



MEOPHAM PARISH COUNCIL ANNUAL REPORT 2018/2019



Meopham Parish Council, The Windmill, Meopham Green,
Wrotham Road, Meopham, Kent, DA13 0QA
Tel: 01474 813779

E-mail: clerk@meopham.org
clericalassistant@meopham.org

Website: www.meopham.org

Twitter: @MeophamPC

Facebook: Meopham Parish Council

CONTENTS

	Page
Meopham Parish Councillors	3
Report by the Chairman of Council, Cllr Sheila Buchanan	4-5
Report by the Chairman of the Administration and Resources Standing Committee – Cllr Max Bramer	6-8
Report by the Chairman of the Environment and Amenities Standing Committee – Cllr Sue Gofton	9-11
Report by the Chairman of the Planning and Projects Standing Committee – Cllr Jo McTavish	12-14
Report by the Chairman of the Judson’s Pavilion Committee – Cllr John Ogden DL	15
List of Parish Representatives on Outside Bodies	16
Schedule of Full Council and Standing Committee Meetings 2018/2019	17
Proposed Schedule of Full Council and Standing Committee Meetings 2019/2020	18
Meopham Parish Council Budget 2018/19	19
Reports from representatives of:	
▪ Culverstone Community Centre	20
▪ Meopham Village Hall	21-22
▪ Harvel Village Hall	23
▪ Footpaths Warden	24
▪ Meopham Allotment Association	25-26
▪ Meopham Welfare Committee	27
▪ Kent Police – Community Safety Unit	28
▪ Kent Community Warden	29-31

MEOPHAM PARISH COUNCILLORS

The following are currently elected parish councillors to represent the respective wards.

Nurstead and Hook Green Ward.

Cllr Gofton, Cllr Knott, Cllr McTavish, Cllr Ogden DL

Camer & Meopham Green Ward.

Cllr Buchanan, Cllr Hasler, Cllr Powell, Cllr Wade

Culverstone & Harvel Ward.

Cllr D Bramer, Cllr M Bramer, Cllr Howard, Cllr Luxford

REPORT BY THE CHAIRMAN OF MEOPHAM PARISH COUNCIL CLLR SHEILA BUCHANAN

How time flies! This has been another varied and challenging year.

You will have seen the comprehensive reports from our Standing Committees. I should like to sincerely thank the Chairmen of these committees for their dedication and achievements of the various Parish issues.

Hopefully you will see a refurbished Judson's Pavilion rising at the recreation ground very soon. After much paper work by Meopham Colts and our Clerk, we were successful in obtaining a considerable grant from the Football Foundation which, together with the money put aside for this by the Parish Council, the Colts and a grant from Kent County Council, will pay for this project. There are more details on this project in John Ogden's report. The Colts deserve a good pavilion.

As I reported last year, the Parish Council took over the Pitfield toilets from GBC after consulting residents as they were going to close them. This clearly adds to the expenses the Parish Council has to budget for in their precept. The small garden at the front was overflowing with nettles and was initially cleared by members of the Meopham Footpaths. Subsequently, Ann Akister, a resident of Pitfield Drive and a member of Meopham Gardeners, has given it a spring clean for which we are very grateful. We would welcome a volunteer to tend this small garden for the Village on a regular basis.

There has been considerable concern expressed regarding the A227 in relation to speed of traffic, increase in large HGVs and irresponsible parking. We have a Parking Working Group which has worked with schools and shopkeepers in the area to promote responsible parking but there are still people who think it is fine to park on the double yellow lines at Camer Parade causing a potentially fatal hazard for cars trying to exit at the North end of the Parade. We have continued to lobby GBC for parking issues and KCC for road matters. The Parish Council has no power to take action themselves.

We would like to thank Paul Agle, our Service Contractor, for his excellent work across the Parish carrying out many practical tasks. Litter is unfortunately a continuing issue and we would like to thank those who have turned out for our 3 monthly litter picks and those who take on this task independently.

There has been evidence of some anti-social behaviour in the Village – damage caused to the door at the Pitfield toilets, graffiti and a plethora of small silver gas canisters abandoned in many places. Some anti-social bikers have decided it is fun to ride their machines on Meopham Green causing considerable damage which the Cricket Club have had to spend time and money repairing.

After a very successful Picnic on the Green last August, this event will be repeated on Sunday 11th August. We welcome you all.

The Council has put forward Trixie Leyshon for Kent Association of Local Council's Community Award for her service to the community in many ways including the tennis club and Meopham Village Hall.

The precept this year has inevitably increased owing to rises in utilities, staff salaries, legal fees etc. Band D has risen from £28.86 to £31.45, an increase of £2.59 per year for band D

properties. This is considerably lower than the £67.69 average across England for Band D properties.

Finally, but very importantly I wish to thank councillors for their work on the Council, especially the Committee Chairmen. Very special thanks to our Clerk, Sarah Eggesden who makes sure we all act legally, takes follow-up action on decisions of committees, draws up necessary legal documents, working on Judson's Pavilion matters and much, much more. She is very ably supported by the Clerical Assistant, Nicki Jerram. This year we have employed Jo Barker for 5 hours a week to deal with the many planning applications we receive which takes over what was a very time-consuming activity previously done by Nicki. A Council is nothing without its staff! My thanks to our loyal borough councillors and our County Councillor who have all served us well over the years.

Four of our current councillors are standing down this year. Peter Hasler and Doug Powell have been council members for many years – Peter since 2003 and Doug since 2007. I should like to thank them on your behalf for their considerable work for the Parish. As no new applicants were put forward for the election on 2nd May, we shall be looking to co-opt members after this date. Anyone interested in serving the Parish in this way should contact the Clerk at the Parish office.

It has been an honour to Chair your Council over the last year with unstinting support from my Vice-Chairman, John Ogden.

Sheila Buchanan

REPORT BY THE CHAIRMAN OF THE ADMINISTRATION AND RESOURCES COMMITTEE (A&R) CLLR MAX BRAMER

Responsibilities of the A&R Committee

The Administration & Resources Committee is responsible for the Council's internal procedures and finances. It has delegated powers to act on behalf of the Council on internal procedures including Standing Orders, policies, risk management, the Emergency Plan, the financial accounts and audit arrangements, monitoring of all Standing Committee and Committee budgets and expenditure, contracts, administration costs, office equipment, systems and software (including the website), member and staff training and publications.

Committee Members: Cllr Max Bramer (Chairman), Cllr John Ogden (Vice-Chairman), Cllr Sheila Buchanan, Cllr Peter Howard, Cllr Jo McTavish, Cllr Douglas Powell and Cllr Barbara Wade.

