remove.	High	N/A	4
T004	Tag 0423	Early Mature	Common ash (Fraxinus excelsior)	18	130	8	8	6	6.5		Roadside tree. High target occupancy	Defects: Ash dieback 75%-50% remaining canopy occasional significant deadwood and hollow stems (low target occupancy). Stem overhanging road has cankers symptomatic of Lhispidus and is leaning out over busy road	None	Fair	Poor	Reduce limb overhanging road to clear target. Monitor for ash dieback	Very High	1	3
G005		Early Mature	Mixed species (Mixed species)	18	35	4	4	4	4	No Photo	Roadside trees.	Dense group of roadside trees including ash, oak, cherry and maple. Dense ivy and vegetation Defects: Ash dieback 9c. 75%-50% remaining canopy) throughout ash population.	Access, vegetation, ivy	Fair	Fair	Monitor for ash dieback	Moderate	1	2
T006		Early Mature	Horse chestnut (Aesculus hippocastanum)	16	60	6	6	6	4		Target - road.	Defects: Symptoms of advanced chestnut bleeding canker with early minor decay developing near base. Occasional cavities developing to pruning wounds.	None	Fair	Fair	Monitor condition	Moderate	1	2

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
Co07		Early Mature	Lime (Tilia sp.)	12	45	4.5	4.5	4.5	4.5		Target - road.	2 close growing specimens within wider group. Reduced. Canopies in contact with cricket netting Defects: No significant defects observed	None	Normal	Normal	Prune back from netting	Low	3	1
To08		Semi Mature	Lime (Tilia sp.)	12	40	4.5	4.5	4.5	4.5		Target - road.	Defects: Significant included bark at primary fork c. 2m. Natural bracing (crossing branches) present.	None	Normal	Fair	Monitor.	Moderate	1.5	2
To09		Mature	Horse chestnut (Aesculus hippocastanum)	16	120	10	7.5	10	8.5		Target - dwelling.	Previously reduced Defects: Significant decay developing to main stem at 3.5m where limb/stem previously failed, wound c. 60cm diameter. Significant symptoms of chestnut bleeding canker present	Epicormic growth and vegetation at base	Fair	Poor	Climbed / ladder inspection of large cavity	High	1	3
To10		Early Mature	Weeping ash (Fraxinus excelsior 'Pendula')	13	45	4	4	4	5		Target - bus stop	Defects: Ash dieback 100% 75% remaining canopy	None	Fair	Good	Monitor for ash dieback	Moderate	1	2
To11		Mature	Silver birch (Betula pendula)	15	55	5.5	5.5	4	4.5		Target - building Target - electrical substation	Low foliage over electricity substation Defects: No significant defects observed (stem sounded with mallet)	None	Normal	Normal	Crown lift over substation	High	1.5	2
To12		Mature	Horse chestnut (Aesculus hippocastanum)	20	100	9	7	6.5	7		Target - dwelling. Target - road.	Defects: Symptoms of chestnut canker. Tight unions where multiple stemmed (stems vertical)	None	Fair	Fair	Monitor	Moderate	1	2

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
T013		Mature	Horse chestnut (<i>Aesculus hippocastanum</i>)	20	120	10	6	8	10		Target - building Target - road.	Defects: Multiple cavities and hollows developing to old pruning wounds (good wound wood formation). Occasional symptoms of chestnut canker (minor)	None	Normal	Fair	Monitor	Moderate	1.5	2
T014		Veteran	English yew (<i>Taxus baccata</i>)	10	117	6.5	6.5	6.5	6.5		Roadside tree.	Defects: Stem historically failed, remaining stem has significant decay (acceptable condition)	None	Normal	Fair	No action required.	N/A	3	1
G015		Mature	Beech (<i>Fagus sp.</i>)	25	80	7	10	14	6		Target - dwelling. Target - road (cul-de-sac).	Defects: Significant cavities developing to pruning wounds throughout group to stems and scaffold limbs (good wound wood formation). Occasional minor mower damage at bases. Occasional significant included unions (natural bracing present). Woolly beech scale infestation to second tree from south.	None	Normal	Fair	Monitor as part of future professional inspections	Moderate	3	2
T016		Early Mature	Common ash (<i>Fraxinus excelsior</i>)	20	50	6	6	6	6		Target - bench. Target - road.	Defects: Ash dieback 100%-75% remaining canopy	None	Fair	Good	Monitor for ash dieback	Moderate	1	2
T017		Mature	Common ash (<i>Fraxinus excelsior</i>)	19	80	10	10	10	10		Parkland tree.	Defects: Ash dieback 100%-75% remaining canopy. Bacterial canker present throughout scaffold limbs	None	Fair	Fair	Monitor.	Moderate	1	2
T018		Mature	Common ash (<i>Fraxinus excelsior</i>)	18	75	7	7	7	7		Parkland tree. Target - dwelling. Target - road.	Defects: Ash dieback 100%-75% remaining canopy	Vegetation	Fair	Fair	Monitor for ash dieback	Moderate	1	2

Ref.	Other Reference	Life Stage	Species	Height	DBH (cm)	North	East	South	West	Photo	Location & Targets	Survey Notes	Inspection Limitations	Physiological Condition	Structural Condition	Recommended Works	Priority	Inspect Frequency (yrs)	Safety Category
T019		Mature	Pedunculate oak (<i>Quercus robur</i>)	20	120	9	9	9	9		Roadside tree.	Defects: Significant bark wounds at base of stems c. 1x0.5m diameter with decay developing (acceptable condition at present)	Vegetation	Normal	Fair	Monitor wounds	Moderate	1.5	2



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Safety Category

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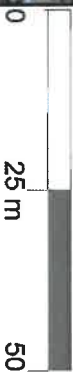
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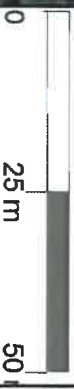


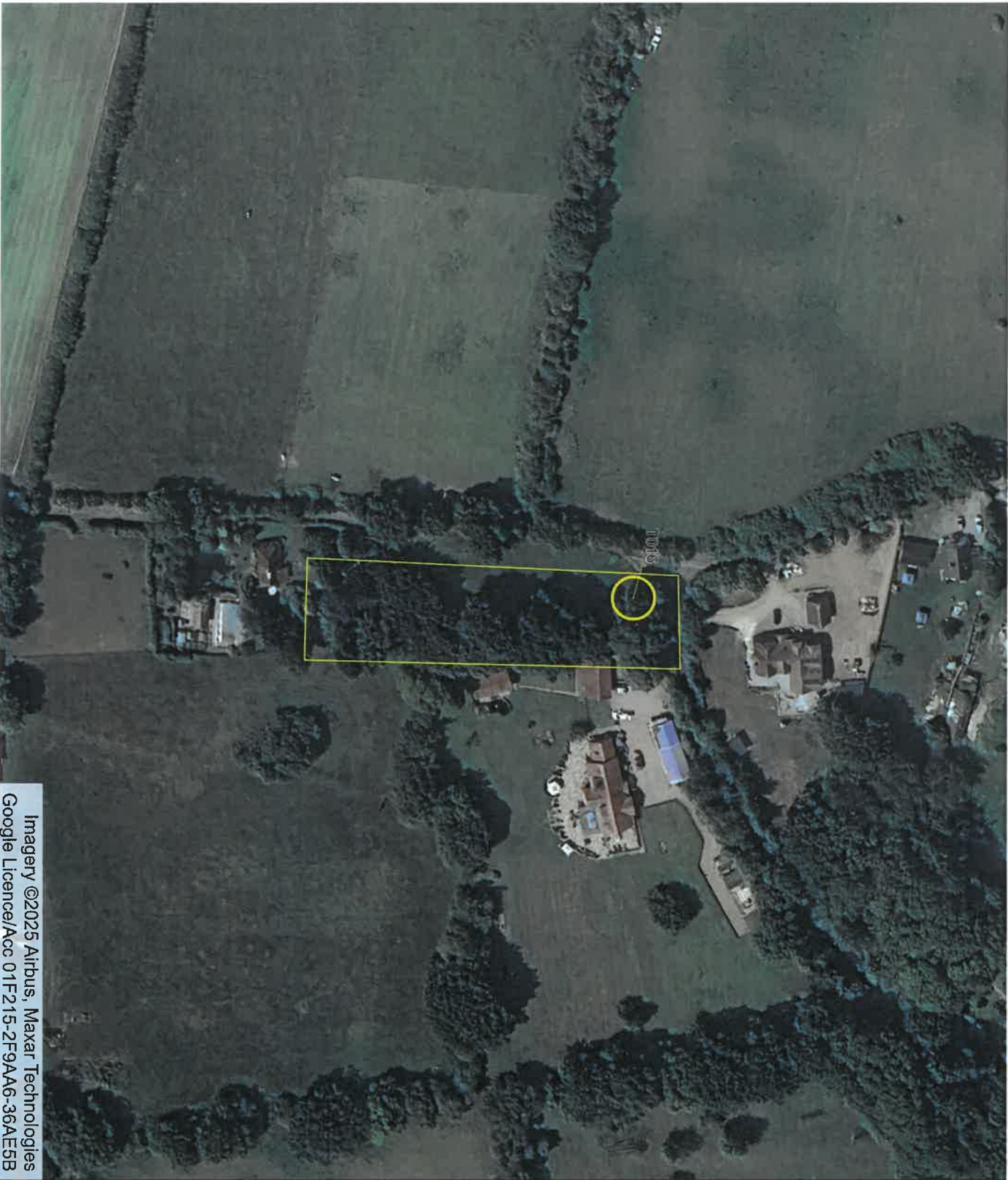
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Area 6
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Safety Category

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Area 7
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Safety Category

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Area 9
Various locations Meopham Parish - DA13

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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

Agenda Item	Item 7
Meeting Date	11 th November 2025
Report Title	Speedwatch
Recommendation/s	Consider funding a mobile speed indicator display unit and body worn dash cams
Prepared By	Clerk – Lisa Winter
Detailed Information	
Meopham Speedwatch Group was re-established in September 2024 and has been reliant on the Speed Indicator Device (SID) being on loan from Kent Police. The unit had been shared with the Cobham Speedwatch Group. However Cobham Parish Council have now purchased a unit. Councillors are asked to consider the purchase of a unit for Meopham Speedwatch Group along with a couple of body worn cameras. £1500 was previously agreed and put into the budget. However, this figure was to share the cost of a unit with Cobham Parish Council.	
Key Implications	
Financial	£1500 in the current budget.

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

Agenda Item	Item 8
Meeting Date	11 th November 2025
Report Title	Southdown Shaw Allotments
Recommendation/s	Consider the report and make any recommendations
Prepared By	Clerk – Lisa Winter
Detailed Information	
On Monday 20th October 2025 @ 12.10pm I carried out a site inspection following our rough grass cut and tree survey along the land adjacent to Wrotham Road. I also needed to take a look at the pedestrian gate adjacent to The Chestnuts as a plot holder had previously reported issues with using it. During my visit I noticed a number of issues, the most noticeable one being an acrid smell which I managed to trace by following the smoke to an unattended fire on what I believe was Plot 11E (if I have identified it correctly) – video taken. In trying to work out where the smell and smoke were emanating from I tried to navigate the paths (which I believe are supposed to be in a grid pattern) but many were either not passable or were no longer there. I found myself having to go back and find an alternative way to weave my way through – Few photos appendix A, many more taken and many more blocked or not there anymore. In addition, on returning to my car, I noticed a very large patch which appears to have been the site of a fire, which is on MPC land, and which does not appear very healthy. The grass does not appear to be growing back and what bit has, is yellow in appearance – Photo appendix B I emailed a number of the Meopham District Allotment Association(MDAA) committee members (those that I have emails for) advising of the above issues and asking them to advise us what has happened to this section of land as I am concerned something has contaminated it and that it would need reporting to Councillors. A copy of the lease agreement and a copy of the tenancy agreement. Appendix C Email correspondence. Appendix D	

Breaches of the lease agreement:

The pathways should be kept reasonably free from weeds with no obstruction or encroachment and the tenant shall carry out any necessary risk assessments and health and safety surveys as appropriate.

