



Minutes of Cobham Parish Council Meeting

Tuesday 3rd February 2026 at 7.30pm

Meeting took place at the Meadow Rooms

Present

Cllr Steve Dyer (Chair), Cllr Mike Booth (Vice Chair)

Cllr Rosemary Dymond, Cllr Robert Pryor,

Present

Cllr Diane Morton (KCC), Cllr Dakota Dibben (GBC), Charles Amis (Clerk), 4 parishioners

1. Apologies for Absence – Cllr Russ Nichols (Work), Cllr Matt Mason (Work), Cllr Julie Wilder (Work), Cllr Kirsty Lane (Family), Cllr Samir Jassal (not confirmed) (GBC).

2. Declarations of Interest – Cllr Dyer declared an interest with Westbury Signs who were the company supplying the replacement Sole Street Notice Board.

3. Approval of Minutes for last meeting – The minutes for the 2nd December meeting were proposed as a true and accurate record by Cllr Dyer and seconded by Cllr Dymond. The minutes for the budget meeting were proposed as a true and accurate record by Cllr Dyer and seconded Cllr Dymond. The minutes for the 13th January Meeting were proposed as a true and accurate record by Cllr Dyer and seconded by Cllr Pryor.

4. KCC – The current administration was focused on reducing the overspend. The budget for 2026-27 will be finalised next week. The Council Tax level for 2026/27 will be 3.99%. KCC should hear back from Central Government next week about the Local Government Review proposals. KCC had tried to withdraw from the Local Government Review. It was uncertain who from KCC had provided feedback to the GBC Local Plan

KCC are planning to keep all of the libraries and family hubs open after moving some funding from the public health budget.

5. GBC – The draft Local Plan has been released and can be found on the GBC website. The Local Plan had gone before the Cabinet at GBC on 2nd February which is the start of the six week consultation period. A developer was looking to build 154 new properties at Rose

Farm behind Istead Rise Primary School. Brownfield sites tended to cost more money for developers when compared with equivalent green field sites. The Northfleet Harbour development had received some objections from nearby companies and organisations. A developer has withdrawn from the Canal Basin development. The old Maternity Hospital at Gravesend had passed through several developers. The old Police Station was going to be retirement flats. The National Policy Planning Framework focuses on building more houses but doesn't seem to look at infrastructure and surrounding community. It was asked if there was enough provision of traveller sites in the Local Plan. Cllr John Burden, the Leader of GBC, said there would be enough provision. **Action:** Cllr Dibben to find out how quickly a traveller site could be offered.

6. Planning

White Post Farm – CPC had an online meeting with GBC Planning Department. The owners of the middle plot and the plot closest to Nurstead have until Wednesday 11th February to comply with the enforcement notice issued by GBC Planning Department. GBC are likely to put an update on their website. **Action:** Cllr Mason will put information on to the Sole Street What's App Group.

20260016, 34 The Street, Cobham – The owner wishes to remove the internal raised ground floor and first floor over the garage, to carry out internal replanning and conversion of the existing garage to a living room and to install a new garage. CPC has objected to the installation of the new garage.

20260056, 9 Lawrence Drive, Cobham – The owner wishes to install a vehicular crossover and create a front driveway. With the CPC Planning Group.

20260095 & 20260096, The Ship Inn, 14 The Street – The owner, Greene King, wishes to demolish the existing rear outbuilding and replace with a timber framed structure. Greene King have also applied for listed building consent. There was no confirmation on how large the new timber structure would be or the purpose of the timber structure.

7. Traffic Group – Action: Clerk to set a meeting with the Traffic Group.

Halfpence Lane Closure by Southern Water – The Clancy Group are providing regular updates, and the Clerk is adding these to the website. The 416 bus and the school buses have been running normally. **Action:** The Clerk to ask The Clancy Group why the workers have not always been on site.

Lower Thames Crossing – Thong Lane will be closed to install a new entrance to Harthill Nursery. The planned closure dates are from 23rd to 27th March 2026 which may clash with the Halfpence Lane closure **Action:** Clerk to ask if the closure of Thong Lane could be deferred.