Policies

The Europe-wide General Data Protection Regulation (GDPR) came into force in late May 2018. As preparation for this the Chairman of the Committee and the Parish Clerk both attended a number of briefings and training sessions.

In order to ensure the Council's compliance with the Regulation, a Data Protection Officer (GDPR-Info) has been appointed and the following related policies have been approved:

- Data Privacy
- Data Retention and Disposal
- Data Protection Training
- Handling of Subject Access Report Requests
- Breach Notification

The Committee also adopted a policy for Lone Working and a Code of Practice for Information Handling.

Contracts and Leases

A number of contracts were scrutinised and either approved directly by the Committee or forwarded to the Full Council for ratification. These included:

- The Council's contract for IT services, including maintaining the website
- The Council's book-keeping contract
- The service contract for cleansing of the Council's bus shelters
- Renewal of the Council's insurance
- Renewal of the lease for the use of the football pitches at Judson's Recreation Ground with the Colts Football Club
- Administration of the Council's payroll and pension scheme.

In addition, the licence between the Parish Council and Meopham Windmill Trust has been renewed for a further year.

The Meopham and District Allotments Association's lease was revised and a new lease was approved for a seven-year term.

A draft agreement has been drawn up with Meopham Cricket Club regarding parking on match and training days on part of Meopham Green.

A particular focus of attention has been the drawing up of a lease with Meopham Colts for the use of the new sports pavilion at Judson's Recreation Ground which it is anticipated will be built later this year.

Accounts and Financial Matters

The Committee oversees the budgets and ongoing expenditure of all the Council's committees. This includes advising the Council on the use of its Reserves. It is also responsible for ensuring that the Annual Audit is completed through an internal audit process, in order to satisfy the External Auditor that the public finances are accountable to public scrutiny. The Chairman and Vice-Chairman of the Committee have been appointed as 'councillor auditors' with the remit of reviewing internal controls and risk management with the Council's Responsible Financial Officer.

A new current bank account has been created with Unity Trust Bank to enable payments to be made online via bank transfer for the first time, whilst maintaining the same level of security as with the old cheque-based system, which will be retained at present.

For financial reasons related to the construction of the new sports pavilion the Parish Council has now become VAT-registered and has exercised the Option to Tax for the licence for the new building.

Standing Orders

The Committee discussed a number of changes to its Standing Orders recommended by the National Association for Local Councils (NALC) and passed a revised version to the Full Council for approval.

Personnel Issues and Staffing Matters

Improved computing facilities for use by the Parish Clerk and the two part-time Clerical Assistants have been purchased during the course of the year.

Risk and Asset Management

The Committee continues to review risk management and the Council's Risk and Asset Registers regularly.

Emergency Plan

The Parish Council has formed an Emergency Plan for the Parish to be used if necessary, in conjunction with the emergency services, utility companies, health and local authorities, who all have well-rehearsed plans to deal with a major emergency affecting our community.

Induction Loop

The portable inductive hearing loop purchased in accordance with the Council's Equality policy has been installed in the Cricket Pavilion for use at Parish Council meetings. We are grateful to Kent County Council for a grant to fund this purchase.

Training

Training is important to ensure that both the elected councillors and the Parish Clerk remain up to date with changes in legislation and good professional practice in general. During the year the Council was represented at a number of training events organised by the Kent Association of Local Councils on finance, planning, the General Data Protection Regulation and other topics.

Gravesham Parish Clerks Group

A group comprising the Clerks of the six rural parishes in Gravesham, which Meopham Parish Council played a lead role in launching, now meets regularly to discuss matters of common interest and areas of possible collaboration.

Skills Audit

A Skills Audit form has been drawn up primarily for use with members of the incoming Parish Council after the elections on May 2nd and has been piloted with current members of the Council.

The Parish Website (www.meopham.org)

As well as providing information about Meopham parish & local material, the website is regularly updated to show relevant news and events, including parish council meetings. The website is continually reviewed and is still being developed and populated.

Social Networking

Parishioners can follow us on Twitter @MeophamPC and Facebook “Meopham Parish Council” and there are links to both these sites on our website.

Information given to the public

Monthly reports on the work of the Parish Council are placed in the Meopham Review and on noticeboards within the parish, together with reports in other press and media from time to time.

The Parish Council’s newsletter, “Meopham Mercury”, was published again during the year and copies were placed at key locations in the parish including the doctor’s surgery, the library, the village halls, Harvel Farm Shop, the Spar stores at Culverstone and Camer Parade and the chemist at Neville Parade. All publications produced by the Parish Council can be viewed on the Parish website (www.meopham.org).

REPORT BY THE CHAIRMAN OF THE ENVIRONMENT AND AMENITIES COMMITTEE (E&A) CLLR SUE GOFTON

Responsibilities of the E&A Committee

The Environment & Amenities Committee has delegated responsibility to deal with issues associated with Recreation Facilities, Rights of Way, Village Greens, Allotments, Youth Organisations, Churches, Welfare & Retirement Groups, Community Woodland, Environmental Improvement, Upkeep of Councils Assets (other than office equipment) and other tasks allocated by the Council.

Committee Members: Cllr Sue Gofton (Chairman), Cllr Dawn Bramer (Vice Chair), Cllr M Bramer, Cllr Sheila Buchanan, Cllr Peter Hasler, Cllr Patricia Luxford and Cllr Barbara Wade.

Allotments

The Parish Council continues to support the Allotment Association and have recently signed a lease for a further 7 years. During the year repairs to the fencing have been carried out. See pages 25 - 26 for a report from the Allotment Association.

Youth

The Parish Council have continued to deliver this youth provision in partnership with Meopham Leisure Centre and The Grand. During the winter months the service ceased and will resume in mid 2019. The Grand are very experienced at leading this service and although encouraged by their feedback and requests for specific equipment, it was agreed that youth provision would 'go on hold' until Judson's Pavilion is renovated which is due in summer of 2019. Although this may seem as a step back- the initial set up was to gauge interest and need from the community and it was agreed that the Leisure Centre wasn't suited long term for this. We are confident that the Club will be a huge success when Judson's is up and running again and look forward to offering this service to the community.

Village Greens

Meopham Parish Council oversees 10 Village greens and it is our responsibility to ensure they are kept clear, safe and well maintained to enable the public to use them. This is an ongoing responsibility and all Councillors are asked to check them annually and as and when necessary, specifically after heavy winds when the mature trees may be damaged. We also organise a professional tree survey biennially to identify any tree issues. We employ a service contractor to carry out many of the maintenance tasks on the greens and elsewhere in the parish and this year we reviewed our needs and issued a revised contract. Part of the precept is used to maintain all of the trees on each green, maintain benches and replace missing boundary posts. We are very fortunate to have a historic village green in Meopham Green. However there have been several incidents of vandalism recently. With that in mind we are working with Meopham Cricket Club to resolve the issues of 'off road vehicles' and bikes accessing the Green from the A227. An agreement has been made with the Cricket Club to enable cars to park on a small area of the village green during cricket matches to reduce parking issues arising in nearby roads. Harvel Pond is bearing the fruits of our labour and nature is beginning to return which is one of the many reasons we worked, with others, to dredge and re fence the area. Our ongoing thanks to the Pond Warden Volunteer, Ian Carey. He monitors the pond admirably and we know its upkeep is in good hands.

