

CHESTFIELD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD AT 7.30 pm on 14 September 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 Mike Poole
Parish Cllr Caroline Mumford
Amanda Sparkes, Clerk to the Council
Chenice Howard-Sparkes, Deputy Clerk
CCC Cllr James Flanagan
CCC Cllr Peter Old
KCC Cllr Alex Ricketts

Three members of the public.

60. Chairman's Welcome

Cllr Reedman welcomed everyone to the meeting. He thanked everyone for their hard work on the fun day. He also thanked Cllr Todd for the emergency plan briefing meeting.

61. Vacancy on the council

NOTED that the vacancy on the council is being advertised in the September magazine.

62. Apologies for absence

Apologies for absence were received after the meeting from Parish Cllr Tricia Chapman.

63. Members' Interests

Cllr Reedman explained that his wife is now running "Whitstabubbles" a wine company. He will complete a new DPI form and send this to CCC.

64. Minutes of the parish council meeting held on 13 July 2026

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

65. UPDATES:

Feedback from the Community Fun Day held at the cricket club on Bank Holiday Monday 31 August 2026.

The total cost of the Fun Day was £3,509.39. It was well attended with over 700 people throughout the day. The Fun Dog Show was very popular. If it runs next year the timing will be changed to 12pm-4pm.

RECEIVED 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. The writeup will be put on the website and the web page link advertised in the December magazine.

NOTED that 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: NOTED that an informal separate meeting was held on 04 August 2026 for Cllr Todd to talk through the Emergency Plan with Councillors.

NOTED 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.

NOTED 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.

NOTED 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.

66. Adjournment of the meeting

A resident thanked the parish council for the Fun Day commenting that there was an enormous amount of hard work on the day and beforehand.

Another resident asked about CCC’s proposal to make a new parish council for Chestfield and Swalecliffe and land to the west of Chestfield. (Minute No. 72 below refers). He commented that Chestfield prides itself on its village community and merging with Swalecliffe he felt would make it too big.

The meeting continued.

67. Kent County Councillor Cllr Alex Ricketts

Cllr Ricketts advised his main workload currently is on school transport appeals.

KCC Full Council meets on 17 September 2026. KCC wants to become a Gold Standard for Cadets offering two weeks extra annual leave for volunteers.

For the long standing concern about two large white vans that appear to be parking constantly including overnight at the play park at Chestfield Road and have done so for several months, Cllr Ricketts advised that CCC has said it would be happy to enforce so KCC is looking at options to enact this.

68. City Councillor Cllr Peter Old

Cllr Old advised he has been dealing with issues of sewerage smells in Maydowns Road again. The recommendation for dealing with The Bodkin Farm development’s foul drainage was that the Head of Planning at CCC has talks with Southern Water. Cllr Old explained he has put in a Freedom of Information request for an update.

South East Water has said it will have difficulty in supplying enough drinking water in the future because of all the major developments.

69. City Councillor Cllr James Flanagan

Cllr Flanagan advised that the CEO of South East Water had agreed to a meeting with Broomfield Gate and Radfall residents. It was held last week. 70-80 houses in these areas have experienced 10 years of water disruption. It has been particularly bad this year with

burst mains pipe. Outcomes from the meeting are that South East Water will look at old pipework running down Radfall Hill. And a storage tank at Thanington is linked to the Radfall one – the Thanington one will be improved to help capacity at Radfall – as if that falls below 30% that's when issues occur. South East Water agreed to return to speak to residents again. The CEO is confident that issues will not be as bad next year.

Cllr Flanagan commented that there are lots of roadworks going on everywhere. Cllr Ricketts advised that Utility companies have a statutory power to dig up a road for emergencies – and only have to notify KCC by 5pm the next working day.

Cllr Flanagan explained that the issue of dips in Chestfield Road is to be raised again with engineers.

For the possibility of a SEND school on the Church Street playing fields, the village green application is still to be determined. If the village green application is refused the DfE would step in and take at least a year for feasibility studies etc and with a planning application probably in 2028. Cllr Flanagan advised that KCC would have to fund any remedial work around the edges of the field, for example, if the scheme required a new road junction.

