

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



To all Members of Meopham Parish Council

You are hereby summoned to attend an Extra meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 29th July** 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 24th July 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 08.07.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Land at Blackthorn Farm, Culverstone Green:** To consider meeting with Esquire Developments (*)
5. **Basal Cutting:** To agree the basal cutting at Meopham Green, Hook Green and Edmund Green as per the quote (*)
6. **Streetlights:** Column 36 – To accept the quote from Uk Power Networks (*)
7. **Hook Green:** To consider correspondence received requesting further works at Hook Green, Meopham (*)

8. **Standing Orders:** To review and approve the Council's Standing Orders for the 2025/2026 municipal year *(to follow)*
9. **New Website:** To agree the additional cost for uploading the remaining documents to the new website (*)
10. **MeophamHub:** To receive an invitation to the MeophamHub (*)
11. **Judson's Pavilion:** To consider the correspondence received from the trustees of The Colts and agree any actions (*) – *Trustees: Keith Walters and Bob Heming in attendance for this item*
12. **Pitfield Green Toilets:** To consider the report and decide the next steps (*)
13. **Public Session & External Reports**
 - 13.1 **Public Session**
 - 13.2 **Borough Councillors and County Councillor**
 - 13.3 **Police**

CLOSED SESSION

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

14. **Personnel Committee:**
 - 14.1 To receive the draft minutes of the Personnel Committee meeting held on 23.07.25 *(to follow)*
 - 14.2 To receive and accept the recommendations of the Personnel Committee *(to follow)*
15. **Employment Tribunal:** To review the letter from DAS Law and consider entering into settlement negotiations (only required if 14.2 fails to be agreed) *(to follow)*
16. **Fraudulent Email:** To consider the findings of an internal investigation and to consider taking appropriate action (only required if 14.2 fails to be agreed) *(to follow)*

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 Email: enquiries@meopham-pc.gov.uk Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Minutes of the Parish Council Meeting held on Tuesday 8 July at 7:00pm at the Meopham Cricket Pavilion, Meopham Green, DA13 0DQ

Members Present:

- Cllr S Buchanan
- Cllr D Bramer
- Cllr R Collings
- Cllr D Fisher
- Cllr S Gofton
- Cllr P Haslam – Vice-Chairman
- Cllr J McNamara
- Cllr D Sims – Chairman
- Cllr B Wade – arrived 7.43pm
- Cllr P Watson

In Attendance:

- L Winter – Clerk
- 9 members of the public

Meeting commenced 19:00

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

F.C. 41 Apologies were received and accepted from Cllr D Johnson (away) and Cllr S Johnson (away).

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

F.C. 42 None declared.

Item 3: To approve minutes of the of the meeting held on 10.06.2025

F.C. 43 RESOLVED that: The minutes of the full Council Meeting of 10.06.2025 be agreed.

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. 44 A trustee of Meopham Cricket Pavilion stated that the basal on the tree near the fire exit had grown back and that all the trees had basal which was encroaching on the road and pathways. The Clerk

advised that a quote for the basal work at Meopham Green, Hook Green and Edmund Green had been requested from Elite Tree Care.

A member of the public queried the schedule of meetings on the website being blank. The Clerk was to address this.

Meopham Community Initiative were in attendance and requested that the proposal put before Councillors 16 months ago be brought to the attention of the new Councillors. Following a question from a Councillor, they stated that it did not need to be Judson's, any venue would be acceptable, as the need is increasing. The Clerk to send out the original paperwork to all Councillors.

A member of the public stated that they had been able to book a meeting at Judsons. The Clerk advised that they too could book a meeting for next week at Judsons, but the problem was, that the schedule of meetings and venues are booked over a year in advance and the legal requirement to publish agendas with three clear working days, requires block booking through a booking form and payment in advance, and we still await this system to be up and running.

A member of the public asked if there was any update on the public toilets. The Clerk gave an update.

Another member of the public asked if it was worth appointing a sub-committee for the public toilets, but the Chairman advised that, at this stage, there was insufficient reason to and could potentially slow things down as the details would still need to come before a full council meeting.

A member of the public asked how many Freedom of Information requests had been received in the last 24 months, how frequent these were and by how many different individuals and what the costs were, not only in relation to financial, but staff hours?#

4.2 Borough Councillor and County Councillor

F.C. 45 There were no Borough Councillor or County Councillor present.

4.3 Police

F.C. 46 There were no Police present. Councillor Watson advised that PC Jo Hammond was holding a Public Engagement meeting on Friday 11 July 2025 10.30 – 12 at St Johns Centre. All welcome to attend.

Item 5: Standing Orders: To review and approve the Council's Standing Orders for the 2025/2026 municipal year

F.C. 47 This agenda item was deferred.

Item 6: Membership – Planning: To elect members to the Planning Applications Working Group as per the agreed terms of reference (CH plus 7)

F.C. 48 The current membership was Cllr Fisher, Cllr Haslam, Cllr Sims (as Chairman of Council) and Cllr Watson.

RESOLVED that: Cllr R Collings, Cllr S Gofton and Cllr J McNamara be added to the Planning Applications Working Group membership.

19:43 Cllr B Wade arrived

Item 7: Financial Matters

F.C. 49 Councillors considered the documentation presented.

RESOLVED that:

- 7.1** The schedule of payments since the last meeting up to 30 June 2025 be agreed.
- 7.2** The receipts and payments report for the same period be received.
- 7.3** The bank statements and supporting Bank Reconciliation be received.
- 7.4** The council reserves statement be received.

Item 8: Remembrance Event: To agree arrangements

F.C. 50 Cllr Haslam requested volunteers to plan and organise. A number of councillors offered to help with the administration and organisation and Councillor Haslam to coordinate.

Item 9: Carols on the Green/Christmas Tree: To agree arrangements

F.C. 51 Cllr Haslam requested volunteers to plan and organise. Councillor Wade and Gofton offered to help with the organisation along with Councillor Haslam coordinating.

The Clerk advised that item 10 had been rejected and removed from the agenda.

The meeting ended at 20:15.



RE: Esquire Developments - Land at Blackthorn Farm, Culverstone Green

From: [REDACTED]
 Date: Wed 16/07/2025 8:49 AM
 To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Thanks Lisa.
 Happy to do an evening meeting if that suits availability.



T. [REDACTED] (Option 3)

Longfield Kent



www.esquiredevelopments.com

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From: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
Sent: 15 July 2025 17:29
To: [REDACTED]
Subject: Re: Esquire Developments - Land at Blackthorn Farm, Culverstone Green

Good Afternoon [REDACTED]

Sorry for the delay, as you say lots of changes with new Councillors and indeed a new Chairman and Vice-Chairman. However, both the Chairman and Vice-Chairman work full time, so it is something that full council will need to consider. Our next meeting is on the 29th July, if this is not too late, I will let them consider your email and decide if they want another meeting etc.

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, June 17, 2025 11:12 PM
To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
Cc: [REDACTED]
Subject: RE: Esquire Developments - Land at Blackthorn Farm, Culverstone Green

Good Evening Lisa

I hope you are well and I have seen that there have been some changes in personnel at the Parish Council. Following our meeting back in February and our consultation in March, I wanted to touch base and request if we could pop along again to meet with the new Chairman (and any other Councillor) and provide some feedback from the public consultation and discuss the next steps?
The application will be ready to submit in the next few weeks and therefore we would be pleased to come and discuss the site further before submission so the Parish is fully briefed and answer any questions the Council may have?

Look forward to hearing from you.

Studio 3, The Old Laundry

DA2 8EB

T. [REDACTED] (Option 3)



From: [REDACTED]
Sent: 30 January 2025 15:35
To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
Cc: [REDACTED]
Subject: RE: Esquire Developments - Land at Blackthorn Farm, Culverstone Green

Good afternoon Lisa

Thank you for coming back to me.

I am not available on the 7th but my colleagues [REDACTED] (Head of Land and Planning) and [REDACTED] (Senior Planner) would be happy to meet with you. Can we say 9.30/10am?

Can the meeting be held at the Parish Office?

Many thanks

[REDACTED]

[REDACTED]

Studio 3, The Old Laundry

DA2 8EB

T. [REDACTED] (Option 3)



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

Sent: 30 January 2025 13:29

To: [REDACTED]

Subject: Re: Esquire Developments - Land at Blackthorn Farm, Culverstone Green

You don't often get email from enquiries@meopham-pc.gov.uk. [Learn why this is important](#)

Good afternoon

Having consulted with councillors, I have been asked to arrange a meeting to include Cllr Price and Cllr Smith and myself. We can do Friday 7th February in the morning.

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: Wednesday, January 22, 2025 11:42 AM

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

Cc: [REDACTED]

Subject: Esquire Developments - Land at Blackthorn Farm, Culverstone Green

Good Afternoon

I am writing to introduce myself and Esquire Developments and to request a meeting with the Parish Council to discuss emerging development proposals on Land at Blackthorn Farm, Culverstone Green.

My name is [REDACTED] and I am a Planning Executive within the Land and Planning Team at Esquire Developments.

We are a multi-award winning SME Housebuilder based in Longfield, Kent and deliver high quality, bespoke designed homes throughout Kent and Sussex.

We are an all-electric developer meaning we no longer use Gas Boilers and favour Air Source Heat Pumps and a fabric first approach to our homes.

More information about us can be found on our website <https://www.esquiredevelopments.com/>

We are at the early stages of this project but would welcome the opportunity to meet with the Parish Council to discuss the emerging development proposals and seek your input. Attached is the red line boundary showing the extent of our land interests.

Would you be able to advise of the best way forward to meet with the Parish Council please?

Thank you in advance and look forward to hearing from you.

Kind regards



Studio 3 The Old Laundry

DA2 8EB



T. [REDACTED] (Option 3)



Item 5

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

Estimate

ADDRESS

TRACY HANLON

STEELES LANE

MEOPHAM

DA13 0PZ

ESTIMATE NO. 3554

DATE 11/07/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/07/2025	Tree Surgery	To remove all Basal growth (suckers/shoots) from the base of each tree located at the three specified locations. This will include: - Careful removal of all Basal and epicormic growth from the lower trunks to improve tree health, aesthetics, and access. - Work to be carried out sensitively, ensuring no damage to the main stem or root flare. - Strimming around the base of each tree where necessary to allow full access and ensure a tidy finish All green waste to be removed from site and disposed of.	1	850.00	850.00

SUBTOTAL	850.00
VAT TOTAL	170.00
TOTAL	£1,020.00

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	170.00	850.00

Accepted By

Accepted Date

Quote [estimate No.] from Elite Tree Care and Gardening Services Ltd

From Elite Tree Care and Gardening Services Ltd <quickbooks@notification.intuit.com>

Date Fri 2025-07-11 10:30 AM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

 3 attachments (154 KB)

CERTIFICATE OF INSURANCE 2025.pdf; CBDU252665 August 2024-2027.pdf;
Estimate_3554_from_Elite_Tree_Care_and_Gardening_Services_Ltd.pdf;

Dear TRACY HANLON,

Welcome to Elite tree care & Gardening services ltd we are Kent trading standards approved which means you are in safe hands.

It was a pleasure meeting you today please find your quotation attached and a copy of our public liability insurance.

An invoice will be sent on the completion of works with payment details. If you wish to pay on the day please contact our office.

Feel free to contact us if you have any questions.
We look forward to working with you.

Kind regards

Charlie Stone
Elite Tree Care and Gardening Services Ltd
01322 517 970

----- Estimate -----

13 Montpelier Avenue
Bexley
KT
DA53AP
+0132251797007522088482

Estimate No.: 3554
Date: 11/07/2025
Exp. Date:
£1,020.00

Address:

TRACY HANLON
STEELES LANE
MEOPHAM
DA13 0PZ

Date	Activity Description	Qty	Rate	VAT	Amount
10/07/2025	Tree SurgeTo remove all Basal growth (suckers/s hoots) from the base of each tree located at the three specified locations. This will include: Careful removal of all Basal and epicormic growth from the lower trunks to improve tree health, aesthetics , and access. Work to be carried out sensitivel y, ensuring no damage to the main stem or root flare. Strimming around the base of each tree where necessary to allow full access and ensure a tidy finish All green waste to be removed from site and	1	850.00	20% VAT	850.00
				- Inactiv e	

disposed
of.