Meopham Green War Memorial

During the year the war memorial was renovated and names re-engraved in time for the special Remembrance Day service marking the 100 year anniversary of the end of the First World War.

Pitfield Green Toilets

Following a survey of parishioners, the Parish Council took over the running of Pitfield Green toilets from GBC in April 2018. Since then we have installed a new hand dryer and improved the signage. Sadly, the toilets have been subject to some minor vandalism and more recently some issues with the plumbing necessitating closure periods. We hope these issues will soon be resolved.

Recreational Facilities

The play area within Judson Recreation Ground was installed in 2010. Costs towards general wear and tear is again part of the precept and this last year we have had to replace some of the wetpour and equipment. Sadly more of the equipment needs replacing and we will be looking at options next year. The play area is very popular and is regularly inspected by GBC to ensure it maintains safety standards. GBC's play facilities at Culverstone Recreation Ground are also well used.

Rights of Way

We are thankful for the on-going commitment of the Meopham & District Footpaths Group for their diligence and hard work in keeping our numerous footpaths clear for all to enjoy. Volunteers carry out all of this work. We have over 38 miles of rights of way within the Parish – many footpaths are within AONB too. This year these volunteers have also kindly spent time clearing and maintaining the rose bush area in front of the toilets on Pitfield Green, an area that had been sadly neglected for many years but which now looks very attractive. Ken Dare has stood down as Chairperson of the group and will take a well-deserved back seat to hopefully enjoy the footpaths now. My congratulations go to Mrs Gillian Willsher who is the new chairperson of the group.

Grants

The Parish Council was pleased to assist local organisations with funding and the following grants were made in the 2018/2019 financial year:

Meopham Country Club	£500
Nurstead Parochial Church	£750
Meopham and District Footpaths Group	£340
Meopham Secondary School Duke of Edinburgh Award Scheme	£450
Meopham Players	£300

Litter Picks

This exercise is very close to my heart and I am delighted to report that the quarterly litter picks are well supported. Sadly most of the litter is found along the A227 and highly likely from through traffic. Having said that the exercise has certainly increased awareness.

The last litter pick was so well supported we struggled with equipment! However more high viz jackets and other equipment are now in the office so please support this community exercise. My thanks to the staff at the Cricketers on the Green who last time offered

complimentary tea/coffee after the litter pick – it was really most welcome especially as the office had insufficient cups to offer everyone a hot drink.

Across the parish I have noted the general public are independently carrying out their own litter picking whilst walking the dog or generally out and about. Our rural parish is surrounded by countryside – so let's keep respecting its beauty and keep making a difference- it only takes a minute of everyone's time. Litter pick dates are: 27th July and 26th October 2019.

REPORT BY THE CHAIRMAN OF THE PLANNING & PROJECTS COMMITTEE (P&P) Cllr Jo McTavish

Responsibilities of the P&P Committee

The Planning & Projects Committee has delegated responsibility to deal with issues associated with Planning, Housing, Highways, Parish Projects, Police & Crime reduction, Libraries, Medical services, Parish/Neighbourhood Planning, Amenity/Street Lighting, Community Festivities and other matters agreed by the Council.

Committee Members: Cllr Jo McTavish (Chairman), Cllr Dawn Bramer (Vice Chairman), Cllr Sheila Buchanan, Cllr Max Bramer, Cllr Sue Gofton, Cllr Wade.

Planning Applications

The Parish Council continues to scrutinise planning applications received from Gravesham Borough Council (GBC) who are the Local Planning Authority (LPA). Each application is considered individually by a Councillor as often as possible for the Ward where the property is situated and a recommendation made by them to a Parish Council meeting. The meeting considers whether to raise an objection to the application to the LPA. The decision to permit or reject an application is taken by a GBC Planning Officer under delegated powers or by the GBC Regulatory Board. We always emphasise to applicants that the final decision regarding their planning application rests with Gravesham and not with the Parish Council. We are always vigilant to ensure that planning applications comply with green belt conditions; they are in keeping with the area and will not cause a nuisance to the applicant's neighbours whilst recognising residents' wishes to improve their properties for themselves and their families.

The number of planning applications has continued at about the same level as last year but, with more that is complex and controversial. We have also seen more members of the public who wish to speak about applications attending meetings. For the last two years we have had a separate Planning Applications Committee which deals solely with planning applications. On many occasions prior to this new committee being set up discussion about planning applications took so much time at Parish Council meetings that it was not possible to find time to properly discuss other matters on the agenda. During the last twelve months the Committee has met mostly on a monthly basis, all members of the Council are members of this Committee, we have a revolving chair and planning applications are now given the time and importance they deserve.

Highways and Transport

The Parish Council liaises closely with Kent Highway Services (KHS) on issues that require attention such as potholes, uneven pavements and damaged road signs and bollards. As in previous years KHS provided salt bags for the winter period in the car parks of St John's Church, Culverstone Community Centre and Harvel Village Hall and in other parts of the Parish. The Parish Council continues to monitor road safety in the parish and in particular the A227 and plan to try again to get adjustments to the speeding limit along various parts of the road. Traffic on the A227 is an ongoing concern, both in terms of volume, especially HGVs that exceed the speed limit, and poor and illegal parking. These problems are likely to increase not only during the many years that the Lower Thames Crossing will be in development but also once it is open. This year the Parish Council secured funding through a KCC Members Grant to monitor over a seven day period the volume and type of traffic using the road. The results were analyzed and have provided valuable information For

example we were able to give the findings to Adam Holloway MP and Cllr Bryan Sweetland to give as evidence of the high level of traffic on the A227 when they met with Highway England and KCC Members and Officers to discuss issues around the development of the Lower Thames Crossing.

A little over two years ago the Council decided to set up a working group to look at parking issues particularly at Camer Parade and outside the schools in Meopham and Culverstone. This was in response to an ever increasing number of complaints from parishioners regarding illegal parking at Camer Parade which is particularly bad on Friday and Saturday evenings, and outside the schools at school drop off and collection times. The Working Group was successful in attracting a small sum of funding from KCC which enabled us to launch a campaign in autumn 2017 called 'Think before you Park'. We started by working with local schools, and the shopkeepers at Camer Parade, we also worked with local residents, GBC, KCC and the Police. The working group produced leaflets, banners and signs and spent a lot of time trying to encourage parents and carers to park more responsibly near to their children's schools. The campaign has had limited success. People are still parking irresponsibly but GBC Enforcement Officers have been a lot more active in Meopham and have issued a substantial number of on the spot fines. The campaign has recently been relaunched and we are looking at several new initiatives as the Parish Council is determined to improve parking in the Parish.

