

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 18th March 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: Thursday 13th March 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 Meeting:** To approve the minutes of the meeting held on 18.02.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Motions from Councillors:**
 - 4.1 **Motion proposed by Cllr Evans: Management of Meetings**

To request that the chair of the Full Council meetings, and other council meetings, ensure full compliance with Standing Orders 2(a-c) and 3(e-k) at all times, with particular attention to enforcement during any Public Session (*)
 - 4.2 **Motion proposed by Cllr Crow: Pitfield Green Toilets**

To resolve that no further action be taken on the demolition of the public toilets on Pitfield Green until the following conditions have been met:

(a) A second survey of the toilet building has been conducted with instructions to specify what is required

- (i) to bring the building up to the standard required by current building regulations
- (ii) to meet the legal minimum requirement for reopening the building

in order that competitive costings can be obtained to undertake the work for both options.

(b) Due consideration has been given by councillors to a range of designs including a single-unit accessible toilet, as previously agreed, together with the refurbishment options based on the second survey.

(c) Costings have been sought for one or more options chosen by councillors, leading to a decision on a single preferred option to pursue further.

(d) Planning permission has been gained for the preferred option.

4.3 Motion proposed by Cllr Watson: Vote of No Confidence against the Vice-Chair, Cllr Crow

5. **Officers report:** To receive a report of items for information from the Clerk

6. **Swale Community Leisure: Activity Fun Days:** To consider funding the activity fun days, dates as detailed in the report for 2025/2026 (*)

7. Public Session & External Reports

7.1 **Public Session**

7.2 **Borough Councillors and County Councillor**

7.3 **Police**

8. **Pitfield Green Toilets:** To consider the quotes received for the demolition of the toilet block (*)

9. Financial Matters

9.1 **Approval of Payments:** To approve the payments made since the last meeting up to 28 February 2025 (*)

9.2 **Receipts & Payments Report:** To note the receipts and payments report up to 11 March 2025 (*)

9.3 **Bank Statements:** To note the Lloyds bank statement and the supporting Bank Reconciliation as of 28 February 2025 (*)

9.4 **Council Reserves:** To note the reserves balance as of 28 February 2025 (*)

9.5 **New Account:** To agree the opening of a new account and the banking signatories (*)

10. **New Website:** To consider the quotes received for providing Meopham Parish Council with a new website (*)
11. **Planning Applications:** To consider and make recommendations on the following planning applications

20250170 – Meopham Windmill, Wrotham Road, Meopham, Gravesend Kent DA13 0QA

Application for Listed Building Consent for the removal of failed mortar haunch from abutment junction of engine house roof with brick base to the windmill, make repairs to waterproof the roof with stepped lead flashings and soakers in place of the mortar, replace existing fibre roof cement slates with modern asbestos free fibre cement slates where required

20250076 – Northfield House, Wrotham Road, Meopham, Gravesend Kent DA13 0AQ

Demolition of garage and erection of a self-build 3 bed dwelling in rear garden of Northfield House

20240826 – Commority Farm, Harvel Road, Meopham, Gravesend Kent DA13 0UA

Erection of an Agricultural Livestock Building

20250143 – Land On The Western Side Of Ridge Lane, Meopham

Retrospective conversion of existing building to two bed dwelling, use of outbuilding for ancillary storage, hard and soft landscaping to include access, and parking amenity area

12. **Planning Appeals:** To note the following appeals have been received
Please note comments do not need to be submitted on these, our existing comments are passed to the Planning Inspectorate.

2025/009/REF – 42 Cricketers Drive, Meopham, DA13 0AX

Demolition of existing rear garage and conservatory. Erection of single storey side and rear wrap around extension, hip to gable enlargement to allow for the creation of a rear dormer, installation of roof lights in the front roof slope and conversion of roof into habitable rooms.

13. **Annual Parish Meeting:** To agree a new date (to follow)
14. **Harvel Cricket Club:** To receive and note a letter from Harvel Cricket Club (*)

15. **Liaison Councillor Reports:** To receive liaison councillor reports for information only

Meopham Parish Council

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A Civility & Respect
Pledge Council

Minutes of the Parish Council Meeting held on Tuesday 18th February 2025 at 7:00pm at Harvel Village Hall, Harvel, DA13 0DS

Members Present:

Cllr D Bramer
Cllr S Buchanan
Cllr P Crow - Vice-Chairman (arrived 7.05pm)
Cllr A Evans (arrived 7.03pm)
Cllr D Fisher
Cllr P Haslam
Cllr G Smith
Cllr B Wade
Cllr P Watson (arrived 7.03pm)

In Attendance:

L Winter – Clerk
33 members of the public

F.C. 194 In the absence of the Chair and the Vice-Chair of the Council, a Chairman for the meeting needed to be elected. Councillor Buchanan was proposed by Cllr Wade and seconded by Cllr Haslam. All in favour

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

F.C. 195 Apologies were received and accepted from Cllr Sims (away). Cllr Price had sent her apologies and requested a pre-approval of apologies for all Council meetings for an initial three month period, on the grounds of personal reasons, which was accepted.

Cllr Evans and Cllr Watson arrived at 7.03pm

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

F.C. 196 There were no declarations of interest received.