SubTotal:	850.00
VAT Total	170.00

Total:	£1,020.00

***** VAT Summary *****

Rate	VAT	Net
VAT @ 20%	170.00	850.00

Broadway Hall
Horsforth
Leeds
LS18 4RS

Tel: 44(0)113 259 3560
enquiries@arborisk.co.uk

Elite Tree Care and Gardening Services Limited

We confirm details of our client's insurance programme below:

Business Description: Tree Surgery

Employers Liability

Insurer: Aviva Insurance Limited
Policy Number: ARB/47121893/002411
Renewal Date: 15/12/2025
Limit of Indemnity: £10,000,000 any one occurrence

Public/ Products Liability

Insurer: Aviva Insurance Limited
Policy Number: ARB/47121893/002411
Renewal Date: 15/12/2025
Limit of Indemnity: £5,000,000 any one occurrence in respect of public liability; any one occurrence and any one period of insurance in respect of products liability

Date: 14/12/2024

Signed for and on behalf of Arborisk

Yours sincerely

The Arborisk Team

Email : enquiries@arborisk.co.uk

Phone: 0113 259 3560

The policy includes an indemnity to principals clause.

This letter is issued as a matter of information only and confers no rights upon the recipient of this letter other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policy or policies as described herein.

Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy described herein is subject to all terms, conditions or exclusions of such policy.

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address

National Customer Contact Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier

ELITE TREE CARE & GARDENING SERVICES LTD

Registered as

An upper tier waste carrier and dealer

Registration number

CBDU252665

Address of place of business

3A
MONTPELIER AVENUE
BEXLEY
DA5 3AP

Date of registration

30 August 2024

Expiry date of registration (unless revoked)

31 August 2027

This certificate was created on 9 October 2024. These details are correct at the time of certificate generation.

This copy has been issued under Regulation 6 of Waste (England and Wales) Amendment Act 2014 by the Environment Agency. This is copy number 1 of the certificate.

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

Item 6



FW: Service Quotation -3700030285 -UMC Tradescant Drive DA13 0EF

From Ken Bonner <ken.bonner@streetlights.co.uk>

Date Thu 17/07/2025 7:41 PM

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

Cc Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

 1 attachment (1 MB)

Tradescant Drive DA13 0EF Quote.pdf;

Dear Lisa,

Please see attached quotation from UKPN for the disconnection and reconnection of the supply to column 36 in Tradescant Drive.

If you are happy with the price, please put a tick in the "No" box in the acceptance section and write "S11" next to it in brackets.

Can you then please raise a cheque for the £4,432.80 and send it to the Potters Bar address along with your acceptance.

When the cheque has cleared, they will program the work and notify us accordingly.

If you decide to pay by BACS, please use your Quotation Number (as shown in the top right-hand corner of the Schedule) as a reference to ensure that payment gets processed correctly.

Please let me know if you require any further information or help with this.

Kind regards,

Ken Bonner
Streetlights
0800 999 7676

Mr. Ken Bonner
Meopham Parish Council
St Johns Centre
Wrotham Road
Kent
Meopham
DA13 0AA

04 March 2025

Our Ref: 3700030285/QID 3700030285

Your Ref:

Dear Mr. Bonner,

Site Address: Tradescant Drive / DA13 0EF

I am writing to you on behalf of South Eastern Power Networks plc the licensed electricity distribution network owner for the above site, trading as and referred to in this Notice as UK Power Networks.

I am pleased to provide you with your quotation for your unmetered connection attached with our Terms and conditions. To give you the best possible level of service it is really important that all of the details in this quote are correct, and that we have fully understood your requirements. Please review the quote and if you spot any details that aren't right or have any questions, please contact me on 0330 158 8131.

This quote is for unmetered connections and applicable to existing services that are UK Power Networks fed or for new connections and have been calculated in accordance with our Common Connection Charging Methodology.

Subject to the circumstances set out in the Terms and Conditions, we may need to change the price and the completion date of the works, otherwise the works will be completed by the completion date and for the price stated in the schedule.

Terms and Conditions

This quotation is provided on UK Power Networks' Terms and Conditions Unmetered Connections version 3. The Terms and Conditions can be found by searching for 'Terms and Conditions Unmetered Connections' on our website or by clicking [here](#).

By accepting this quotation you agree to be bound by the Terms and Conditions.

Unmetered Supply Agreement

No unmetered connection work can be undertaken unless an Unmetered Supply Agreement exists with UK Power Networks. To arrange an Unmetered Supply Agreement please contact income management at UK Power Networks (Operations) Limited, Energy House, Carrier Business Park, Hazelwick Avenue, Three Bridges, Crawley, West Sussex, RH10 1EX or email UMSQ@ukpowernetworks.co.uk for an application form and further advice.

Validity of the Quotation

This quotation is only valid for 180 days from the date of this letter, until 31 August 2025. After this date if you later wish to proceed with the Works you will need to request a new quotation.

Accepting this quotation

If you wish to accept this quotation you must make payment to us for the Price in full so that it is received in cleared funds before 5pm on 31 August 2025.

This is not an invoice for Tax purposes. Upon receipt of payment a VAT receipt or invoice will be sent by return.

Domestic reverse charge VAT Rate

You may be aware of a new VAT rate, effective from 1st March 2021 that is referred to as "Domestic Reverse Charge for Construction Services". These services are not subject to the VAT Domestic Reverse charge for construction services and therefore VAT is chargeable at the normal rate applicable to this service. Please refer to Section 18 of the HMRC's [VAT reverse charge technical guide](#) for more information.

What happens once you have accepted the Quotation?

Once we have received your payment and, where appropriate, the test certificates, we will contact the person named by you as Site/Project Contact to agree our delivery timescales with them. These delivery timescales may be covered by our guaranteed standards of performance, which can be found by searching for "Our Connection Standards of Performance" on our website or by clicking [here](#).

Lane rental and additional charges

The Works that are the subject of this quotation may be carried out on roads that are subject to lane rental or additional charges. Lane rental charges are daily charges levied by certain road authorities such as TfL and local councils. Please note that the price may be amended in accordance to reflect the costs arising from such lane rental charges. Additional charges may apply if we need to suspend parking bays or bus stops etc. These will be in accordance with your relevant local authority.

Complaints

If you have reason to complain about your Connection please use our Complaints Procedure which can be found by searching for "Complaints" on our website at www.ukpowernetworks.co.uk or phone: 0800 028 4587.

If you want to discuss this quotation or require further assistance please get in touch and I will be more than happy to help. You can contact me on 0330 158 8131 Monday-Friday between 8.30am and 4.30pm.

Yours Sincerely

Josephine Starr

Highway Services
UK Power Networks

*Please ensure that you're using the latest browser version to access the provided links

Schedule

Correspondence Address		Job Details		
Mr. Ken Bonner Meopham Parish Council St Johns Centre Wrotham Road Kent Meopham DA13 0AA		Quotation Number		3700030285
		Quotation Expiry Date		31 August 2025
		Highway Service Co-ordinator		Josephine Starr
Site Address :		Tradescant Drive / DA13 0EF		
Unit Description		Qty	Unit Price	Total Price
Transfer of an existing unmetered electricity supply to a different position. This includes the: - Excavation of a hole to expose the single phase service cable in a typical footway surface; for example paving slabs (The size of the hole will allow our engineers to safely work on the cable) - Electrical works within the hole to alter the existing route of the service cable - Installation of the main fuse in the new position - Electrical safety testing of UK Power Networks' equipment - Removal of UK Power Networks' redundant equipment - Reinstatement of the hole and relaying of the surface material; for example paving slabs Excludes non-standard Distribution Networks as defined in Terms & Conditions.		1	£1,354.00	£1,354.00
New cable installation within an existing trench and duct. This is charged per metre and includes the: - Provision and Installation of new single phase service cable into the duct.		3	£14.00	£42.00
Placement of traffic cones at the kerb side to stop vehicles parking in the area in the area of works. These cones are used where there are no parking bays that can be suspended via the Local Authority and will be set-up prior to the works starting on site		1	£134.00	£134.00
Footway closure for the duration of works. This includes the: - Design of traffic and pedestrian management requirements including site meeting with Local Authority - Set up of footway closure including warning signage - Additional cones/signage - Maintenance checks on the closure throughout the course of the works - Dismantle and remove the signage and cones		1	£1,173.00	£1,173.00

This does not include any Local Authority charges			
The charge for a temporary traffic regulation order (TTRO). A TTRO is usually required for road, footpath, and/or cycle lane closures or parking sensitive locations. This is a pass through charge from the Local Authority and their charge includes the: - Liaison with emergency services (such as to ensure ambulances aren't routed via closed roads) - Setting up advance warnings two weeks before the works - Alert the local media - Administrate the request from UK Power Networks.	910	£1.00	£910.00
Costs associated with traffic management on the public highway.	1	£1.00	£1.00
Cost of noticing per asset for the time on site for UK Power Networks and its sub-contractors. This charge accounts for the management of the noticing of each asset even if multiple assets are requested under the same notice	1	£80.00	£80.00
Total Excluding VAT			£3,694.00
VAT @ 20%			£738.80
Total (including VAT)			£4,432.80
Completion date			29 November 2025

The works referred to in this quotation will be completed by the end of the date shown above. This date is subject to the date of your acceptance of this quotation, and any further discussions we may have with you regarding the programming of the works, and the completion of works by others, as stated in the prerequisite to the completion of our works but are not our responsibility to complete.

Payment

You can pay either by credit card, cheque or BACS / CHAPS. By making payment in full you are entering into a contract with us and you will be deemed to accept the Terms and Conditions.

You can make payment by one of the following methods:

- **Credit or Debit Card:** please call **0203 282 0610** - open Monday to Friday 8.30am to 4.30pm.or email BillingTeam-Networks@ukpowernetworks.co.uk

We accept all major credit and debit cards with the exception of American Express.

- **Cheque:** please complete and return the Acceptance Slip attached to the address given on the Acceptance Slip.
- **BACS/CHAPS:** HSBC Bank Plc, Sort Code 40-05-30, Account Number 02302934. Use your Quotation Number (as shown in the top right hand corner of the Schedule) as a reference to ensure that payment gets processed correctly.

Acceptance Slip for Cheque Payments

UK Power Networks, Energy House, Carrier Business Park, Three Bridges, Crawley, RH10 1EX

Please make cheques payable to: "UK Power Networks" making reference to the Quote number shown below and returning this slip.

Payee Name: Meopham Parish Council	Job No:	3700030285
Address: St Johns Centre Wrotham Road Kent,	Quotation Expires on:	31 August 2025
Postcode: DA13 0AA	Full Payment of the price:	£4,432.80
	Customer Name:	Meopham Parish Council
	Site Address:	Tradescant Drive / DA13 0EF

Please Sign Here:

Name of Receiver:

Have the test certificates been forwarded ready for works to commence? Please tick: ☐ Yes ☐ No

Meopham Parish Council - Service Inspection Report

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

Date Mon 09/12/2024 11:45 AM

To ken.bonner@streetlights.co.uk <ken.bonner@streetlights.co.uk>

Hi Ken

Following Full Council meetings Councillors have agreed to the following work identified from your service inspection report:

Column 36: Following the inspection report, Members are asked to approve the column 36 replacement at a cost of £976 + UK Power Networks disconnection and power supply adjustment + VAT

It was agreed that column 36 be replaced at a cost of £976 + UK Power Networks disconnection and power supply adjustment + VAT.

AND

Streetlights: Members are asked to approve the costs of the miscellaneous items identified on the Service Inspection Report

Councillors approved the costs of the miscellaneous items identified on the Service Inspection Report which totalled £1470 plus VAT as below:

Column 3 – Column door secured with a Tespar band, requires a new door (£105 + Vat.)

Column 5 – Missing column door. The old blank sign base needs cutting off and removing. (£118.75 + Vat.)

Column 8 – Pole bracket requires longer fixing bolts. (£61.25 + Vat.)

Column 16 – New pole box and pole bracket required. This is an integrated pole bracket and pole box and the pole bracket plate has snapped. (£390 + Vat.)