70. **Local Government Reorganisation**

There was a government announcement about Local Government Reorganisation on 16 July 2026 that there would be 4 unitary authorities in Kent, with Canterbury to be joined with Thanet and Dover to form an East Kent Unitary Authority. And it looked like councillor divisions will be based on current KCC boundaries with 3 Cllrs per division. However there then followed a government announcement on 07 September 2026 that the LGR was to be paused in 14 areas including Kent.

Cllr Ricketts explained that Local Government Reorganisation has been paused for legal challenges. Nobody knows how long the pause will be, probably one or two years for Kent. The new prime minister wants mayoral devolution. Kent is proposed to be split into four and then appoint a single strategic authority either with or without a mayor. There is the possibility of a General Election in Spring next year, so LGR might never happen at all.

71. **Update on local elections**

Legislation only allows postponement of elections by one year. So CCC elections will now definitely be held in May 2027.

CCC has recommended to the Secretary of State that the planned parish elections for May 2027 be postponed for one year to May 2028.

A letter was received on 02 September 2026 from the Electoral Registration Officer and Returning Officer at CCC. The government asked council chief executives for their recommendations on two key issues:

- Warding arrangements for the Shadow elections in May 2027 to the new East Kent Unitary Authority
- The opinion of officers on whether to delay any local elections that were due to take place in May 2027 for a further year. (The district elections were already confirmed as postponed.)

CCC has recommended to the Secretary of State that the planned parish elections for May 2027 be postponed for one year to May 2028. There are two reasons for this:

- i) If the Community Governance Review recommends the creation of new town or parish councils, this will be resolved by Full Council in February/March next year giving no opportunity for those new councils to hold elections in May 2027 – and meaning their first elections would be May 2028. And options for some existing parishes to change their boundaries would mean the need to hold new elections in May 2028 – one year later. This is far from ideal for both those wishing to stand for election and the costs of running additional elections for both parishes and the district. So, the recommendation is to align all town and parish elections to May 2028.

- ii) Next elections post 2027 – the new Unitary councillors will be elected on a five-year term, rather than the standard four. This means the next unitary elections will be held in May 2032. The town council(s) would have elections in May 2028 on a four-year term and their next elections would be in May 2032 also. If parish elections stayed at May 2027, ignoring the fact that some parishes may also need further elections in May 2028, those would have their next elections scheduled for May 2031. Ministers have made it clear their expectation is that all local elections should be on the same date for efficiency and local democracy reasons – this is the case currently.

CCC awaits the Secretary of State's final decision on this as a part of the Structural Changes Order, expected in the coming months.

An eight-week consultation on this is expected.

72. **CCC Community Governance Review**

A report will go to the General Purposes Committee on 16 September 2026.

Read the full report at

<https://democracy.canterbury.gov.uk/documents/g14183/Public%20reports%20pack%2016th-Sep-2026%2018.00%20General%20Purposes%20Committee.pdf?T=10>

Recommendations for Chestfield are on Page 38.

The working group's draft recommendation for Chestfield was:

"After considerable deliberation, the cross-party Councillor Working Group considered the local community and how best to ensure the identities and interests are best represented and local people served by local councils. The Working Group identified the following:

(1) Chestfield should be expanded west to the county division, and north to the centre of the Thanet Way as far as the allotments then along the railway (area SCB on the map below).

(2) Swalecliffe (identified as SCA below) should be part of a wider Chestfield and Swalecliffe council, due to similar local needs and identities. The two communities associate closely together already, and this configuration reflects how the communities already interact."



Map: Proposed Chestfield and Swalecliffe parish. SCA: Swalecliffe ward. SCB and existing Chestfield: Chestfield ward.

The General Purposes Committee will make recommendations to Full Council, who will meet on the same night.

Chestfield Parish Council does not support the draft proposal and importantly did not ask for this. The parish council asked for the unparished areas of Brooklands Farm and Bodkin Farm to ensure cohesive governance, whether they get built out or not.

Cllr Todd will make a 3-minute speech at the General Purposes Committee.

The parish council has also sent a letter to all CCC councillors explaining it is opposed to the recommendation and suggesting alternatives. This letter is attached to these Minutes as an Appendix for information.

The General Purposes Committee could make amendments or make recommendations to Full Council.