The terms and conditions of letting agreements for individuals' plots have been changed, but I do not have an up to date copy of this nor was it approved by the Council.

They are not a member of a recognised representative body such as the National Society of Allotment and Leisure Gardeners.

If the Allotments were to be returned to the Council, they should be in no worse condition than at the commencement of the Agreement.

Breaches of the tenancy agreement:

The tenant agrees to leave uncultivated a strip of land eighteen inches wide along each boundary adjoining another plot, to create a path three feet wide between each plot. All paths adjoining the plot shall be kept reasonably free from weeds and accumulation of rubbish.

All bonfires must be fully extinguished before the tenant leaves the site.

Plot holders must not bring any sort of waste material to the Allotment Garden. Plot holders will be held responsible for or charged for any costs incurred in the removal of waste materials that they bring onsite.

Recommendations: Review this report and appendices and consider what action, if any, Councillors wish to take.













AN AGREEMENT made thisDay ofTwo thousand and Nineteen

Between Meopham Parish Council of [REDACTED]
(hereinafter called "the Council") of the one part and Meopham & District Allotment Association of [REDACTED] (hereinafter called "the Tenant") of the other part.

This Agreement is subject to the Allotments Acts 1908 – 1950; to any Regulations endorsed to or on this Agreement; and to the following Conditions:

WHEREBY

1. The Council agrees to let and the Tenant agrees to take for a term of seven years, commencing on 1st April 2019, all that parcel of land containing 7.5 acres or thereabouts and more particularly delineated on the plan annexed hereto and thereon shown outlined in grey and identified as "Allotment Area = 32,160sq m, situate at Southdown Shaw (hereinafter called "the Allotments"), at a yearly rental of £385.00 payable annually by the 30th June and without deduction otherwise than allowed by statute. Rent will be subject to a review every two years on the anniversary of this agreement and any increase will not be more than the rate of inflation current at the time.

2. The Tenant agrees with the Council, as follows:-

- a) The Tenant shall cause the land to be used for Allotment Gardens, within the meaning of that expression as defined in section 22 (1) of the Allotments Act, 1922, only (that is to say wholly or mainly for the production of vegetable or fruit crops for consumption by the plot holder and his (her)family) and not for commercial gain.
- b) The Allotments shall be kept reasonably free from weeds and well fertilised and otherwise maintained in a proper state of cultivation and in good condition, and any pathway or vehicle access included therein or abutting thereon shall be kept reasonably free from weeds. Plots that remain unoccupied will be kept in reasonable order by members of the Association.
- c) No nuisance or annoyance shall be caused or permitted to the occupier of any other land belonging to the Council and no obstruction or encroachment shall be caused or permitted in any path or roadway set out by the Council for the use of the occupiers of the Allotments.
- d) No buildings (including greenhouses) shall be erected, no fixed lighting shall be installed and no trees shall be planted upon the Allotments without the consent of the Council (other than dwarf fruiting trees and/or fruiting bushes of a height not exceeding two metres). An exception to this is the siting of a portable toilet on the site, as per the terms of reference attached in appendix A.
- e) No timber or other trees upon the Allotments shall be cut or pruned (apart from recognised pruning practices of fruit trees as above) and no mineral gravel sand earth or clay shall be taken or carried away without the consent of the Council.
- f) Any fencing or barriers erected on the allotments shall not exceed a height of 1.2 metres.

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- g) The Council shall be responsible for maintenance of the boundary fences, hedges and gates and of land not in use as allotment as defined on the plan. All other maintenance shall be responsibility of the Tenant.
 - h) The Tenant shall be responsible for the complete day to day running of the Allotments, including payment of water charges, maintenance of water supply equipment and security of the site including provision of locks and keys of the allotment gate entrance into the main car park as shown on the plan.
 - i) The area defined on the plan as allotments shall comprise no more than 170 plots, excluding areas set aside for car parking.
 - j) The Tenant shall maintain Public Liability and any other necessary insurance, shall provide a copy of the current policy and premium receipt to the Council, shall carry out any necessary risk assessments and health and safety surveys as appropriate and shall be and remain a member of a recognised representative body such as the National Society of Allotment and Leisure Gardeners.
 - k) The Tenant shall let individual plots to members of Meopham & District Allotment Association and shall determine and collect rents. Membership of Meopham & District Allotment Association shall be limited to residents of the Borough of Gravesham. The terms and conditions of letting agreements for individuals' plots shall be approved by the Council.
 - l) The Tenant shall have authority and responsibility for the giving of notice to individual plot-holders for non-cultivation and/or non-payment of rent.
 - m) The Tenant shall maintain a list of potential allotment holders and shall let any vacant plot in list order.
3. Any officer or agent of the Council shall be entitled at any time, when so directed by the Council, to enter and inspect the Allotments or to access those areas of land maintained by the Council.
4. The Agreement may be determined:
- a) By either the Council or the Tenant giving to the other twelve months notice in writing expiring on or before 6th April or on or after 29th September in any year.
 - b) By re-entry by the Council at any time after giving three months previous notice in writing to the Tenant on account of the land being required
 - i) for any purpose (not being the use of the same for agriculture) for which they have been appropriated under any statutory provision.
 - ii) for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of the purposes.
 - c) By re-entry by the Council at any time after giving one months previous notice in writing to the Tenants
 - i) if the rent or any part thereof is in arrears for not less that forty days whether legally demanded or not

OR

- ii) if it appears to the Council that the Tenant not less than three months after the commencement of the Agreement has not duly observed the conditions contained therein.
- 5. On determination of this agreement, under any of the circumstances described in clause 4 above, the Allotments shall be returned to the Council in no worse condition than at the commencement of the Agreement.
 - 6. Any notices required to be given to either party are to be given at the address at the head of the agreement or such other address as is notified in writing to the other party. Any notice required to be given by the Council to the Tenant may be given by sending by special recorded delivery or by the recorded signed for postal service a written notice from the Clerk to the Council or other authorised officer of the Council for the time being or by affixing the same in some conspicuous manner on any one of the allotments comprised in the Agreement. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Secretary of the Allotments Association and sent by pre-paid post to the Clerk to the Council.
 - 7. Should the council, using its discretion, fail to enforce or apply any of the clauses under this agreement, it shall not be construed that the council approves or agrees to any breach of the agreement as a whole or that it loses its right to enforce the terms of this agreement in fully at any time during the tenure

IN WITNESS whereof of the Clerk to the Council and the Tenant have set their hand and seal to the original hereto and the counterpart hereof the day and year first before written.

Signed on behalf of Meopham Parish Council

Signed.....Date.....

..... Chairman, Meopham Parish Council

Signed.....Date.....

..... Vice Chairman, Meopham Parish Council

Witnessed by:.....Date.....

....., Clerk, Meopham Parish Council,

Signed on behalf of the Meopham and District Allotment Association

SignedDate.....

..... Chairperson Meopham and District Allotment Association

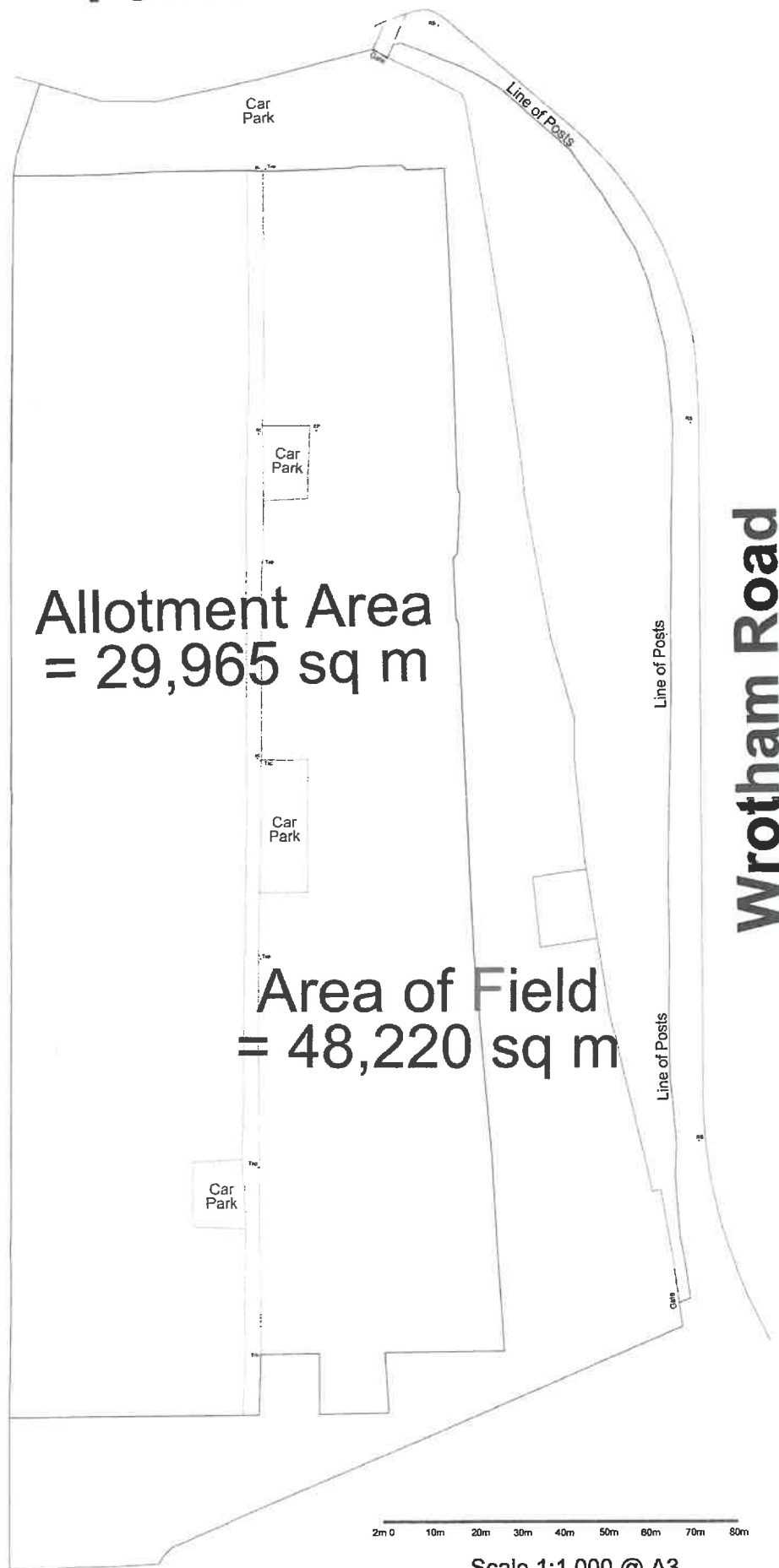
Address.....

Witnessed by:.....Date.....