Vehicle Activated Sign – KCC Highways has said that the vehicles speeds are not high enough to justify a replacement Vehicle Activated Sign. This was supplied by the traffic data from

the ATC tubes that were installed by KCC. The average speed of traffic at the Sole Street railway bridge was around 27mph/29mph and the 85th percentile speed was 31mph. The Speed Watch Group had recorded average speeds of 35mph by Scratton Fields. It had been suggested that could CPC purchase a VAS but KCC would be responsible for the ongoing maintenance. KCC had quoted £10,000 for a new VAS. **Action:** The residents at Manor Road will need to be updated. Cllr Morton will ask for another set of ATC tubes to be installed in July 2026.

Village Gateways – Nothing further to report.

8. Village Crime Group – PC Jo Hammond is on long term sick leave and no crime report had been produced for February. The Crime Support Unit at Gravesend had said they would increase patrols at Dabbs Place in response to the drugs and nitrous oxide.

A car had been stolen from the Meadow Rooms car park. The Clerk had been in contact with the parking team at GBC regarding the parking on the verge at Church Road at the Henhurst Road junction.

Nuisance vehicles had been driving on the fields by Church Road close to Tollingtrough Green. It was asked if the farmer could secure their land. Local residents are encouraged to report crime using 101. **Action:** Clerk to ask the Police & Crime Commissioner for Kent what action is being taken to deal with nuisance vehicles at Church Road.

9. Playing Fields Group

Planning Permission for the patio area - GBC has granted the planning permission for the new patio, disabled ramp and picket fence and gate. The Sports Association will be getting some quotes for the work. CPC had made a grant application for £30,000 to GBC for the Pride in Place Funding. GBC will let CPC if they need any further information or if they have been successful with their application.

Pride in Place Grant Applications – The grant applications had been sent to GBC for the works for the new patio and replacement playground fence.

New Playground Fence – The consultation for the planning application has gone live. The works for the new fence will not start until the end of March. CPC had made a grant application for £14,928 to GBC for the Pride in Place Funding.

New lease for the Cricket Pavilion, Toilets and Playing Field – Cllr Mason is leading on this project with Cllr Lane and Cllr Dyer.

10. Public Toilets

Business Stream Update – Cllr Booth had written to Business Stream. Business Stream will send a Verification Officer to determine the location of the water meters for £160 + VAT. Business Stream have been asked to install a separate water meter for Cobham Bowls Club. **Action:** Clerk to circulate Cllr Booth's email.

11. KALC/NALC – KALC have been running online courses on the Local Government Reorganisation. Parish Councils may need to take on further responsibilities such as grass cutting which may be in 2028/29. The next elections are due to take place in 2027.

12. Other Village Matters

Community Payback Team – It was asked if the Community Payback Team could litter pick Halfpence Lane during the road closure. The Community Payback Team will be clearing the old soil and compost from the flower troughs in Cobham and Sole Street. **Action:** Clerk to circulate the Memorandum of Understanding.

Litter Picking – It was agreed by all of the parish councillors present that CPC would stop paying for the litter picking at the end of February. **Action:** Clerk to prepare a letter to the Litter Picking man.

Footpaths – There is a burnt-out car and old tyres dumped in the pond beside Scotland Lane. **Action:** Clerk to report to the Ranger at Jeskyns Country Park.

Julian Ling is the new Rights of Way Officer for Dartford & Gravesham. **Action:** Clerk to give the contact details to Cllr Booth.

Repairs to the Flint Wall – The consultation for the planning application had gone live. **Action:** Cllr Wilder is working on the quotes. Clerk is working on a grant application for the Heritage Lottery Fund.

Sole Street Notice Board – The St Mary’s Church Room Task Group will be meeting on 17th February. Cllr Dymond will be attending. **Action:** Clerk to send the agreed design of the notice board to Ron Chamberlain and Cllr Dymond. Clerk to ask the Task Group their preferences for the location of the new notice board.