The Local Plan

All local planning authorities must produce, adopt and maintain a Local Plan which talks about the growth and development of new homes in their area, it also looks at what infrastructure and services are required. Gravesham's plan was adopted in September 2014 and as Local Planning Authorities are required to update their plan every five years our plan was reviewed last year. Gravesham Borough Council launched a consultation exercise and a questionnaire was delivered to every household in the Borough. The questionnaire covered questions on the development of homes and services, the use of the Green Belt and listed a number of options as to how future development needs could potentially be met. We are awaiting the Borough Council election in May when a new administration will be in place to understand how the outcome of the consultation will affect Meopham.

Parish Plan

We reported last year that a decision had been taken to go ahead with the development of a Parish Plan which would be called the Meopham Community Action Plan. A Parish or Community Plan is a document that tackles important issues which will influence the future direction of the Parish and includes an action plan which would be monitored by the Parish Council. We also reported that little progress had been made by the committee of local residents who had volunteered to work on the plan even though they had received professional support. It has therefore been agreed that three members of the Council will take on this work and review the last Parish Plan which was developed in 2008. It is hoped that some new members of the community will come forward to help with the work as the development of Parish Plans should be community and not Parish Council led.

Kent Rural Coffee and Information Project

Around 20 other small villages and hamlets in Kent were selected to participate in this project which is run by Action with Communities in Rural Kent (ACRK) with funding from the lottery. A 'pop up' café in Harvel has enabled people in this isolated community to meet and enjoy coffee and cake with old and new friends, it also provides advice and signposting to relevant agencies for residents of any age who need help and support on a wide range of issues. The monthly coffee and cake morning has been a great success, attracting people of all ages, and is held in Harvel Village Hall. It is run by residents of the local community who also provide transport for people who need a lift to the hall. The Parish Council

originally provided a small amount of money for the project, the remainder came from ACRK but it is now self-funding.

Community Festivities

The Picnic on the Green was held on Sunday 12th August 2018 and has now become a regular annual event in the village. The weather was not as good as in 2017 but the event was still well attended with numbers increasing year on year. Residents and their friends of all ages enjoyed a picnic and some entertainment for the children on the Cricket Green. Two people even celebrated their birthday at the event. We had a live band, a magician and other entertainment. The WI sold delicious homemade cakes, the Brownies and Guides sold sweets, Meopham Colts organised a BBQ which was very popular and the Cricket Club ran the bar. The 2019 Picnic will be held on Sunday 11th August from 2-5pm and we hope to have one or two new attractions and to welcome even more people to the event.

Defibrillator

Defibrillators have been shown to save numerous lives and can be used by those with little or no training. After phoning 999 and performing CPR using a defibrillator is the best way to increase the chances of someone surviving a cardiac arrest.

A number of defibrillators are already installed in the Parish, at Harvel Village Hall, Culverstone Community Centre, Meopham Village Hall and Meopham Leisure Centre but the Parish Council felt that a further machine was needed at the north end of the village near to the station and Neville Parade shops. We are pleased to report that we have recently been successful in securing a grant for the full amount needed to purchase and install a defibrillator in a suitable case and provide the necessary training. The funding has been received from Gravesham Borough Council through their Older Persons Champions Budget and we will be receiving the defibrillator and training through the British Heart Foundation's Public Access Defibrillator scheme.

REPORT BY THE CHAIRMAN OF THE JUDSON'S PAVILION COMMITTEE (JPC) Cllr J Ogden DL

Responsibilities of the Judson's Pavilion Committee

The Judson's Pavilion Committee continues to look after the on-going maintenance of the Pavilion and funding in connection with the planned redevelopment of the Pavilion and any associated work in the surrounding area.

Committee Members: Cllr John Ogden DL (Chairman), Cllr Peter Howard (Vice Chairman), Cllr Sheila Buchanan, Cllr Max Bramer, Cllr Sue Gofton, Cllr Peter Hasler, Cllr Barbara Wade. We are also very able supported by Mr Keith Walters, and Mr Bob Heming, the President and Secretary of Meopham Colts Football Club who have co-operated fully with all our activities to ensure that all our applications for Grant and Planning purposes etc have been completely in line with the FA requirements.

As last year, this too has been a very busy year. After the final agreement to appoint a very well-qualified Project Manager, Mr Nick Baster of Logic PM Ltd, of Maidstone, we have had a substantial number of meetings with a wide range of interested partners. This, in essence has meant that we have now obtained a very substantial financial undertaking from the Football Foundation to underwrite our project to refurbish the existing facilities completely and to extend the pavilion building to provide an acceptable headquarters facility to the Meopham Colts Football Club. Other contributors include, the Parish Council, the Colts, KCC and GBC as well as specific donations from the Meopham Festivities and Ball Committee. This will be available to other village organisations to use, provided that they have an appropriate leisure based function.

We have been able to retender for the project, and after extensive work by our Project Manager and our team, we have now appointed a contractor and reached the very final stages of the project so that we hope, within days of this meeting and the election date of May 2nd, that work will finally start on the final construction phase, so that the Colts will be able to begin the next football season from a brand new base.

This enormous amount of work, completely in addition to their normal busy workloads, has put a very substantial extra burden on our Clerk Sarah, her assistant Nicki and Bob Heming the Secretary of the Colts. They have all worked very hard indeed, to ensure that as far as possible, every 'i' and 't' has been dotted and crossed as necessary and the complex online documentation was ready for submission, on time, to the Football Foundation.

We are very grateful to our very professional Project Manager Nick Baster who is overseeing the project as our representative over the construction of the new pavilion and all the ancillary work.

We now eagerly await the first hole being dug and then in about three months' time, the final completion of this long-standing project.