Item 3: **Minutes of Previous Meetings: To approve the minutes of the meeting held on 21.01.25**

F.C. 197 Cllr Haslam PROPOSED an amendment to F.C. 182 to include the following two specific comments:

The Chair's autocratic style was not conducive to ensuring the Parish had a properly functioning Parish Council and that she should consider her position as Chair. The Chair acknowledged the comment and said she would respond.

A member of the public stated that the footfall numbers used in the consideration as to whether Pitfield Green toilets should remain open were incorrect and that some members of the council knew them to be incorrect and failed to disclose such.

Cllr Crow arrived at 7.05pm during Item 3

SECONDED: Cllr Wade. There were six votes in favour and 3 against. The amendment was carried and the minutes of the meeting held on 21.01.25 were approved subject to this amendment.

Cllr Crow was Chair for the remainder of the meeting

Item 4: Officers Report

F.C. 198 The officer's report was noted. A copy will be attached as an appendix to the minutes.

Item 5: Public Session & External Reports

5.1 Public Session

F.C. 199 Members of the public were invited to speak on matters of interest.

A number of questions were raised around the Employment Tribunal: Do the legal representatives have any connection to the parish council; Have the legal representatives advised against socialising with the former employee that has brought the employment tribunal claim; Have the professional development fees been recovered from the ex-employee; and Is it appropriate for them to be present at this meeting?

A trustee from Meopham Cricket Club thanked the parish council for covering the costs to repair the green. They also enquired if we had a date for the basal work and the trimming of the trees, which they hoped would be before the start of the cricket season. The Clerk advised that the basal work had been passed to a contractor and should be done as a matter of urgency. The trees are in a conservation area and we are awaiting a response from GBC regarding how much we can remove. Cllr Bramer also stated that it was bird nesting season from 1st March.

A member of the public raised the issues arising from a wet winter and the refusal from KCC to empty the drainage. They enquired whether the parish council would have any influence.

The following question was asked 'Will the Parish Council agree not to demolish the Pitfield Green toilets until the necessary grant funding and planning permission for the new toilets is approved? Surely, this is commonsense, otherwise, we could be left with no toilets at all.'

A number of points were made questioning the decisions and statements made by the parish council regarding the Pitfield Green toilets and the validity of them.

A resident made a number of complaints about the Carols on the Green event.

Another member of the public ask questions relating to the draft budget 25/26 specifically the allocation of £25K for the library service, which is not the parish councils responsibility, the £6K allocated for a new website from the 24/25 budget and the £250K in reserves. A copy of the agreed budget for 25/26 was given to them and Cllr Watson explained that the council had provisioned for the library service as KCC need to save money and the 99 libraries are potential areas to achieve this. Cllr Haslam stated that the new website proposals would be an agenda item on the next full council meeting and assured them that the figure was around £1500.

A statement was made that we have just been told that just for the postage of polling cards to Culverstone and Harvel ward comes to over £4000. Given the cost of a first class stamp is £1.35 not £1.65 and that this is the smallest ward in the parish the figure of £4000 is clearly incorrect. We were previously told that the parish poll would cost £30K. This therefore calls into question all 'facts and figures' that the council releases.

5.2 Borough Councillors and County Councillor

F.C. 200 There were no Borough Councillors or County Councillor present.

5.3 Police

F.C. 201 There were no Police present.

Item 6: Planning Applications: To consider and make recommendations on the following planning applications:

F.C. 202 20241164 – Land South of White Post Lane, Cobham, Gravesend
Change of Use of Land to form a Gypsy/Traveller site comprising the siting of 1 Mobile Home, 1 Touring Caravan, and 1 Dayroom

Cllr Buchanan PROPOSED that the council object to this planning application as it would constitute inappropriate development in the green belt. SECONDED: Cllr Wade. There were 8 votes in favour and 1 abstention. The motion was carried.

In addition a member of the public advised the Councillors that the damage to the trees was £16K. The comments received from residents would be included with the submission to Gravesham Borough Council.

F.C. 203 20240910 – Land at Stoney Wood, Wrotham Road, South Street
Application for the change of use of land from agricultural to C3 dwellinghouse, proposal to convert the existing hard and soft landscaping

Cllr Wade PROPOSED that the council object to this planning application as it would constitute inappropriate development in the green belt and Meopham Downs. SECONDED: Cllr Fisher. There were 8 votes in favour and 1 abstention. The motion was carried.

- F.C. 204 20250081 – Distarti, Rhododendron Avenue, Meopham, Gravesend, DA13 0TT**
Application for variation of condition 2 attached to planning permission reference number 20240001 for Demolition of existing dwelling and erection of a new replacement dwelling; to allow change to new dwelling position

Cllr Bramer PROPOSED that the council should not raise any objection to the planning application and that the comments received from Cllr Price be submitted to Gravesham Borough Council. SECONDED: Cllr Evans. All in favour.

- Item 7: Planning Appeals: To note the following appeals have been received**

- F.C. 205 2025/006/REF – Purvil Wood Cottage, Leywood Road, Meopham**
Application for a Proposed Lawful Development Certificate in respect of erection of single storey side extension

Noted.