Column 21 – Old sign straps need cutting off and disposing of. (£13.75)

Column 24 – Old neighbourhood watch sign needs removing and the hydrant sign refixing on its own. (£13.75 + Vat.)

Column 33 – Requires a new standard 5m round corner door. The existing door has been prised off so many times it is now out of shape and the lock no longer holds the door in place (£105 + Vat.)

Column 39 – The column arm is missing a cap to stop rainwater going down inside the column to the Mains cut-out. (£35 + Vat.)

Column 42 – New door required. (£105 + Vat.)

Column 46 – Old Neighbourhood Watch sign needs removing – all the stickers have worn off.
(£13.75)

Column 56 – Standard 5m round corner door required – existing one has been prised off too many times and bent it out of shape. Old sign straps need cutting off and disposing off. (£118.75 + Vat.)

Column 57 – Corroded pole box with numerous holes in the base. (£260 + Vat.)

Column 63/64 – Private supply in SWA from the hall. The cut-out does not disconnect the Neutral path. (£130 + Vat.)

Kind Regards,

Lisa Winter

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

RE: Street Lighting Service Inspection Report

From Ken Bonner <ken.bonner@streetlights.co.uk>

Date Mon 15/07/2024 7:11 AM

To Cheryl Price <cheryl.price@meopham-pc.gov.uk>

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

Good morning Cheryl,

Unfortunately, as chunks of concrete have already fallen from the column, we cannot give it an entirely clean bill of health.

Once the reinforcement rods have been exposed, there is always a risk that further corrosion will cause more concrete to crack and then fall.

Having said that, I know that UK Power Networks are currently programming their work for September, so even if you authorised the work immediately, it would be about eight weeks before it is done.

In the meantime, the important thing is for the Parish Council to be seen to be doing something about an issue that they have only just been made aware of, as they cannot control these external issues.

Please keep me updated on any progress and I will help in any way that I can.

Kind regards,

Ken Bonner
Streetlights
0800 999 7676

From: Cheryl Price <cheryl.price@meopham-pc.gov.uk>

Sent: 13 July 2024 12:40

To: ken.bonner@streetlights.co.uk

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

Subject: Fw: Street Lighting Service Inspection Report

Good morning, Ken,

Many thanks for sending over the Inspection Report and additional information about Column 36 in Tradescant Drive. Shaun has now left MPC and going forward contact should be with Lisa Winter (Assistant Clerk) who I have copied in so that you have her details. Lisa is however actually on holiday at present so in her absence, I'm covering the inbox.

I'll pick up with Cllrs Bramer and Wade about the scope of the works and then, whilst the majority of the items can be dealt with by officers under delegated authority, the question of column 36 will need to be agreed by Full Council.

Either Lisa or I will get back to you as soon as we can but if you could confirm for the moment that Column 36 is safe that would be helpful.

Kind Regards

Cheryl Price
Chairman of Council
Meopham Parish Council

From: Cheryl Price <cheryl.price@meopham-pc.gov.uk>
Sent: 13 July 2024 11:00
To: Cheryl Price <cheryl.price@meopham-pc.gov.uk>
Subject: Fw: Street Lighting Service Inspection Report

From: Ken Bonner <ken.bonner@streetlights.co.uk>
Sent: 12 July 2024 15:10
To: Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>
Subject: Street Lighting Service Inspection Report

Hi Shaun,

Please see attached copy of your Service Inspection Report.

I have indicated costs against each item and have supporting photo's
if the Councillors require any more detail.

Please let me know how you would like to proceed in due course.

Kind regards,

Ken Bonner
Streetlights
0800 999 7676

Meopham PC – Service Inspection Report 2024

Column 3 – Column door secured with a Tespar band, requires a new door (£105 + Vat.)

Column 5 – Missing column door. The old blank sign base needs cutting off and removing. (£118.75 + Vat.)

Column 8 – Pole bracket requires longer fixing bolts. (£61.25 + Vat.)

Column 16 – New pole box and pole bracket required. This is an integrated pole bracket and pole box and the pole bracket plate has snapped. (£390 + Vat.)

Column 21 – Old sign straps need cutting off and disposing of. (£13.75)

Column 24 – Old neighbourhood watch sign needs removing and the hydrant sign refixing on its own. (£13.75 + Vat.)

Column 26 – Concrete column with three small cracks in the top of the neck. (Budget for replacement next year - £3,000 + Vat.)

Column 33 – Requires a new standard 5m round corner door. The existing door has been prised off so many times it is now out of shape and the lock no longer holds the door in place (£105 + Vat.)

Column 36 – Alleyway situated concrete column, a section is missing from the neck and there are further cracks on the neck. Missing drop lock on the door – standard 3-sided concrete door. The two home owners have moved the boundary with their new fences and they are now tight to the column. The old original fence post can be seen 5" behind the new fence. The door sits in place but cannot be secured by band or cable tie as no way to thread it around the column. Replacing this column will be an issue with the fences moved to sit against it. (Column requires replacement £975 + UKPN + Vat. – Parish Council to confirm situation with fence)

Column 39 – The column arm is missing a cap to stop rainwater going down inside the column to the Mains cut-out. (£35 + Vat.)

Column 42 – New door required. (£105 + Vat.)

Column 46 – Old Neighbourhood Watch sign needs removing – all the stickers have worn off. (£13.75)

Column 56 – Standard 5m round corner door required – existing one has been prised off too many times and bent it out of shape. Old sign straps need cutting off and disposing off. (£118.75 + Vat.)

Column 57 – Corroded pole box with numerous holes in the base. (£260 + Vat.)

Column 58 – Pruning required. (£75 + Vat.)

Column 61 – Pruning required. (£95 + Vat.)

Column 62 – Pruning required. (£45 + Vat.)

Column 63/64 – Private supply in SWA from the hall. The cut-out does not disconnect the Neutral path. (£130 + Vat.)



RE: URGENT – Tree Safety Concerns and Request for Further Works at Hook Green, Meopham

From [REDACTED]
Date Mon 14/07/2025 3:01 PM
To Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Good afternoon,

Thank you for your reply and for confirming that this matter will be included in the agenda for the upcoming meeting on Tuesday 29th July.

I have re-sent the photos which clearly show the extent of the overhanging branches into my property. While these images do not capture direct damage to my car or home — due to the nature of the issues — they do provide clear evidence of the significant encroachment beyond the boundary.

Unfortunately, the physical damage caused (including dents to my vehicle and blocked gutters) is difficult to demonstrate in photographs. However, I would welcome a site visit at a convenient time, where this can be shown in person and the daily impact fully understood.

To reiterate, my concern is not only with the visible damage but also with the ongoing burden these trees place on me as a homeowner. I am constantly clearing debris, sweeping the garden and drive, and managing the risks of falling branches — including a previous incident where my dog was struck in the garden. If I leave my door open, in the summer within 5 minutes the hallway is full of leaves and other items from the trees. They are not my trees.

I understand that these trees are in a conservation area and subject to formal permissions, but I am asking that the Council now take action to cut back all branches that are overhanging into my boundary.

Please let me know when a visit may be arranged, and I would appreciate updates following the Council meeting.

Kind regards,
[REDACTED]

Warm Regards,
[REDACTED]
[REDACTED]
[REDACTED]

**we've got
YOUR BACK**

From: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
Sent: 14 July 2025 14:48

Re: URGENT – Tree Safety Concerns and Request for Further Works at Hook Green, Meopham

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

Date Mon 14/07/2025 2:47 PM

To [REDACTED]

Good afternoon

Thank you for these photos. If you are unable to provide photos of the damage to vehicles and your property, I will need to advise the Councillors, and agree a convenient time to inspect the damage, as we will need photographic evidence for submission to our insurance company.

As you will know these trees are in a conservation area, therefore we require permission from Gravesham Borough Council prior to any work being carried out. However, I will advise our Councillors of the issues you are experiencing at the next Full Council meeting, I will include your emails and photos and request a decision as to how they wish to proceed. I am about to arrange an extra meeting for Tuesday 29th July 2025 and will add this to the agenda.

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: Monday, July 14, 2025 2:18 PM

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

Subject: RE: URGENT – Tree Safety Concerns and Request for Further Works at Hook Green, Meopham

Hi,

Sorry, I didn't catch your name?

Thank you for your reply.

Photos were sent previously via email, both at the time of the original complaint and more recently. I will resend these to ensure you have them on file. I have also attached the one of my dog, who was hurt by a falling concur in 2023.

The issue of overhanging branches and falling debris continues to seriously affect my property — including damage to my vehicle (and my cleaners I have found out today), constant debris on my drive and garden, and blocked drains and guttering.

I am also happy to arrange for someone to visit the site to inspect the damage in person, as some aspects (such as vehicle bodywork dents) are difficult to capture clearly in photos so none attached (cant see with shine and sunlight)

To be clear, I am requesting that all overhanging branches be cut back from the boundary of my property, due to the ongoing nuisance and damage caused. I would be grateful for a response outlining what action the Parish Council intends to take and when this will occur.

Kind regards,

Warm Regards,

**WE'VE GOT
YOUR BACK**

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

Sent: 14 July 2025 13:03

To:

Subject: Re: URGENT – Tree Safety Concerns and Request for Further Works at Hook Green, Meopham

Dear

I acknowledge your emails which I am looking into. Last year the Chair and Clerk visited the site and requested photographic evidence of the damage complained of, but this was never received. I am looking into when the previous works was carried out, but in the meantime, I would appreciate you sending in the photos

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:

Sent: Monday, July 14, 2025 12:20 PM

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

Subject: URGENT – Tree Safety Concerns and Request for Further Works at Hook Green, Meopham

: Dear Tree Officer / Planning Department,

I am writing to formally express my deep concern regarding the serious and ongoing damage being caused by the protected trees situated at Hook Green, Wrotham Road, Meopham, which overhang my property.

While I acknowledge that limited works were recently approved (ref: 20230896) for the cutting back of overhanging branches and basal growth on two Lime trees and one Chestnut tree, these works are not sufficient to address the safety hazards and property damage currently being caused.

The trees in question are over 100 feet tall, and the permitted trimming – which appears limited to around 6 feet in height – has not prevented:

- My daughter had a near miss with a large branch some time ago
- Over 30 visible dents to my vehicle from falling conkers and tree debris

- Frequent fallen branches and hazardous debris landing in my garden. A 5-year-old plays here and 2 dogs. One of which has been cut from a falling concur over 18 months ago.
- Continuous build-up of waste and mess, impacting both safety and quality of life

Despite emailing twice over the past fortnight, I have not received a response. Given the scale of the damage and ongoing risk to both people and property, I am requesting urgent reconsideration and consent for more extensive pruning or crown reduction of these trees – specifically the high-level branches overhanging my land.

I am also happy to provide photographic evidence of the damage to my vehicle and property, as well as a report from a professional tree surgeon if required.

Please treat this matter as a priority. I would appreciate a written response within 7 days, failing which I may be forced to escalate the issue through legal or insurance channels, as the risk of further damage remains high.

Yours sincerely,

Warm Regards,

[Redacted Signature]

**WE'VE GOT
YOUR BACK**











RE: Weavers Cottage - Tress

From [REDACTED]
Date Tue 01/07/2025 9:16 PM
To Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Good evening,

I would like to bring to your attention the previously mentioned tree situation that affects my life living at Weavers Cottage.

Today, after trying to sell my vehicle, I was informed that there are over 30 conker dents all over the roof, caused by the trees on the field in hook green.

When the trees were cut back, they were only cut back 5 meters high, the rest of the trees still overhang my boundary, over 5 meters in places.

There other issues the trees cause too, blocking of sunlight, debris daily that I collect and pay a gardener to collect, garden bin I pay for, to collect the debris from the trees. I no longer park my classic car in the garden as this has been damaged multiple times and instead, I now pay for storage.

Today's awakening to the dents all over my truck have got me to the point of annoyance.

I must inform you that I will be seeking legal advice on this matter, my truck has been down valued over £3000.

The trees are beautiful, they are stunning but it's simply not fair or right I have to have this situation for the past 3 years. It has to now stop.

