

CHESTFIELD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30 pm on 13 July 2026

Present:

Parish Cllr Mal Reedman (Chairman)
Parish Cllr Bob Todd (Vice Chairman)
Parish Cllr Chris Brealy
Parish Cllr Lorraine East
Parish Cllr Marissa Clark
Parish Cllr Tricia Chapman
Parish Cllr Caroline Mumford
Amanda Sparkes, Clerk to the Council
Chenice Howard-Sparkes, Deputy Clerk
CCC Cllr James Flanagan (for part of the meeting)
Chestfield's new Police Constable Harrison Clark (for part of the meeting).

Two members of the public.

34. Chairman's Welcome

Cllr Reedman welcomed everyone to the meeting.

35. Vacancy on the council

NOTED that following the Notice of Vacancy that no election was called for and the parish council may co-opt someone to the vacancy.

36. Apologies for absence

Apologies for absence were received and accepted from Parish Cllr Mike Poole (leave). And also, from KCC Cllr Alex Ricketts and CCC Cllr Peter Old (via Cllr Flanagan).

37. Members' Interests

Cllr Todd declared an interest in the magazine advertisers' renewals and took no part in that subsequent later discussion.

38. Minutes of the parish council meeting held on 11 May 2026

Cllr Brealy proposed, Cllr Mumford seconded, and all Cllrs were happy that the Minutes be accepted as a true record of the meeting and the Chairman duly signed them.

39. UPDATES:

Noticeboard for Grasmere Gardens

- NOTED that 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.
- NOTED 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.

40. Adjournment of the meeting

Cllr Reedman explained that as a resident of Grasmere Gardens he wanted to draw attention to leaflets delivered to all households of Grasmere Gardens that explained that there is a proposal that the roads would have a single yellow line implemented on them. NPC signs advising of a £100 fine had also been put up. There is confusion about the parking. Cllr James Flanagan advised it is a KCC proposal put forward but is being published and consulted on by CCC until 20 July. He commented that he'd been contacted by residents and whilst there is a need for parking restrictions a balance needs to be found and perhaps the restrictions should not apply to Saturdays. The Clerk will seek clarification.

A resident advised of flytipping in Molehill Road. Some has already been collected. Cllr James Flanagan offered to pick the issue up.

The meeting continued.

41. Chestfield's new Police Constable Harrison Clark

PC Clark explained he is part of the Whitstable Community Team and has been in post for seven months. He is based in Herne Bay station. He was in attendance to introduce himself and to learn what Chestfield's priorities were. Flytipping and speeding traffic were muted.

He signposted people to sign up to My Community Voice which provides residents with alerts and advertises engagement activities.

Cllr Reedman thanked Harrison for attending the meeting.

42. City Councillor James Flanagan

Cllr Flanagan advised that the Bodkin Farm application along with the application for a further house at 86A Chestfield Road were going to planning committee on 21 July 2026. Cllr Bob Todd has been booked to do a 3-minute speech opposed to both of these applications.

Cllr Flanagan explained that the outcome and government decision on the future of Kent under the Local Government Reorganisation is due this week. CCC Councillors are to receive a briefing on Wednesday evening.

Cllr Flanagan advised he has been writing to South East Water re the disruption to water supplies experienced by residents of Broomfield Gate and Radfall. South East Water replied in general terms and Cllr Flanagan said he is to write to the Chief Executive of South East Water with a formal complaint as his points had not been addressed.

Cllr Flanagan said he had held a surgery last month and speeding on Chestfield Road is a concern. The Clerk advised that after a similar resident complaint about this at last month's parish council meeting, she'd obtained statistics from the Kent Police Speedwatch manager. She is running the detail in the next (September) magazine for information.

PC Harrison Clark advised that legislation has changed for Section 59 warnings – any cars involved in anti-social behaviour can now be seized without a warning. He suggested an ANPR camera to capture speeding vehicles.

Cllr Flanagan explained that he has been reporting broken paving slabs and weeds on pavements in areas of Chestfield.

Cllr Reedman asked to record his personal thanks to Cllr Flanagan for all his efforts regarding the water outages.

43. CCC Parish Engagement Meeting

RECEIVED 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.

44. CCC Community Governance Review

NOTED 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.

45. Update on the Neighbourhood Plan

Cllr Todd and the Clerk had a successful meeting at CCC offices on 06 July 2026 with two policy officers to discuss CCC's feedback on the Regulation 15 Neighbourhood Plan.