- Item 8: Harvel Green: To agree to the requests to use the green**

- F.C. 206** It was agreed to authorise the use of Harvel Green by Harvel Hash House Harriers for this years' annual Harvel 5 mile race on Saturday 7th June 2025 subject to the receipt of the all appropriate documentation including a risk assessment and insurance certificate.

PROPOSED: Cllr Wade. SECONDED: Cllr Buchanan. All in favour.

- F.C. 207** It was agreed to authorise the use of Harvel Green by the Gravesend and Meopham Rotary Club for an Easter Eggstravaganza (Easter Egg Hunt) on Saturday 12th April 2025 subject to the receipt of the all appropriate documentation including a risk assessment and insurance certificate.

PROPOSED: Cllr Buchanan. SECONDED: Cllr Wade. All in favour.

- Item 9: Financial Matters**

9.1 Approval of Payments: To approve the payments made since the last meeting up to 11.02.25

- F.C. 208** Following queries on Vouchers 190, 196 and 204, members approved the payments up to 11.02.25 as per the report.

PROPOSED: Cllr Haslam. SECONDED: Cllr Evans. All in favour.

9.2 Receipts & Payments Report: To note the receipts and payments report up to 11.02.25

F.C. 209 The receipts and payments report up 11.02.25 was noted.

9.3 Bank Statements: To note the Unity, Lloyds and Cambridge bank statements and the supporting bank reconciliation as of 11.02.25

F.C. 210 The bank statements and the supporting bank reconciliation as of 11.02.25 were noted and signed by the Chairman.

9.4 Council Reserves: To note the reserves balance as of 11.02.25

F.C. 211 The council reserves were noted as at 11.02.25

Item 10: Liaison Councillor Reports: To receive liaison councillor reports for information only

F.C. 212 Cllr Watson reported on rural crime and asked for people to display a poster that raised awareness to people out walking dogs to try and prevent unnecessary attacks on sheep.

Cllr Bramer requested some work be carried out on the overgrown holly/ivy at Culverstone Green.

Cllr Buchanan reported that a wall was being built to insulate the sound in Meopham Village Hall. When this work was complete the Hall would be available for future meetings of the council.

The meeting closed at 8:14pm

Agenda Item: 4

Title: **Officer's Report**

Prepared By: **Lisa Winter – Clerk and RFO**

Pitfield Green Toilets Update

I issued a press release inviting expressions of interest. These actions can be taken by the Clerk under delegated authority as they are administrative only and have no capital expenditure/procurement attached. I am simply carrying out due diligence on a motion that has already been resolved. Any expressions of interest received to take over the running of the toilets will be forwarded to Cllr Haslam and Cllr Smith for their initial considerations.

Following the comments relating to the survey of the toilets, the RICS registered Chartered Surveyor and Barrister has offered to revisit the toilet block now that the shutters have been removed and provide an addendum to the report. There will be no fee for this revisit.

Two more companies have been approached for quotes for the demolition of the toilet block and the Section 80 Demolition Notice has been submitted. We have also applied for the lottery matched fund grant towards the single-unit accessible toilet and the planning application is in the process of being completed and submitted.

Land at Blackthorn Farm, Culverstone Green

We have been advised by Esquire Developments that a planning application will be submitted shortly for Land at Blackthorn Farm, Culverstone Green. The developers will be holding a public meeting in March at Vigo Rugby Club. All parish councillors will be invited.

By-Election

Nominations need to be in by 4pm on Friday 14th March. If the election is contested the poll will take place on Thursday 10 April between the hours of 7am and 10pm. The requirement to send poll cards does not apply to parish council elections, but we can request to issue them.

Given that it is not unusual for a parish council election to be uncontested, issuing cards would come with a risk, should this be the case. Another consideration is the costs of printing, officer time preparing and Royal Mail postage. The electorate is around 2,500 with first class postage cost being £1.65 for each card. That excludes the cost of the cards themselves and the printing.

In the Returning Officers experience most nomination papers are handed in during the last few days before the deadline, so basing a decision on it being contested, whilst giving them enough time to print and send them is simply not possible.

Devolution

Following the announcement that the Kent and Medway region has not been selected for the Devolution Priority Programme, we have been advised by Gravesham Borough Council that any expenditure that they can pass on to the Parish Councils will be coming soon. We believe this to be initially the costs for the grass cutting and the electricity bill for the streetlights.

Kent missing out on this Priority Programme also means that the Kent County Council elections will be going ahead this year.

Harvel Pond

Following a traffic accident in the ice on Saturday 1st February involving two vans, the pond fence was struck by one of the vehicles and was damaged. The fence panel was wobbly and detached from the upright post. This needed immediate repair on grounds of safety and under delegated authority and in consultation with the Chairman I arranged the repair.

Judsons Recreational Grounds

I reported at the last meeting that I had written to the trustees of The Colts. Two of the trustees subsequently requested a meeting. From this meeting it was not clear if the trustees themselves were on the same page, so I await to hear in writing what their wishes are in terms of the lease. If it remains status quo, then it simply needs registering by The Colts. However, if changes are requested, then in due course this will be an item for consideration by full council.

Employee Assistance Programme

This has now been put in place and I am just finalising the paperwork. I will then provide each officer and councillor a login to access the programme.