Name in block capitals

Address

Park Hill



Tenancy Agreement - Meopham Allotments

Rev. 13: 9th February 2025

An AGREEMENT made this.....between Meopham and District Allotment Association (The Landlord, hereinafter called 'The Association') by the hand of its Chairman [REDACTED] of the one part and [REDACTED]

(hereinafter called 'The Tenant') of the other part whereby The Association lets and The Tenant takes as a yearly tenant from the 1st day of February each year at the Southdown Shaw Allotment Garden, plot number.....in the register of allotments maintained by The Association and containing 6 rods or thereabouts (subject to the exceptions, reservations, stipulations and conditions contained in the tenancy agreement under which The Committee leases the land from Meopham Parish Council, which is the Landlord Paramount) at the yearly rent of £35.00 for a plot or £20.00 for a half-plot, payable annually and at a proportionate rent of £20.00 for any part of the year commencing after the 1st August, over which the tenancy may extend. The tenancy is subject to the special conditions (if any) endorsed on this agreement and to the following stipulations.

1. The rent shall be paid by 23:59 on 31st January each year, in advance. Later payment will be subject to a £10 per plot supplement. Upon taking up the initial tenancy, The Tenant is required to pay a joining fee of £10.00. A gate key will be provided.
2. The Tenant shall use the land for said plot, within the meaning of that expression as defined in Section 22(1) of the Allotments Act 1922, only for growing vegetables, fruit crops or flowers for use by The Tenant and his/her family and not for commercial gain. The Tenant agrees to leave uncultivated a strip of land eighteen inches wide along each boundary adjoining another plot, to create a path three feet wide between each plot. All paths adjoining the plot shall be kept reasonably free from weeds and accumulation of rubbish, and The Tenant shall refrain from depositing weeds or rubbish on other parts of The Allotment Garden. A Tenant renting adjoining plots is required to maintain a 3ft path between each of their plots.
3. The Tenant shall keep the plot reasonably free from weeds and in a good state of cultivation. It is expected that 25% of the plot would be worked within three months of the commencement of the tenancy and 75% would be fully cultivated within a period of twelve months of commencement of the tenancy and subsequently the whole to be maintained each year. However, if The Tenant's circumstances change, The Association shall be informed in writing. If The Tenant does not respond, and take remedial action, within thirty (30) days to any correspondence from The Association regarding the upkeep or cultivation of the plot, the tenancy will either be terminated immediately or The Tenant will not be offered a renewal notice the following January. If a tenancy is terminated, The Tenant is required to remove all personal items from the allotment garden within 30 days of the termination notification.
4. The Tenant shall not cause any nuisance or annoyance to the occupier of any other plot or obstruct any path set out by The Association for the use of the occupiers of The Allotment Garden and shall not take or permit to be taken any dog on the Allotment Garden unless such dog is kept on a lead or otherwise securely fastened and kept under control.
5. The Tenant shall not engage in theft of produce or equipment from other plots and shall not permit relatives or guests to engage in theft. If proven to the satisfaction of The Association, theft will result in the immediate termination of tenancy.
6. The Tenant agrees to take particular care to ensure that any child they may bring onto The Allotment Garden shall not trespass on the nearby railway or cause annoyance to other Tenants.

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7. The Tenant shall not underlet, assign or part with possession of the plot or any part of it. If The Tenant wishes to discontinue cultivation, he or she must give notice in writing to The Association.
 8. No trees shall be planted on The Allotment Garden without the prior written consent of the Association other than dwarf fruiting trees and/or fruiting bushes of a height not exceeding two metres. No other trees on The Allotment Garden shall be cut or pruned (apart from recognised pruning practices of fruit trees as above) and no mineral, gravel, sand, earth or clay shall be taken or carried away without the prior written consent of The Association.
 9. Except in pursuance of their statutory right under Section 12 of the Allotments Act 1950, The Tenant shall not, without the written permission of The Association, erect any building (including greenhouses) or install any fixed lighting on the Allotment Garden. Any fencing or barriers erected shall not exceed a height of 1.2 metres.
 10. Any member, officer or agent of The Association Committee shall be entitled at any time when directed by The Association to enter and inspect the plot.
 11. Subject to the agreement of The Association, The Tenant shall on entry pay any agreed compensation to the outgoing tenant for crops and improvements.
 12. The tenancy shall terminate on the 31st day of January each year, or upon the death of The Tenant. It may also be terminated by The Association by re-entry after one month's notice:
 - (a) If the rent is in arrears for not less than forty days
 - (b) If The Tenant is not duly observing any of the stipulations contained in the conditions of this agreement
 - (c) If The Tenant becomes bankrupt or compounds with his or her creditors
 - (d) If The Tenant ceases to be a resident of the Borough of Gravesham
 - (e) If The Tenant does not comply with a Health and Safety notice within 14 days of the notice being served.
 13. Any notice required to be given by The Association to The Tenant may be served:
 - (a) In person
 - (b) or by personal or recorded delivery to their last known address
 - (c) or by fixing the notice in some conspicuous manner on The Allotment Garden.
 - (d) or by email to the last recorded email address.
- Any notice required to be given by The Tenant to The Association shall be sufficiently given if delivered to the Association Chairman, [REDACTED] or communicated by email to secretary.mdaa@gmail.com.
14. Bonfires are not allowed between 1st May and 30th September inclusive.
 - (a) All bonfires must be fully extinguished before The Tenant leaves the site. Failure to do so may result in The Tenant receiving a verbal warning. If The Tenant ignores this warning, a written warning will be issued. If The Tenant persistently leaves bonfires in a dangerous condition, he or she may be issued with an eviction notice as detailed in clause 3.
 - (b) Plot holders must not bring any sort of waste material, including but not limited to rubble, hardcore, tyres and products made of recycled tyre materials to the Allotment Garden. For persistent offenders, verbal and written warnings may be issued as detailed in clause 3. Plot holders will be held responsible for or charged for any costs incurred in the removal of waste materials that they bring onsite.
 15. Unattended hosepipes, defined as hosepipes or sprinklers that are not being hand-held while watering, are not allowed. The water supply will be turned off at the end of October and turned on again at the end of March. These dates can be altered or cancelled at the discretion of The Association.

16. The Tenant is responsible for ensuring that the entry gate is locked behind him/her when entering or leaving the site.
17. Health and Safety.
- (a) Use of Machines on Allotment Site:
Diggers, mini diggers, tractors, JCB's and similar machines are prohibited on any part of The Allotment Garden. Exceptions are vehicles entering the site for maintenance purposes or carrying bulk material to the plot, provided permission has been granted by The Association. Rotovators, tillers, cultivators and petrol mowers can be used, provided they are not hitched up to a tractor or similar machine.
 - (b) The Association is required to complete an annual Health and Safety Assessment and act upon its findings. The Tenant will comply with any direction given under Health and Safety immediately.
 - (c) Drivers must exercise caution and consideration when driving on the site, adhering to the speed limit indicated by signage and giving way to pedestrians.
18. Vehicles must not be left on any part of the site overnight.
19. One polytunnel is allowed on the plot with maximum dimensions: height 2m, length 6m and width 3m. Any polytunnel must be sited so that it does not shade any part of another Tenant's plot. Any polytunnel must be dismantled at the end of the growing season in October of each year and not re-erected until the following March. Any polytunnel shall be installed in accordance with the manufacturer's instructions and be securely anchored.
20. On any plot that has a pond, the plot boundary must be fully fenced to a height of 1.2 m with a padlocked gate.
21. Under the Allotments Act 1950, The Tenant can keep chickens on the plot. If the Tenant wishes to keep chickens, the Secretary should be advised in advance so that a separate Agreement can be signed.

AS WITNESS the hands of the parties hereto:

The Tenant _____

For and on behalf of Meopham and District Allotment Association _____

Change of postal address, email address or telephone number(s) and all other correspondence should be sent to The Secretary of Meopham & District Allotment Association [REDACTED] or communicated by email to secretary.mdaa@gmail.com.

Meopham Allotements

From secretary mdaa <secretary.mdaa@gmail.com>

Date Mon 02/09/2024 8:54 AM

To Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Good morning [REDACTED]

Following up on [REDACTED] email of 25th August:

1. Our Open Day is on Sunday 15th September from 11:00. Our plan was to make some awards to plot holders under various categories at noon and have [REDACTED] to hand them out. (We haven't made awards since before the pandemic struck.)

Like many plans these days, I'm experiencing difficulties in defining how this will turn out in practice.

I think the way ahead is for me try to pull together a plan by the end of this week for the 'Awards Session', and for you to see if there is anyone from MPC who could support it.

2. We have patched up holes in the ramp outside the main gate using some leftover road making material. It is unlikely to last long as autumnal and hibernal weather take hold. The quote from KCC is certainly high, although we don't know what the specification is. Perhaps, further discussion on a design specification would be appropriate before other potential contractors are asked to bid.

As previously reported, we have already had one complaint about damage to a long wheelbase car. We would like to see an agreed design produced and a contractor chosen, say, by the end of September.

3. We are thinking of holding a bonfire night on 5th November or thereabouts. Apart from gathering plot holders and their families together to experience a long-standing tradition, we are hoping that plot holders will seize the opportunity to clear their plots of wood in its various forms.

As we would have the bonfire on MPC land, as opposed to the plot area, we request MPC permission and advice about holding such an event.

I can call in to the St John's Centre to discuss things further if that would be useful.

All the best,

[REDACTED]
Secretary
Meopham and District Allotment Association

[REDACTED]

Re: Meopham Allotements

From Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Date Tue 03/09/2024 10:56 AM

To secretary mdaa <secretary.mdaa@gmail.com>

Good Morning [REDACTED]

1. [REDACTED] has kindly agreed to attend your Open Day and I will forward details to him when you let me have them.
2. We have been given details of another person who will quote for the entrance way, and it is on my (every growing) list to contact them.
3. Bonfire Night - I will add to my list to ask Members what we have to do regarding permission and advice on such an event etc.

However, I must advise, with the staffing levels as they are, with all the will in the world not everything will get addressed quickly. We will prioritise things such as the entrance way, as damage can be caused to vehicles.

Kind Regards,

Lisa Winter

Lisa Winter
Assistant Clerk
Meopham Parish Council - www.meopham-pc.gov.uk

From: secretary mdaa <secretary.mdaa@gmail.com>

Sent: 02 September 2024 8:54 AM

To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Subject: Meopham Allotements

Good morning [REDACTED]

Following up on [REDACTED] mail of 25th August:

1. Our Open Day is on Sunday 15th September from 11:00. Our plan was to make some awards to plot holders under various categories at noon and have [REDACTED] to hand them out. (We haven't made awards since before the pandemic struck.)

Like many plans these days, I'm experiencing difficulties in defining how this will turn out in practice.

I think the way ahead is for me try to pull together a plan by the end of this week for the 'Awards Session', and for you to see if there is anyone from MPC who could support it.

2. We have patched up holes in the ramp outside the main gate using some leftover road making material. It is unlikely to last long as autumnal and hibernal weather take hold. The quote from KCC is certainly high, although we don't know what the specification is. Perhaps, further discussion on a design specification would be appropriate before other potential contractors are asked to bid.

Re: MDAA on Sunday

From secretary mdaa <secretary.mdaa@gmail.com>

Date Thu 10/10/2024 6:43 AM

To Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

I've just been made aware of a proposal for a new pathway between Istead Rise and Meopham, and that there is a consultation in progress. Given the location of the Allotments, is there anything that the MDAA Committee should be considering?

On another matter...

We would like to go ahead with a 'social bonfire night' on Sunday 3rd November, early evening. One of our plot holders is a fireman and he has agreed to provide necessary advice on location and water supply in case of any difficulties.

Is MPC happy for us to go ahead?

All the best,

On 12 Sep 2024, at 12:49, secretary mdaa <secretary.mdaa@gmail.com> wrote:

Many thanks,

On 12 Sep 2024, at 12:34, Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk> wrote:

ring him anytime, if he doesn't pick up, leave a message and he will call you back.