PARISH REPRESENTATIVES ON OTHER BODIES 2018/2019

Action with Communities in Rural Kent (Kent Rural Community Council)	Cllr Wade
Age UK	Cllr Knott
Clay Cottages Trust	Cllrs Hasler and Knott
Campaign to Protect Rural England (CPRE)	Cllrs Gofton and Wade
Culverstone Community Association	Cllrs D Bramer and Howard
Flagmaster	Keith Savage
Gravesham Rights of Way Committee	Mr K Dare and Mrs G Willsher and Cllr Luxford
Gravesham Joint Transportation Board	
Gravesham Rural Forum	Cllrs M Bramer
Harvel Village Hall Management Committee	Cllrs M Bramer and Luxford
Kent Association of Local Councils – Voting members at AGM and Gravesham Area Committee	Cllrs Buchanan and Ogden
Lower Thames Crossing	Cllrs Luxford and McTavish
Meopham Sports & Leisure Association	Cllrs Powell and Wade
Meopham Village Hall Management Committee	Cllr Knott
Meopham Welfare Committee	Mr P King and Cllr Ogden DL
Meopham Windmill Trust	Mr I Kerr and Cllr M Bramer
NHS Darent Valley Hospital Briefings	Cllrs Hasler and McTavish

§ In some cases, the individuals listed are members of the Managing Body of the Organisations concerned. In others, they hold a watching brief on behalf of the Parish Council. Not all the Parish Representatives are members of Meopham Parish Council.

SCHEDULE OF FULL COUNCIL AND STANDING COMMITTEE MEETINGS FOR 2018/2019

June 2018	5	Environment & Amenities Committee
	19	Administration and Resources Committee
	26	Planning Applications Committee
July 2018	10	Planning and Projects Committee
	17	Planning Applications Committee
	24	FULL COUNCIL *
August 2018		RECESS
	21	Provisional Planning Applications Committee – only if required
September 2018	4	Environment and Amenities Committee
	11	Planning Applications Committee
	18	Administration and Resources Committee
October 2018	9	Planning & Projects Committee (Budget)
	16	Planning Applications Committee
	30	FULL COUNCIL *
November 2018	13	Environment and Amenities Committee (Budget)
	20	Planning Applications Committee
December 2018	4	Administration & Resources Committee (Budget)
	18	Planning Applications Committee
January 2019	8	FULL COUNCIL – (final budget approval) *
	22	Planning Applications Committee
	29	Environment and Amenities Committee
February 2019	19	Planning Applications Committee
	26	Administration and Resources Committee
March 2019	12	Planning and Projects Committee
	19	Planning Applications Committee
April 2019	2	FULL COUNCIL *
	16	Planning Applications Committee
	30	ANNUAL PARISH MEETING*
May 2019	14	ANNUAL COUNCIL MEETING *
	21	Planning Applications Committee

PROPOSED SCHEDULE OF FULL COUNCIL AND STANDING COMMITTEE MEETINGS FOR 2019/2020

(dates to be finally approved at the Annual Council Meeting on 14.05.19)

June 2019	4	Environment & Amenities Committee
	18	Planning Applications Committee
	25	Administration and Resources Committee
July 2019	9	Planning and Projects Committee
	16	Planning Applications Committee
	23	FULL COUNCIL *
August 2019		RECESS
	20	Provisional Planning Applications Committee – only if required
September 2019	3	Environment and Amenities Committee
	17	Planning Applications Committee
	24	Administration and Resources Committee
October 2019	8	Planning & Projects Committee (Budget)
	15	Planning Applications Committee
	29	FULL COUNCIL *
November 2019	12	Environment and Amenities Committee (Budget)
	19	Planning Applications Committee
December 2019	3	Administration & Resources Committee (Budget)
	17	Planning Applications Committee
January 2020	7	FULL COUNCIL – (final budget approval) *
	21	Planning Applications Committee
	28	Environment and Amenities Committee
February 2020	18	Planning Applications Committee
	25	Administration and Resources Committee
March 2020	10	Planning and Projects Committee
	17	Planning Applications Committee
April 2020	7	FULL COUNCIL *
	21	Planning Applications Committee
	28	ANNUAL PARISH MEETING*
May 2020	12	ANNUAL COUNCIL MEETING *
	19	Planning Applications Committee

All meetings will start at 7:30PM. All committee meetings will take place at the Windmill Chamber.

*Full Council meeting venues to be confirmed. All public meetings may be recorded.

(Standing Committee meetings may be subject to change in accordance with council policy)

2018/2019 BUDGET MEOPHAM PARISH COUNCIL

PLANNING AND PROJECTS COMMITTEE (P&P)	
Parish Plan	-
Planning Fee/Investigations	-
Festivities	£300.00
TOTAL P&P COMMITTEE	£300.00

ENVIRONMENT AND AMENITIES COMMITTEE (E&A)	
Bus Shelter Repairs & Renewals	£1000.00
Bus Shelter Cleaning	£1050.00
Cleansing & Litter Collection (Service Contract)	£6500.00
Southdown Shaw maintenance	£220.00
Notice Boards	£500.00
Village Greens	£1000.00
Harvel Pond	£500.00
Benches Maintenance	-
Trees (including Community Woodland)	£2000.00
Village Sign & Flag Pole	-
Environmental Improvement Schemes	-
Judson's Play Area - Maintenance	£2500.00
Judson's Play Area – sinking Fund	£2000.00
Grants	£2500.00
Youth Provisions	£2000.00
Pitfield Green Toilets	£10,000.00
TOTAL E&A COMMITTEE	£31,770.00

ADMINISTRATION AND RESOURCES COMMITTEE (A&R)	
Staff salaries, tax & NIC	£34,284.00
Staff Pension	£6500.00
Cllr and Clerk Expenses	£500.00
Prof Fees (moved to MPC accounts management budget)	-
Subscriptions	£2072.00
Chairman's Allowance	£200.00
Training	£400.00
General Administration	£5700.00
MPC Accounts Management and Audit (now includes Professional fees)	£2820.00
Printing and Copying	£1255.00
Communications and IT	£1865.00
Volunteer Support Warden Scheme	-
Contingencies	£1000.00
TOTAL A&R COMMITTEE	£56,596.00

JUDSON'S PAVILION COMMITTEE (JPC)	
Judson's Pavilion & Ground	£500.00
Judson's Pavilion - improvements	£500.00
TOTAL JPC COMMITTEE	£1,000.00

TOTAL ALL COMMITTEES	£89,666.00
RECEIPTS	£668.00
GBC – ALLOCATION OF PROVISIONAL GRANT	£240.00
PRECEPT (less receipts and provisional grant)	£88,758.00

Culverstone Community Centre 2018/2019

Kitchen Refurbishment

We are really pleased with our new kitchen which has been in use for several months now. Once again we would like to thank Meopham Parish Council and Kent County Council for giving us funding to enable this project to go ahead.

General Activities

The Centre continues to be busy with regular activities, and new to us this year has been Slimming World on Tuesday evenings.

Monday morning Coffee Club, between 10am and 12 noon, is open to anybody who wants to pop in for a chat, borrow a paperback, or play a game of rummikub or two. This is followed in the afternoon by Canasta organised by Meopham U3A.

The well-established Culverstone Dog Training Club meets on Wednesday evenings and welcomes all enquiries.