Warm regards,

[REDACTED]
[REDACTED]
[REDACTED]

**WE'VE GOT
YOUR BACK**

From: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
Sent: 12 October 2023 10:15
To: [REDACTED]
Cc: Cheryl Price <cheryl.price@meopham-pc.gov.uk>
Subject: RE: Weavers Cottage - Tress

Good Morning [REDACTED]

I apologise for the delay in receiving a response, unfortunately the Parish Council is currently operating on reduced staffing.

I confirm we have now received permission from the Borough Council in order to complete works to the tree overhanging your property. I attach a copy of the decision notice for your information.

Now we have received this, Council is able to consider the quotes I had received from the contractors who came to assess the trees previously. These quotes are being considered at our council meeting next Tuesday (17th October). The three contractors who were approached were all advised upon successful instruction, they would need to complete the work very quickly afterwards. So I will be able to give you a date for the works being completed by the end of next week.

Kind Regards,

Shaun Fishenden

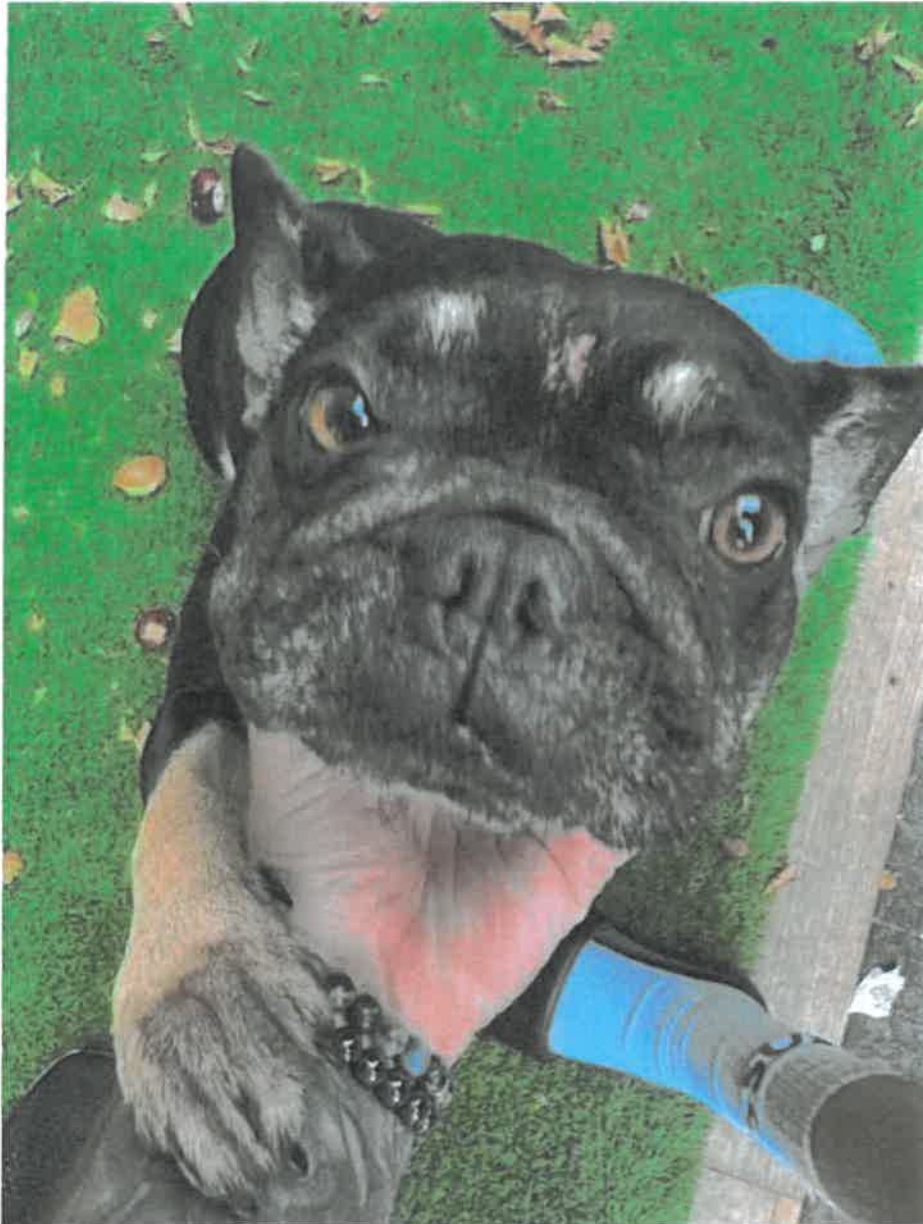
Shaun Fishenden BA (Hons)
Clerk and Responsible Financial Officer
Meopham Parish Council – www.meopham-pc.gov.uk

From: [REDACTED]
Sent: Thursday, October 12, 2023 9:06 AM
To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
Subject: Re: Weavers Cottage - Tress

This is my 3rd email, after two voice mails also.

I have tree surgeons at my property, explaining what they have been asked to carry out and in agreement with me, it is no where near enough being taken off to stop the constant issues I have daily. I will now seek legal advice on this matter.

Attached is a picture of my dog who has been injured but highly falling conquers.



Warm regards,

[REDACTED]

On 1 Oct 2023, at 13:31, [REDACTED] wrote:

Hi Shaun,

Could I have an update please on the situation. As now, I have constant falling conifers in my garden and driveway, resulting in numerous small dents on my new truck and old jeep.

The oasis they are falling from such a height that they are coming down with a lot of force.

This is coupled with falling branches and obviously the constant supply of leaves.

Many thanks

Warm regards,

[REDACTED]

On 21 Aug 2023, at 12:57 [REDACTED]

Hi [REDACTED]

My apologies for not emailing you sooner. At Full Council it was agreed for me to seek permission from the tree officer at Gravesham Borough Council for consent to complete the tree works, which would be the following -

To cut back the overhanging Lime trees from Weavers cottage, all basil growth to be removed. The chestnut over the car parking area to have lowest limb removed.

We have to apply for permission before completing tree works as the trees are subject to Tree Preservation Orders.

As soon as I've had confirmation from GBC to go ahead, I can instruct a contractor to proceed with the works. GBC have up to six weeks to respond to the Parish Council, although I do not expect them to take that long.

Kind Regards,
Shaun

-----Original Message-----

From: [REDACTED]

Sent: Thursday, August 17, 2023 3:10 PM

To: enquiries@meopham-pc.gov.uk

Subject: Weavers Cottage - Tress

Good afternoon,

Could I have an update please with regards to the trees on the green please. I believe it was part of yesterday's agenda.

Many thanks

Warm regards,

[REDACTED]

Fw: Voice Message Attached from [REDACTED] name unavailable

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

Date Tue 16/04/2024 12:10 PM

To Cheryl Price <cheryl.price@meopham-pc.gov.uk>

 1 attachment (345 KB)
[REDACTED]

Hi Cheryl

[REDACTED] from Weavers Cottage, Wrotham Road [REDACTED] wants ringing back today - I have tried calling but no answer (not sure if that's because I have withheld my number) - was just going to touch base so that he knows we got his message, but new to the role and will look into it.

Overhanging tress from Hook Green - last year some branches were cut back but didn't touch the sides. Very upset as overnight had a large number of branches - heavy branches land on his car and rabbit hutch. Very upset he's in this position again.

Kind Regards, Lisa

From: voicemail@voice2000.com <voicemail@voice2000.com>

Sent: Tuesday, April 16, 2024 8:44 AM

To: Meopham Parish Council <MeophamParish@meophamparishcouncil.qudo.info>

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

Subject: Voice Message Attached from [REDACTED] - name unavailable

Time: Apr 16, 2024 8:44:38 AM

Click attachment to listen to Voice Message

RE: Weavers Cottage - Tress

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

Date Thu 12/10/2023 10:15 AM

To [REDACTED]

Cc Cheryl Price <cheryl.price@meopham-pc.gov.uk>

 1 attachment (35 KB)

20230896 - Decision Notice Hook Green Wrotham Road.pdf;

Good Morning [REDACTED]

I apologise for the delay in receiving a response, unfortunately the Parish Council is currently operating on reduced staffing.

I confirm we have now received permission from the Borough Council in order to complete works to the tree overhanging your property. I attach a copy of the decision notice for your information.

Now we have received this, Council is able to consider the quotes I had received from the contractors who came to assess the trees previously. These quotes are being considered at our council meeting next Tuesday (17th October). The three contractors who were approached were all advised upon successful instruction, they would need to complete the work very quickly afterwards. So I will be able to give you a date for the works being completed by the end of next week.

Kind Regards,

Shaun Fishenden

Shaun Fishenden BA (Hons)
Clerk and Responsible Financial Officer
Meopham Parish Council – www.meopham-pc.gov.uk

From: [REDACTED]

Sent: Thursday, October 12, 2023 9:06 AM

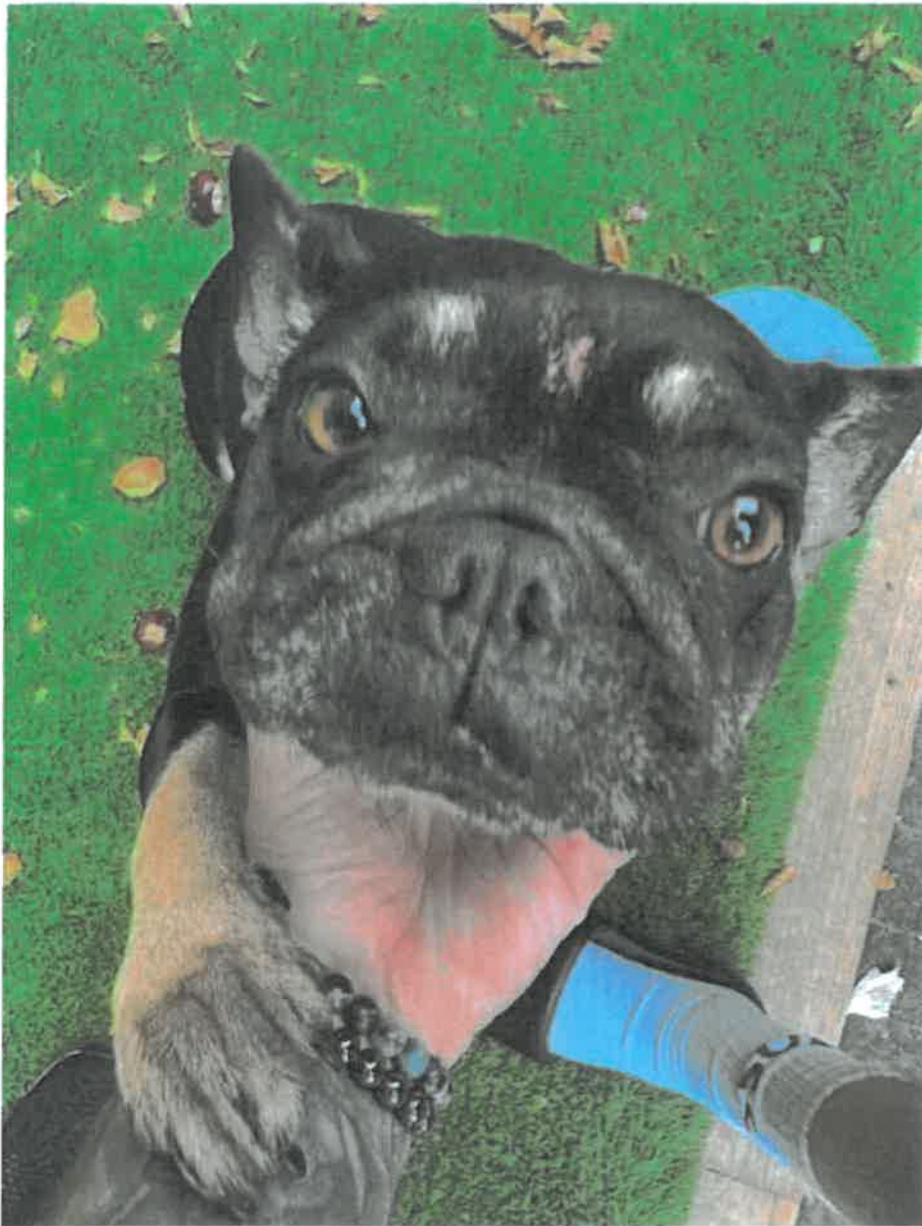
To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Subject: Re: Weavers Cottage - Tress

This is my 3rd email, after two voice mails also.

