

**The Minutes of the Meeting of Leeds Parish Council held on Tuesday, 2nd June 2026
at 7.00pm in the Leeds and Broomfield Village Hall**

Councillor's present:

Cllr Bob China
Cllr Scott Bernini
Cllr Helen Ingram
Cllr Bernie Razzell
Cllr Richard Springford

Also present:

Sherrie Babington – Parish Clerk
Members of the Public

The meeting was chaired by Cllr China.

1. Apologies.

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

The following apologies and reasons for absence were approved and accepted.

- Cllr Fort – Holiday
- Cllr Greeff - Work

Apologies were also received from:

- KCC Councillor Linden Kemkaran

2. Declaration of Interests.

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

No interests were declared.

To consider any Dispensation requests received by the Parish Clerk and not previously considered.

There were no dispensations to consider.

3. Minutes of the previous meeting.

The minutes of the previous meeting had been circulated to all Members.

Members considered the minutes and agreed that they were an accurate record.

It was proposed by Cllr Bernini, seconded by Cllr Razzell and agreed by all present that the minutes be approved.

The minutes were then signed and dated by the Chairman of the meeting.

4. Matters arising from the Minutes.

No separate matters were raised which were not covered elsewhere on the agenda.

5. Public Comments and Observations.

No matters were raised by members of the public at this point in the meeting.

6. Highways Matters.

a. General Update:

Members discussed the condition of the footpath at Foley Hill. It was reported that the path had become increasingly difficult to pass due to undergrowth and lack of maintenance, and that the matter had previously been reported through the Kent County Council portal.

Members expressed concern that the condition of the path was becoming unsafe and agreed that the matter should now be escalated.

Action: Clerk to write to Kent County Council, copying in the relevant County Councillor and senior contacts, to raise concerns regarding the condition of the Foley Hill footpath and the lack of action.

Members noted correspondence regarding temporary road closures, including Old Mill Road, Forge Lane.

b. Highways Improvement Plan (HIP)

Cllr Bernini reported that the Highways Improvement Plan had been submitted and that the Parish Council was awaiting a response.

It was noted that the anti-skid surface request had received a general response indicating that such matters were regularly assessed. Members noted that the issue remained included within the HIP.

c. 13/14 bus review

To receive an update on this matter.

Cllr Razzell reported that there were no matters to report since the last meeting.

Members noted that a representative from Nu-Venture was due to attend the July Parish Council meeting.

Concerns were discussed regarding limited rural bus provision and the importance of proper publicity, passenger information and consultation. It was suggested that a collective approach with neighbouring parishes and the bus operator may help identify what service is needed and how it could be better promoted.

Members agreed that the matter should be discussed further when the operator attends the July meeting.

7. Clerks Report.

Leeds Car Park CCTV

Members considered the quotation for replacement of the faulty CCTV hard drive at the Church car park. The quotation was as follows:

1 x CCTV Hard Drive – £190.00

Labour – £140.00

Total: £330.00 plus VAT

Members agreed that the works should proceed.

Resolved: That the replacement CCTV hard drive works be approved at a cost of £330.00 plus VAT.

Action: Clerk to contact provider to approve repairs.

Kent Downs Management Plan Consultation

Members noted the Kent Downs National Landscape Management Plan consultation, which was open until Sunday 19th July 2026.

It was noted that information regarding the consultation had already been shared on the Parish Council website and social media.

8. Chairman's Report.

The Chairman reported that the recent village fete had been very successful and thanked the organising group for their work in arranging the event.

It was noted that the event had grown significantly and that consideration would need to be given to car parking, signage, banners and future planning.

Members agreed that the Parish Council should send thanks to Ledian Gardens for the use of their car parking facility and for assisting with first aid arrangements.

It was also noted that expenses relating to the event, including van hire, should be reimbursed where appropriate once invoices were received.

Action: Clerk to send a letter/email of thanks to Ledian Gardens.

