

TO: ALL MEMBERS OF CHESTFIELD PARISH COUNCIL: Councillors are summoned to attend a meeting of Chestfield Parish Council on **Monday 13 July 2026 at 7.30pm** at the Women's Institute Hall, Chestfield Road, Chestfield, for the transaction of the business described in the following Agenda.

Amended Spares

A SPARKES, CLERK TO THE COUNCIL
A G E N D A

1. Chairman's Opening remarks
2. TO NOTE that following the Notice of Vacancy that no election was called for and the parish council may co-opt someone to the vacancy.
3. Apologies for absence
4. Declarations of Disclosable Pecuniary Interests and Other Significant Interests and Voluntary Announcements of Other Interests, and a reminder to think of any changes to the DPI register held at CCC, such as change of job or home.
5. To agree as a correct record the Minutes of the last parish council meeting held **11 May 2026**.
6. UPDATES (not covered elsewhere on the agenda):
 - TO NOTE Cllr Todd, Cllr Mumford and the Clerk met with the Kitewood site manager on 03 June 2026 to agree a location for installation of the Grasmere Gardens noticeboard. It's now installed.
 - TO NOTE that the Clerk and Deputy Clerk have picked up the Project "Remembering the war dead of the parish." A Church contact has been established, and he has confirmed that he has begun the process to get a faculty from the Diocese so that a memorial can be installed, and he's waiting for their response.
7. **Adjournment of the meeting for parishioners' questions and comments.** This is the only opportunity during the meeting for residents to speak. The period for public participation will last no longer than 10 minutes and a single member of the public is afforded no more than 3 minutes to make their representation, with the discretion of the Chairman.
8. TO WELCOME Chestfield's new Police Constable Harrison Clark and for Harrison to introduce himself.
9. TO RECEIVE City and County Councillor Report (if applicable)
10. **To receive the Deputy Clerk's writeup of the CCC Parish Engagement Meeting held 19 May 2026** which provided details on the Community Governance Review; an update on the Local Plan, Local Government Reorganisation and an update on neighbourhood plans.
11. CCC district-wide Community Governance Review consultation (until 05 July 2026). TO NOTE that the Clerk responded on 26 June 2026 that Chestfield Parish Council requests that the unparished parts of both the Brooklands Farm and Bodkin Farm planning application areas become part of the Chestfield parish, whether built on or not.
12. **Update on the Neighbourhood Plan:**
 - The Neighbourhood Plan Regulation 16 consultation commenced on 16 April 2026 for 8 weeks ending on 11 June 2026. CCC will collate all responses including its own and these then get given to the Inspector with the Plan. Cllr Todd and the Clerk are (had a) meeting with officers on 06 July 2026.
13. Use of section 101 Scheme of Delegation to the Clerk in conjunction with a minimum of two councillors since the last meeting: None.
14. Financial matters (Appendix 3)
 - o Schedule of Payments Appendix 3 Finance Schedule to be signed by the Chairman of the meeting.
 - o TO RECEIVE an End of Quarter One expenditure against budget headings report for information.
 - o TO NOTE Cllr East, Cllr Mumford and the Clerk replenished the herb planters at the WI Hall on 05 June 2026. And Cllr East and the Clerk stained these and the Seed Swap box with decking oil on 12 June.
 - o TO RESOLVE to buy some seed packets and advertise the Seed Swap box in the September magazine.
 - o TO NOTE Cllr Reedman has been asked by St Johns Church to attend the annual Remembrance Service on Sunday November 8th 2026 and read out the names on the memorial. Cllr Reedman will attend and place a wreath on behalf of the parish council (paid through the Chairman's Allowance budget).