I have tree surgeons at my property, explaining what they have been asked to carry out and in agreement with me, it is no where near enough being taken off to stop the constant issues I have daily. I will now seek legal advice on this matter.

Attached is a picture of my dog who has been injured but highly falling conquers.



Warm regards,

[REDACTED]
[REDACTED]
[REDACTED]

On 1 Oct 2023, at 13:31, [REDACTED]

Hi Shaun,

Could I have an update please on the situation. As now, I have constant falling conquers in my garden and driveway, resulting in numerous small dents on my new truck and old jeep.

The oasis they are falling from such a night that they are coming down with a lot of force.

This is coupled with falling branches and obviously the constant supply of leaves.

Many thanks

Warm regards,

[REDACTED]

On 21 Aug 2023, at 12:57, enquiries@meopham-pc.gov.uk wrote:

Hi [REDACTED]

My apologies for not emailing you sooner. At Full Council it was agreed for me to seek permission from the tree officer at Gravesham Borough Council for consent to complete the tree works, which would be the following -

To cut back the overhanging Lime trees from Weavers cottage, all basal growth to be removed. The chestnut over the car parking area to have lowest limb removed.

We have to apply for permission before completing tree works as the trees are subject to Tree Preservation Orders.

As soon as I've had confirmation from GBC to go ahead, I can instruct a contractor to proceed with the works. GBC have up to six weeks to respond to the Parish Council, although I do not expect them to take that long.

Kind Regards,
Shaun

-----Original Message-----

From: [REDACTED]

Sent: Thursday, August 17, 2023 3:10 PM

To: enquiries@meopham-pc.gov.uk

Subject: Weavers Cottage - Tress

Good afternoon,

Could I have an update please with regards to the trees on the green please. I believe it was part of yesterday's agenda.

Many thanks

Warm regards,

[REDACTED]

Application: 20230896

**TOWN AND COUNTRY PLANNING ACTS
TOWN AND COUNTRY PLANNING (TREE PRESERVATION ORDER) REGULATIONS 1969
(AS AMENDED)**

NOTIFICATION OF CONSENT FOR WORKS TO TREES IN A CONSERVATION AREA

To: **Mr George Duffort
Meopham Parish Council
St Johns Centre
Wrotham Road
Meopham
Gravesend
Kent
DA13 0AA**

TAKE NOTICE that the **GRAVESHAM BOROUGH COUNCIL**, the Local Planning Authority under the Town and Country Planning Acts, **HEREBY CONSENTS** to the carrying out of the operations within the **Hook Green, Meopham Conservation Area** specified in and in accordance with the application submitted to the Council on 22nd August 2023 and being:

Works to trees in a Conservation Area; Two Lime Trees and One Chestnut Tree (T18, T19 and T20) - cut back overhanging Lime trees and removal of basal growth, and removal of lowest limb from Chestnut Tree.

on land situate at:

**Hook Green
Wrotham Road
Meopham
Gravesend
Kent**

Conditions and Reasons

1 GOOD FORESTRY PRACTICE

The works hereby permitted shall be carried out by a competent and experienced tree surgeon, in the interests of good forestry practice.

Dated: 2 October 2023

Civic Centre
Windmill Street
Gravesend
Kent
DA12 1AU

Wendy Lane MRTPI
Assistant Director (Planning)
Planning Service

You should read the notes overleaf

Please note that some works to trees can affect the underlying soil moisture conditions and therefore the stability of any nearby foundations. You are advised to employ the services of a surveyor to ascertain whether your proposed tree works will have a detrimental effect on existing structures.

Notes

1. The Tree Preservation Order makes provision for the payment of compensation in certain circumstances to any person who has suffered loss or damage in consequence of any refusal (including revocation or modification) of consent under the Order or of any grant of any such consent subject to conditions.
2. Any appeal against this notification of decision must be lodged by notice in writing to the **Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN; telephone: 0303 444 5000; email: enquiries@pins.gsi.gov.uk or online at www.planningportal.gov.uk/pcs.**

FW: Weavers Cottage - Meopham Green TREES

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

Date Tue 08/08/2023 10:05 AM

To Graham Green <graham.green@meopham-pc.gov.uk>; Cheryl Price <cheryl.price@meopham-pc.gov.uk>

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

 10 attachments (2 MB)

1.1.jpg; 1.2.jpg; 1.3.jpg; 1.4.jpg; 1.5.jpg; 1.6.jpg; 1.7.jpg; 1.8.jpg; 1.9.jpg; 2.0.jpg;

Hi Graham and Cheryl,
We've had this email come in below.

I'm planning to head down there about 1:30pm today to go and have a proper look at this. Feel free to join us if you want.

Kind Regards,

Shaun Fishenden

Shaun Fishenden BA (Hons)
Clerk and Responsible Financial Officer
Meopham Parish Council – www.meopham-pc.gov.uk

From: 

Sent: Tuesday, August 8, 2023 9:48 AM

To: enquiries@meopham-pc.gov.uk

Subject: Weavers Cottage - Meopham Green TREES

Good morning,

I write in regards to the trees on Meopham Green which overhang my property, Weavers Cottage. As much as I love these trees and I really do, they are currently causing both safety issues and damage to my property. I have listed below the issues being caused and attached relevant photos and require these are looked after to prevent a serious safety issue that could arise.

I have spoken to Tree Tops Tree Surgeons who have advised I write to you with my safety concerns:

- Falling branches daily – These are occurring when my 3 year old is playing in the garden and one last week missed her by a foot. This was a sizable branch.
- Damage to my vehicle – Branches dropping along with conkers which damaged my previous cars room in so many places and I have recently bought a brand-new car and can't have this happen again.
- Last winter when the winds were high, I was very concerned the middle tree might come down. The top of the tree looked very unstable as it its extremely high.
- Constant leaf removal from my garden, this is a daily job and very pain staking.
- New patio is ruined and black under the trees compared to the new one on the other side of the garden.
- As is my new fence and child's toys which are constantly full of sticky residue.
- Light – In the summer months light is obscured from around 3pm and if the trees were maintained this would not be the case.
- Gutters on my garage need clearing every 3 weeks.

I am not aware of who's responsibility it is to look after the trees and the safety of others, you are my first point of call but this does need addressing ASAP as you can see from the photos, they are over my boundary in many ways.

Warm Regards,

[Redacted signature]

we've got
YOUR BACK
BEATING ADDICTION TOGETHER





















RE: Meopham Parish Council Website

From mark@parishwebandhost.co.uk <mark@parishwebandhost.co.uk>

Date Fri 04/07/2025 2:10 PM

To Peter Haslam <peter.haslam@meopham-pc.gov.uk>

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

 2 attachments (135 KB)

INV1034106.pdf; INV1034105.pdf;

Hi Peter, Lisa,

Could you please confirm that you're happy with the content we've migrated to the new website and that everything appears correct?

The new site is now ready for the documents we've already downloaded to be uploaded.

This leaves the remaining documents to be downloaded from the current site and uploaded to the new one. A summary of these outstanding documents is provided below.

The additional cost for uploading the remaining 703 documents is 2.5 days at £280 per day. I've attached the invoices for the work completed so far.

Could you also provide a hi rez copy of you're logo?

Agendas & Minutes

Full Agendas and Minutes:

Total: 301

Completed: 70

Remaining: 231

Personal Committee

Total: 8

Completed: 6

Remaining: 2

Planning Committee:

Total: 115

Complete: 21

Remaining: 93

Annual Meetings

Total: 25

Complete: 11

Remaining: 14

Defunt Documents:

Administration and Resources Committee

Total: 89
Complete: 0
Remaining: 89

Environment and Amenities Committee

Total: 89
Complete: 0
Remaining: 89

Planning and Project Committee

Total: 78
Complete: 0
Remaining: 78

Judson's Pavilion

Total: 44
Complete: 0
Remaining: 44

Parking and Traffic working group

Total: 31
Complete: 0
Remaining: 31

Publications:

Total: 32
Complete: 0
Remaining: 32

Total number of files left to be downloaded: 703

I look forward to hearing from you.

Kind regards

Mark Dolan

M: 07399417567

W: www.parishwebandhost.co.uk



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A Free

INVITATION

for Meopham Parish Council!

What To Do Next

Item 10

If you are interested in our services, please complete the application form below and we'll get in touch with you shortly – thank you

Your Name:

Date:

Position:

Contact:

Email:

Website:

Church Name:

Church Address:

Please indicate the services you're interested in?

A HubSite

A BlogSite

HubEvents

A HubList

Please Note: We may have already placed a HubList on MeophamHub, do you give permission for us to continue to promote your Church?

Yes

No

What is MeophamHub?

MeophamHub is an Online Community Centre for Meopham and the surrounding Parishes of Cobham, Luddesdown and Vigo. People will find schools, churches, businesses, activities, events, news and more – our focus is to help build a stronger, more cohesive society.

Why We've Got in Touch

We really appreciate the work of Meopham Parish Council and acknowledge that you provide an essential community service – that's why we'd like to provide our services to you for **FREE!** We believe our services will help assist you in reaching the local community.

What We're Offering

✓ A FREE HubSite...

...a single page website, to provide an overview of MPC and the services it provides. Alternatively, we'll provide a direct HubLink to your existing website.



✓ A FREE HubLink...

...as a HubList is not required, we'll provide a direct link to your main website from our main menu, to make it easier for people to find you.



✓ A FREE BlogSite...

...to provide news updates for your readers.
(See example of your blog: meophamhub.co.uk/mpc-blog/)



✓ FREE Access to HubEvents...

...to advertise your upcoming activities and events.
(See example: meophamhub.co.uk/local-directory-events/)



✓ FREE Setup Service!

That's how much we value your participation!

Item 11



Re: Judson's

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

Date Thu 17/07/2025 9:11 AM

To keith walters [REDACTED]

Dear Keith

Thats good, glad this date was ok for your both, it was an extra meeting and all rather last minute to try and clear up some outstanding issues before recess. Thank you for offering Judsons Pavilion, but I had already managed to secure a booking at Harvel Village Hall, as Meopham Cricket Pavilion was unavailable.

Harvel Village Hall @ 7pm - Tuesday 29th July 2025

Kind Regards,

Lisa Winter

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

From: keith walters [REDACTED]

Sent: 16 July 2025 11:40 AM

To: Bob Heming [REDACTED] Assistant Clerk - Meopham Parish Council
<assistantclerk@meopham-pc.gov.uk>

Subject: Re: Judson's

Dear Lisa

Thank you for your reply.

Bob & I would welcome the opportunity to speak to the Parish Council on Tuesday 29th July 2025. Please confirm venue. Would you like to use Judsons Pavilion?

Kind regards
Keith Walters

On Tuesday 15 July 2025 at 14:52:09 BST, Assistant Clerk - Meopham Parish Council
<assistantclerk@meopham-pc.gov.uk> wrote:

Good afternoon Keith and Bob

Following the message from Keith to me on 19 June 2025 in response to our correspondence, and your request to meet with the Parish Council, I will be putting this item on the agenda at the next full council meeting - Tuesday 29th July 2025 @ 7pm - venue yet to be booked and confirmed. You may make representations and answer questions at the meeting in respect of this business/item on the agenda, and I do hope that you can attend. If you are unavailable, and to allow you to attend, it

could be moved to the next full council meeting, which is Tuesday 9th September 2025 @ 7pm in the Cricket Pavilion, Meopham Green.

Could you please let me know if you are happy for this to go on the Tuesday 29th July meeting by **21st July 2025?**

Kind Regards,

Lisa Winter

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

Re: Message from KM_C550i SOS 4151

From Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Date Mon 2025-06-23 9:03 AM

To keith walters [REDACTED] Bob Heming [REDACTED]

Good morning Keith

Thank you for your email below. Lisa is currently on annual leave until Tuesday 1st July so I will get her to contact you on her return to arrange a meeting with you.

Kind Regards

Tracey Hanlon

Tracey Hanlon
Finance & Grants Officer
Meopham PC

From: keith walters [REDACTED]

Sent: 19 June 2025 12:43 PM

To: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>; Bob Heming [REDACTED]

Subject: Re: Message from KM_C550i SOS 4151

Dear Lisa

Thank you for your eventual reply.