Kind Regards,

Lisa Winter

Lisa Winter
Assistant Clerk
Meopham Parish Council - www.meopham-pc.gov.uk

From: secretary mdaa <secretary.mdaa@gmail.com>

Sent: 12 September 2024 11:28 AM

To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Subject: MDAA on Sunday

There are several ways in which [redacted] could contribute to our gathering on Sunday morning.

I'm thinking it would best for me to call him to find out how long he can stay with us and what he is happy to do.

I would of course need his mobile or home number and a convenient time for me to call.

All the best,

Re: MDAA on Sunday

From Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Date Thu 10/10/2024 12:19 PM
To secretary mdaa <secretary.mdaa@gmail.com>

Was going to come back to you about the 'bonfire event'. MPC would not be happy with an event as our insurance would not provide cover, but if some allotment holders wished to have an impromptu gathering to dispose of some dead wood, that's a different matter, but insurance cover by MPC would still not apply.

I have forwarded you an email regarding the consultation on the walk route. I believe anyone can do a response.

Kind Regards,

Lisa Winter

Lisa Winter
Assistant Clerk
Meopham Parish Council - www.meopham-pc.gov.uk

From: secretary mdaa <secretary.mdaa@gmail.com>
Sent: 10 October 2024 6:43 AM
To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Subject: Re: MDAA on Sunday

I've just been made aware of a proposal for a new pathway between Istead Rise and Meopham, and that there is a consultation in progress. Given the location of the Allotments, is there anything that the MDAA Committee should be considering?

On another matter...

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Is MPC happy for us to go ahead?

All the best,

On 12 Sep 2024, at 12:49, secretary mdaa <secretary.mdaa@gmail.com> wrote:

Many thanks,

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Lisa Winter
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Meopham Parish Council - www.meopham-pc.gov.uk

From: secretary mdaa <secretary.mdaa@gmail.com>
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To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Subject: MDAA on Sunday

There are several ways in which could contribute to our gathering on Sunday morning.

I'm thinking it would best for me to call him to find out how long he can stay with us and what he is happy to do.

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Southdown Shaw Allotment Site Visit

From Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Date Mon 20/10/2025 2:20 PM

To chairman@meopham-allotments.gov.uk <chairman@meopham-allotments.gov.uk>; secretary@meopham-allotments.gov.uk <secretary@meopham-allotments.gov.uk>; webmaster@meopham-allotments.gov.uk <webmaster@meopham-allotments.gov.uk>; treasurer@meopham-allotments.gov.uk <treasurer@meopham-allotments.gov.uk>; lettings@meopham-allotments.gov.uk <lettings@meopham-allotments.gov.uk>

[REDACTED]

Good Afternoon [REDACTED]

Today I carried out a site inspection following our rough grass cut and tree survey along the land adjacent to Wrotham Road. However, during my visit I noticed a number of issues the most noticeable one, which could not wait for a report to my Councillors, being an acrid smell which I managed to trace by following the smoke to an unattended fire on what I believe is Plot 11E (if I have identified it correctly). In trying to work out where the smell and smoke were emanating from I tried to navigate the paths (which I believed were in a grid pattern) but many are either not passable or no longer there. I found myself having to go back and find an alternative way to weave my way through.

Having then got back to where I had parked my car, I noticed a very large patch which appears to have been the site of a fire, which is on MPC grounds, and which does not appear very healthy. The grass does not appear to be growing back and what bit has, is yellow in appearance. Could you please advise what has happened to this section of land as I am concerned something has contaminated it and I will need to report this to the Councillors?

I have used all the email addresses that were agreed at the meeting I minuted as I am unsure who needs to receive this email/information. I have also included webmaster? as I have received correspondence from that address too.

Kind Regards,

Lisa Winter

Lisa Winter
Clerk and RFO
Meopham Parish Council - www.meopham-pc.gov.uk

Date Tue 21/10/2025 2:39 PM

To [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Regards,

On Tue, 21 Oct 2025 at 9:33, [REDACTED]
[REDACTED]

The burn patch on the MPC land to the right of the site prior to the central roadway was created by [REDACTED] burning the demolition waste from the removal of the Meopham Players old storage shed and some of its contents on or about 02/11/25. The materials burnt included structural

elements of the shed (framing, wall, floor and ceiling panels, fixtures and fittings etc) plus an assortment of old sets, scenery elements etc.

I hope I've included all relevant email addresses.

Regards,


Chair MDAA

[Sent from AOL on Android](#)

On Mon, 20 Oct 2025 at 14:21, Assistant Clerk - Meopham Parish Council
<assistantclerk@meopham-pc.gov.uk> wrote:

Good Afternoon 

Today I carried out a site inspection following our rough grass cut and tree survey along the land adjacent to Wrotham Road. However, during my visit I noticed a number of issues the most noticable one, which could not wait for a report to my Councillors, being an acrid smell which I managed to trace by following the smoke to an unattended fire on what I believe is Plot 11E (if I have identified it correctly). In trying to work out where the smell and smoke were emanating from I tried to navigate the paths (which I believed were in a grid pattern) but many are either not passable or no longer there. I found myself having to go back and find an alternative way to weave my way through.

Having then got back to where I had parked my car, I noticed a very large patch which appears to have been the site of a fire, which is on MPC grounds, and which does not appear very healthy. The grass does not appear to be growing back and what bit has, is yellow in appearance. Could you please advise what has happened to this section of land as I am concerned something has contaminated it and I will need to report this to the Councillors?

I have used all the email addresses that were agreed at the meeting I minuted as I am unsure who needs to receive this email/information. I have also included webmaster? as I have received correspondence from that address too.

Kind Regards,

Lisa Winter

Lisa Winter
Clerk and RFO
Meopham Parish Council - www.meopham-pc.gov.uk

Re: MDAA SGM and elections

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

Date Wed 29/10/2025 5:04 PM

To [REDACTED]
[REDACTED]

Good afternoon

I am unsure as to why you have sent the attached report. I gave my unbiased advice at the very end of the meeting that I attended to one of the Committee members present, which was your constitution needs to be sorted out as a priority to clearly set out the procedures, as without that it was clear to me that Committee members were, and would continue to, fill in the blanks within the constitution to suit their own narrative. My other advice being that minutes should be just that, a minute of facts and decisions, so that they form a paper trail of decisions.

As to your two final paragraphs, could you explain them?

Kind Regards,

The Parish Council Officers

Lisa Winter (Clerk and RFO) and Tracey Hanlon (Finance & Grants Officer)
Meopham Parish Council - www.meopham-pc.gov.uk

From: [REDACTED]

Sent: Tuesday, October 28, 2025 4:49 PM

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

Subject: MDAA SGM and elections

Hi Lisa,

I have been asked to send you the following report by [REDACTED] one of our Committee members, on a bizarre encounter he and several other Committee members had with [REDACTED] and [REDACTED] in an un-booked and unpaid-for Committee Room in the Village Hall on 21st October 2025.

While here, I would like to thank you for your efforts at taking and producing draft Minutes at a recent Committee Meeting. Unfortunately, your Minutes have been 'processed' by [REDACTED] thereby increasing the word count by 42% and reducing objectivity by a considerable amount.

I should also thank you for your report on a recent visit to Southdown Shaw to inspect the work of a grass cutting contractor. I'm confident that the grass cutting will allow many Queen Bumblebees to burrow into the ground for a safe and secure winter, to emerge in the Spring ready to produce an abundance of pollinators for our Allotment Garden.

Noting that you made an excursion into our Allotment Garden and reported certain observations, I'm wondering if you were or are aware of important context for your reporting.

Finally, I should be grateful for an estimate of when your excursion took place, as we have miniature security cameras on some plots and their data has yet to enter a processing pipeline.

Thank you in advance,


Webmaster

Meopham and District Allotment Association
<http://www.meopham-allotments.co.uk>



Report on events 21/10/25 Meopham Village Hall

At 7pm [REDACTED] and [REDACTED], and [REDACTED] entered the Committee Room, where [REDACTED] and [REDACTED] were sitting. [REDACTED] was sat in her usual seat, [REDACTED] was not sitting in the chairman's place, but on a regular committee member's seat, next to [REDACTED]. They had a bottle of sparkling juice/wine, two glasses and a cake. They looked surprised when we arrived, appearing not to expect anyone else.

I read out a prepared statement, as follows;

"We are not joining this meeting, because it is not a meeting of the MDAA committee; that was booked in advance for 14/10/25, and happened last Tuesday with an agenda published and minutes taken. This meeting (21/10/25) was not agreed by the committee, and no explanation of the change of date was given to committee members.

On the 14/10/25 MDAA meeting the following actions occurred

- A unanimous vote of no confidence in the chairperson was passed
- A unanimous vote of no confidence in the secretary was passed
- An agreement to implement a Special General Meeting on the grounds that there was no stepping down and voting in of a new MDAA committee at the last AGM in accordance with our constitution's policy, we are therefore an illegitimate committee, as the chairperson [REDACTED] had failed to follow procedures.
- The SGM was called for because there were over ten plot holder signatures requesting it, the chairperson [REDACTED] had been given opportunity to organise the SGM but had failed to do so.

I then told [REDACTED] that he had had five years and achieved a lot as chairperson, he should be proud of his achievements. The issue was not in the goal of making MDAA better by gradually improving the facilities, on which we all agree. But rather the management style in achieving this, which has of late been confrontational with regard to committee interaction with plot holders. I cited two examples; the cutting back of a fully fruiting plum tree (fully investigated), without the plot holder's consent, and the disagreement of parking a car for a disabled son, by another plot holder (being investigated). I suggested both could have been handled less confrontationally by [REDACTED]. For example, once the fruit was harvested, we could have approached the plot holder and offered to trim the plum tree back under her supervision, that way it is a harmonious win/win, as she may not have wanted to attempt it alone. I stated that trust had broken down to such a degree people were even worried about meetings being recorded.

I stated that there are countless other examples of confrontations, where [REDACTED] intentionally or not, appears to come across as the 'Squire', ordering plot holders around, and they don't like it. Allotment growers generally want to lock the gate, leave the big bad world outside and grow vegetables on their plot, being left in peace, their main obligation to others being to keep the walkways clear around their plot. Over time they may meet their neighbours, perhaps become friends, have tea and cake etc. I stated to [REDACTED] that a friendly atmosphere is as important as addressing the areas that are not to standard.

I told both [REDACTED] and [REDACTED] that they are free to put their names forward for re-election provided they have a proposer, and seconder. [REDACTED] said as chairperson he would be chairing the SGM, I said no he would not, as we would all be stepping down at the start of the meeting. I counselled [REDACTED] to not say anything controversial at the meeting or attempt to disrupt the democratic process. I told him, that he may have a hostile audience as he had upset quite a few plot holders, and we do not want, or will allow a scene, or any disruption whatsoever.

I told [REDACTED] he had fought hard, and not always graciously, he should however be proud of his achievements as Chairperson, and accept the need for change, bowing out gracefully with his head held high. [REDACTED] did comment on justification of his actions towards plot holders, [REDACTED] was silent for the brief time we were standing in the room. and then we left, the purpose being only to

state committees actions leading to the SGM, and not to engage in dialogue, or attend a non MDAA meeting, or whatever was happening, given that it did not look like a meeting, with no pre-published agenda etc.

I told [REDACTED] we did not want him to leave his allotments, just not lead the allotments, hopefully over time, when bruised egos are gone we can return to civil and friendly relations."

[REDACTED]
MDAA Committee Member

Fw: A Serious Issue

From [REDACTED]
Date Fri 31/10/2025 10:45 AM
To Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>

Lisa,

Please see the email below that I sent to [REDACTED] the Meopham and District Allotments Association Secretary yesterday.

Please make this available to the Committee of Meopham Parish Council to use as you and they see fit.