Camer Parade Parking

At a previous meeting Mr Leggett, representing the Costcutter from Camer Parade raised concerns around the time limits that were in place, currently you can park all day on one side and 3 hours on the other side, with people who work in the parade leaving their cars parked all day, which holds no value to the local businesses. He also reported a 10% decline in sales following the new road layout.

We contacted Gravesham Borough Council who advised that the time limit was 2 hours no return for 1 hour Monday - Saturday, on the highway side and is patrolled/enforced by their Civil Enforcement team. This can be amended and asked what time limit would the businesses like to see implemented? They would have to conduct a formal consultation and follow the legal processes for amending their current Traffic Regulation Order, so it isn't a quick process, but they can certainly have discussions regarding any changes. The bays on the shop side are private land and as such they cannot implement a restriction or take enforcement action.

I relayed this information back to Mr Leggett expressing that discussions were necessary with the other businesses, to establish some common ground if any, as any new time limit was unlikely to suit every business within the parade.

Mr Leggett has recently advised that he has spoken with 50% of the parade who would like the time limit of the highway side to be 30 minutes no return within 1 hour.

With regards to the shop side, this will be more of a challenge as it is owned by the leaseholder. They need to find a middle ground to suit all businesses, but at present with the current time limits, people are parking for long durations and not allowing access for people on the move.

Mr Leggett has requested a meeting to hear the voice of all parties, as from speaking with some of the businesses, they are at huge risk of potential closure if the time limits continue in the current form.

I will go back to Gravesham Borough Council as they stated that they would have to have a formal consultation on any changes to establish what format this would take and if it would involve all parties input and opinions. However, this will only provide a solution for the highway side and it is not a quick process, so the sooner it is started the better.

As Mr Leggett says the shop side is more of a challenge as it is private land, so even if the businesses could agree a time limit, who would enforce it.

Community Warden

Mandy has received her Bluewater gift voucher and wishes me to pass on her massive thanks to the Councillors, she was truly overwhelmed. She will buy something to keep to remind her of the fond memories that she has of working with the Councillors and the community.

Item 4.1 Motion proposed by Cllr Evans

Management of Meetings

Thu 06/03/2025 9:13 AM

Dear Lisa,

The Public Session of the 18 February 2025 Full Council meeting was completely out of control. Councillors, serving as volunteers for the good of their community, should not have to tolerate harassment from members of the public. It is the responsibility of the Chair of the meeting to maintain order.

I refer to the Standing Orders:

2. DISORDERLY CONDUCT AT MEETINGS

- a. a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. b. If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. c. If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chair of the meeting.
- g. g. Subject to standing order 3(f), a member of the public shall not speak for more than two minutes.
- h. h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i. i. A person shall raise their hand when requesting to speak (except when a person has a disability or is likely to suffer discomfort).
- j. j. A person who speaks at a meeting shall direct their comments to the chair of the meeting.

k. k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

I request that the following be put on the agenda of the next Full Council meeting, and suggest that it appear on the agenda immediately before the Public Session:

Management of Meetings

To request that the chair of the Full Council meetings, and other council meetings, ensure full compliance with Standing Orders 2(a-c) and 3(e-k) at all times, with particular attention to enforcement during any Public Session.

Thank you for your due consideration of this request, under your authority as Proper Officer.

Sincerely,

Anna Evans

Liaison Councillor for Youth and Community

Meopham Parish Council

Agenda Item	6
Meeting Date	F.C. 18 th March 2025
Report Title	Family Fun Days

Detailed Information

Please see below the breakdown of costs for the proposed 8 Family Fun Sessions at Meopham Leisure Centre.

Breakdown of Family Fun Sessions (Per Session)		Total cost for all 8 Sessions	
Staffing	£ 337.14	Staffing	£ 2,697.12
Equipment	£ 142.86	Equipment	£ 1,142.88
Hall	£ 270.00	Hall	£ 2,160.00
Total	£ 750.00	Total	£ 6,000.00

The days which the fun days would take place would be:

- 11th April
- 30th May
- 8th, 15th, 22nd August
- 31st October (Halloween Themed)
- 22nd December
- February 2026 Half Term (Date to be confirmed)

The sessions will follow a similar structure to last year, including a dedicated time for children with Special Educational Needs and Disabilities (SEND). Feedback from parents last year highlighted their appreciation for having a local option that provided a similar offering to other families. The main offer will be a family session for those with children aged 4–11, with older children (12+) having the option to have a gym induction and then free gym sessions during the period of sessions (e.g., August 3 weeks).

Example Activities for Families with Children Aged 4–11:

- Football
- Basketball
- Tennis
- Inflatables
- Arts and Crafts

Please note that these activities are not exhaustive and may vary at each session.

Key Implications**Financial**

£6000 from Families and Young People
Budget 2025/26

Item 8.



DDS Demolition
Charles Anthony House
Manston Road
Margate
Kent
CT9 4JW

T: 01843 821555

info@dds-demolition.co.uk
www.dds-demolition.co.uk

Lisa Winter
Meopham Parish Council
Wrotham Road
Meopham
Gravesend
DA13 0AA

Our ref: - E24-026

19th December 2024

Dear Lisa

Re: Toilet Block, Meopham

Thank you for your valued enquiry for the above works.