Further to our meeting, I requested to meet with the Parish Council. Where are we with this?

My answers to your questions are as follows:

1. I was unaware the lease was not registered. What amendments are you referring to?
2. It is my understanding it is a full repairing lease. Therefore, the football club will pay for any repairs at Judsons that are required. We asked the Parish Council about the car parking and if they were willing to contribute anything towards it. I am not sure if you have your wires crossed on this one.
3. The Parish Council had a set of keys and were using the facility without the football club's awareness, permission or payment. This could not continue. We have a legally binding document in place as the Leaseholders, and a right to know who is using the facility. In principal, we do not mind the Parish Council having keys to Judsons Pavillion, however, we require complete transparency regarding usage.

I would welcome the opportunity to speak to you or the Parish Council. We are simply getting on with our mantra, which is to provide facilities for local children to play football.

Kind regards

Keith Walters
Meopham Colts President

On Tuesday 17 June 2025 at 10:11:01 BST, Finance & Grants Officer - Meopham Parish Council
<financeofficer@meopham-pc.gov.uk> wrote:

From: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>
Sent: Tuesday, June 17, 2025 10:09 AM
To: [REDACTED]
Subject: Fw: Message from KM_C550i SOS 4151

Good morning Mr Heming and Mr Walters

Please find attached a letter from our Clerk, Mrs Lisa Winter.

Kind Regards

Tracey Hanlon

Tracey Hanlon
Finance & Grants Officer
Meopham PC

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

17th June 2025

Mr Bob Heming & Mr Keith Walters
Meopham Colt Trustees

Dear Mr Heming & Mr Walters

Further to your recent correspondence to Meopham Parish Council, I write to advise you that following their recent meeting on 10th June 25, the Councillor's have agreed to the following:

1. That The Colts register the lease, including any amendments of named trustees.
2. As it is a self-repair lease, should The Colts wish the Parish Council to consider funding or part funding any works and as prior approval is required from the landlord before anything is carried out, they must submit the request in writing together with 3 quotes for consideration.
3. A set of keys be provided to the Council within 30 days of receipt of this letter. If this is not forthcoming, a locksmith will be engaged and the costs forwarded to The Colts.

We would also like to advise that there are Grants available each year that The Colts may be eligible for and application forms can be obtained from the Finance Officer if required. This years applications will be considered by Councillor's in September so application forms will be accepted from July.

Please do not hesitate to contact me should you require further clarification on any of the above.

Kind Regards

Mrs Lisa Winter
Clerk – Meopham Parish Council
Tel: 01474 813779
clerk@meopham-pc.gov.uk

probably result in more expenditure and would therefore be a future item for full council to determine.

Item 10: Financial Matters

F.C. 32 Councillors considered the documentation presented.

RESOLVED that:

- 10.1** The schedule of payments since the last meeting up to 31 May 2025 be agreed.
- 10.2** The receipts and payments report for the same period be agreed.
- 10.3** The bank statements and supporting Bank Reconciliation be received.
- 10.4** The council reserves statement be received.

The Clerk asked Councillors if they were happy for the Lloyds Bank Account to be closed as we do not receive any interest on it, but the bank have recently started charging fees. The clerk advised that they would start the process and then ask full council for approval as to where they wanted the money moved to.

Item 11: Judson's Pavilion: To consider correspondence received from Meopham Colts and agree any actions arising from this

F.C. 33 RESOLVED that:

- i) The Colts register the lease, including any amendments of named trustees;
- ii) A letter be sent to The Colts asking for keys to be provided within 30 days of receipt of the letter, advising that if this is not forthcoming, a locksmith will be engaged and the costs forwarded to The Colts;
- iii) The Colts be advised that, as it is a self-repair lease, should they wish the Parish Council to consider funding or part funding of anything, as prior approval is required from the landlord before anything is carried out, they submit the request with three quotes for consideration;
- iv) The Clerk advise The Colts that Meopham Parish Council have grants available each year, which they may be eligible to apply for.

Item 12: Speedwatch: To consider correspondence received from Meopham Speedwatch and agree any actions or funding from this

F.C. 34 RESOLVED that: Following a lengthy debate with regards to who would own the device and the implications of this answer for storage, maintenance and insurance purposes, it was agreed that in principle they would like to fund the device, but until these issues were resolved this could not be progressed at this time.

Re: Judson Recreational Grounds and Pavilion

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

Date Tue 13/05/2025 10:54 AM

To Bob Heming [REDACTED]

Hi Bob

Hope you are well. The Parish Council have not reviewed this document due to the amount of other business it has been dealing with. I will hopefully get a report to the June or July meeting. In the meantime, they have queried why we have not been supplied with a set of keys, as the landlord. Also, is the booking form all up and running?

Kind Regards,

Lisa Winter

Lisa Winter

Clerk and RFO

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

From: Bob Heming

Sent: Sunday, May 11, 2025 6:48 AM

To: Clerk - Meopham Parish Council

Cc: 'Keith Walters'

Subject: RE: Judson Recreational Grounds and Pavilion

Lisa

Please confirm if the PS has had the opportunity of reviewing my previous mail of March copied below

Thanks and Regards

Bob Heming

Club Chairman

Meopham Colts
[REDACTED]

From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk] **On Behalf Of**
Clerk - Meopham Parish Council

Sent: 02 April 2025 12:41

To: Bob Heming

Subject: Re: Judson Recreational Grounds and Pavilion

Hi Bob

Apologies I thought I had acknowledged your email, the details of which Councillors will be advised of in due course.

Kind Regards,

Lisa Winter

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

From: Bob Heming [REDACTED]
Sent: 01 April 2025 4:02 PM
To: Clerk - Meopham Parish Council <clerk@meopham-pc.gov.uk>
Subject: RE: Judson Recreational Grounds and Pavilion

Lisa

Please confirm receipt of my previous mail, as I haven't had a response to it

Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
[REDACTED]

From: Bob Heming [REDACTED]
Sent: 10 March 2025 19:15
To: clerk@meopham-pc.gov.uk
Subject: FW: Judson Recreational Grounds and Pavilion

Lisa

Please see response to your letter dated 9.1.2025

We confirm that we have carried out number out repairs to the property as per the lease, including:-

- Internal maintenance
- Roof tile repairs
- Guttering replacement
- Car park hedge maintenance
- Repairs to the grass areas following the end of the seasons
- Repair to the main door and replacement of its locks
- Reinstatement of the car park gate fence

We respond to each point as follows:-

Car park fencing

The fencing and gate between the Public and the Pavilion car park has been damaged, after investigation we understand this was carried out by others than members of the Club, IE the public
The perimeter fencing of the Pavilion car park has been damaged and parts stolen, again after investigation we understand this was carried out by others than members of the Club, IE the public
The damage to these barriers have allowed access to the grassed areas for vandals to ride on and damage the pitches
Previously the Club have allowed for the gate between the car parks to be left open for the benefit of its neighbours (the Scouts) and the public, however this has allowed abuse of this facility

We note from the lease (page 5) that the Pavilion car park coloured blue is within our responsibility, plus it seems the Public car park

We note that the terms fencing and/or barriers do not appear in the lease

In order to make the grassed areas secure, we (Meopham Colts YFC) propose the following:-

To replace the previously timber barrier (now damaged and/ or stolen) with a more robust arrangement

Repair and or partially replace the fencing between the Public and the Pavilion car park

We would welcome any contribution to the cost of this from the Parish Council or any other agency the PC can recommend

We note that the landlord (Parish Council) and its visitors has the reserved rights to use the car parks

It may be considered that if the public have rights to use the Public car park, then perhaps its and the barriers upkeep should be the responsibility of others, IE the Parish Council or Borough Council

Can we ask for your consideration on this point

Changes to the lease

We confirm that we are happy to continue with the terms of the lease in general

However, we note that the Tenant is named as myself, we may cause problems in the future when I am not associated with the Club

So it may be a consideration that the term tenant is changed to the Club trustees from time to time

Changing of the locks

As advised above, we have repaired the main door which included changed the locks

We will get a spare delivered to you in the new future

Registration and booking form

I understand that this arrangement has been put in place

I will collate the procedure details and send them on in due course

Our Judsons manager is Gavin Carter

His contact details are:-

[REDACTED]

If you have trouble contacting him, then you can contact me

Parking

We are disappointed with the response from the Scouts, as both organisations are for the benefit of the children in the area

We confirm having no knowledge of any complaints

We propose to place a standalone no parking sign in front of the gate for each session

On another note, can you up date me on the proposal form the drains

So conclusion please see action points:-

PC to consider a contribution to the replacement of the Pavilion car park barrier

PC to consider a contribution to the replacement/repair of the Public car park fence

PC to consider if they will take over the responsibility for both car parks as they and the public can have access and use

Consideration in changing the tenant title from RL Heming to Meopham Colts trustees

MC to provide key to Pavilion

MC to provide booking system details

MC to provide and install a no parking sign position in front of the Scout access gate during MCs sessions

We look forward to your response

Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
[REDACTED]

From: Assistant Clerk - Meopham Parish Council [REDACTED]
Sent: 24 February 2025 12:09
To: Bob Heming
Cc: 'Keith Walters'
Subject: Re: Judson Recreational Grounds and Pavilion

Hi Bob

No problem, I look forward to receiving your responses. Please find attached the lease, as requested. If you require anything else, please just ask.

Kind Regards,

Lisa Winter

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

From: Bob Heming [REDACTED]
Sent: 22 February 2025 6:41 AM
To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Cc: 'Keith Walters' [REDACTED]
Subject: RE: Judson Recreational Grounds and Pavilion

Lisa

Thanks for meeting with Keith and myself recently regarding the Parish Council letter of concerns and points

We are in the process of formulating our responses

Can I ask you to send me a copy of the lease and the associated plans numbers 1 and 2

Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
[REDACTED]

From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk]
Sent: 31 January 2025 11:16
To: Bob Heming
Cc: 'Keith Walters'
Subject: Re: Judson Recreational Grounds and Pavilion

Good morning Bob

Happy to have a meeting to discuss. A Tuesday or Monday are best for me between 9.30-2.00 but I might be able to accommodate other days and times with notice, so come back with your availability.

Kind Regards,

Lisa Winter

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

From: Bob Heming [REDACTED]
Sent: 29 January 2025 7:28 PM
To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Cc: 'Keith Walters' [REDACTED]
Subject: Judson Recreational Grounds and Pavilion

Lisa
WRT recent letter, there seems to be some misinformation
Could we arrange a meeting to discuss the points raised
Please suggest available days and times
Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
[REDACTED]

From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk]
Sent: 20 January 2025 17:44
To: [REDACTED]
Subject: Fw: Judson Recreational Grounds and Pavilion

Dear Bob

I sent this letter to the email addresses provided but one was undeliverable. I have now found a number of others that I am trying, not sure which, if any, is correct.

Kind Regards,

Lisa Winter

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

From: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Sent: 09 January 2025 10:17 AM

To: [REDACTED]

Subject: Judson Recreational Grounds and Pavilion

Dear Bob and Keith

Hope you had a good Christmas and New Year.

Please find attached some correspondence from Meopham Parish Council.

Kind Regards,

Lisa Winter

Lisa Winter

Assistant Clerk

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

Re: Judson Recreational Grounds and Pavilion

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

Date Fri 07/02/2025 2:20 PM

To Bob Heming [REDACTED]

Hi Bob

Further to my email, I have spoken to Cheryl and unfortunately she has a funeral on Tuesday so will be unable to attend our meeting.

Kind Regards,

Lisa Winter

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

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

Sent: 05 February 2025 7:14 PM

To: Bob Heming [REDACTED]

Subject: Re: Judson Recreational Grounds and Pavilion

Hi Bob

I will ask, but I am unsure about her availability.

Kind Regards,

Lisa Winter

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

From: Bob Heming [REDACTED]

Sent: 05 February 2025 3:58 PM

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

Cc: 'Keith Walters' [REDACTED]

Subject: RE: Judson Recreational Grounds and Pavilion

Thanks Lisa

Can I suggest that Cheryl attends as well as we have had extensive discussions with her on these subjects

Thanks and Regards

Bob Heming

Club Chairman
Meopham Colts


From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk]
Sent: 04 February 2025 09:31
To: Bob Heming
Subject: Re: Judson Recreational Grounds and Pavilion

Hi Bob

Tuesday 11th at 10.30 is good with me. Happy to have the meeting at our office in St Johns Centre, if that is ok with you.