I am convinced of the truth and accuracy of what I have written on this issue. I am prepared to testify that this is the truth wherever I may be asked to do so, including to MPC, the Environment Agency and any other relevant authorities including at court if that proves necessary.

Regards,

[REDACTED]
Chair MDAA

Sent from AOL on Android

— Forwarded message —

From: [REDACTED]
To: "secretary.mdaa@gmail.com" <secretary.mdaa@gmail.com>
Cc:
Sent: Thu, 30 Oct 2025 at 15:48
Subject: A Serious Issue
Dear All,

While I am Chairman I feel I have a duty to make you aware of the following issue connected with the actions taken by the then MDAA Secretary [REDACTED] last year in having a large bonfire constructed from the demolition waste created by the removal of the Meopham Players shed.

Why am I letting you know now? Because I feel you need to know now so you can demand what you feel is appropriate action. I may not be able to do so myself.

Why wait until now? Because facts about approval (or not) from MPC and the legal situation have only recently become clear. It is only very recently that I personally became aware of the criminal and potential contamination issues involved.

██████████ wanted to hold a large bonfire last year, to burn the demolition waste from the Meopham Players shed and contents. His motivation is unclear but may have been to avoid paying the fees charged by licensed waste disposal companies. He wanted to hold it on the piece of ground close to the nature area and approximately outside plots 1C/1D.

MDAA's committee decided against this idea. We learnt that we would not be covered by our insurance, we were concerned about safety and a fire risk to the hedge and that it would be on MPC land. We decided that we would instead have a couple of dustbin type incinerators gathered on one of the car park areas burning wood from plots.

██████████ asked MPC and they declined, suggesting small fires burning plot holders wood on the plots themselves, again on insurance and safety grounds. I don't believe ██████████ informed MPC that he planned to bring demolition waste from elsewhere onto the site and burn it on MPC land.

██████████ decided to ignore both the MDAA's and MPC's Committees democratic decisions and do what he wanted to do, namely bring demolition waste from the Meopham Players shed onto our site and burn it on MPC land.

In doing so ██████████ breached our lease agreement with MPC in a number of major ways. This could impact us all and is particularly difficult when we are due to renew our 7 year lease in a few months.

In doing so ██████████ breached his own tenancy agreement with MDAA in what must surely be the most serious manner possible.

In doing so ██████████ committed a criminal offence that carries with it a criminal record, and unlimited fines and liability for costs to test for contamination and any remediation works. This type of offence is prosecuted by the Environment Agency but I believe may initially be a police matter due to it being a criminal offence.

Please note that it appears that any plot holders who contributed materials from the allotments site to the bonfire in good faith did not commit a criminal offence.

Evidence suggests that contamination is very likely to be an issue. Plants struggle to grow at all in the fire circle a year later. I believe that efforts to reseed grass were not successful. The grass around is discoloured in areas as though poisoned. Flames in the fire were seen to be a variety of pretty colours that suggest salts, chemicals, preservatives, fire retardants etc were in the fire. These are long lasting toxic pollutants.

Even if there is no contamination, burning demolition waste in this way is a criminal offence. Do a Google search for burning demolition waste to confirm this.

The extent of contamination is not known at the moment. The wind direction that night means that contamination may be an issue in plots 1A through to 1D. It is of course not known whether tests need to be carried further out on other plots. The farmers field may also need checking. If any contamination is found the safety of produce grown in the soil is in question.

We will need to account for how and where the ashes were disposed of. They will almost certainly have been contaminated.

Testing will be costly. Remedial work to remove any contaminated soil, dispose of it safely and replace it may be very very costly.

MPC are likely to be looking to hold the relevant party responsible and liable for costs they may incur, including any legal costs. Hopefully they will not hold MDAA itself responsible, but they may. MDAA itself should in my opinion be doing the same. Note - MDAA have no cover at all for this under our insurance.

We as MDAA need to agree what action should be taken. In my opinion this must be a very high and urgent priority as the health of at least some of our plot holders is under question.

As this is a criminal offence issue we must all be careful to tell the truth when questioned. There is plenty of evidence within available emails, the committees involved and those who were involved in transporting the bonfire materials to site and who were at the event itself. Destruction or hiding of evidence will itself be a criminal offence.

MPC is of course taking an active interest in this issue. I expect MDAA will be hearing from them before long. If this is of concern to you I suggest you make your voice heard.

Regards,

A black rectangular redaction mark covering the signature of the MDAA Chair.

MDAA Chair

Re: A Serious Issue

From [REDACTED]
Date Sat 01/11/2025 8:00 AM
To Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>

Lisa,

Plot holders have asked for proof regarding the issue of last year's Guy Faukes bonfire. As current Chair of MDAA can I please ask you to send me any emails available on this?

I intend to then present those emails to plot holders via the MDAA FB group and via email to MDAA Committee members as evidence.

Regards,

[REDACTED]
MDAA Chair

Sent from AOL on Android

On Fri, 31 Oct 2025 at 10:45, [REDACTED]

Lisa,

Please see the email below that I sent to [REDACTED] the Meopham and District Allotments Association Secretary yesterday.

Please make this available to the Committee of Meopham Parish Council to use as you and they see fit.

I am convinced of the truth and accuracy of what I have written on this issue. I am prepared to testify that this is the truth wherever I may be asked to do so, including to MPC, the Environment Agency and any other relevant authorities including at court if that proves necessary.

Regards,

[REDACTED]
Chair MDAA

Sent from AOL on Android

— Forwarded message

From: [REDACTED]
To: "secretary.mdaa@gmail.com" <secretary.mdaa@gmail.com>
Cc:
Sent: Thu, 30 Oct 2025 at 15:48

Subject: A Serious Issue

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Why am I letting you know now? Because I feel you need to know now so you can demand what you feel is appropriate action. I may not be able to do so myself.

Why wait until now? Because facts about approval (or not) from MPC and the legal situation have only recently become clear. It is only very recently that I personally became aware of the criminal and potential contamination issues involved.

[REDACTED] wanted to hold a large bonfire last year, to burn the demolition waste from the Meopham Players shed and contents. His motivation is unclear but may have been to avoid paying the fees charged by licensed waste disposal companies. He wanted to hold it on the piece of ground close to the nature area and approximately outside plots 1C/1D.

MDAA's committee decided against this idea. We learnt that we would not be covered by our insurance, we were concerned about safety and a fire risk to the hedge and that it would be on MPC land. We decided that we would instead have a couple of dustbin type incinerators gathered on one of the car park areas burning wood from plots.

[REDACTED] asked MPC and they declined, suggesting small fires burning plot holders wood on the plots themselves, again on insurance and safety grounds. I don't believe Rodney informed MPC that he planned to bring demolition waste from elsewhere onto the site and burn it on MPC land.

[REDACTED] decided to ignore both the MDAA's and MPC's Committees democratic decisions and do what he wanted to do, namely bring demolition waste from the Meopham Players shed onto our site and burn it on MPC land.

In doing so [REDACTED] breached our lease agreement with MPC in a number of major ways. This could impact us all and is particularly difficult when we are due to renew our 7 year lease in a few months.

In doing so [REDACTED] breached his own tenancy agreement with MDAA in what must surely be the most serious manner possible.

In doing so [REDACTED] committed a criminal offence that carries with it a criminal record, and unlimited fines and liability for costs to test for contamination and any remediation works. This type of offence is prosecuted by the Environment Agency but I believe may initially be a police matter due to it being a criminal offence.

Please note that it appears that any plot holders who contributed materials from the allotments site to the bonfire in good faith did not commit a criminal offence.

Evidence suggests that contamination is very likely to be an issue. Plants struggle to grow at all in the fire circle a year later. I believe that efforts to reseed grass were not successful. The grass around is discoloured in areas as though poisoned. Flames in the fire were seen to be a

variety of pretty colours that suggest salts, chemicals, preservatives, fire retardants etc were in the fire. These are long lasting toxic pollutants.

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We will need to account for how and where the ashes were disposed of. They will almost certainly have been contaminated.

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MPC are likely to be looking to hold the relevant party responsible and liable for costs they may incur, including any legal costs. Hopefully they will not hold MDAA itself responsible, but they may. MDAA itself should in my opinion be doing the same. Note - MDAA have no cover at all for this under our insurance.

We as MDAA need to agree what action should be taken. In my opinion this must be a very high and urgent priority as the health of at least some our plot holders is under question.

As this is a criminal offence issue we must all be careful to tell the truth when questioned. There is plenty of evidence within available emails, the committees involved and those who were involved in transporting the bonfire materials to site and who were at the event itself. Destruction or hiding of evidence will itself be a criminal offence.

MPC is of course taking an active interest in this issue. I expect MDAA will be hearing from them before long. If this is of concern to you I suggest you make your voice heard.

Regards,



MDAA Chair

Meopham Parish Council

3 November 2025 (2025-2026)

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
108 Professional Services	30/09/2025	FC84	Unity Multipay Card		NEWSPAPER ADVERT - ONLINI	KM Media	S	596.00	119.20	715.20
109 Photocopier Contract	06/10/2025	CONTRACT	Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	494.04	98.81	592.85
110 Communications & IT	06/10/2025	CONTRACT	Unity Trust Bank		Phone System	HELOCENTRIX/MICROSOFT	S	169.20	33.84	203.04
111 Bank Charges	06/10/2025		Unity Trust Bank		BANK CHARGES	Unity Bank	E	8.40		8.40
112 Staff Salaries Tax & NIC	07/10/2025	CONTRACT	Unity Trust Bank		Salary	L Winter	X	3,569.16		3,569.16
113 Staff Salaries Tax & NIC	07/10/2025	CONTRACT	Unity Trust Bank		Salary	T Hanlon	X	1,347.51		1,347.51
114 Staff Pensions	07/10/2025	CONTRACT	Unity Trust Bank		Pension Contributions	Kent Pension Fund	X	1,063.63		1,063.63
115 Bank Charges	07/10/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	E	4.25		4.25
128 Photocopier Contract	10/10/2025		Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	494.03	98.81	592.84
118 PITFIELD TOILETS	27/10/2025	FC80	Unity Trust Bank		PITFIELD TOILETS	ROBIN HUNTER	E	499.00		499.00
120 Trees	27/10/2025	FC35	Unity Trust Bank		TREE MAINTENANCE	Elite Trees	S	6,800.00	1,360.00	8,160.00
122 Staff Salaries Tax & NIC	27/10/2025		Unity Trust Bank		PAYE Contributions	HMRC	E	3,235.49		3,235.49
117 Streetlights	27/10/2025		Unity Trust Bank		Street Lights Maintenance Cont	Streetlights	S	1,015.56	203.11	1,218.67
121 Office Rent	27/10/2025	CONTRACT	Unity Trust Bank		Office Rent	St Johns Centre	X	475.84		475.84
119 Professional Services	27/10/2025	CONTRACT	Unity Trust Bank		HR Support Contract	Council HR & Governance	S	300.00	60.00	360.00
116 Former Toilet Block	27/10/2025	Delegated Authority	Unity Trust Bank		DRAIN REPAIR	Andrew Day	Z	250.00		250.00
125 PITFIELD TOILETS	28/10/2025	FC 80	Unity Trust Bank		Electricity Supply	LV CONNECTIONS LIMITED	X	1,937.50		1,937.50
123 Office Supplies	28/10/2025	Delegated Authority	Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	52.47	10.49	62.96
124 Bank Charges	28/10/2025		Unity Multipay Card		BANK CHARGES	Unity Bank	X	6.00		6.00
126 LITIGATION SETTLEMENT	28/10/2025		Unity Trust Bank		SETTLEMENT	Meopham Parish Council	X	30,000.00		30,000.00
129 Drinking Fountain	29/10/2025		Unity Trust Bank		Water Supply	Business Stream	Z	23.31		23.31
127 Bank Charges	31/10/2025		Unity Trust Bank		BANK CHARGES	Unity Bank	X	9.00		9.00
Total								52,350.39	1,984.26	54,334.65

74

Item 9.1



KM Media Group Ltd
Medway House
Sir Thomas Longley Road
Medway City Estate
Rochester,
Kent ME2 4DU
Tel: 01634 227800

VAT Registration No: GB 261 6151 24

PAYMENT RECEIPT

Nicki Jeram
Meopham Parish Council
Meopham Parish Council,
St Johns Centre
Wrotham Road Meopham
KENT
DA13 0AA
United Kingdom

Thank you for your order and payment, your order details are shown below.