From the information provided, I have assessed the nature of the works to be undertaken and have pleasure in forwarding our quotation.

Financial Offer

Item	Description	Qty	Cost (£)
1	To carry out a fully intrusive Refurbishment/Pre-Demolition (R&D) asbestos survey, in accordance with HSG 264 Asbestos Survey Guide, prior to demolition. All areas to be accessible for the survey to be carried out in one visit. To carry out the complete controlled demolition and site clearance of the above ground structures down to the top of the ground floor slab level. To clear waste materials from our works to a licensed waste recycling facility. Leaving the site clean, tidy on completion.	1	6,928.07

Working Hours:

All work to be carried out in a single visit with a duration of 1 Weeks based on a 45-hour week.

Working hours will be: 07:30am to 17:00pm (Mon – Fri)
07:30am to 14:00pm (Saturday if required)



Conditions:

- This offer includes no discounts.
- This offer is exclusive of VAT.
- This offer includes no retention.
- All salvageable/reclaimable materials to become the property of DDS Demolition unless where stated.
- This offer is subject to an internal site visit.
- We have assumed unfettered access for the duration of the works.
- The client will be required to provide DDS Demolition with a suitable water supply, no less than 35mm, for the duration of our works.
- This offer is based on the assumption that the client has carried out the required testing "in accordance with the change to the Environmental Agency's Regulations 1st September 2023"; all wood is deemed clean and inert; no allowance has been made for testing of wood materials or disposing as hazardous waste.
- Any fee's payable to any statutory authority (Highways, Building Control for any licenses, permits etc. shall be charged at cost + 20%) unless otherwise specified in our offer.
- This offer is made in accordance with DDS Demolition Limited Terms & Conditions for Demolition and Asbestos Removal Services (170118RO).
- This quotation is fixed for a period of thirty calendar days.

Inclusions:

- DDS Demolition to supply all provisions of site accommodation and welfare facilities including temporary services to the same for the duration of the works.
- DDS Demolition to act as Principal Contractor for the duration of our contract period on site in compliance with The Current Construction (Design and Management) Regulations.
- DDS to provide a certified team of operatives including a certified working site supervisor to carry out the works in accordance with our method statement and risk assessments.
- DDS Demolition to carry out demolition and dismantling of the works in accordance with The Code of Practice for Full and Partial Demolition BS6187:2011, Current CDM Regulations and HSE guidelines.
- DDS Demolition to remove waste materials derived from our works to a suitably licensed recycling facility or suitably licensed landfill after having been processed/segregated on site in accordance with current Landfill (England and Wales) Regulations.
- DDS Demolition to supply all relevant documentation including waste transfer notes.

Exclusions:

In relation to all exclusions, we assume works are carried out by others and shall not impact DDS in any way.

- Making good.

- Environmental monitoring.
- Structural engineers reporting/site visits during the works.
- Diamond saw cutting/drilling.
- Decommissioning/degassing of any M+E plant/equipment, storage tanks or the like.
- The disconnection/diversion of any services to any of the Site/ Structures.
- Scaffolding.
- The removal of any asbestos-based materials. (No Refurbishment/Pre-Demolition (R&D) survey available at the time of quotation).
- The removal of any insulation below ground bonded to concrete slabs/foundations.
- The removal of any unidentified contaminated/ hazardous materials or ground.
- The excavation, reducing levels and/or disposal of any soils/ground or earth.
- The removal of any trees/vegetation/tree protection/tree surgery on site.
- Any temporary support/propping of the retained structures/footpaths/party walls or adjacent buildings.
- The removal of any loose items of furniture/waste, chattels left behind by previous tenant.
- UXO Works.
- Coal tar contaminated tarmacadam.
- Any fee's payable to any statutory authority e.g., unless otherwise specified in our offer (any such costs incurred will be charged at cost + 20%)

I hope the above is to your understanding and should you require any further assistance or information please do not hesitate to contact me.

Assuring you of our best attention at all times.

Yours sincerely,



Charlie Adamson
Assistant Estimator

This quotation is valid for a period of 30 days.

SOUTH KENT —DEMOLITION—

Item 8

Barn Cottage, The Barracks, Goudhurst Road, Kent, TN17 2PR
www.southkentdemolition.co.uk

QUOTATION

Friday 7 February 2025

Meopham Parish Council

Site Address: Pitfield Green Toilets Meopham

- South Kent Demolition will provide all of the necessary approved and tested plant, trained & certificated personnel and operatives, British Standard approved materials, safe access to height, safety equipment, Transport & fuel, consumables, Method Statements and approved Risk Assessments to enable ourselves to safely complete the works briefly described below.
- To provide an up-to-date type 2 intrusive survey for the presence of asbestos.
- To supply and erect heras fencing around the complete site where necessary and in areas where tree protection will be needed. All heras fencing will be double clipped to make sure the site is kept secure.
- To remove and dispose of all low-grade asbestos as per our survey, in accordance with health and safety regulations.
- To supply and fit boards to protect grass and allow access for lorries for removal of waste.
- Carefully demolish/dismantle single storey toilet block down to slab level on a 'piece-meal' basis in a strategically managed manner, and in full accordance with our Risk Assessment and Method Statement (RAMS). NOTE: Our designed RAMS shall be forwarded to you after receipt of your confirmation order for your full approval – prior to any commencement of any works.
- All arisings from the works shall be transported away from site to a locally licensed waste handling facility – either landfill, waste transfer station or, more likely, a waste recycling centre. All waste documentation shall be logged and kept at our office for a minimum period of 24 months, and passed to you for your records upon receipt of full payment to us for the works.
- All of the works described above and within this sub-heading can be completed for the lump sum of **£6,000.00**
- All quoted prices shall be subjected to V.A.T. at the prevailing rate.