CCC also received nine other representations from the Regulation 16 consultation – all from statutory bodies like KCC Highways, Southern Water, the Environment Agency – these all get given to the Inspector.

At this stage there is no opportunity for the Steering Group to make changes to our Regulation 15 Plan – it now effectively belongs to CCC, and the Plan has to be submitted as is to the Examiner.

However, after discussion, officers suggested that we prepare a Statement Of Common Ground for the Inspector on CCC's comments – either we agree to disagree and leave determination to the Inspector – or collaboratively we suggest an amendment/amended wording/paragraph deletion for example. This Statement Of Common Ground would be signed by both parties (i.e. CCC and Chestfield Parish Council).

The Neighbourhood Plan should be submitted for examination by the end of July.

CCC has appointed "Independent Plans and Examination" (IPE) as the examiners.

IPE has taken a cursory look at the Plan and said they would anticipate 6-8 weeks of examination with a report in the Autumn.

The Basic Conditions Statement will need a rewrite as there is now a new national condition that has arisen since we finalised ours. This will then be re-consulted on by CCC with the final draft Neighbourhood Plan.

CCC anticipate that there should be a Referendum by Christmas all being well.

Then assuming residents support it, the Neighbourhood Plan would be "made" by CCC in early 2027.

Once made, any CIL (Community Infrastructure Levy) receipts portion rises from 15% to 25% to the parish council.

46. **Use of Section 101 Scheme of Delegation to the Clerk in conjunction with a minimum of two councillors since the last meeting:** None.

47. **Authorisation of Accounts**

The Clerk presented finance sheets detailing the further online payments for May of £2,644.86, payments for June totalling £5,124.90, and payments to date for July totalling £5,009.19. The finance sheets were signed by the Chairman.

48. **Financial matters**

- a) RECEIVED the bank statement and bank reconciliation for May and June 2026 and RESOLVED the signature of a councillor other than the Chairman thereon;
- b) NOTED that on 03 June 2026 the Clerk submitted a VAT refund claim for the period 01 January 2026 to 31 May 2026 totalling £890.25.
- c) NOTED that the annual subscription for the data protection fee to the ICO (Information Commissioner's Office) of £47.00 was taken by direct debit on 13 June 2026.
- d) **Financial Services Compensation Scheme Annual review –**
NOTED that on 09 June 2026 the Clerk confirmed the parish council's eligibility with Unity Trust Bank for the FSCS – this compensates customers up to a maximum of £120,000 if a bank, building society or credit union has stopped trading or does not have enough assets to pay claims made against it.
- e) NOTED the annual PAT testing of the Clerk's and Deputy Clerk's office equipment and devices is booked to take place on 15 July 2026;
- f) RECEIVED an End of Quarter One expenditure against budget headings report for information.
- g) NOTED 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. Cllr Mumford offered to stock some seeds in the box. The Clerk will advertise the Seed Swap box in the September magazine.
- h) NOTED 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 explained he will attend in uniform and place a wreath on behalf of the parish council (paid through the Chairman's Allowance budget).

Grant application from The Green Leas Road Fund Association

Cllrs CONSIDERED a grant application from The Green Leas Road Fund Association for £100 towards the Green Leas Fun Day and BBQ get together to take place on 22 August. Cllr Todd proposed and Cllr Mumford seconded that this be approved, although wanted to be clear that a repeat grant should not set a precedent and that each year any application would be assessed on its own merit.

Grant application from the Kent Air Ambulance

Cllrs CONSIDERED 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. They felt the request is quite a lot for a small council although it is a great cause. Cllr Reedman proposed a grant of £50 plus the profit from the Fun Day Tombola and all councillors agreed. The Clerk will also invite the Kent Air Ambulance to attend the Fun Day too, with or without a helicopter.

Residents' request for a bench at Radfall Recreation Ground

The Clerk explained that there has been a residents' request for provision of a bench 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. However, the cost of this from CCC had not been received in time for the meeting so this item was deferred to the next meeting.

Magazine Advertisers advert rates

Cllr Brealy proposed and Cllr Chapman seconded and all councillors (except Cllr Todd who abstained due to an interest) RESOLVED 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.

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. Cllrs discussed three options researched by the Clerk. Cllr Todd proposed Option 2 which was seconded by Cllr East and agreed by all.

49. Community Fun Day 31 August 2026

The Community Fun Day at the cricket club will be held on Bank Holiday Monday 31 August 2026 from 12.30pm-5pm. The venue, inflatables and games are booked, Sixfold Band is booked, 3 x Portaloos are booked, and two caterers and ice-cream van are booked. Ambulance/First Aid company is booked, stalls are offered and being advertised.