Customer Account Number	IM107421
Sales Representative	Kellie Hougham

Order Number	B0123919
Purchase Order Number	

Ad Type	Your Ref	Package/Description
Print	MEOPHAM PARISH COUNCIL SERVICE CONTRACT – TENDERS REQUIRED	Kent Titles 06 - Gravesend Messenger Notices 10x3 1 appearances, on 2/10/2025
Digital	MEOPHAM PARISH COUNCIL SERVICE CONTRACT – TENDERS REQUIRED	Listing - Kent Notices PNP Online Ashford (Inc Tenterden) - on 2/10/2025

Payment Date	Payment Type	Receipt #	Amount
Sep 30, 2025	Credit / Debit Card		£715.20

Net	£596.00
VAT Std	£119.20
Total	£715.20

PAYMENT RECEIVED THANK YOU

Terms and conditions are available at
<http://iliffmedia.co.uk/terms-and-conditions/>

Voucher 109



Smart Office Solution



Smart Office Solution Ltd
Unit 2&3
Nepicar Park
London Road
Wrotham
Kent
TN15 7AF

T. 01622 809508
E. finance@smartofficegroup.com

Invoice

Invoice To

Meopham Parish Council
St John's Centre
Wrotham Road
Meopham
Kent
DA13 0AA

Invoice No. 652228
Invoice Date 24/09/2025
Order #
Account # MEO004
Page # 1/1

Description	Unit amount	Quantity	Net amount
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Smart Print Services Ltd: For all your outsourced printing and merchandise.
Everything from Business Cards to Brochures, Mugs to Pens, Posters to
Flyers and much more. No job too big or too small.
Contact Carl on 01732 449621 for a customised quotation.
Smartprintservice.co.uk

SOP # SO2509-2426

Deliver To Meopham Parish Council, St John's Centre, Meopham, Kent, DA13 0AA.

Quarterly Rental Charge for C550i photocopier: June 25 -
Sep 25

247.02 1.00 247.02

Quarterly Rental Charge for C550i photocopier: Sep 25 -
Dec 25

247.02 1.00 247.02

Facility Fee for Rental agreement (One off)

169.00 1.00 169.00

credit attached.

247.02
247.02

494.04
98.81

592.85

+ VAT.

The amount due will be collected by Direct Debit on or
immediately after 14 days, due by 08/10/2025

Net Total	GBP	663.04
Tax Total	GBP	132.60
Invoice Total	GBP	795.64

76



Smart Office Solution

Credit

Credit To

Meopham Parish Council
St John's Centre
Wrotham Road
Meopham
Kent
DA13 0AA

Smart Office Solution Ltd
Unit 2&3
Nepicar Park
London Road
Wrotham
Kent
TN15 7AF

T. 01622 809508
E. finance@smartofficegroup.com

Credit No. 901840
Credit Date 02/10/2025
Order #
Credited Inv 652228
Account # MEO004
Page # 1/1

Description	Unit amount	Quantity	Net amount
SOP # SO2509-2426			
Deliver To Meopham Parish Council, St John's Centre, Meopham, Kent, DA13 0AA.			
Facility Fee for Rental agreement (One off)	169.00	1.00	169.00

Net Total	GBP	169.00
Tax Total	GBP	33.80
Credit Total	GBP	202.80

77

Voucher 110



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
01/10/2025	28123

Terms	Due Date	PO Number	Reference
Net 15 days	16/10/2025		Monthly Billing for October

Managed Services Details	Quantity	Price	Amount
Agreement Microsoft 365 - Monthly Licenses			
Microsoft Teams Phone with Calling Plan for 3000 UK Minutes	4.00	£15.72 GBP	£62.88 GBP
Microsoft Teams Phone Resource Account (Monthly\NCE)	10.00	£0.00 GBP	£0.00 GBP
Microsoft 365 - Business Standard License, includes: - Microsoft Office Desktop and Mobile - Exchange Email - OneDrive \ SharePoint - Microsoft Teams	3.00	£11.52 GBP	£34.56 GBP
Microsoft 365 Business Basic - Exchange Email up to 50GB - Teams - OneDrive \ SharePoint	13.00	£5.52 GBP	£71.76 GBP
Total Managed Services Details:			£169.20 GBP
Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference.	Invoice Subtotal:	£169.20 GBP	
	UK-VAT @ 20%:	£33.84 GBP	
	Invoice Total:	£203.04 GBP	
	Payments:	£0.00 GBP	
	Credits:	£0.00 GBP	
Balance Due:			£203.04 GBP

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

78



Outlook

Voucher 118

Robin Hunter Rural Services Invoice Z1773

From Robin Hunter <robinhunt1@hotmail.co.uk>

Date Sun 19/10/2025 3:43 PM

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

Robin Hunter Rural Services

Ashmere farm
Camer Park Road
Meopham
Kent DA13 0AL

19/10/2025

Invoice

Meopham toilets Z1773

For the attention of Tracy Hanlon.

Works carried out & completed for Meopham Parish Council on the 16th & 17th October 2025.

Cleaning tiled roof of Meopham public toilets

Cleaning gutters of Meopham Public toilets

Hard winter prune of rose bush in front of Meopham Public toilets.

79

Total cost of works. £499.00

With thanks

RJ Hunter 43111628
Barclays 20-27-92

Sent from my iPhone

Voucher 120

Elite Tree Care and Gardening Services Ltd

13 Montpelier Avenue

Bexley

KT

DA53AP

+0132251797007522088482

elitetreecare@hotmail.com

VAT Registration No.: 461957070

**Elite Tree Care**
& Gardening Services LTD**VAT Invoice**INVOICE TO
TRACY HANLON
STEELES LANE
MEOPHAM
DA13 0PZINVOICE 2148
DATE 10/10/2025
TERMS Due on receipt
DUE DATE 10/10/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/05/2025	Tree Surgery	To carry out pollarding of 6 Lime trees using a truck-mounted MEWP (mobile elevated work platform). All work will be carried out in accordance with BS3998:2010 Tree Work - recommendations. Scope of Works: . Full Site assessment prior to commencement. . Set up pedestrian control measures. . Use of truck-mounted MEWP to safely access upper canopy. . Track mats supplied to protect grass from any wheel marks. . Reduce all 6 trees to previously established pollard points. . Remove and chip all arising debris on site. . Leave site clean and tidy upon completion . PLEASE NOTE - The works should only be carried out when the trees are dormant. Which would mean winter or early Spring.	1	6,800.00	6,800.00

Details for payment -

Barclays Bank
Elite tree care & gardening services ltd
Account : 73442926
Sort Code : 20-06-72

SUBTOTAL	6,800.00
VAT TOTAL	1,360.00
TOTAL	8,160.00
BALANCE DUE	£8,160.00

VAT SUMMARY

	RATE	VAT	NET
VAT @ 20%		1,360.00	6,800.00

81

Voucher 117

Streetlights
PO Box 545
Gravesend
DA12 9RB

Invoice

Page 1

Meopham Parish Council
The Parish Council Office
St Johns Centre
Wrotham Road
DA13 0AA

15647

22/10/2025

MEOPHAMP

Details

Unit Price	Net Amt	VAT %	VAT
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Attention of: Lisa Winter

Payment 2 (of 2) 2025/26 Street Lighting
Maintenance Contract.

For the sum of:

1,015.56	1,015.56	20.00	203.11
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VAT Reg No: 624 8915 19

Account Name : Streetlights

Bank Sort Code : 60 - 06 - 33

Account Number : 34346198

Payment Terms : 30 days

Total Net Amount	1,015.56
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Carriage Net	0.00
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Total VAT Amount	203.11
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Invoice Total	1,218.67
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82

Voucher 119



Council HR and Governance Support
Excellence in all we do

Date: 22nd August 2025
REF: Meoph/09

TO: Meopham Parish Council
C/o Parish Clerk

Council HR & Governance Support
07805 472859
Exchange Buildings
66 Church Street
Hartlepool
TS24 7DN
finance@chrgs.co.uk

INVOICE

Thank You for Your business!
VAT No. 467 7937 26

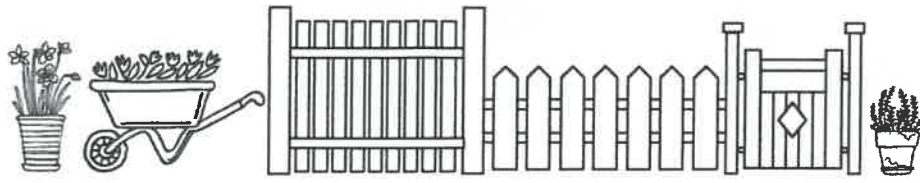
CONTACT	JOB	PAYMENT TERMS	DUE DATE
Lisa Winter	Support regarding settlement agreement	Due within 14 days please	8 th September 2025

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
5 hours (reduced from 7 hours)	Ongoing support relating to settlement agreement including changing details of agreement and on going correspondence with parties. (Discounted rate from £75 per hour to £60 per hour)	£60.00	£300.00
Subtotal			£300.00
VAT			£60.00
Total			£360.00

BACS payments to CHRGs Ltd please
Sort code 60-83-71
Account number 79823271
THANK YOU FOR YOUR BUSINESS!

83

Voucher 116



A DAY'S LANDSCAPING & FENCING

Invoice

13th Oct 2025

Medpham Parish Council

Removal of 1 broken manhole cover.
Replacing with 1 new manhole cover with
frame. Concrete'd in and made area tidy.

Fee £ 250.00

Please Pay Mr A J DAY

~~Sort~~ 40-09-00

~~Sort~~
Acc 70441848

84

Contact Andy Day

Address: 'Shirley', Longfield Road, Longfield Hill, Kent, DA3 7AP.

Tel: 07706 991 627 or 01474 813303

Email: dayjames91@yahoo.com Facebook: A Days Landscaping and Fencing

 OutlookNeed to pay 50% = £1937.50
Voucher 125

Fwd: Z1773 - Mepham Toilet Block Pricing Schedule, reinstatement of electricity supply

From DN Holland <m@dnholland.com>**Date** Tue 21/10/2025 7:44 AM**To** Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk> 1 attachment (96 KB)

Meopham Toilet Block 100A Supply .pdf;

sorry wrong job number in subject line

----- Forwarded Message -----

Subject: Z1771 - Mepham Toilet Block Pricing Schedule, reinstatement of electricity supply**Date:** Tue, 21 Oct 2025 07:41:03 +0100**From:** DN Holland <m@dnholland.com>**To:** Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Lisa, please see attachment. As we are tied as to who we can go to, can we use this and the two UKPN quotes to demonstrate we have the best value for money. Thereby instructing LV connections to proceed. following discussions they would like a deposit of 50% (which cover the items they have to payout for before commencement of works)

we can then request a programme for completion

KR Duncan

----- Forwarded Message -----

Subject: Mepham Toilet Block Pricing Schedule**Date:** Mon, 20 Oct 2025 13:55:56 +0000**From:** Paul Greenham <paul.greenham@lvconnections.com>**To:** DN Holland <m@dnholland.com>

Good afternoon Duncan,

Please see attached revised pricing schedule as discussed,

Kind Regards

Paul Greenham

85

 Outlook

RE: Z1773 - Mepham Toilet Block Pricing Schedule, electricity supply works

From Paul Greenham <paul.greenham@lvconnections.com>

Date Wed 22/10/2025 1:26 PM

To DN Holland <m@dn holland.com>

Cc Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

 2 attachments (351 KB)

Certificate of Combined Insurance 24_25.pdf; Excess Layer of PL insurance 24_25.pdf;

Good afternoon Duncan,

Please see attached as requested evidence of our Public Liability Insurance and excess layer.