Kind Regards,

Lisa Winter

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

From: Bob Heming 
Sent: 03 February 2025 8:34 PM
To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Cc: 'Keith Walters' 
Subject: RE: Judson Recreational Grounds and Pavilion

Lisa

Please confirm if you can be available for a meeting on Tuesday 11th at 10:30

Please confirm venue

Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts


From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk]
Sent: 31 January 2025 11:16
To: Bob Heming
Cc: 'Keith Walters'
Subject: Re: Judson Recreational Grounds and Pavilion

Good morning Bob

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Kind Regards,

Lisa Winter

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

From: Bob Heming [REDACTED]
Sent: 29 January 2025 7:28 PM
To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Cc: 'Keith Walters' [REDACTED]
Subject: Judson Recreational Grounds and Pavilion

Lisa
WRT recent letter, there seems to be some misinformation
Could we arrange a meeting to discuss the points raised
Please suggest available days and times
Thanks and Regards

Bob Heming
Club Chairman
Meopham Colts
[REDACTED]

From: Assistant Clerk - Meopham Parish Council [mailto:assistantclerk@meopham-pc.gov.uk]
Sent: 20 January 2025 17:44
To: [REDACTED]
Subject: Fw: Judson Recreational Grounds and Pavilion

Dear Bob

I sent this letter to the email addresses provided but one was undeliverable. I have now found a number of others that I am trying, not sure which, if any, is correct.

Kind Regards,

Lisa Winter

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

From: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Sent: 09 January 2025 10:17 AM
To: [REDACTED]
Subject: Judson Recreational Grounds and Pavilion

Dear Bob and Keith

Hope you had a good Christmas and New Year.

Please find attached some correspondence from Meopham Parish Council.

Kind Regards,

Lisa Winter

Lisa Winter

Assistant Clerk

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

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



9 January 2025

Meopham Colts FC

(by email to [REDACTED])

(by email to [REDACTED])

Dear Bob and Keith

Re: Judson's Recreational Grounds and Pavilion

I hope you both are well.

I am writing in response to your email of 12/11/24 to Cllr Price informing us that following a meeting, The Meopham Colts Trustees are going to carry out the repair on the fence to the car park with stronger more hard wearing metal. That you are changing the locks as you have too many key holders letting themselves in without permission and that a registration book will need to be signed on the way in and out and access will only be allowed once an online booking form is completed along with payment. You also enquired about the parking issue being discussed with the Scouts.

I will address each point:

Car Park Fencing

Meopham Parish Council had agreed to the repairs and had accepted a quote of £1074.00. However, this was not for metal fencing and any costs over and above this figure will need to be considered by Members at a Full Council Meeting.

However, a number of councillors have raised the question as to why the Council are being asked to fund the fencing. As landlords, Meopham Parish Council (MPC) needs to agree to the type of fencing to be installed but the current lease is on a full self-repair basis with the car park included within the lease provisions and therefore it falls to The Colts to arrange for replacement fencing around the car park to prevent vehicular access onto the Recreation Ground.

Other councillors have argued that The Colts would like to alter the terms of the lease to move away from the current self repair basis. For clarity, I am therefore asking that the Trustees advise me, in writing, whether they are happy with the

existing lease, or if not, what they would like from the lease. I simply want to establish the facts direct from the Trustees, so that I can inform the Council.

I am copying the Football Foundation and the Judson family into this letter, who would have to agree to any changes within the lease, should any alterations need to be considered.

Changing the Locks

As the landlord, permission needs to be sought from the Council prior to this. However, it is of concern that people are accessing the site without authority. How do hirers gain access to the facility? As the landlords, we have a set of keys, but meet any contractors at the premises to allow access e.g. for the drainage survey.

Registration Book and Booking Form

These both sound like a good idea. The Council have unfortunately not convened any meetings at the Pavilion for sometime due to being unable to contact anyone with regards booking dates and look forward to being able to complete a booking form and see the terms and conditions regarding payment etc.

Parking

We have had some preliminary discussions with the Scouts however these have not been too successful despite the best endeavours of Councillors. Additionally, following a number of complaints from the Scouts I have been asked to write to you to highlight that the Colts are only granted the right to use the roads and paths for the purposes of vehicular and pedestrian access to and egress from the property from the adopted highway to the estate and request that you advise and/or reiterate to all members of the club and visiting clubs that parking is not allowed anywhere on the access road which includes the passing bay, access to the scout hut and scout car park.

Whilst appreciating the difficulty of the parking situation, we do ask you to ensure that anyone parked in these areas is moved on. I'm sure that you will appreciate that it should not be for the Scouts (or anyone using the scout hut) to have to negotiate with people parking in these areas to gain access to and from the scout hut and as tenants we would ask that you consider how as a club you intend to manage this going forward.

I look forward to hearing from you so that matters can be progressed.

Kind regards,

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer

Copy to: The Football Foundation
Judson Family c/o 

Re: Colts Lease

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

Date Wed 04/12/2024 9:48 AM

To [REDACTED]

Dear [REDACTED]

I must apologise for not responding sooner as I had spoken to a gentleman on the phone that day and although I asked him to put it in writing so that I had something physical to go to The Colts with, I assumed that this email was from that gentleman and there was nothing more at that time that I could tell him. Once again apologies.

The statement states more favourable to The Colts, but in this regard this is purely because at present they have a self repairing lease and when they originally signed up to this they were unaware of what these actual costs could be. I believe this year for purely running costs these have been around £6000 and they have asked MPC to fix the fencing around the car park etc.

Meopham Parish Council are in the process of asking The Colts what they actually want from the lease and then MPC will need to look at everything legally as to what can be achieved, including the Football Foundation and the Judson family in all these discussions, so not a straight-forward matter.

I will be writing to The Colts with regard the parking issues, as they are only granted the right to use the roads and paths for the purposes of vehicular and pedestrian access to and egress from the property from the adopted highway to the estate. I will be stressing to them that they should be advising all members of the club (preferably in writing) that parking is not allowed anywhere on the access road which includes the passing bay, access to the scout hut and car park. I will also be expecting them to advise any opposition teams that are attending where they can park and move them on if parked on this access area. They as tenants will have to factor this into how they run the club, under no circumstance should anyone from the Scouts have to get into negotiating with anyone attending the recreational grounds for The Colts, as would be the case if anyone attending the Scouts were to encroach into the Judsons area.

Kind Regards,

The Parish Council Officers

Lisa Winter (Acting Deputy Clerk) and Tracey Hanlon (Finance & Grants Officer)

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

From: [REDACTED]

Sent: Tuesday, December 3, 2024 2:52 PM

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

Subject: Re: Colts Lease

Hello Parish

Your email of the 18th November said you would reply in 3 working days.

Have I missed your email, I have looked in trash, but its not there either.

You comment will be appreciated.

Kind Regards
[REDACTED]

From: [REDACTED]

Sent: Monday, November 18, 2024 2:11 PM

To: enquiries@meopham-pc.gov.uk <enquiries@meopham-pc.gov.uk>

Subject: Colts Lease

Hello Parish

The notice seen regarding new arrangements with the Colts states more favourable to the Colts.

It does not say what these more favorable terms are and also seems to suggest the current years of occupation will not be deducted from the original lease.

You will be aware of the lack of parking and that the field parking is locked much of the time. The weekend matches result in inconsiderate parking and often blocking of the emergency passing bay and Scout access.

The Parish Council Members will, we trust, ensure the needs of the Parish as the greater priority in negotiations with the Colts.

Your comments and assurance will be welcomed.

Best Regards
[REDACTED]



1st Meopham Scout Group

(Registered Charity Number 303422)



Planning and Regeneration Services
Gravesham Borough Council
Civic Centre,
Windmill Street
Gravesend
Kent
DA12 1AU

1st Meopham Scout Group
Judson's Field
Wrotham Road
Meopham,
Kent,

18 November 2024

[REDACTED]
Principal Planner

Dear Lisa

RE: Parking on the Access Road to 1st Meopham Scout Group HQ

I write on behalf of 1st Meopham Scout Group to bring to your attention that the parents/supporters of Meopham Colts football club regularly park on the private access road to our HQ. This results in cars regularly blocking the gate into our car park every time the Colts use Judson's Recreation Field. Each time we have to ask for cars to be moved to enable access to our HQ. This has been happening ever since Meopham Parish Council gave permission for the Colts to use Judson's. The Colts do not seem to have any respect our right of access to our HQ.

It is very frustrating as the Scout's own the access road.

On 21st June 1954, a deed was granted by the Scouts giving right of way for all purposes to Meopham Parish Council or others authorised by them, to enable vehicle access to and from the recreation ground.

We are happy for this easement to continue but as the 'Landlord' for the Colts we ask Meopham Parish Council to seek assurances from the Colts that blocking our access to our car park will stop.

Yours sincerely,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Meopham,
Kent,
[REDACTED]

Home Tel. [REDACTED]
Mobile Tel. [REDACTED]

Re: Parking at Judson's Blocking Access to 1st Meopham Scout Group HQ

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

Date Wed 04/12/2024 10:06 AM

To [REDACTED]

Dear [REDACTED]

Thank you for your letter and photo as evidence of the access road being blocked. Following your contact and another email around the same issue, as part of my report to the Full Council meeting on the 19th November, I advised Councillors (extract from my report below):

Judsons Recreational Grounds

Following informal contact from The Colts regarding various matters, I will be writing to them, with the Football Foundation copied in, asking for confirmation in writing what changes they are seeking to the lease. This letter will also address the complaints that we have received from the Scouts with regards to the access road being blocked, preventing them from accessing their premises.

Therefore, I will be writing to The Colts regarding various matters but with a specific regard to the parking issues, as they are only granted the right to use the roads and paths for the purposes of vehicular and pedestrian access to and egress from the property from the adopted highway to the estate, I will be stressing to them that they should be advising and/or reiterating to all members of the club (preferably in writing) that parking is not allowed anywhere on the access road which includes the passing bay, access to the scout hut and car park. I will also be expecting them to advise any opposition teams that are attending where they can park and move them on if parked on this access area.

They as tenants will have to factor this into how they run the club, under no circumstance should anyone from the Scouts have to get into negotiating with anyone attending the recreational grounds for The Colts, as would be the case if anyone attending the Scouts were to encroach into the Judsons area.

Kind Regards,

The Parish Council Officers

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

From: [REDACTED]

Sent: Monday, November 18, 2024 11:39 PM

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

Cc: 1st Meopham Treasurer <1stmeophamtreasurer@gmail.com>; 1st Meopham Chair
<1stmeophamchair@gmail.com>

Subject: Parking at Judson's Blocking Access to 1st Meopham Scout Group HQ

L Winter
Clerk to MPC

Dear Lisa,

Please find attached a letter of complaint regarding the park issue at Judson's blocking our access.

Below is an example that happen only this Saturday just gone (16th)



Regards,

[Redacted signature]

1st Meopham Scout Group



Outlook

Judson's - Colts contacts

From Cheryl Price <cheryl.price@meopham-pc.gov.uk>

Date Wed 13/11/2024 9:39 AM

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

Yes of course

[REDACTED]

Keith- [REDACTED]

We would like to meet you both at Judson's asap. We are both available week days.

Let me know

Many thanks

Keith

JUDSON'S - EMAIL FROM COLTS

From Cheryl Price <cheryl.price@meopham-pc.gov.uk>

Date Tue 12/11/2024 3:23 PM

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

Hi Cheryl

Further to a Meopham Colts trustees meeting last night, I wish to inform you of the following. We are going to carry out the repair on the fence to the car park with stronger more hard wearing Metal. Please confirm the Parish Council are going to cover the cost of this as previously offered. We are changing the locks as we have to many key holders letting themselves in without permission. A registration book will need to be signed on the way in and out. Access will only be allowed once an online booking form is completed along with payment. Also the parking issue with the Scouts was discussed, this I assume is still unresolved? Please call or meet up for a chat if you wish.