Notes and qualifications:

- 1. All services to the building to be disconnected by third parties before any demolition commences.*
- 2 This price is on the assumption that's works will be carried out in one visit.*



Client: Meopham Parish Council

Date: 26/02/2024

Quote No: 2586

Site Address: Pitfield Green Toilets, Wrotham Road, Meopham, DA13 0AU

Further to our site visit to view the proposed works at the above mentioned address, we are now able to provide provisional costs to carry out the following works:

- Produce relevant H&S documents.
- Set up site, heras fencing etc.
- Remove asbestos cisterns only.
- Demolition of toilet block down to slab level.
- Removal of waste arisings from site.

Total value of works quoted: £3,950.00 + VAT

Items to be noted / supplied:

- No allowance has been made for disconnection of services.
- No allowance has been made for making good works.
- No allowance has been made for asbestos removal, apart toilet cisterns.
- No allowance has been made for removal of vegetation.

All work will be carried out in accordance with the requirements of the CDM Regulations and BS 6187:2011 the code of practice for full and partial demolition. We trust our price is of interest and thank you in advance for your time and consideration.

Kind regards,
Dan Hodge

HODGE DEMOLITION LTD

info@hodedemolition.co.uk

57 Windmill Street | Gravesend | Kent | DA12 1BB
01322 226648 | hodedemolition.co.uk

Item 9.1

Meopham Parish Council
PAYMENTS LIST

28 February 2025 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
211 Bank Charges	17/02/2025		Unity Multipay Card	2 x C/C MONTHLY	Multi Pay Card Charges	Lloyds Bank	X	6.00		6.00
212 Former Toilet Block	17/02/2025	FC-152	Unity Trust Bank	8300028738/QID -	POWER DISCONNECTION- PIT	UK POWER NETWORKS	S	1,861.00	372.20	2,233.20
214 Staff Salaries Tax & NIC	20/02/2025		Unity Trust Bank	SALARY	Salary	L Winter	X	1,827.27		1,827.27
215 Staff Salaries Tax & NIC	20/02/2025		Unity Trust Bank	SALARY	Salary	T Hanlon	X	634.31		634.31
213 Staff Pensions	20/02/2025		Unity Trust Bank	PENSION CONTRIB	Pension Contributions	KCC	X	579.40		579.40
216 Photocopier Contract	21/02/2025		Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	125.22	25.05	150.27
Total								5,033.20	397.25	5,430.45

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

11 March 2025 (2024-2025)

Council Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Staff Salaries Tax & NIC		74.40	74.40	85,000.00	52,417.41	32,582.59	32,656.99 (38%)
25	Staff Pensions				16,000.00	8,534.06	7,465.94	7,465.94 (46%)
26	Cllr & Staff Expenses				400.00	68.94	331.06	331.06 (82%)
28	Professional Memberships				4,850.00	1,804.00	3,046.00	3,046.00 (62%)
29	Chairman's Allowance				100.00	100.00		(0%)
30	Training				7,000.00	313.00	6,687.00	6,687.00 (95%)
33	Photocopier Contract				700.00	734.66	-34.66	-34.66 (-4%)
34	Communications & IT				1,800.00	1,531.79	268.21	268.21 (14%)
87	Insurance		100.00	100.00	2,750.00	2,676.50	73.50	173.50 (6%)
88	Office Rent		435.00	435.00	10,220.00	6,529.00	3,691.00	4,126.00 (40%)
89	Venue Hire for Meetings				480.00	150.00	330.00	330.00 (68%)
90	Office Supplies				1,200.00	392.97	807.03	807.03 (67%)
91	Software Licences				1,030.00	2,046.53	-1,016.53	-1,016.53 (-98%)
92	Internal & External Audit Fees				1,200.00		1,200.00	1,200.00 (100%)
93	Payroll Services				360.00	252.00	108.00	108.00 (30%)
104	Bank Charges				336.00	116.85	219.15	219.15 (65%)
105	Professional Services		97.85	97.85		10,809.00	-10,809.00	-10,711.15 (N/A)
110	Water Supply		842.63	842.63		41.49	-41.49	801.14 (N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90					1,702.71	-1,702.71	-1,702.71 (N/A)
113	Multipay Card Payment		16.00	16.00				16.00 (N/A)
114	ANNUAL SUBSCRIPTION					1,935.00	-1,935.00	-1,935.00 (N/A)
116	SURVEYS AND REPORTS							(N/A)
117	VILLAGE POLL					3,367.28	-3,367.28	-3,367.28 (N/A)
118	Village Poll 117							(N/A)
122	KALC CONFERENCE FEE							(N/A)
SUB TOTAL			1,565.88	1,565.88	133,426.00	95,523.19	37,902.81	39,468.69 (29%)