9. Parish Council Communication.

Cllr Razzell gave an update on Parish Council communication.

Members were reminded that councillor profiles were still required for the Parish Council website.

It was also noted that the community sign-up opportunity at the fete had not been as successful as hoped, partly because the stall had been very busy and the QR code had not been sufficiently promoted. Members agreed that clearer signage, banners and promotion would be useful at future events.

Action: Members to provide councillor profiles to Cllr Razzell for inclusion on the website.

10. Financial Matters:

a. Financial Statement.

To receive and approve the financial statement and payments – report circulated with meeting papers.

Members received and considered the financial statement and payments report circulated with the meeting papers.

Members were satisfied with the financial information presented.

Proposed: Cllr Bernini

Seconded: Cllr Springford

Agreed by all present.

Resolved: That the financial statement and payments be approved.

11. KCC Councillors Report.

Apologies were received from KCC Councillor Linden Kemkaran.

12. MBC Councillors Report.

Cllr Fort gave her apologies to the meeting.

13. LGR and Community Governance Review.

The Clerk reported that no announcement was expected until 16th July 2026 at the earliest.

14. Planning Matters.

a. To consider Planning Applications Received.

Members considered the planning applications listed on the agenda.

26/501905/LBC - 1 Brogden Farm Cottages Old Mill Road Leeds Kent

Listed Building Consent for replacement of existing modern concrete pathways and rear patio with limestone paving.

PC Comment – No Objection.

26/501904/FULL - 1 Brogden Farm Cottages Old Mill Road Leeds Kent

Replacement of existing modern concrete pathways and rear patio with limestone paving.

PC Comment – No Objection.

26/501459/FULL - Bay Tree Cottage Upper Street Leeds Kent ME17 1RZ

Erection of detached two storey C2 Assisted Living Unit (amended alternative scheme to permission 19/504579/FULL) with associated landscaping.

PC Comment – No Objection.

b. MBC Decisions and Appeals

The following decisions were noted:

26/501108/NMAMD – Ledian Farm, Upper Street, Leeds, Kent ME17 1RZ

Non-material amendment to application 21/506208/FULL for the provision of PV roof panels, amendment to levels, amendments to blocks, refuse storage strategy, additional parking spaces and amended substation enclosure.

Application Permitted.

26/500898/FULL – 2-3 Chapel Cottages, Upper Street, Leeds, Kent ME17 1SN

Erection of a garden shed, retrospective.

Application Permitted.

25/504646/SUB – Arnoldbrae Oast, Back Street, Leeds, Kent ME17 1TF

Submission of details pursuant to Condition 3 and Condition 4 subject to 25/502908/LBC.

Application Permitted.

c. Other Planning Matters

Members discussed the temporary fencing at the sports field car park and the earth left on the Parish Council side of the fence. It was noted that although the fence had been described as temporary, concerns remained about its appearance, duration and associated works.

Members also discussed metal fencing around the playing field and the need for photographs/evidence to support any enforcement query.

Action: Members to send photographs of the relevant fencing and site issues to the Clerk.

15. Parish Maintenance.

To receive an update on Parish Maintenance.

a. Parish Maintenance

Members considered the quotation from Steven Waring for trimming the Christmas tree and adjusting the lights.

It was noted that the quotation was under £500 and was considered reasonable.

Resolved: That the quotation from Steven Waring be accepted.

Action: Clerk to confirm acceptance of the quotation with Steven Waring.

Members discussed trees at the sports field. Cllr China and Cllr Razzell had inspected the trees and reported that one tree in particular appeared to have broken branches and may require remedial work.

Members agreed that a tree surgeon should be asked to inspect the trees and advise on any necessary works.

Action: Clerk to contact a local tree surgeon to inspect the trees at the sports field and advise on any necessary works.

Members discussed an area behind properties at Farmers Close where it appeared that two gardens may have extended over a footpath / Parish Council land. Members agreed that clarification should be sought from the relevant housing association.