Both Meopham and Culverstone Art Groups have regular sessions at the Centre.

Keep Fit Activities

These include Zumba, which is ideal for beginners and those who are 50+. There is also Badminton, Short Mat Bowls, and Table Tennis.

Children's Activities

'Bounce 'n' Play' is for preschool children, every Friday between 10.30am and 2.00pm. The Centre is popular for weekend Children's Parties throughout the year.

Contact details for all the above activities can be obtained from our office on 01732 823232 (office hours are 8.30 -11.30 on Tuesday and Thursday mornings) or from our website below.

North Kent Rabbit Fanciers

Two or three times a year the Rabbit Fanciers run a show at our Centre and there is always a lovely selection of rabbits to see. However, these events usually take place during the winter months so there is a while to wait before the next one on Sunday 27th October. Local residents are welcome to come along free of charge, and refreshments are available.

Our Committee

Some members of our committee are very longstanding and wish to stand down before much longer.

Our Annual General Meeting is on Sunday 28 April, and will have taken place by the time this report is read. We will be looking for a new Secretary and Chairman, and after the event would still be pleased to hear from anybody who may be interested in joining us and helping to run the Centre. To speak with us about this please contact Chris Simms on 01732 824737 or Julie Roper on 01474 326815.

CCA Website

www.cca.btck.co.uk

MEOPHAM VILLAGE HALL: CHAIRMAN'S REPORT 2018/2019

The hall was constituted by a Deed of February 19th 1917, and operates as an unincorporated charity (302802) registered with the Charity Commissioner, its objectives being the provision and maintenance of the premises for use of residents of Meopham and surrounding area without discrimination, and to improve the conditions of life for the said inhabitants. Trustees meetings are held bi-monthly at the Hall.

Quite a full year!

A couple of the contract hirers have ended their arrangement, and others reduced duration of some sessions, although taking on other periods. Overall, income from contract bookings remains on a par with last year, and one-off hires at a similar level.

The usual essentials such as H & S/risk assessment reports, and annual checks on services/appliances were all satisfactory, and the necessary licences etc. for general operation obtained. Our financial situation remains healthy. Following the introduction of the GDPR, general policy was agreed and the required action taken. Various attempts have been made to update the Village hall website, with particular thanks to Max Bramer and Trixie's son-in-law; technicalities apparently arising from the current format do however, present difficulties, and – subject to ongoing efforts – we may need to consider replacing the site in a new format, to allow change by authorised non-techies.

Following the death of Arthur Fitz-Simon; St, John's Church no longer wished to be represented on the Trustees, and we invited the secondary school and U3A to attend. The school did not respond, and we now have Sylvia representing U3A, with a replacement appointment for the Players.

The main project of the year has been replacement of tiles to the roof of the hall and adjoining accommodation, and the opportunity to include a degree of thermal insulation with this work. Subsequent to the fund raising efforts (many thanks to all involved, and who contributed) with contributions from individuals and user groups, grant from KCC Village and Community Halls fund (following renewal of our subscription to ACRE), one- off grants from The Garfield Weston and Bernard Sunley Foundations, the project became viable; thanks also to the continued efforts of the Trustees in pursuing this difficult undertaking. Unfortunately, on requesting updates to quotes previously received, the response was very poor, and those provided (when VAT was added) far exceeded our budget. Two further round of enquiries were then made, two of which received being within our budget, and – after discussions with both – one accepted. Work is current, and although taking longer than desired, should complete within three to four weeks.

Policies were drafted and agreed on Energy Efficiency and Sustainability (pursuant to grant applications), one for GDPR having been determined following their introduction, and Trustees updated on requirements of the (general) Charity Governance Code.

Sensor operation is now functioning as intended, but operation of the car park lights remains to be corrected.

Possible changes under consideration to accommodate ramp access to the (recently rebuilt) table tennis club, would allow defective markings remaining to some car parking bays to be addressed.

Replacement of the old oil fired boiler serving the caretaker's cottage proved necessary sooner than anticipated in the m & r programme, and – following quotes obtained - a new gas fired unit and controllers agreed.

Equipment for the hearing loop has now been (largely) replaced and secured against unauthorised modification, for which our sincere thanks to Graeme Horrocks of Meopham Players.

As the costs involved are relatively low (under £100), we propose to install a sound 'alarm' to warn performers should noise levels in the main hall exceed suitable levels.

A potential grant involving money from the EU has recently been discovered, which – in conjunction with our relatively healthy financial status, and the roof works costing a little less than anticipated (although the actual area has proved more than initially estimated) – *may* allow us to reconsider the replacement of lighting in the halls (and car park) with LED fittings, thus reducing electricity consumption and bills. A grant application has been made (covering 40% of the cost), which should be determined on 5th. December.

Preparation of a revision to the constitution was agreed, to update it and remove outdated references, which was commenced, but delayed losing the draft online and subsequently by general matters taking precedent; I hoped it would be ready for forwarding to the Charity Commission (although this is for notification only) by the time of this meeting - subject to work on the application for a possible grant for changing the lighting provisions, by the date of this AGM, but (again) have not achieved this aim.

Thanks to everybody having contributed to the ongoing operation of the hall, but a reminder that we cannot be complacent, as the management plan still includes at least a couple of major projects required in the foreseeable future, in general re-wiring, and re-fitting of the kitchen.

Harvel Village Hall 2018/19 Report

The Harvel Fete - This was a great success despite the excessively hot weather and the England match in the football World Cup keeping people away, raising £1,500 for the hall funds. We would all like to say a massive thank you to those who volunteered to set up the green, run stalls, or lend a hand breaking down and putting things away at the end of the day. This year the fete will be on Saturday 29th June between 12 noon and 3pm.

Village Hall Maintenance - During the year we have had exterior dusk to dawn lighting installed to make leaving the hall safer in the dark, they look lovely as you drive into the village on a dark night. We have also had a defibrillator installed next to the front door funded by a collection in the Harvel House Farm Shop and donations from the Harvel House Hash Harriers and the Village Hall Management Committee.

Harvel Residents' Association - We have continued to work with the Harvel Residents' Association who have been actively working to maintain and improve the village and surroundings.

Christmas Party - The Christmas Party was a great success, the hall was beautifully decorated, and we had a quiz, singing and dancing display. A big thank you to everyone who helped with this event and made newcomers to the village feel welcome.

Coffee mornings - These have been held monthly in the hall throughout the year, open to all and free of charge. They are a lovely way to spend a morning with friends of all ages, coffee and cake. There is transport available for older residents or those who would otherwise struggle to get here.

Other hall use – The hall continues to be used by a number of local groups during the week and for events at weekends. There is still availability for regular or occasional bookings during the week.

