

TO: ALL MEMBERS OF CHESTFIELD PARISH COUNCIL: Councillors are summoned to attend a meeting of Chestfield Parish Council on **Monday 14 September 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 the vacancy on the council is being advertised in the September magazine.
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 **13 July 2026**.
6. UPDATES (not covered elsewhere on the agenda):
 - TO RECEIVE feedback from the Community Fun Day held at the cricket club on Bank Holiday Monday 31 August 2026. And
 - TO RECEIVE an update or writeup from Cllr East's survey conducted at the Fun Day. The same survey will run again in the December magazine for anyone wishing to give views that did not attend the Fun Day.
 - TO NOTE a Litter Pick has been arranged for Sunday 20 September between 11am-1pm - starting at the play park. CCC equipment has been booked, refuse collection after the event booked, the insurance company advised, and the event advertised in the September magazine.
 - Emergency Plan: TO NOTE an informal separate meeting was held on 04 August 2026 for Cllr Todd to talk through the Emergency Plan with Councillors.
 - TO NOTE that the Highways Improvement Plan was sent to KCC Highways, and KCC agreed the requests for 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 that for the Project "Remembering the war dead of the Chestfield and Swalecliffe" a meeting was held on 02 September 2026 with the Clerk and 3 St John's Church representatives. Research on names of the fallen has been and is being undertaken. An article will run in the December magazine. A Church contact 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. Quotes will now be sought.
 - C/fwd: Bus stop improvements being progressed as part of the Bus Service Improvement Plan (BSIP) programme. 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. The bench at the Willow Way southbound bus stop will be refurbished after the work is completed by Cllr Todd, Cllr Poole and the Clerk.
 - TO NOTE that the parish council's offer (resolved at the last meeting) to the WI to pay for an external electricity socket to be installed to facilitate the WI having Christmas lights at the front of the WI Hall was accepted. (The WI has strung their lights here previously). The WI President is contacting the hall's electrician for a quote for the work.
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. Local Government Reorganisation - TO NOTE the government announcement LGR announcement on 16 July 2026 - there will be 4 unitary authorities in Kent, with Canterbury to be joined with Thanet and Dover to form an East Kent Unitary Authority. And it looks like councillor divisions will be based on current KCC boundaries with 3 Cllrs per division.

9. **Update on local elections** - CCC has recommended to the Secretary of State that the planned parish elections for May 2027 be postponed for one year to May 2028. The two reasons for this are detailed on the Clerk report.
10. **Update on the Community Governance Review**, including an update on the Stage 2 CGR consultation - TO NOTE the report to the General Purposes Committee to be held on 16 September 2026. General Purposes will make recommendations to Full Council, who will meet on the same night. Stage 2 consultation is scheduled to start on 24 September for 12 weeks finishing shortly before Christmas. The final recommendations will be published in March and considered on 01 March 2027 (tbc). The effective date for recommendations will be 01 April 2028.
TO NOTE a virtual CCC parish engagement meeting on 07 October 2026 to provide an update on the Community Governance Review and discuss draft recommendations from the review.
11. TO RECEIVE City and County Councillor Report (if applicable)
12. **Next KALC Canterbury Area meeting**
The next KALC Canterbury Area Committee meeting will be/was held on **11 September 2026 at 6pm** in Chartham Village Hall with Guest speaker CCC Cllr Alan Baldock. Other Agenda items are:
 - Community Governance Review Stage 2
 - Update on dog fouling
 - Update on bus focus group
 - Ideas for how the KALC Area Committees could/should look after LGR - at the recent KALC Executive meeting, a motion was passed to preserve the 13 area committees as they are and also add four new 'strategic area committees' on top. An informal working group is due to be set up to discuss how these will work in practice - if anybody is interested in joining, someone can be appointed at the meeting.
13. **Update on the Neighbourhood Plan:**

Cllr Todd as Chairman of the Neighbourhood Plan Steering Group and the Clerk have agreed with CCC 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 will be signed by both parties (i.e. CCC and Chestfield Parish Council).
The CCC officer has been in contact with the consultancy firm that CCC has commissioned to undertake the examination for clarity on the approach to a revised Basic Conditions Statement following a change in legislation since it was submitted to CCC. Previous advice was that the change in legislation could be addressed through the examination, however it might be needed for submission for examination, or it might be able to be worked on following submission whilst the Neighbourhood Plan is with the examiner for review.
The examination will take around 8 weeks with a report anticipated in the Autumn.
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.
14. Use of section 101 Scheme of Delegation to the Clerk in conjunction with a minimum of two councillors since the last meeting:
 - i) A new battery and two sets of pads for the Golf Club defibrillator £571.14.
 - ii) For the residents' request for a bench in Radfall Recreation Ground - CCC officers advised they have a refurbished bench available and would install this at Radfall Recreation ground with no cost for the bench itself. However, a concrete base is needed at a cost of £599.52, which the parish council has to cover.
 - iii) Footpath clearance and weed spray for the footpath in Plantation Road.
15. **Financial matters (Appendix 3)**
 - Schedule of Payments Appendix 3 Finance Schedule to be signed by the Chairman of the meeting.
 - TO NOTE a bank mandate has been prepared to remove ex-parish councillor Anne Loder from the parish council's bank access - and two councillor signatories to sign the mandate.