Action: Cllr China to provide the Clerk with details of the relevant properties.

Action: Clerk to write to the housing association to seek clarification regarding the boundary and footpath.

Members also discussed reports that debris, including cans and other items, had been cut up by the grass cutting contractor's mower, creating potential safety hazards. It was agreed that the contractor should be reminded to check for debris before mowing where possible.

Action: Clerk to raise the matter with the grass cutting contractor.

b. Beautiful Leeds Campaign

Cllr Razzell reported that the Beautiful Leeds Campaign had been added to the website and would be promoted gradually.

Members discussed the need to develop projects and encourage residents to become involved in small, manageable improvements.

It was noted that £2,000 was already allocated in the budget for parish projects and could be used to support suitable Beautiful Leeds initiatives, such as replacement flower boxes or small schemes.

16. Leeds Playground, Playing Field, Tennis Courts & Pavillion.

Members received an update on the sports field, playground and pavilion matters.

Members discussed grant funding and ideas for the playing field, tennis courts and pavilion.

It was noted that Sports England grant information had been circulated and that further work could be undertaken to consider a wider plan for the playing field and its facilities.

Members discussed approaching Ledian Gardens, Fernham Homes and Chambers regarding potential funding or sponsorship for improvements, including the tennis courts or wider community facilities.

Action: Clerk to follow up previous funding letters to Ledian Gardens, Fernham Homes and Chambers.
Action: Members to arrange individual visits with Ledian Gardens where appropriate.

Members discussed the possibility of developing a masterplan for the playing field and associated assets, including the tennis courts, play area, pavilion, parking and future funding opportunities.

Members also discussed the possibility of contacting Rochester Bridge Trust regarding land opposite the playing field which may potentially assist with parking during events or football use.

Action: Clerk to contact Rochester Bridge Trust to request a meeting/discussion regarding possible community use of land for parking.

Damaged Height Barrier – insurance claim

The Clerk reported that the insurance claim was ongoing. The insurer had requested a copy of the asset register, which had been supplied. The insurer was now querying asset register values in relation to the Parish Council's street lighting.

The Clerk advised that she would respond to explain the difference between historic asset register values and current replacement costs.

Action: Clerk to respond to the insurer regarding the asset register and street lighting replacement cost query.

Members noted that work had been completed to improve the children's play area, including painting and repairs.

Action: Clerk to arrange payment for the work.

Meeting to discuss playing field and pavilion hire

Members discussed the need to arrange a meeting to finalise football club matters and future playing field arrangements.

It was noted that Cllr Razzell would take on a liaison role with the football club, without committing the Parish Council to any decisions.

Action: Cllr Bernini to arrange a meeting to discuss football club and playing field matters.

Members also discussed a blocked toilet at the pavilion reported by Loose Lions Football Club. Members agreed that a professional drain clearing contractor should be contacted.

Action: Clerk to arrange for a drain clearing contractor to attend the pavilion.

17. Street Lighting.

To receive a report on Parish Street Lighting.

The Chairman reported that there were no known street lighting faults.

18. Parish Council Events.

Members received an update on forthcoming Parish Council events.

Remembrance Silhouettes

Members agreed to purchase two Remembrance silhouettes, one soldier and one nurse.

It was agreed that the silhouettes should be delivered to Cllr China and that the final installation locations would be confirmed.

Resolved: That two Remembrance silhouettes be purchased.

Action: Clerk to order one soldier silhouette and one nurse silhouette for delivery to Cllr China.

Members noted that the Big Mow event was scheduled for 27th June 2026 at 10.00am.

19. Items for next Agenda.

No matters were reported.

20. Date of next meeting.

The date of the next meeting was confirmed as Tuesday, 14th July 2026.

There being no further business to discuss, the meeting was closed to the press and public at 8.25pm.

Signed: _____
Chairman

Dated: _____