Committee changes - This year Dennis Reavell stepped down from the committee after a number of years as treasurer and Kevin Barry joined the committee.

FOOTPATH WARDEN'S REPORT

The role of the Footpaths Wardens, Gillian Willsher and Ken Dare, is a broad one. It extends to all public rights of way in the parish and embraces an essential liaison with Meopham and District Footpaths Group (M&DFG), Ramblers and the KCC. In addition, there is contact with local landowners and members of the public when appropriate.

The Group plays the major part in ensuring that the public rights of way are monitored and cleared of excess vegetation throughout the year. From January to August 2018 the clearing team spent 135 recorded hours on path clearing activity under the leadership of John Macknish, the M&DFG Footpaths Officer.

The Parish Council fully supports and encourages the team's effort and provides a small grant to cover expenses.

M&DFG offer an extensive and attractive programme of walks throughout the year both during the week and at weekends. In September 2018 they arranged a walk in Camer Park focussed on the species and history of some of the trees – many of which are exotic.

This excellent walk was led by David Carey, Tree and Pond Warden. It was an enlightening and enjoyable occasion.

New members are readily welcomed by the Group and further information is available from the Footpath Wardens.

The Parish Council recognises the importance of the footpaths in the parish to those living locally and elsewhere and is keen to promote the enjoyment they provide.

Ken Dare
Parish Path Warden

MEOPHAM ALLOTMENT ASSOCIATION

Chair's Report Year 2018/2019

Julie Courtney



What a year it has been at Meopham Allotments, Southdown Shaw in 2018. Starting with 'The Beast from the East' that prolonged the start of the season for many at the allotments and then the blazing hot summer, which brought other problems, but also gave us some absolutely beautiful sunsets and crops, it has been an extremely busy and eventful year. It never ceases to amaze me what a beautiful location our allotment is in and I appreciate every minute I can get there.

Open Day 2018

It was decided to hold the Open Day in August last year to coincide with National Allotments Week. Due to ill health and other problems with the committee we were unsure if we would have the Open Day at all, but with only 2 weeks to organise the day, everyone got involved and made it happen.



Unfortunately, during one of the warmest summers on record, the actual day of the open day was cold and windy, not the most ideal conditions for a successful open day. At one point, whilst putting up the gazebo in strong winds, there was about ten of us holding on to it for dear life and at one point I thought we would all end up in Cobham! With the gazebos put up, balloons blown up, banners up and tea urn on, we were set up for business, just in time before the first of the visitors started rolling in.



This was an outstanding success with us letting seven out of ten vacant plots and collecting money for our nominated charity, Cancer Research UK. Not only that but we had a flying visit by Adam Holloway MP before he had to jet off to Malta on government business. He did make time to have a whistle-stop tour of the plot before enjoy the stalls, talking to the ladies from Gravesend Bee Keepers Association and buying some of their wonderful honey. Then to top off a wonderful day we were honoured

by several flybys by the Red Arrows, which was a wonderful surprise for everyone. Without the hard work of the committee and all the lovely volunteers that gave up their time, made cakes and donated items, it would not have happened, so I would like to say a huge, huge thank you to the committee and everyone who helped, drank tea and ate cakes.

The Committee

I would just like to say a huge thank you for all the fantastic Committee members who all are volunteers, give up a great deal of their time and do an awful lot of work to keep the allotments running smoothly. The Committee have had to deal with a few contentious issues in the past year and have not all seen eye to eye at times, but are all united in doing the best for the allotment and the plot holders.

Our wonderful Secretary, Theresa, works tirelessly to ensure that things are done correctly, researching, organising and contacting people, plus looking after the Face Book page, web site, emails, and generally keeping us all in order. This is a small part of all she does and I am continually grateful for all her hard work, support she has given this year and for her never ending good humour and enthusiasm.

Our Treasurer, David, works hard ensuring that our books are kept immaculately up to date, tracking rents paid, and banking to name just a few things he does. Our lettings officer, Peter, is another amazing member who meets up with prospective members to allocate plots and ensuring that the plots are rentable and all the other invaluable jobs he carries out. Robin, always works extremely hard ensuring that the maintenance of the site is running smoothly, checking for water leaks, fixing the gate when needed and ensuring the roads are in good repair, to name but a few jobs. Plus the rest of the team: Lindy, Mark and Caroline, they all do a great job, come up with some wonderful advice and suggestions and are never taken for granted. Thank you.

Plans for 2019

It is the Committee's wish to hold another Open Day this year, but earlier in the year than last year so that prospective plot holders can get their plots up and running and to also hold another smaller event such as an afternoon tea. Hopefully these events will be as successful as last years and enjoyed by all.



We are also hoping to hold some more social events, such as monthly coffee mornings and quizzes and would love as many plot holders as possible to get involved.

I wish all our plot holders a wonderful growing season and success in such a wonderful location as Meopham Allotments, Southdown Shaw and look forward to seeing all your lovely photos and hearing all your success stories in 2019. Happy growing.



Julie Courtney

MEOPHAM WELFARE COMMITTEE

(Operators of the Meopham Community Bus)

Registered Charity No. 1051669
680 1614 50

VAT Registration No.

Annual Report – Meopham Welfare Committee 2018-2019

The Meopham Community Bus Service has now been in operation for over 40 years, serving the local community by provision of a regular bus service into Gravesend town centre on three days a week.

Passenger numbers have been steady over the past year and we are lucky to have a reliable group of volunteer drivers who willingly give up their free time to help others.

We do rely heavily on subsidies from the Kent County Council and donations from the public to enable us to continue with the service. There are ongoing expenses incurred by running a bus service, particularly the cost of fuel, insurance, maintenance and repair costs. Over the past year we have had to finance a new starter motor, new batteries, suspension springs, new tyres and repairs to the mechanical stop. However, we are keeping our heads above water and, as a registered charity, we are always looking to raise funds towards the cost of a replacement minibus in the future.

The minibus has been used for excursions to shopping outlets and garden centres for the benefit of the parishioners, as well as being hired by local based groups for days out.

Luckily, we have not lost any running days to inclement weather over the past year (April to March) and look forward to a trouble free 2019.

Philip King
Chairman and Treasurer
Meopham Welfare Committee

Date: 22nd March 2019

Community Safety Unit

My name is Rebecca King and I am the Police Community Support Officer (PCSO) for the wards of Istead Rise, Meopham and Vigo. Throughout my shift I spend a large amount of time patrolling each of these wards in order to deter crime and anti-social behaviour and will be a visible presence as much as I can. I also work closely with the Kent county council wardens to ensure that relevant information is passed over and we are both aware of issues and concerns raised by residents.

Meopham is part of the North Kent structure which comes under Gravesham CSU and I am pleased to say that current crime statistics suggest that criminal activity is low at this present time which is reassuring.