NOTED 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. Cllr Reedman offered to further populate this.

Cllr Brealy has a banner to advertise the Day and will erect this across St Joseph's Church frontage.

(CCC Cllr James Flanagan left the meeting at this point – 8.20pm).

Cllr East talked about her idea for a parish council engagement table at the Fun Day. She has done posters, surveys, leaflets, and a QR code to the parish council's website. All Councillors agreed this was a great idea and she was thanked for all her hard work.

The Clerk explained that 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 2026 which Cllr Mumford will also attend) – it was RESOLVED to advertise this on the parish council's website and noticeboards and Cllr East and Cllr Todd will advertise this on local social media.

Councillors discussed whether any profit/donations should be retained by the parish council or given in part or in full to a charity. Cllr Reedman felt that a Charity might encourage business sponsorship and Tombola donations. It was RESOLVED that the profit from the Tombola only should be given to the Kent Air Ambulance (along with the £50 grant approved above) but other donations such as from stall holders and caterers should be retained by the parish council.

51. For Annual Return 2025-2026

NOTED 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 NOTED 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.

52. Christmas tree and Carols event

Christmas tree and lights and venue for the Carols event etc was discussed at length and various options muted. It was RESOLVED that:

- As the wiring and some lights are not working that a new artificial Christmas tree be purchased. Cllr East had researched various options which were circulated. And
- That this should be stored in Cllr Reedman's garage
- Cllr Brealy will collect the cable covers from Steve's wife and store these and collect the old items and dispose of them
- The Carols event this year will move to the garden at the back of the WI Hall – the WI Hall committee has agreed this and the use of their power for the tree.
- Advertise the change of venue for the Carols event in the September and also the December magazines.
- Put a notice up on the day of the Carols event at St Joseph's Church advising of the change of venue this year.
- There was a desire to support the WI to have lights at the front of the WI Hall if there is available power. The Clerk will speak to the WI president about this. If power can be achieved at the front of the hall the Clerk will also then buy a light-up donkey.

53. Community Infrastructure Levy (CIL) "Wish List"

The council is holding £22,441.60 of CIL receipts available to spend. Cllr Reedman encouraged councillors to think about projects for the "Wish List".

54. Emergency Plan

As there have been a number of new Councillors, Cllr Todd has suggested a separate meeting to introduce the Emergency Plan and talk through it. All councillors felt this would be of benefit. Cllr Todd will circulate the Plan and the Clerk will arrange a Wednesday evening informal meeting.

55. Highways

Councillors endorsed an updated Highways Improvement Plan – to be sent to KCC Highways. This includes 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. (The roundels and a SLOW legend on Radfall Hill have now been refreshed since the meeting Agenda was posted.) NOTED that an email was received on 07 July 2026 that the team are experiencing operational pressures and are not holding any meetings for 12 weeks so there will be a delay.

NOTED that 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.

56. Environment

NOTED 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.

Community Litter Pick

RESOLVED to organise another Community Litter Pick for Sunday 20 September 2026.

57. Clerk's Report

NOTED that the Clerk has started a photographic Register of Fixed Assets.

NOTED that 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. Unit 1 covers policies and several policies will be brought to the next meeting for review.

58. Planning

Current planning matters and planning applications are contained in Appendix 2 of Cllrs meeting paperwork - that had been previously circulated to all Cllrs. Decisions reached and latest information is now attached as an appendix to these minutes.

New mandatory national scheme of delegation for planning functions:

Due to changes to planning legislation there will be some fundamental changes to how planning applications are dealt with - see the agenda for CCC 08 July 2026 Governance Committee (linked [here](https://democracy.canterbury.gov.uk/mgA.aspx?M=14253&LLL=0)). <https://democracy.canterbury.gov.uk/mgA.aspx?M=14253&LLL=0>

Background

National Scheme of Delegation for planning decisions

The forthcoming reforms are introduced through the Planning and Infrastructure Act 2025, which inserts new provisions into the Town and Country Planning Act 1990, together with the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 and accompanying statutory guidance issued by the Ministry of Housing, Communities and Local Government on 1 June 2026.

These establish a mandatory national scheme of delegation for planning functions, requiring all local planning authorities to determine specified categories of application at officer level and to operate within a standardised national framework. Authorities are required to have regard to the statutory guidance, and decisions taken outside the scheme, particularly where matters that must be officer-determined are instead considered by committee, are at risk of judicial review and being quashed.