Council Projects & Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Community Events		2,575.00	2,575.00	650.00	2,987.69	-2,337.69	237.31 (36%)
82	Health & Wellbeing				1,000.00	650.00	350.00	350.00 (35%)
100	Village Greens - Post Replacement				8,000.00	2,751.00	5,249.00	5,249.00 (65%)
102	New Website Project				6,000.00		6,000.00	6,000.00 (100%)
103	Camer Parade - Highways Scheme				7,000.00		7,000.00	7,000.00 (100%)
109	Harvel Bench					721.97	-721.97	-721.97 (N/A)
SUB TOTAL			2,575.00	2,575.00	22,650.00	7,110.66	15,539.34	18,114.34 (79%)

Council Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Defibrillator Maintenance				145.00		145.00	145.00 (100%)
8	Service Contract & Litter Collection				10,000.00	5,225.00	4,775.00	4,775.00 (47%)
13	Trees				3,000.00		3,000.00	3,000.00 (100%)

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

11 March 2025 (2024-2025)

16 Community Grants Scheme	500.00	500.00	3,000.00	3,500.00	-500.00	(0%)
17 Families and Young People			5,000.00	5,000.03	-0.03	-0.03 (0%)
19 Community Toilet Scheme			3,000.00		3,000.00	3,000.00 (100%)
22 Bus Shelter Cleaning			1,000.00	1,045.00	-45.00	-45.00 (-4%)
68 Streetlights			7,500.00	1,953.00	5,547.00	5,547.00 (73%)
83 Community Engagement	-2,875.00	-2,875.00	4,750.00		4,750.00	1,875.00 (39%)
85 Village Sign & Flagpole			2,000.00	950.00	1,050.00	1,050.00 (52%)
106 Harvel Pond				133.12	-133.12	-133.12 (N/A)
107 Former Toilet Block				4,485.99	-4,485.99	-4,485.99 (N/A)
108 Drinking Fountain				40.42	-40.42	-40.42 (N/A)
115 YOUTH PROVISION.17						(N/A)
SUB TOTAL	-2,375.00	-2,375.00	39,395.00	22,332.56	17,062.44	14,687.44 (37%)

Income

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
45	Bank Interest Received	20.00	406.54	386.54				386.54 (1932%)
46	Precept	196,146.87	196,146.87					(0%)
49	Wayleaves	170.00	170.27	0.27				0.27 (0%)
50	Rental Income	633.13	635.13	2.00				2.00 (0%)
94	VAT Reclaim							(N/A)
95	Other Income		390.00	390.00				390.00 (N/A)
119	BT CREDIT REFUND		99.01	99.01				99.01 (N/A)
120	EVENTS INCOME		500.00	500.00				500.00 (N/A)
121	Insurance Excess Refund							(N/A)
SUB TOTAL		196,970.00	198,347.82	1,377.82				1,377.82 (0%)

Summary

NET TOTAL	196,970.00	200,113.70	3,143.70	195,471.00	124,966.41	70,504.59	73,648.29 (18%)
V.A.T.		9,390.83			6,636.13		
GROSS TOTAL		209,504.53			131,602.54		

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Tracey Hanlon
Meopham Parish Council St Johns Centre
Wrotham Road
Gravesend
Kent
DA13 0AA

Date: 28/02/2025

Account Name: Meopham Parish Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 0830 1

Account Number: 040562 1

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **[unity.co.uk](https://www.unity.co.uk)**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/01/2025		Balance brought forward	£0.00	£0.00	£87,251.54
04/02/2025	Faster Payment Debit	B/P to: SMART OFFICE SOL	£90.00	£0.00	£87,161.54
10/02/2025	Faster Payment Debit	B/P to: LIFE PROGRESS LT	£780.00	£0.00	£86,381.54
10/02/2025	Faster Payment Debit	B/P to: HELIOCENTRIX LTD	£221.18	£0.00	£86,160.36

Page number 1 of 3

Statement number 098

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people. Gold



Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
11/02/2025	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£20.13	£0.00	£86,140.23
12/02/2025	Faster Payment Debit	B/P to: LONGFIELD FENCING	£95.00	£0.00	£86,045.23
17/02/2025	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£302.90	£0.00	£85,742.33
17/02/2025	Credit	SPN PLC TREASURY	£0.00	£1.15	£85,743.48
19/02/2025	Faster Payment Debit	B/P to: UK POWER NETWORKS	£2,233.20	£0.00	£83,510.28
20/02/2025	Standing Order	S/O to: Tracey Hanlon	£634.31	£0.00	£82,875.97
20/02/2025	Standing Order	S/O to: P R Agley	£475.00	£0.00	£82,400.97
20/02/2025	Standing Order	S/O to: L Winter	£1,827.27	£0.00	£80,573.70
20/02/2025	Standing Order	S/O to: Meopham PCC	£435.00	£0.00	£80,138.70
21/02/2025	Direct Debit	Direct Debit (SMART OFFICE SOLU)	£150.27	£0.00	£79,988.43
28/02/2025	Faster Payment Debit	B/P to: Swale Leisure	£1,428.58	£0.00	£78,559.85
28/02/2025	Faster Payment Debit	B/P to: KCC Pension Fund	£579.40	£0.00	£77,980.45
28/02/2025	Fee	Service Charge	£9.45	£0.00	£77,971.00