Regards Keith

Hi Keith, I've copied the above over to Lisa the Clerk so that she can respond formally regarding the points that you have raised regarding the fencing and the key situation. I hope that [REDACTED] is ok. The parking is still under discussion by the Scouts and I have a further meeting to schedule with them so will let you know once that is in hand. Happy to meet up with you and Bob (might be a good idea for you to meet Lisa too) - let me know what works for you in terms of a meeting - the next couple of weekends aren't good for me but weekdays I have more availability.

sorry - hit return before signing off meant to add let me know what I owe the colts for the coffee morning booking and payment details and I'll get that sent over - also, dont let me forget the spatular xx

Hi [REDACTED] have been passed your contact details by Cheryl Price. As introduction I am the Locum Clerk for MPC. Following Shaun's departure, it has come to my attention that bookings for MPC to use Judson's have not been done and I believe the dates that...

From [REDACTED]

Date Tue 15/07/2025 12:22 PM

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

Hi [REDACTED]

I have been passed your contact details by Cheryl Price.

As introduction I am the Locum Clerk for MPC.

Following Shaun's departure, it has come to my attention that bookings for MPC to use Judson's have not been done and I believe the dates that we had scheduled would clash with your meetings. I am therefore starting again with the schedule with the hope that the new dates don't clash with anything. 🍊

All Tuesdays:

2024

September 17th

October 15th

November 12th

December 17th

2025

January 14th

February 18th

March 18th

April 15th

If any of these clash or don't work, could you let me know the nearest Tuesday that is available.

Sorry for such a long message. Many thanks

Lisa Winter

[REDACTED]

Re: Availability - Judsons Recreational Grounds

From keith walters [REDACTED]

Date Tue 04/06/2024 9:15 PM

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

Dear Lisa

I forgot to say one of our parents is happy to run a football themed stall if required for the Fete.

Warmest Regards

Keith Walters MC

On Monday 3 June 2024 at 10:41:19 BST, Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk> wrote:

Good Morning Keith

Would you be able to let me know if The Colts or anyone else are using Judsons Pavilion and the recreational grounds on Saturday 20th July? We are asking as we may have to relocate the Meopham Fete as, following a site visit, we do not believe that the Secondary School grounds are going to be available or in a useable state to host the event.

If you could let me know as a matter of urgency that would be much appreciated.

Kind Regards,

Lisa Winter

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

Re: Availability - Judsons Recreational Grounds

From keith walters [REDACTED]

Date Tue 04/06/2024 9:13 PM

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

Dear Lisa

I can confirm Meopham Parish Council are able to have full access of Judson's as requested on Saturday 20th July.

Warmest Regards

Keith Walters President Meopham Colts.

On Monday 3 June 2024 at 10:41:19 BST, Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk> wrote:

Good Morning Keith

Would you be able to let me know if The Colts or anyone else are using Judsons Pavilion and the recreational grounds on Saturday 20th July? We are asking as we may have to relocate the Meopham Fete as, following a site visit, we do not believe that the Secondary School grounds are going to be available or in a useable state to host the event.

If you could let me know as a matter of urgency that would be much appreciated.

Kind Regards,

Lisa Winter

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

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 12
Meeting Date	29 th July 2025
Report Title	Pitfield Green Toilets
Recommendation/s	To decide next steps
Prepared By	Clerk – Lisa Winter

Detailed Information

Full Council – 17th December 2024 - Decision

Item 5: Council Services – Pitfield Green Toilets: To receive a report from the Surveyor and agree the future of the public toilet block

F.C. 152 The Chairman read out a summary document which noted the structural condition and the compliance issues along with the options in the surveyor's report. She detailed the parish poll results. Advised on the utilisation figures with extrapolated cost per visit for 250, 500 and 728 visits per year and highlighted the fact that even the supporters of re-opening the toilets agreed that most users are identified as non-parishioners.

Cllr Price PROPOSED:

1. the demolition of the existing building to slab level. The slab to remain if it was fit for purpose; and
2. the parish investigate the installation of a single-unit accessible toilet subject to grant funding and approval from Gravesham Borough Council due to the site being in a conservation area and opposite the war memorial.

SECONDED: Cllr Smith. All in favour.

Full Council – 18th March 2025 - Decision

4.2 Motion proposed by Cllr Crow: Pitfield Green Toilets

F.C. 217 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.

SECONDED: Cllr Wade made an amendment to propose that the Community Toilet Scheme budget be used to fund the second survey.

A recorded vote was requested.

Cllr D Bramer	FOR
Cllr S Buchanan	FOR
Cllr P Crow	FOR
Cllr Evans	FOR
Cllr Fisher	FOR
Cllr Smith	FOR
Cllr Wade	FOR
Cllr Watson	AGAINST

There were seven votes in favour and one against. The motion was carried

On 12th June the Clerk met with a representative from Danfo to discuss all options that were available for the Pitfield Green Toilet block.

We were advised that the block could reopen without meeting current requirements provided no alterations were made.

Option 1: Re-open with no building upgrades. Deep clean required. One washer-dryer known to be not working @ a cost of approximately £5K. Tender for Service Contract plus electrical safety check, asbestos check, legionella testing, etc. approximate costs £15K

Option 2: Re-open after minimal redecoration. One washer-dryer known to be not working @ a cost of approximately 5K. Tender for works. Plus running costs £15K

Option 3: Refurbishment. Please see the quotation from Danfo. Tender for refurbishment works. Plus running costs (likely to be less than the £15K)

Option 4: Demolition

Recommendation: To consider the options and decide the next steps.

NOTE: Meopham Parish Council agreed a budget for 2025-2026 excluding the refurbishment of the toilets but including demolition and reinstatement of the green with a provision of £15K

RE: Toilet Options

From [REDACTED]

Date Tue 2025-07-15 8:56 AM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

 7 attachments (31 MB)

Meopham Parish Council.pdf; Doorway for service void.jpg; New door + block up from existing wall.jpg; Red & green = fencing blue = gate.jpg; New stud wall.jpg; Platform area with barrier.jpg; Privacy wall removed.jpg;

Hi Tracey,

I hope you are well.

Following the site visit with my colleague, I have attached a quote for the refurbishment works. I have also attached some pictures of the possible work to be completed.

Regards

[REDACTED]
[REDACTED] – Solutions & Aftersales
Danfo (UK) Ltd

H/O: Unit 5F | Moorfields | Blackpool | Lancashire | UK | FY2 0JY

Tel: 0808 2818 100 | 07568108532

Email: [REDACTED]

Website: www.danfo.co.uk

Regional Office Locations:

Scotland: Lanarkshire | **England:** Lancashire | **Wales:** Pembrokeshire | **NI:** Co Antrim | **ROI:** Co Dublin



Please do not print this email unnecessarily – Save paper

Registered in England and Wales. **Company Registration No 2682551**. Registered Offices: Registered Offices: Danfo House, Unit 5F, Moorfields Industrial Estate, Bisham, Blackpool, Lancashire, UK, FY2 0JY

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modular & portable
building association

From: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Sent: 03 June 2025 11:25

To: Info <Info@danfo.co.uk>

Subject: Toilet Options

Some people who received this message don't often get email from financeofficer@meopham-pc.gov.uk. [Learn why this is important](#)

Good morning,

We currently have an old toilet block in the village that has been out of action for some time. A decision was made to close these toilets completely due to the ongoing running costs and the costs of refurbishing and updating. However, as a council we have met with a lot of opposition from residents regarding the decision so, as a compromise, we are re looking at the situation. We need a safe clean public toilet solution for the community so wondered if this is something that you may be able to assist with and possibly quote for??

Many thanks and I look forward to hearing from you in due course.

Kind Regards

Tracey Hanlon

Tracey Hanlon
Finance & Grants Officer
Meopham Parish Council

Date: 14/07/2025

Meopham Parish Council
Quotation for a full Turnkey solution in
providing a full refurbishment

For the Attention of: Tracey Hanlon

Email: financeofficer@meopham-pc.gov.uk

Introduction:

Danfo UK has been approached by Meopham Parish Council to quote for the refurbishment of the Public Toilets

This quotation is for a full Turnkey solution in providing new toilet facilities.

Registered in England and Wales. Company Reg. No: 2682551

Registered Office: Unit C10 Prologic Park,

Heathrow Corporate Park, Green Lane, Hounslow, TW4 6ER

Danfo (UK) Limited is a member of the Danfo Group of Companies



Scope of Work

- All required RAMS etc
- Fencing off working area (Danfo supply)
- Provision of welfare facilities (Danfo supply)
- Provision of all skips etc
- Disconnect electrical supply and leave temporary double socket for charging of battery tools etc.
- New consumer unit required to be installed.
- Disconnection of water supply to existing toilet and leave temporary supply
- Remove water feed to existing ladies and DDA cubicle removing sanitaryware, capping off any connections

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- Fence off area giving access to ladies and DDA(to stop users using toilet behind block) gated access on one side required.



Following works are for existing gents only.

- Remove external privacy wall.
- Remove and cap off existing urinal and toilet.
- Stud wall existing entry way to use as a service area.
- Cut out new doorway for toilet cubicle (proposed where existing window is by existing door) Reusing bricks from dismantled privacy wall to block up window as required.
- ~~➤ Cut new doorway in gents cubicle to create service void.~~

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- Create concrete platform area suitable for DDA access with barrier system. (Barrier provided by Danfo)
- Remove existing floor tiles in the proposed toilet cubicle area and prepare with self levelling screed.
- Construct stud walling to give completed internal dimensions of 2200mm x 1500mm x 2440H for DDA. Stud walls to be 4 x 2 timber then 12mm WPB ply and then Altro Whiterock 2.5mm



- Construct timber ceiling in WPB ply and decorate white
- Install new flooring to be Altro Stronghold color to be agreed
- Install new Metador security doors (Danfo supply)
- Install 2 x 8 core stranded alarm cable to cubicle door.
- Install Wallgate toilet bowl (Danfo Supply)
- Install Wallgate handwash unit (Danfo supply)
- Install DVS Infra-red flush (Danfo supply including cistern / flush valve etc)
- Install Doc M pack (Danfo supply)
- Install paper dispenser (Danfo supply)
- Install 2 x coat hooks (Danfo supply)
- Install 2 X LED emergency bulkhead lights (Danfo Supply)
- Install 1 x LED outside light around toilet entry (Danfo supply)
- Install Manrose extractor fan (Danfo supply) and ducting. Core drill to outside required.
- Install AID alarm (Danfo supply)
- Install cleaners sink
- Reconnect water supply to feed handwash system toilet cistern & cleaner's sink

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- Reconnect electric to feed handwash system / Flush system / lighting / extractor / alarm / ip65 double socket to service area and supply for the door entry system. Service area lighting to also be incorporated into the CSU
- Door entry system to be installed and commissioned by others
- Electrical installation certificate to be issued
- Clean entire site



Description	Price (£) ex VAT
Full refurbishment as per the above scope.	£65,765.45
Total	£65,765.45 + VAT

Prices quoted are fixed for 6 weeks.

Danfo is

committed to working with Meopham Parish Council to achieve the best outcome

Registered in England and Wales. Company Reg. No: 2682551

Registered Office: Unit C10 Prologic Park,

Heathrow Corporate Park, Green Lane, Hounslow, TW4 6ER

Danfo (UK) Limited is a member of the Danfo Group of Companies



Kind Regards

[Redacted] Solutions & Aftersales

Danfo (UK) Ltd

H/O: Unit 5F | Moorfields | Blackpool | Lancashire | UK | FY2 0JY

Tel: 0808 2818 100 | 07568108532

Email [Redacted]

Website: www.danfo.co.uk

Regional Office Locations:

Scotland: Lanarkshire | England: Lancashire | Wales: Pembrokeshire | NI: Co Antrim | ROI: Co Dublin



Staged invoicing:

Stage 1 - Preparation - 30%	£19,729.64
Stage 2 - Delivery of building - 50%	£32,882.73
Stage 3 - Sign Off - 20%	£13,153.09
Total invoice	£65,765.45

Terms & Conditions

Terms 30 days from invoice date

Bank Details

Sort Code: [Redacted]

-----VAT Analysis-----

% Net VAT @ 20.00 Std Rate

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