13. Parishioners Comments – None

14. Correspondence & Announcements

CILCA Update – The Clerk had been granted an extension until 31st October 2026.

New Website - CPC had decided to use Aubergine to design a new website that meets Assertion 10 regulations. **Action:** Clerk to work through questionnaire in preparation for the new website.

15. Finance

Payment Report

Payments made since the 13th January Meeting

Date of Payment	Company	Reason	Amount
14/1/2026	Clerk	Salary 1 st -31 st December 2025	£1,001.32

14/1/2026	Fastnet International Ltd	Set up of new email hosting and back up	£35.99
14/1/2026	HMRC	Tax & NICS	£277.73
14/1/2026	MI Payroll & Bookkeeping Services Ltd	Payroll October- December 2025	£60
14/1/2026	SLCC	Membership Fee	£200
14/1/2026	Starboard Systems Ltd (Scribe Accounts)	Monthly fee	£61.20
14/1/2026	Meadow Room Management Committee	Room Bookings for 2025	£324
30/1/2026	Clerk	Pension	£35.23
2/2/2026	Fastnet International Ltd	Set up of new email hosting and back up	£35.99
2/2/2026	Starboard Systems Ltd (Scribe Accounts)	Monthly fee	£61.20

Payments to be made after the 3rd February Meeting

Date of Payment	Company	Reason	Amount
4/2/2026	Baylis Landscape Contractors Ltd	Carry out maintenance works at Sweeps Hole Pond	£732
4/2/2026	Forvis Mazars	External Audit for 2024-25 AGAR	£378
4/2/2026	Westbury Signs	Purchase of Notice Board and posts for Sole Street. £360 for labour to be paid when work is finished.	£2128.80
4/2/2026	Clerk	Reimburse for site plan for planning application 20251180	£21.59
4/2/2026	Clerk	Salary 1 st -31 st January 2026	£988.32
4/2/2026	Clerk	Mileage	£25.20
4/2/2026	HMRC	Tax & NICS	£105
4/2/2025	Cobham Parochial Church Council	Hire of the St Mary's Church Rooms on 13 th January	£18
4/2/2026	Kent Association of Local Councils	Cllr Dymond – Training – Planning Understanding the local plan process	£42
4/2/2026	Clerk	Reimburse for Rubble Sacks for the Community Payback Team	£7.99
10/2/2026	Lloyds Bank	Service Charge	£8.50
27/2/2026	Smooth & Rugged Landscapes	Cobham War Memorial Grounds. Weed & Feed £15, Hire of Scarify Machine £35, Labour £180	£230
27/2/2026	Smooth & Rugged Landscapes	Polythene roll & compost £220, Labour £180. Subject to change	£400
27/2/2026	Clerk	Pension	£35.23
27/2/2026	Clerk	Salary 1 st -28 th February 2026	£988.32

2/3/2026	Fastnet International	Set up of new email hosting and back up	£35.99
2/3/2026	Starboard Systems Ltd (Scribe Accounts)	Monthly fee	£61.20

Current Account £5,120.47

Reserve Account £64,613.96

Redwood Bank £25,000 Accrued Interest £969.38 (3.75% interest)

Cllr Dyer proposed the payment report and Cllr Booth seconded.

Smooth & Rugged Landscapes to supply a new quote for the work on the flower troughs and by the war memorial.

To appoint an Internal auditor for the 2025-26 AGAR – Action: The Clerk to ask Lionel Robbins for a quote for the internal audit of CPC's accounts for the 2025-26 AGAR.

16. Items from Councillors – It was agreed by all of the parish councils present for the Traditional Oak & Timber Company to supply and deliver the new oak posts by the War Memorial for £410.30 + VAT. Cllr Pryor kindly offered to install the posts

It was asked if dropped kerbs could be installed in Sole Street at the front of the St Mary's Church Rooms and the Little Shop. Also if dropped kerbs could be installed on Sole Street to the south of Scratton Fields.

17. The next meeting is at 7.30pm on Tuesday 3rd March at the St Mary's Church Rooms