Our bank details are as follows.

LV Connections Limited

Santander Business Account

Account Number 42045836

Sort Code 09-01-29

Bridle Road, Bootle L30 4GB.

Kind regards

Paul Greenham

From: DN Holland <m@dn holland.com>

Sent: 21 October 2025 10:41

To: Paul Greenham <paul.greenham@lvconnections.com>

Cc: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Subject: Z1773 - Mepham Toilet Block Pricing Schedule, electricity supply works

Paul, please can you provide:

bacs transfer details to get you funds

copy of your PL insurance / to whom it may concern

please reply to all

KR DNH

On 20/10/2025 14:55, Paul Greenham wrote:

Good afternoon Duncan,

Please see attached revised pricing schedule as discussed,

Kind Regards

Paul Greenham

86

Item 9.2

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

3 November 2025 (2025-2026)

Council Administration

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
24	Staff Salaries Tax & NIC				88,101.00	29,298.91	58,802.09	58,802.09 (66%)
25	Staff Pensions				13,600.00	4,809.46	8,790.54	8,790.54 (64%)
26	Cllr & Staff Expenses				400.00	212.66	187.34	187.34 (46%)
28	Professional Memberships				4,816.00	3,070.00	1,746.00	1,746.00 (36%)
29	Chairman's Allowance				100.00		100.00	100.00 (100%)
30	Training					496.78	-496.78	-496.78 (N/A)
33	Photocopier Contract		12.95	12.95	700.00	1,514.87	-814.87	-801.92 (-114%)
34	Communications & IT				2,100.00	1,898.80	201.20	201.20 (9%)
87	Insurance				3,000.00	2,234.88	765.12	765.12 (25%)
88	Office Rent				6,525.00	3,860.63	2,664.37	2,664.37 (40%)
89	Venue Hire for Meetings				720.00	159.30	560.70	560.70 (77%)
90	Office Supplies				1,200.00	205.48	994.52	994.52 (82%)
91	Software Licences				1,800.00	419.99	1,380.01	1,380.01 (76%)
92	Internal & External Audit Fees				1,200.00	616.25	583.75	583.75 (48%)
93	Payroll Services				360.00	168.00	192.00	192.00 (53%)
104	Bank Charges		102.75	102.75	372.00	127.35	244.65	347.40 (93%)
105	Professional Services				5,000.00	2,358.40	2,641.60	2,641.60 (52%)
110	Water Supply							(N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90							(N/A)
113	Multipay Card Payment							(N/A)
114	ANNUAL SUBSCRIPTION					47.00	-47.00	-47.00 (N/A)
116	SURVEYS AND REPORTS							(N/A)
118	Village Poll 117							(N/A)
122	KALC CONFERENCE FEE							(N/A)
123	RESERVES							(N/A)
129	EAP-EMPLOYMENT ASSISTAN				780.00		780.00	780.00 (100%)
132	ELECTIONS					15,178.75	-15,178.75	-15,178.75 (N/A)
133	NEW BANK ACCOUNT							(N/A)
136	LITIGATION SETTLEMENT					30,000.00	-30,000.00	-30,000.00 (N/A)
SUB TOTAL			115.70	115.70	130,774.00	96,677.51	34,096.49	34,212.19 (26%)

Council Projects & Events

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
2	Community Events				7,000.00		7,000.00	7,000.00 (100%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem							(N/A)
102	New Website Project					704.00	-704.00	-704.00 (N/A)
103	Camer Parade - Highways Scher							(N/A)
109	Harvel Bench							(N/A)
124	MEOPHAM WINDMILL				5,000.00		5,000.00	5,000.00 (100%)
125	JUDSONS PAVILLION				6,000.00		6,000.00	6,000.00 (100%)
126	LIBRARY SERVICES				12,500.00		12,500.00	12,500.00 (100%)
127	SCHOOL CLOSE				5,000.00		5,000.00	5,000.00 (100%)
135	PITFIELD TOILETS					2,436.50	-2,436.50	-2,436.50 (N/A)

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

3 November 2025 (2025-2026)

SUB TOTAL		35,500.00	3,140.50	32,359.50	32,359.50 (91%)
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Council Services

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4	Defibrillator Maintenance				150.00		150.00	150.00 (100%)
8	Service Contract & Litter Collecti				20,000.00		20,000.00	20,000.00 (100%)
13	Trees				3,300.00	8,060.00	-4,760.00	-4,760.00 (-144%)
16	Community Grants Scheme				3,000.00	2,500.00	500.00	500.00 (16%)
17	Families and Young People				6,000.00	6,000.00		(0%)
19	Community Toilet Scheme							(N/A)
22	Bus Shelter Cleaning				1,200.00	664.62	535.38	535.38 (44%)
68	Streetlights				11,040.00	5,845.12	5,194.88	5,194.88 (47%)
83	Community Engagement				3,000.00		3,000.00	3,000.00 (100%)
85	Village Sign & Flagpole				1,000.00		1,000.00	1,000.00 (100%)
106	Harvel Pond							(N/A)
107	Former Toilet Block				15,000.00	269.16	14,730.84	14,730.84 (98%)
108	Drinking Fountain					71.97	-71.97	-71.97 (N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				1,650.00		1,650.00	1,650.00 (100%)
130	SPEEDWATCH				1,500.00		1,500.00	1,500.00 (100%)
131	BASAL CUTTING							(N/A)
134	JUDSONS MAINTENANCE					220.00	-220.00	-220.00 (N/A)
SUB TOTAL					66,840.00	23,630.87	43,209.13	43,209.13 (64%)

Income

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
45	Bank Interest Received	20.00	690.26	670.26				670.26 (3351%)
46	Precept	231,570.00	231,570.00					(0%)
49	Wayleaves	170.00		-170.00				-170.00 (-100%)
50	Rental Income	634.00	634.13	0.13				0.13 (0%)
94	VAT Reclaim		1,363.19	1,363.19				1,363.19 (N/A)
95	Other Income							(N/A)
119	BT CREDIT REFUND							(N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
SUB TOTAL		232,394.00	234,257.58	1,863.58				1,863.58 (0%)

Summary

NET TOTAL	232,394.00	234,373.28	1,979.28	233,114.00	123,448.88	109,665.12	111,644.40 (23%)
V.A.T.		5,601.29			4,763.38		
GROSS TOTAL		239,974.57			128,212.26		

Item 9.3

3 November 2025 (2025-2026)

Meopham Parish Council
RECONCILIATION - Unity Trust Bank 31-10-2025

From Accounts	£97,708.07
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£97,708.07
----------------------------------	-------------------

Meopham Parish Council
Current T2
 60-83-01 • 20405821

Balance Available
 £ 98,300.92 £ 98,300.92

Balances are correct as of 10:20 on 03 Nov 2025.

↓ Date	Description	Paid in	Paid out	Balance
03/11/25	SMART OFF SOLUTION • REFUND	592.85		98,300.92
31/10/25	Service Charge		-9.00	97,708.07
29/10/25	B/P to: LV CONNECTIONS LTD • MEOPHAM PC		-1,937.50	97,717.07
29/10/25	B/P to: S Fishenden • MPC - SETTLEMENT		-30,000.00	99,654.57
29/10/25	Direct Debit (SCOTTISH WATER BUS) • 662899		-23.31	129,654.57
28/10/25	B/P to: ELITE TREE CARE • INV-2148		-8,160.00	129,677.88
28/10/25	B/P to: CHRGS • MEOPHAM/09		-360.00	137,837.88
28/10/25	B/P to: Streetlights • MEOPHAM PC 15647		-1,218.67	138,197.88
28/10/25	B/P to: A Day • OCT 25		-250.00	139,416.55
28/10/25	B/P to: ROBIN HUNTER • MEOPHAM PC -Z1773		-499.00	139,666.55
23/10/25	Direct Debit (HMRC SDDS) • 0000340636		-3,235.49	140,165.55
20/10/25	S/O to: Meopham PCC • MEOPHAM PC		-475.84	143,401.04
20/10/25	S/O to: L Winter • MEOPHAM PC		-3,569.16	143,876.88
20/10/25	S/O to: KCC Pension Fund • MEOPHAM PC		-1,063.63	147,446.04
20/10/25	S/O to: Tracey Hanlon • SALARY MPC		-1,347.51	148,509.67
16/10/25	Direct Debit (LLOYDS • 80000029478III3973 CORP CARD)		-784.16	149,857.18
10/10/25	B/P to: HELIOCENTRIX LTD • INV 28123		-203.04	150,641.34
10/10/25	B/P to: SMART OFFICE • 652228 - 901840 SOL CR		-592.85	150,844.38
10/10/25	Direct Debit (SMART OFFICE SOLU) • ARC00240		-592.84	151,437.23
08/10/25	HMRC VAT • 314795487	1,363.19		152,030.07
30/09/25	Service Charge		-8.40	150,666.88
25/09/25	B/P to: SMART OFFICE SOL • 651975		-204.72	150,675.28

25/09/25	B/P to: MULBERRY LOCAL ATH • MPC - 1531	-327.00	150,880.00
22/09/25	S/O to: Meopham PCC • MEOPHAM PC	-611.66	151,207.00
22/09/25	S/O to: L Winter • MEOPHAM PC	-1,924.34	151,818.66
22/09/25	S/O to: KCC Pension Fund • MEOPHAM PC	-687.51	153,743.00
22/09/25	S/O to: Tracey Hanlon • SALARY MPC	-665.32	154,430.51
19/09/25	B/P to: ASH-CUM-RIDLEY PC • MEOPHAM PC	-104.14	155,095.83
19/09/25	B/P to: LISA WINTER • MPC EXPENSES	-212.66	155,199.97
17/09/25	B/P to: Meopham V Hall • 25/095	-25.90	155,412.63
17/09/25	B/P to: Meopham Carers Sup • MPC - GRANT 25	-1,000.00	155,438.53
17/09/25	B/P to: Meopham Windmill T • MPC - GRANT 25	-500.00	156,438.53
17/09/25	B/P to: Air Ambulance • MPC - GRANT 25	-500.00	156,938.53
17/09/25	B/P to: Harvel VH Cttee • MPC - GRANT 25	-500.00	157,438.53
16/09/25	Direct Debit (LLOYDS • 80000029478III3973 CORP CARD)	-6.00	157,938.53
08/09/25	B/P to: Element UK Limited • 139886	-265.85	157,944.53
08/09/25	B/P to: HELIOCENTRIX LTD • INV 23858 / 59 /60	-203.04	158,210.38
08/09/25	B/P to: DM Payroll • 4705	-100.80	158,413.42
08/09/25	SMART OFF SOLUTION • REFUND	15.54	158,514.22
05/09/25	Meopham & District • MDAA RENT	33.00	158,498.68
05/09/25	Meopham & District • MDAA RENT	400.13	158,465.68
31/08/25	Service Charge	-8.70	158,065.55
29/08/25	Direct Debit (SMART OFFICE SOLU) • ARC00240	-15.54	158,074.25
27/08/25	B/P to: Gravesham Borough • 0998254J	-8,921.40	158,089.79
22/08/25	B/P to: ELITE TREE CARE • INV-2119	-1,020.00	167,011.19
20/08/25	S/O to: Meopham PCC • MEOPHAM PC	-543.75	168,031.19
20/08/25	S/O to: L Winter • MEOPHAM PC	-2,152.64	168,574.94
20/08/25	S/O to: KCC Pension Fund • MEOPHAM PC	-687.51	170,727.58
20/08/25	S/O to: Tracey Hanlon • SALARY MPC	-747.84	171,415.09
18/08/25	B/P to: KENT CRICKET • MPC - GRDSM GA25/03A	-360.00	172,162.93
18/08/25	Direct Debit (LLOYDS • 80000029478III3973 CORP CARD)	-62.13	172,522.93