- TO NOTE the Clerk and Deputy Clerk are doing the annual Magazine advertisers' renewals exercise.
 - TO NOTE that Steve Bailey's wife wanted a memorial Acorn Oak to be planted on the KCC owned land at the junction of Maydowns Road with Chestfield Road and on seeking permission for this from KCC, the KCC officer kindly offered to fund it and its maintenance and watering. A planting date will be advised in due course. Mrs Bailey has chosen a plaque and wording - TO RESOLVE to fund this (circa £100 with long metal ground stake included).
 - TO CONSIDER Chestfield WI suggestion for plaques to go on the Herb Planters at the WI Hall in memory of Cllr Steve Bailey who instigated these - and if resolved to proceed, to agree wording.
 - **For Annual Return 2025-2026** - TO NOTE the external auditor approved the accounts for year ended 31 March 2025 and the Clerk published a "Notice of Conclusion of audit" on the website and noticeboards on 18 August 2026.
14. TO CONSIDER a Grant Application for £5,500 from the Cricket Club for a Borehole irrigation project with total cost of £26-£27k. (Full details on the Finance Appendix 3).
15. TO RECEIVE the Clerk's report.
 TO NOTE change to Disclosable Pecuniary Interests form on the CCC website - details on the Clerk report.
 TO NOTE the Clerk has completed a photographic Register of Fixed Assets.
- TO NOTE the Deputy Clerk has attended a webinar on Martyn's Law (anti-terrorism legislation).
- TO NOTE the parish council has been approached by the KCC Kent Youth Justice Service who are keen to find community projects and opportunities for children on court orders to get involved in. Cllr Reedman and the Clerk are having a virtual meeting on 07 September 2026. Some initial information is on the Clerk report. TO RECEIVE any update from Cllr Reedman at the meeting.
16. TO CONSIDER holding a Community Quiz at the cricket club for a date in January 2027 - and if resolved to discuss where profit should be allocated.
17. Planning: TO RECEIVE Planning Report including current applications and decisions (Appendix 2)
- A CCC briefing for Parish Councils on Planning Enforcement in the Canterbury district** will be online from 5.30pm - 7pm on **Monday 12 October 2026**. And the recently adopted [Planning Enforcement Plan](#) for the district. This 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.
- Grasmere Gardens - provision of play area:** TO NOTE that Condition 40 requires the provision of a LEAP (Locally equipped area for play) once 140 homes have been occupied.
- 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.
 TO NOTE the CCC Planning Committee on 21 July 2026 granted the application. 5 Members were in favour and 3 abstained. Cllr Todd did a 3-minute speech.
- II) **CA/25/00779- Land At Brooklands Farm** - TO RECEIVE any update on the Outline application.
26. Policies TO REVIEW:
- Code of Conduct - The Kent Code was adopted 01 July 2012.
 - GDPR (General Data Protection Regulations) General Privacy Policy (adopted May 2018)
 - GDPR Staff and Role Holder Privacy Policy (adopted May 2018)
 - Freedom of Information Act Publication Scheme (adopted August 2023)

- Document Retention Policy (adopted January 2022)
- Comments, Complaints and Compliments (adopted January 2013)
- Grant Awarding Policy and associated Application Form and Funding Agreement (adopted December 2011)
- Delegated Powers regarding Planning Applications (adopted 13 March 2023)
- Equal Opportunities Policy
- Dignity at Work Policy (adopted March 2010)
- Press and Media Policy (adopted 09 June 2014)
- Section 101 Scheme of Delegation - adopted 28 June 2020)

27. NEW POLICIES - TO RECEIVE, DISCUSS and ADOPT:

- Grievance Policy
- Disciplinary Policy
- Working from Home Policy
ACTION: needs a Home Based Workers Risk Assessment and a Work Station Risk Assessment
- Lone Working Policy
ACTION: need for a Risk Assessment around Lone Working and incident reporting
- **Internal Data Protection Complaints Procedure**
The Data (Use and Access) Act 2025 introduces a new requirement to have a data protection complaints process. This requirement came into force on 19 June 2026. Councils must have a process for handling data protection complaints.

28. CONFIDENTIAL SESSION: Members of the Public and the Press to now leave the meeting: Staffing matters.

29. Close of the meeting

Dates of planned full parish council meetings: 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: 14 September, 12 October, 09 November and 14 December 2026.

And Christmas Carols event Wednesday 23 December 2026.