- TO CONSIDER a grant application from The Green Leas Road Fund Association towards the Green Leas Fun Day and BBQ get together to take place on 22 August.
 - TO CONSIDER a grant request of £500 from the Kent Air Ambulance as a contribution to the operating costs of HEMS - helicopters, rapid-response vehicles, medical equipment, fuel, highly-trained crews.
 - TO CONSIDER residents' request for provision of a bench (and concrete base) at the far perimeter of Radfall Recreation ground. CCC has no objection provided it is not a Memorial Bench (no memorial plaque) as CCC are not providing memorial benches anymore. The bench will need a concrete base laying. CCC will procure the bench and do the base and installation, and then recharge the parish council for the costs.
15. TO RESOLVE to keep the magazine advertisers' advertisement rates the same this year for the annual renewal exercise in September. Four editions costs circa £3,864. If all renew income would be £3,685.
16. Bus stop improvements being progressed as part of the Bus Service Improvement Plan (BSIP) programme. Further BSIP funding has been commissioned to undertake a full topographical survey and progress the scheme into detailed design. Detailed designs have now been reviewed by KCC's Highway Improvements Team and have successfully passed the technical approval process. Delivery is anticipated to be the autumn.
A resident asked for a bin outside No. 83-85 Chestfield Road and CCC has agreed to add it to the emptying schedule. The parish council will buy one after the work is completed. TO DISCUSS preferred bin style - see options on the Clerk report.
17. UPDATE on the Community Fun Day at the cricket club on Bank Holiday Monday 31 August 2026 from 12.30pm-5pm - venue, inflatables and games booked, Sixfold Band booked, 3 x Portaloos booked, caterers and ice-cream van booked, Ambulance/First Aid company booked, stalls are offered and being advertised. TO NOTE the Temporary Event Notice application was submitted to CCC on 26 May 2026 and approved on 15 June 2026. A Risk assessment has been completed by the Clerk and Deputy Clerk. And Cllr Brealy has erected a banner to advertise the Day across St Joseph's Church frontage.
- Cllr East to talk about her idea for a parish council engagement table at the Fun Day.
 - TO NOTE the Dogs Trust will have a stall this year and run a Fun Dog Show (details tbc - the Clerk has a meeting on 14 July) - TO RESOLVE to advertise this and the event overall on local social media.
 - TO DISCUSS whether any profit/donations should be retained by the parish council or given in part or in full to a charity? A Charity might encourage business sponsorship.
18. **For Annual Return 2025-2026** - TO NOTE that The Annual Governance & Accountability Return (AGAR Form Part 3) for the financial year ended 31 March was submitted to the external auditor Mazars on 17 May 2026.
AND TO NOTE that the council made arrangements for the exercise of public rights, publishing the Notice of Public Rights (and a declaration that the accounting statements are as yet unaudited), along with Publication of the Annual Governance & Accountability Return Section 1 and Section 2 (approved and signed), along with a copy of the Internal Auditor's report, on both its parish noticeboard(s) and website on 02 June with the dates for the period of public rights as Wednesday 03 June 2026 to Tuesday 14 July 2026.
19. TO DISCUSS possible Christmas tree replacement including storage and TO DISCUSS Carols event this year and location including need for power.
20. TO REVISIT and DISCUSS the Community Infrastructure Levy (CIL) "Wish List"
21. Emergency Plan
As there have been a number of new Councillors TO CONSIDER a separate meeting for Cllr Todd to introduce the Emergency Plan and talk through it.
22. Highways
TO REVISIT and endorse an updated Highways Improvement Plan - to be sent to KCC Highways. This includes the desire for a refresh/repaint of the worn 30mph roundels on Radfall Road/Radfall Hill, two dropped kerbs at the junction of Grasmere Road with Old Fold, and one new dropped kerb on the same side as The Barn PH.
- TO NOTE CCC has agreed to residents' request to extend the yellow lines in front of the property "Ardmona" on Polo Way opposite the entrance to the adopted part of The Leas.

23. Environment

TO NOTE that a Chestfield resident has offered to weed and tend the Chestfield Road play park rose bed. The scope of the work has been agreed with KCC and CCC. The Deputy Clerk completed a KCC Cultivation Licence and a marked up plan, which was sent to KCC on 15 June along with background information and the scope of the works. This was approved on 25 June with reference number **CUL0190**. As KCC require £5m PLI and the resident only has her own cover up to £1m the resident had been added to the parish council's insurance for PLI purposes and a Risk Assessment completed. TO NOTE that there is no charge for the cultivation licence however it is valid for one year from 01 September (and can be renewed if all conditions have been adhered to). The resident will do this as a winter 2026 project.

TO CONSIDER organising another Community Litter Pick for a Sunday in September 2026.

24. TO RECEIVE the Clerk's report.

TO NOTE the Clerk has started a photographic Register of Fixed Assets.

TO NOTE the Deputy Clerk attended the introduction to CiLCA session on 30 June 2026 ahead of formal training / sign up. She has been recommended to join the October 2026 intake group.

25. Planning: TO RECEIVE Planning Report including current applications and decisions (Appendix 2)

TO NOTE that the mandatory national scheme of delegation for planning functions:

This requires all local planning authorities to determine specified categories of application at officer level and to operate within a standardised national framework.

The Regulations introduce a two-tier system.

First, certain categories of application must always be determined by officers. These include householder development, minor residential schemes and other routine or technical matters, with no scope for referral to committee. The existing councillor call-in arrangements will therefore no longer apply.

Secondly, a defined category of applications must be decided by Officers unless the nominated Officer and the nominated Member agree that the application raises issues of economic, social or environmental significance to the local area, or involves significant planning considerations having regard to the development plan and other material factors.

The clear presumption is that such applications will still be determined by officers unless this threshold is met, meaning committee involvement is intended to be exceptional rather than routine.

The effect of the scheme is to remove existing local mechanisms for referral, including councillor call-in powers with effect from 31 October 2026.

I) **CA/24/00224 - Bodkin Farm, Thanet Way**

Outline application with all matters reserved except access, for a mixed use development of secondary school (with sixth form), up to 300 dwellings, a care home, a Local Centre, etc.

The CCC Planning Committee on 28 April 2026 deferred the application. Councillors asked for more information relating to the speed limit next to the site on the A2990 (having expressed concerns about the 50mph proposed limit), balance/impact on the green gap, bus services to the site, and the waste water pipe/adequacy of treatment of sewage from the site. Planning officers will provide further detail on these points. The application will return to the planning committee soon.

TO NOTE Cllrs Todd, Poole, Clarke and the Clerk had a virtual meeting with Turleys at their request on 23 June 2026 and TO RECEIVE Turley's briefing note clarifying some concerns raised.

II) **CA/25/00779- Land At Brooklands Farm - TO RECEIVE any update on the Outline application.**

26. **CONFIDENTIAL SESSION:** Members of the Public and the Press to now leave the meeting: New Chairman's address to Councillors.

27. Close of the meeting

Dates of planned full parish council meetings: 13 July, 14 September and 09 November 2026.

Dates for Surgeries for residents - Come along informally between 6.30pm and 7.30pm to the WI hall in Chestfield Road to voice any concerns or give any comments to a councillor and/or the Clerk/Deputy Clerk: 13 July, None in August, 14 September, 12 October, 09 November and 14 December 2026.

And Christmas Carols event Wednesday 23 December 2026.