14/08/25	B/P to: HELIOCENTRIX LTD • INV 27544	-203.04	172,585.06
14/08/25	B/P to: HELIOCENTRIX LTD • INV 27589	-84.16	172,788.10

Meopham Parish Council
RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 31-10-2025

From Accounts	£84,406.54
-------------------------	------------

Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£84,406.54
-------------------------------	-------------------

Account Details

Manage your account

Your Account

Instant Access

CB01477687 Council Saver

Meopham Parish Council

Balance: £84,406.54

Available: £84,406.54

Accrued interest (not paid): £1,407.39

Interest rate: 1.75%

Transactions

Future Payment

Transactions

Period from

to

94

Filter

Download Transactions

Date	09/01/2025
Description	RECEIPT BY PRODUCT SWITCH
In (£)	84,406.54
Out (£)	
Balance (£)	84,406.54
Date	09/01/2025
Description	WITHDRAWAL BY PRODUCT SWITCH
In (£)	
Out (£)	84,406.54
Balance (£)	0.00
Date	09/01/2025
Description	GROSS INTEREST
In (£)	44.38
Out (£)	
Balance (£)	84,406.54
Date	31/12/2024
Description	GROSS INTEREST
In (£)	362.16
Out (£)	
Balance (£)	84,362.16
Date	31/10/2024

Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00
Date	21/10/2024
Description	PAYMENT REVERSED - CHEQUE
In (£)	
Out (£)	84,000.00
Balance (£)	0.00
Date	16/10/2024
Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00

Latest

Contact Us

Please contact our Customer Contact Centre on 0345 601 3344. Please see our website for opening times.

[Request a Call](#)

[Store Locator](#)

Message Centre

Send us a secure message.

[Manage your secure messages](#)

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Meopham Parish Council
RECONCILIATION - REDWOOD BANK 31-10-2025

From Accounts	£80,690.26
-------------------------	------------

Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£80,690.26
--------------------------------------	-------------------

97

Meopham Parish Council
RECONCILIATION - Lloyds Bank 31-10-2025

From Accounts	£53,878.50
-------------------------	------------

Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£53,878.50
-------------------------------	------------

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Issue date: 24 September 2025

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: GRAVESEND

Sort code: 30-93-60 Account number: 00332403

BIC: LOYDGB21278

IBAN: GB07 LOYD 3093 6000 3324 03



002611 PDEA04-20250925-48600-000291
MEOPHAM PARISH COUNCIL
MRS SARAH EGGLESDEN
THE WINDMILL
WROTHAM ROAD
MEOPHAM
GRAVESEND
DA13 0QA



36700 D

COMMUNITY ACCOUNT

MEOPHAM PARISH COUNCIL

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 22 Aug 2025	£53,780.00
Total Paid In	£102.75
Total Paid Out	£4.25
Balance On 23 Sep 2025	£53,878.50

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
22 Aug 25		STATEMENT OPENING BALANCE			53,780.00
09 Sep 25	PAY	SERVICE CHARGES REF : 463910853		4.25	53,775.75
23 Sep 25	FPI	077529899010395 COMPLAINT 13144102 RP0000008597610000 775298 10 23SEP25 16:47	85.00		53,860.75
23 Sep 25	FPI	077529899021593 COMPLAINT 13144102 RP0000008597611000 775298 10 23SEP25 16:47	12.75		53,873.50
23 Sep 25	FPI	077529899010792 COMPLAINT 13144102 RP0000008597612000 775298 10 23SEP25 16:47	4.00		53,877.50
23 Sep 25	FPI	077529899021593 COMPLAINT 13144102 RP0000008597614000 775298 10 23SEP25 16:51	1.00		53,878.50
23 Sep 25		STATEMENT CLOSING BALANCE	102.75	4.25	53,878.50

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:

PAY - Payment FPI - Faster Payment

Support for charities and not-for-profit organisations

Discover our hub for tips and guidance to make running your organisation easier. Pop back regularly for new content and updates.

To explore our hub visit lloydsbank.com/not-for-profits or scan the QR code.



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MEOPHAM PARISH COUNCIL
MRS SARAH EGGLESDEN
MEOPHAM PARISH COUNCIL
THE WINDMILL
WROTHAM ROAD
MEOPHAM
GRAVESEND
DA13 0QA

Lloyds Bank plc
Commercial Banking
P.O. Box 1000
BX1 1LT

www.lloydsbank.com

Telephone: 0345 072 5555

INVOICE

VAT registration number: GB-244-1555-76
Date / Tax point: 10/9/2025
Invoice reference: 466335884

MEOPHAM PARISH COUNCIL

Charges incurred from 10 August 2025 to 9 September 2025

The total amount shown will be debited on or after **12 October 2025**.

Summary	GBP excluding VAT	GBP VAT amount	GBP including VAT
Total VAT @ 0.00%	4.25	0.00	4.25
Sub total	4.25	0.00	4.25
Total			4.25

To be debited from			
30-93-60 00332403		GBP	4.25
Total		GBP	4.25

100

Lloyds Bank plc Registered office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Authorised by the Prudential Regulation Authority regulated by the Financial Conduct Authority and the Prudential Regulation Authority under number 119278.

Please contact us if you'd like this in Braille, large print or on audio tape.

We accept calls via Text Relay.

Calls may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

PNIP0GF3100000

300050001192000001

Meopham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/10/2025			
A	Cash in Hand 01/04/2025		204,921.06
	ADD		
	Receipts 01/04/2025 - 31/10/2025		239,974.57
			444,895.63
	SUBTRACT		
	Payments 01/04/2025 - 31/10/2025		128,212.26
	Cash in Hand 31/10/2025 (per Cash Book)		316,683.37
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Lloyds Bank 31/10/2025	53,878.50	
	Unity Trust Bank 31/10/2025	97,708.07	
	Unity Multipay Card 31/10/2025	0.00	
	CAMBRIDGE BUILDING SOCIETY 31/10/2025	84,406.54	
	REDWOOD BANK 31/10/2025	80,690.26	
			316,683.37
	Less unrepresented payments		
			316,683.37
	Plus unrepresented receipts		
	Adjusted Bank Balance		316,683.37
A = B Checks out OK			

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Meopham Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections	6,838.24	-6,838.24			0.00
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarked	1,200.00				1,200.00
Post Replacements - Earmarked					0.00
All Council Strategic Day - Earmarked	683.70				683.70
Harvel Green Bench - Earmarked					0.00
Total Earmarked	29,721.94	-6,838.24			22,883.70
TOTAL RESERVE	29,721.94	-6,838.24			22,883.70
GENERAL FUND					293,799.67
TOTAL FUNDS					316,683.37

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PROGRESS TRACKER 25-26

Date of Original Minute	Minute Ref.	Description	Case Officer	Current Status	Latest Update
15/04/2025	FC243	FAILURE TO DECLARE INTEREST BY COUNCILLORS- MONITORING OFFICER TO BE INFORMED	OFFICERS	COMPLETED	MEETING WITH MONITORING OFFICER
15/04/2025	FC245	GBC TO BE ADVISED TO ISSUE POLL CARDS FOR BY-ELECTIONS	OFFICERS	COMPLETED	
15/04/2025	FC249	NEW WEBSITE	P HASLAM	ONGOING	
	FC252	PAT TESTING PORTABLE APPLIANCES	OFFICERS	TBD	
10/08/2025	FC34	SPEEDWATCH - INFORMATION REQUESTED	P WATSON	ONGOING	TO BE DISCUSSED AT MEETING ON 11/11/25
	FC36	POST RENEWAL DEFERRED FOR GREEN SURVEYS	OFFICERS	TBD	
	FC38	ILLEGAL ACCESS TO MEOPHAM GREEN - OPTIONS DEFERRED	D SIMS	ONGOING	
29/07/2025	FC57	STREETLIGHTS COLUMN 36	OFFICERS	ONGOING	UK POWER NETWORKS INSTRUCTED
	FC58	HOOK GREEN TREES ADJACENT TO WHEELERS COTTAGE	OFFICERS	ONGOING	GBC APPROVAL OBTAINED 2 X QUOTES RECEIVED AND CONSIDERED PARISHNER KEPT UP TO DATE.
	FC61	INVITATION TO MEOPHAM HUB	OFFICERS	ONGOING	INVITES SENT - NO RESPONSES TO DATE - TO BE CHASED
	FC63	REOPENING OF PITFIELD TOILETS	OFFICERS	ONGOING	
09/09/2025	FC77	PERMISSION GRANTED WITH CAVEAT TO WINDMILL TRUST CHRISTMAS LIGHTS / FLAGPOLL	OFFICERS	COMPLETED	DAVE DENMAN EMAILED ADVISING OF CAVEAT
	FC78	TREE SURVEY	OFFICERS	COMPLETED	
	FC84	SERVICE CONTRACT	OFFICERS	ONGOING	PUT OUT TO TENDER - ADVERT IN KM - CLOSING DATE FOR TENDERS 14TH NOV 25
23/09/2025	FC92-95 FC100	VARIOUS PLANNING APPLICATIONS	OFFICERS	COMPLETED	SUBMITTED COMMENTS TO GBC
	FC97	COUNCILOR TRAINING	OFFICERS	COMPLETED	ARRANGED FOR 19/11/25
07/10/2025	FC109	HIP UPDATED	OFFICERS	TBD	CLERK TO SUBMIT TO KCC
	FC110	MEMORIAL BENCH	OFFICERS	ONGOING	CLARE CLEARY WRITTEN TO 4/11 - AWAITING RESPONSE
	FC111	SOUTHDOWN SHORE ALLOTMENTS - NEW SITE ENTRANCE AGREED	OFFICERS	ONGOING	CLERK ADVISED CONTRACTOR - LIASING WITH MDA
28/10/2025	FC119	LOCAL PLAN	OFFICERS	TBD	CLERK TO WRITE TO JOHN BURDEN
	FC121	HOOK GREEN QUOTES	OFFICERS	ONGOING	METHODOLOGY OF WORKING TO BE REQUESTED FROM NORTH DOWNS TREE CARE - requested 4/11/25
	FC124	PURCHASE OF CHRISTMAS TREE	OFFICERS	ONGOING	TREE TO BE PAID FOR ON MONDAY 10/11/25
	FC127	BUDGET LINES, STAFF SALARIES & PENSION	OFFICERS	ONGOING	PERSONNEL MEETING TO CONSIDER AND GIVE RECOMMENDATIONS - 5/11/25
	FC127	ELECTIONS BUDGET LINE	OFFICERS	TBD	REQUEST ESTIMATE FROM GBC
	FC127	ALLOTMENT MAINTENANCE BUDGET	OFFICERS	COMPLETED	ESTABLISH WHO'S RESPONSIBLE FOR BOUNDARY