The scheme will come into force on 31 October 2026.

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. The Council's Constitution must be amended to reflect this statutory framework by expressly recognising the national scheme of delegation. Consultation with Secretary of State for applications over 150 dwellings that the Council intends to refuse The Town and Country Planning (Consultation) (England) Direction 2026 requires a local planning authority to consult the Secretary of State before determining an application for planning permission that includes 150 or more dwellings where the authority intends to refuse permission. Canterbury City Council's Constitution must be amended to reflect this statutory framework by expressly recognising the national scheme of delegation.

CCC briefing for Parish Councils on Planning Enforcement in the Canterbury district

NOTED that CCC is offering an online Planning Enforcement briefing from 5.30pm - 7pm on Monday 12 October 2026. CCC has a recently adopted [Planning Enforcement Plan](#) for the district. The Plan explains how reports of potential planning breaches are prioritised and managed by the planning team and gives information about who deals with other non-planning matters.

Bodkin Farm application 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.

NOTED Cllrs Todd, Poole, Clarke and the Clerk had a virtual meeting with Turleys at their request on 23 June 2026 and RECEIVED Turley's briefing note clarifying some concerns raised. The latest CCC draft Infrastructure Delivery Plan (March 2026) has now reversed the order of the proposed provision of the secondary schools – with Bodkin's being delivered first (expected in the medium term of the draft Local Plan period) and then the Greenhill one (expected at the end or beyond the period of the draft Local Plan and will be considered under subsequent Local Plan reviews).

The application is to be heard again at the 21 July 2026 CCC Planning Committee meeting. Cllr Bob Todd is booked to speak against it.

CA/25/01454 – 86A Chestfield Road

Outline application for detached dwelling and garage including access, layout and scale

The application is to be heard again at the 21 July 2026 CCC Planning Committee meeting. Cllr Bob Todd is booked to speak against it. CA/25/00181 granted permission for five dwellings and then this application followed for a further dwelling. The parish council considers this too dense and has concerns about access also.

CA/25/00779- Land At Brooklands Farm Whitstable

Outline application with all matters reserved apart from principal access from South Street and Chestfield Road for a mixed use development of up to 1350 dwellings, including older persons housing (Classes C2 and C3); a mixed use Local Centre comprising of retail, commercial, office, health, community uses and a mobility hub (Use Classes E and F); a

primary school and a SEND school, business/employment space (Use Classes B2, B8 and E(g)); open space and associated works including landscaping, drainage infrastructure, engineering operations, open space, roads, pedestrian and cycle routes; and new A299 east off / east on slip roads to the south of Chestfield.

(The parish council's objection/response to this application was sent to CCC on 30 June 2025 and available on the parish council's website at <https://chestfieldparishcouncil.gov.uk/chestfield-parish-councils-response-to-the-brooklands-farm-application/>)

There is no update. The application is still to be determined by CCC.

The members of the public left the meeting at this point.

59. Confidential session

Cllr Reedman addressed the council and it was agreed to set a date for an informal meeting of the council either in person or virtual to discuss future projects.

The meeting closed at 9.20pm.

Signed: Date:
Chairman

Please note these Minutes remain as draft Minutes until they are approved by the parish council at their next parish council meeting.

**CHESTFIELD PARISH COUNCIL
PLANNING REPORT, 13 July 2026**

APPENDIX 2

New planning applications:

70.	CA/26/00618 - 102 Chestfield Road, Chestfield, CT5 3LR First floor rear extension, rear dormer together with rooflight to front.	The parish council had no comments. <i>This application was subsequently granted by CCC.</i>
01.	CA/26/00899 - Portways , The Drive, Chestfield CT5 3NS Erection of single storey detached garage	The parish council had no comments.
02.	CA/26/01005 - Chestfield Filling Station , Thanet Way, CT5 3JB Single-storey rear extension following the removal of HGV pump island.	The parish council had no objections.

Notifications

CA/25/00021 - Grasmere Gardens, Maize Crescent, Chestfield CT5 3PT 2 x 3-bedroom semi-detached dwellings with 4 x parking bays and access to Maize Crescent extending to the adopted highway on Reeves Way.	Granted by CCC
CA/26/00207 – Whitstable Rugby Club, Reeves Way Extension of existing first floor balcony to rear elevation together with replacement of external stairs from timber to steel.	Granted by CCC
CA/26/00618 - 102 Chestfield Road, Chestfield, CT5 3LR First floor rear extension, rear dormer together with rooflight to front.	Granted by CCC