Cllr Todd will put a post on local social media to advise people that the parish council is not supportive of the recommendation and people could live stream to watch the meeting if they wish.

The Clerk explained that for the Bodkin Farm boundary, the report states, "The Bodkin development straddles a Unitary Authority ward and would therefore necessitate a new parish ward to serve that community, which currently has no electors. This is not effective nor convenient, so the boundary around Bodkin is unchanged at this time."

The report also explains that Canterbury will not get a town council at this present time, as to protect its City Status Charter Trustees need to be appointed first. Following legal advice on retention of the city status from government and other legal representatives, the recommendation is to form Charter Trustees for Canterbury. A letters patent is required from His Majesty the King to redetermine the city status boundary, which is proposed to be applied for. The future aim will be to create a City Council/Town Council to cover the unparished area of Canterbury once the city status has been guaranteed.

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.

And NOTED a virtual CCC parish engagement meeting will be held on 07 October 2026 to provide an update on the Community Governance Review and discuss draft recommendations from the review.

73. KALC Canterbury Area meeting

NOTED that a Canterbury Area KALC meeting was held on 11 September 2026 with Guest speaker CCC Cllr Alan Baldock. This focussed on the Local Government Reorganisation (LGR) and the Community Governance Review. Also, 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. The Canterbury Area members present supported this proposal. An informal working group will meet on 14 September to discuss how these will work in practice.

74. 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 has now been signed by both parties (i.e. CCC and Chestfield Parish Council) and returned to CCC on 10 September 2026.

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. CCC will now need to undertake a two-week focused consultation with the respondents of the Regulation 16 consultation, which will outline the amendments to the basic conditions legislation and provide them with the opportunity to comment on this if they wish. However, the officer has been advised that following submission, further details and complete guidance regarding this will be provided within a procedural letter sent by the examiner.

The examination will take around 8 weeks with a report anticipated in late 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.

75. 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 following its recent deployment and use in a fatal traffic accident in front of The Barn PH.
- ii) For the residents’ request for a bench in Radfall Recreation Ground (reported at the last meeting) – 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.

76. Authorisation of Accounts

The Clerk presented finance sheets detailing the further online payments for July of £335.27, payments for August totalling £7,303.46, and payments to date for September totalling £6,327.40. The finance sheets were signed by the Chairman.

77. Financial matters

RECEIVED the bank statement and bank reconciliation for July and August 2026 and RESOLVED the signature of a councillor other than the Chairman thereon;

NOTED that the National Joint Council for Local Government Services (NJC) has reached an agreement on pay from 01 April 2026 to 31 March 2027 with a 3.3% increase effective from 01 April 2026. The pay award and back pay have been implemented in the Clerk’s and Deputy Clerk’s salaries with effect from September and back pay to 01 April implemented. NOTED a bank mandate has been prepared to remove ex-parish councillor Anne Loder from the parish council’s bank access.

NOTED that on 08 September 2026 the Deputy Clerk did an online VAT Refund Claim for the period 01 June 2026 to 31 August 2026 totalling £495.83.

NOTED that the Clerk and Deputy Clerk are doing the annual Magazine advertisers’ renewals exercise.

NOTED 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, commenting that the parish council under Cllr Bailey’s Chairmanship gave so much for the village and worked well with Kent Highways. A planting date will be advised in due course. Mrs Bailey has chosen a plaque and wording for it. Cllr Reedman proposed, Cllr Brealy seconded and all councillors RESOLVED to fund this (circa £100 with long metal ground stake included).

CONSIDERED the Chestfield WI suggestion for plaques to go on the Herb Planters at the WI Hall in memory of Cllr Steve Bailey who instigated these. All councillors were happy that one plaque for one planter should be ordered. Cllr East will check the wording with Mrs Bailey for this.

For Annual Return 2025-2026 – NOTED that 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.

78. Grant request of £5,500 from Chestfield Cricket Club

Chestfield Cricket Club is an ever growing not for profit community club.

With the climate changing so fast, the demands for water needed to maintain and prepare safe pitches is becoming very difficult. The amount the pitches are used is growing and a lot of water is needed to prevent the clay pitches cracking and becoming unsafe. New seeding on the square and outfield is now not recovering well, and the outfield is getting expensive to renovate.