Crime often leaves victims feeling uncomfortable in their own homes – something that nobody should have to feel. Local police officers and PCSOs will continue to work hard to identify offenders and gather intelligence but would also like to take this opportunity to encourage you to take measures to help protect your property by taking the following simple but effective measures –

- If you are out of your home ensure all windows and doors are shut and locked, even if you are just in the garden.
- If you have not got one already, consider installing an alarm or security lights as they act as a deterrent and ensure you display stickers to advertise CCTV is in progress.
- Keep valuable items and keys out of sight and away from windows and doors.
- Security mark your valuables, this makes them less desirable to thieves and can also help us to trace stolen goods. You can also register your valuables on immobilise.com which is a national property database.
- Record all serial numbers of your property, for example IMEI number on your mobile phone – on most mobile phones you can obtain this by simply typing *#06#serial numbers on televisions, laptops and other electrical equipment.
- Be vigilant with people knocking on your door for any reason, for example, offering to carry out work on your driveway/ roof, claiming they are Police officers or claiming to be from your bank - Ensure you always ask to see the person's identification and if something doesn't feel right, then don't let them in to your property or hand any money over to them. If you think that the person isn't who they say they are then phone the company they claim to be from, but don't call the number given to you by them as this may not be real. If they claim to be from the Police then please don't hesitate to contact the Police and they will confirm if they are legitimate.
- Ensure you don't give your bank details to anybody over the phone or online and don't hand your bank card over to someone if they come to your door. If somebody asks for this then contact your bank via telephone or visit the branch and contact the Police.

To finalise, we will continue to endeavour to attend community events such as fetes and please keep an eye on the Kent Police Website and our social Media such as Twitter, for any upcoming crime prevention events and Police surgeries in the area.

KENT COMMUNITY WARDENS

Overview of CW Role

Significant changes – in number and structure. Dual District Team.

Uniformed presence - community reassurance by reducing crime, the fear of crime, deterring ASB, improving access to local authorities and fostering social inclusion.

Ever **evolving** role - changing needs of communities & strategic requirements. Over-riding objective *‘to create safer and stronger communities.*

Work closely with other operational units within **KCC**,

- **Resilience & Emergencies Unit** – Leigh, winter floods, Sheppey Bridge; Op Stack.
- **Adult Social Services** – welfare visits / assessments.
- **Public Protection Inc. Trading Standards** *‘Stop the Scammer’* project.
- **Education** Team tracking **CME** –neglect / exploitation.

Operational activities governed by **Kent CSA**; priorities aligned with those of DDC/GDC CSP.

CWs undertake tasks or support partnership initiatives linked to **local CSP priorities**. Involvement in recent **partnership activities** include:

- **L&D** to support CSP priorities Inc. Biker-down @ RSE; Control Strategy themes.
- **CS campaigns** e.g., RS / E-safety local schools; and, CP in community groups.
- Multi-agency **referrals** / **support** ref. DA, fraud, PTSD.
- **Special events**



Safeguarding / Welfare Focus

- Welfare checks to vulnerable residents - advice / support, and, agency referrals
- Scam awareness **presentations** – comm. groups / forums
- Support repeat victims **scam** / **RT** activity.
- Intergenerational projects -
- Welfare amenities - **Carers’ Café** - unique challenges.
- **Dementia Champion**, extending network of **Dementia Friends**.

Steve F TAYLOR
District Team Leader
Dartford/Gravesham

Meopham, Culverstone and Vigo.

My role as a KCW:-

I have attended approximately 23 joint visits with the Care Navigator Service to community members, which has resulted in providing further referrals to assist them with benefit advice, adaptations, telecare systems and hospital transport.

I have referred several residents to Kent Fire and Rescue Service who offer a free safe and well visit and when relevant, fit free smoke alarms.

I have promoted The Neighbourhood Watch scheme across the area of Meopham, Vigo with talks and provided information on request.

I have attended Neighbourhood watch events when applicable.

I have and continue to attend many local groups/events within my duties providing support and reassurance to our community as well as awareness on local issues i.e. scam, doorstep crime, E-Safety, road safety and crime prevention.

Examples:

- 7th July, Harvel Village Fete.
- 12th August, Meopham Parish Council Picnic on the Green.
- 22nd August, Meopham Library Community Day
- 27th September I took part in a project at Meopham Library to promote the Community Warden role and that of supporting agencies, Personal safety items and advice was available free to residents that attended the event. This event also incorporated a Macmillan Coffee morning which raised £117. I invited pupils from the Helen Allison School to assist with providing teas, coffees and the selling of cake and biscuits.
- 28th August the Gravesham Borough Councils, Fun in the park event at Camer Park with the attendance over 500 people.
- The Meopham Alzheimer's & Dementia Carers Support group and Memory Café held at St Johns Centre, Meopham Tuesdays 10:00-12.00.
- Chinnery Court, Monday morning coffee group.
- Culverstone Community Centre, Monday group, 10.00-12.00pm.
- Attend monthly the Rural Community pop-up café and information project at Harvel/Vigo.
- The community surgery/talk time held at Meopham Library every Tuesday 1000-1200hrs.
- Regularly attend the Meopham Parish Council parking meetings to assist with advice in support of this campaign.
- It came to my attention via community intelligence that unauthorised vehicles were accessing Camer Park and Culverstone community centre playing field; I liaised with Gravesham Borough Council providing intelligence and photographs to evidence the activity over a period of 8 weeks, resulting in the installation of a boundary fence at Camer Park and the erection of a new post at Culverstone to prevent future access.
- I have been providing intelligence to Kent police on information provided by the local community or intelligence I have gathered on anti-social behaviour, suspicious or criminal activity. I have reported to the local authority abandoned and untaxed vehicles which have resulted in the removal off obstructive vehicles.
- I regularly check the area of Meopham, Harvel and Culverstone for fly tipping on the occasions that fly tipping has been obstructing the highway or footway; I have reported the offence to KCC Highways environmental for clearance and provided information.

- I have reported defected footpaths, street lighting and pot holes in need of repair to Kent Highways.
- The Lego club at St Johns Church Hall, held on Fridays after School is a success and solely run by Volunteers that I had sourced from other groups and events I have attended.
- I assisted Meopham Parish council with a funding avenue to obtain more equipment they require for their Community litter picks.
- 28th March I was part of the Gravesham Borough Councils, Volunteer Community Awards Decision making panel.
- Recently I attended a networking lunch at the local Age UK centre; Gravesend where information and advice on their services was provided, these details I have facilitated to members of the community to raise awareness of support that is available.

I hope you are happy with my contribution as your designated Community Warden

Mandy Cason
KCC Community Warden