



**YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 03 SEPTEMBER
2026 AT 7.30PM IN UPCHURCH VILLAGE HALL**

Members of the Public and Press are welcome to attend

Signed:

Nina Henley
Clerk and Proper Officer
2 Alfriston Grove, West Malling,
ME194SR

Date of Issue: 27 Aug 2026

Members:

Cllr T Ripley (Chair), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr J Bodycomb,
Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard, Cllr S Easton

PUBLIC PARTICIPATION IN GENERAL

Members of the public may also be allowed to speak during the meeting, on agenda items only and with express permission from the Chair. Anyone wishing to attend and/or speak on the agenda item during Public Participation should book in prior to the meeting. Please contact clerk@upchurchparishcouncil.gov.uk

RECORDING AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Members of the public are reminded that mobile phones must be switched to silent during meetings.

Agenda

- 553.FCA/09/26 **To receive apologies for absence**
Relevant Legislation: Local Government Act 1972, s85
Members not in attendance must tender their apologies to the clerk and reason for absence to the clerk on the summons prior to the meeting.
- 554.FCA/09/26 **To receive declarations of interests and lobbying**
Relevant Legislation: Localism Act 2011, s31
In accordance with the Localism Act 2011, members are to disclose pecuniary or any other interests in any item on the agenda. The members are individually responsible for declaring their position.
- 555.FCA/09/26 **Minutes**
Relevant Legislation: Local Government Act 1972, sch 12, p 41
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 2 July 2026.
- 556.FCA/09/26 **Public Participation**
Relevant Legislation: Local Government Act, s100
In accordance with LGA 1972 S100, the meeting will be adjourned for this item to take place. Will then resume for the remainder of the meeting. The Council is keen to encourage public attendance and will provide an opportunity for parish electors to participate. Residents may speak for up to three minutes, and the public session is limited to 15 minutes, unless extended by the Chair.
- 557.FCA/09/26 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

558.FCA/09/26

Correspondence – to note correspondence received.

- I. Email correspondence from SBC. National Highways & Transport Network public satisfaction survey Circulated.
- II. Email correspondence from KCC Highways - meetings with PCs paused. Circulated.
- III. Email correspondence from KCC Road Safety and Active Travel Group's (RSATG) newsletter. Circulated.
- IV. Email correspondence from Cllr Plamer Electrics Recycling Fund. Circulated.
- V. Email correspondence from SBC Planning Policy Newsletter. Circulated.
- VI. Email correspondence from SBC Regulation 19 Local Plan consultation. Circulated.
- VII. Email correspondence from SBC Councillors and Residents Forum Survey. Circulated.
- VIII. Email correspondence from SBC Consultation on Draft Pavement Licence Policy. Circulated.

559.FCA/09/26

Planning – <https://pa.midkent.gov.uk/>

Relevant Legislation: Town and Planning Act 1990

To receive updates on planning matters

- I. 26/500852/OUT Land North of Forge Lane – any updates.
- II. 26/503092/FULL 10 Woolbrook Close Upchurch Kent ME8 8ST Erection of a single storey rear extension, partial garage conversion and fenestration changes to side elevation
- III. 26/502166/FULL Horsham Lodge Horsham Lane Upchurch Kent ME9 7AL Retrospective Planning application for erection of a single storey front and side extension to existing mobile home, to be used as an annexe to the main house for ancillary use by a disabled family member, with associated hardstanding, access and landscaping works. Erection of shed. To ratify comments sent.
- IV. 26/502644/FULL Land Off Holywell Lane Upchurch Kent ME9 7HP Change of use of land to a Gypsy/Traveller site comprising 3no. pitches, with each including 3no. mobile homes (9 total), 3no. touring caravans (9 total) and 1no. dayroom (3 total) (part retrospective).
- V. 26/503045/PIP Land To The East Of Otterham Quay Lane Upchurch Kent ME8 7UT Permission in Principle for residential development comprising a maximum of nine detached dwellings, together with access off Otterham Quay, parking, cycle/refuse space, landscaping/earthwork and associated infrastructure.
- VI. 26/503181/FULL 3 Gills Terrace Otterham Quay Lane Upchurch Kent ME8 7UY Erection of single storey rear extension, and addition of 1no. window on side elevation.
- VII. 26/503190/LBC Gore Farm, Gore Farmhouse Chaffes Lane Upchurch Kent ME9 7BE Listed Building Consent for repairs to porch, including replacement of frame with oak frame, removal of lattice panels and boarding.
- VIII. 26/503189/FULL Gore Farm, Gore Farmhouse Chaffes Lane Upchurch Kent ME9 7BE Repairs to porch, including replacement of frame with oak frame, removal of lattice panels and boarding.
- IX. 26/502766/LAWPRO 97 Oak Lane Upchurch Kent ME9 7AY |Lawful Development Certificate for proposed change of use from a dwelling house (Use Class C3) to a small House in Multiple Occupation (Use Class C4) for occupation by no more than six residents. No building operations or external alterations are proposed as part of this application. Any updates. Email correspondence received from Cllr Palmer.
- X. Any reports from Cllr Rosewell. Appeal decision Land adjacent to Holywell School. Email received Cllr Palmer enforcement issue.
- XI. Swale Borough Council Regulation 19 Local Plan Review UPC response. Quote received.

560.FCA/09/26

Upchurch Parish Council Reporting – Agree any actions

- I. Paddock and Recreational Ground – to receive update.
 - (a) Play area inspections – to confirm funding for repairs.
 - (b) Gate to Paddock – update on remedial repair.
 - (c) Lease renewal BTF The Paddock – to review lease renewal
- II. Burial Ground & Churchyard – to receive update.
 - (a) Update on memorial bench
 - (b) To confirm special circumstances burial
- III. Highways & Street Lighting – to receive update.
 - (a) Village Gate – letter from landowner
 - (b) Damaged lamp post – update.
- IV. Footpaths – to receive update.
- V. Environment – to receive update
 - (a) Hedges – resident email re hedge trimming Oak Lane
 - (b) Quote received Christmas Tree
 - (c) Order poppies / wreath confirm date installation

- VI. Allotments – to receive update.
 - (a) Update on tenancy renewals
 - (b) Kent Community Fund Grant – update
- VII. Village Defibrillators – to receive update

- 561.FCA/09/26 **Finance Reporting**
Relevant Legislation: Accounts and Audit Regulations 2015; Local Audit and Accountability Act 2014
- I. Financial review bank statements and bank reconciliation -Councillor to view and sign.
 - II. Cheques / Payments received / cheques for approval.
 - III. Payments for approval September. To ratify August payments.
 - IV. Update on UPC credit card
- 562.FCA/09/26 **Clerks Updates**
- I. Mazars External Auditor – Conclusion of Audit – To review and note any comments from Auditor – Completion notice review and note.
- 563.FCA/09/26 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 564.FCA/09/26 **Date of next meeting -**
Thursday 1 October 2026 Full Council Meeting
- 565.FCA/09/26 Close of meeting.