Meopham Parish Council
BANK ACCOUNTS

Lloyds Bank	£53,805.50
Unity Trust Bank	£77,980.45
Unity Multipay Card	-£450.00
CAMBRIDGE BUILDING SOCIETY	£84,406.54
Total in Banks	215,742.49
Cash	
GRAND TOTAL (Banks and Cash)	£215,742.49

Meopham Parish Council
Reserves Balance
2024-2025

<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
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarked	1,200.00				1,200.00
Post Replacements - Earmarked	1,116.04	1,634.96	2,751.00		0.00
All Council Strategic Day - Earmarked	683.70				683.70
Harvel Green Bench - Earmarked	445.45	276.52	721.97		0.00
Total Earmarked	31,283.43	1,911.48	3,472.97		29,721.94
TOTAL RESERVE	31,283.43	1,911.48	3,472.97		29,721.94
GENERAL FUND					186,020.55
TOTAL FUNDS					215,742.49

Item 9.5

New Account options:

Hinckley & Rugby - Minimum £1000

45 day notice 2.65%

90 day notice 3.40%

East Access 2.20%

Redwood Bank – minimum £10K - £1M

35 day notice – 4.00%

95 day notice – 4.40%

1 year bond – 4.50%

Hampshire Trust Bank - £5000 - £750,000

1 year fixed – 4.36%

2 year fixed – 4.22%

3 year fixed – 4.16%

Item 10– New Website Provider Covering Report

See attached covering websites.

Summary sheet shows commercials etc

All suppliers can give us what we require.

My recommendation is to go with Parish Web and Host.

Although they are the least expensive this was not a deciding factor.

They were the most proactive in response, seem to have the most varied layouts in operation across the sites they have built and support. Their approach to training is also best suited to us I think. They will likely do the best job of hand holding.

Potential Supplier	Parish Web & Host	Parish Council Websites	Town & Parish Council Websites
Meeting MPC Requirements			
Commercials			
Set Up Cost	479	749	699
Data Migration.	0	0	385
Annual Hosting & Maintenance	225	262	330
Domain Renewal	60	30	60
Total	764	1041	1474
Training - virtual	Included	£56 per hour	£80 per hour
Training Website	N	Y	N
Training Videos	N	N	Y
Accessibility	Y	Y	Y
Security	Y	Y	Y
Sel other sites	Arlington Parish Council Chisworth Parish Council - Chisworth Parish Council Hetton Town Council - Hetton Town Council	Lindford Parish Council – Serving the people of Lindford Studley Parish Council – Serving the people of Studley Steep Parish Council – Serving the people of Steep	https://lechladeonthames.co.uk/ https://blackbourton.org.uk/ https://strattonaudley.org/



Harvel Cricket Club

Desmond Wood Ground David Street Harvel Kent DA13 0DH Telephone 07888 055697

www.harvelcricket.co.uk

Portland Lodge
Wrotham Road
Meopham
Kent
DA13 0HP

Ms L. Winter
Clerk to the Parish Council
St. John's Centre
Wrotham Road
Meopham
Kent
DA13 0AA

21st February 2025

Dear Ms Winter,

Re. Harvel Cricket Club

I write to enquire if Meopham Parish Council would consider a helping hand to Harvel Cricket Club?

Recently, from a field adjacent to the Harvel Cricket Club a number of horses came through and trampled the wet outfield and main square. This caused considerable damage to the ground and playing area which would have made the ground unplayable for the summer months. With volunteer help from the members and a little professional help repair work was carried out and paid for from the club emergency fund, at a cost of £550.

The boundary where the horses came through is our responsibility but was never an issue before as it was used to graze sheep. The owner of the adjacent field has stated the fence is not his responsibility and that he has no insurance to cover this situation.

The Club requires a secure boundary. We have a verbal quote of £3150 and a written quote of £3500 (copy enclosed) for the boundary fence.

Members are undertaking the task of raising money towards the installation of a new fence and the Club's emergency fund has provided £450 to get this started but unfortunately that has left us with no financial reserve.

Without a secure ground, cricket could be lost to the village of Harvel.

We would appreciate your consideration for help in funding this necessary boundary.

Yours sincerely

Murray Saunders
Chairman of Trustees



Affiliated to The Kent Cricket Board
Members of the
SHEPHERD NEAME KENT CRICKET LEAGUE AND
KENT VILLAGE CRICKET LEAGUE



Harvel Cricket Club.
David Street,
Harvel,
Meopham.
DA13 0DE.

6th December 2024.

Fencing Quote.

Dear Mr Saunders,
Find outlined below, a brief description of the fencing that I propose, and the costs incurred, to install it.

Approximately 100 mtrs of 3.15 plastic coated chain link fencing, on angle iron posts. All end and straining posts are to be 'strutted' and concreted into the ground. All intermediate posts are to be driven into the ground. The fence will be 1.5 mtrs high and clipped to three lateral line wires.

Total cost, **£3500.**

Should you have any questions regarding this quote, please don't hesitate to contact me.

Many thanks, Jerry Boozer.

JIB Construction
01622 202 935
07990 936 786