Chestfield Cricket Club plans to fund and install a Borehole tank and pump system in the cricket square to allow the Club to tap into underground aquifers of natural water that is not within the normal usual domestic supply system.

Many sports facilities and agriculture do the same.

The Club has an exemption to allow water to be used in a house pipe ban but this is very restrictive, expensive, and not seen by many as a good use of scarce water supply especially within the community.

There has been a bore hole installed at Chestfield Golf club nearby and this has been successful. Coastal Aquifers just run and discharge into the sea and are seen as a wasted resource. A Borehole irrigation project will save the use of mains water and save the club money each year on water usage bills.

The ECB has just completed one round of grant funding to help tackle climate change of up to £15k per application for Borehole irrigation projects for cricket clubs. The second round of grant funding opens in January 2027.

As the project grant application requires planning permission to have a retaining tank underground or overground, the club is looking to apply in the January opening in order to obtain this permission in time.

The total cost is £26k with a further £1k needed as a reserve for a pump house shed and electrics. So, the Club is politely asking the parish council to consider helping via a grant to split the £11-£12k difference required after the grant, of £5.5k. The club will also match-fund £5.5k.

The cricket club manager has answered some of the parish councillors’ questions since he submitted the grant application and prior to the meeting. The parish council feels the borehole is a positive environmental step in reducing the Club’s reliance on mains water, and the parish council also recognises the excellent work the Cricket Club does for our community, providing opportunities for all ages and genders as well as supporting clubs and community activities.

Cllr Todd proposed, Cllr East seconded and all councillors agreed the grant of £5,500. The Clerk will check whether this would be an eligible CIL project allocation.

79. Clerk report

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

NOTED that the Deputy Clerk has attended a webinar on Martyn’s Law (anti-terrorism legislation).

Disclosable Pecuniary Interests forms

An update to the Localism Act 2011 (s65 of the English Devolution and Community Empowerment Act 2026) provides that the parish councillor's home address must not be included in the public register of interests unless the member requests that it is published. Any councillors that would like their home address to be published need to advise CCC. From Friday 14 August 2026, CCC started to add the DPIs back to the website with the home address withheld.

Going forward, the home address information is still required for the completion of all new DPIs as CCC is required to hold a full, complete DPI, the redacted version will be published on the website.

KCC Kent Youth Justice Service

The parish council has been approached by the Restorative Community Development Practitioner of 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, the Clerk and the Deputy Clerk had a virtual meeting on 07 September 2026 with the officer.

- The children are aged 10 – 18 years old. The majority are 15-17 years old, both boys and girls, although the majority are male.
- The children are risk assessed and are accompanied by Youth Justice staff who will be fully responsible for the child/children they are accompanying.
- As a service KCC works with children that have committed any crime, so any and all offences. Children with lower scale offences are with Youth Justice for just a few months, or for a couple of years for more serious offences. The team is open to discussing offence types that the parish council may or may not be open to working with.
- The children do not wear uniform or marked clothing. They would be in their own clothes, as would Youth Justice staff.
- There is little need for toilets or food, as the sessions are only around two hours – weekly or perhaps twice a week.
- Many of the children are out of education and haven't yet gained much work experience so Youth Justice is always looking for activities in which they might learn something, as well as giving back to the community. Sadly, many of the children come from backgrounds in which they haven't been given many opportunities to gain skills yet. However, sometimes children have experience from helping within family businesses with labour work, building, driveways etc.
- Some children enjoy a litter pick as they prefer calmer, quieter sessions, or some really don't want to litter pick as they do find it boring!

All councillors were happy that possible projects be explored with the Kent Youth Justice officers.

The Clerk and Cllr Reedman have suggested that perhaps vegetation clearance in the alleyway in Plantation Road would be something that might work and they do it from start to finish as a team and perhaps (hopefully) feel a sense of accomplishment. Cllr Reedman also thought they could possibly assist the cricket club and the Rugby Club.

Youth Justice staff have previously helped councils with vegetation clearance, and it is positive when they can see the difference they've made; it can help them feel that they have accomplished something. It is also positive being out in the community for those sorts of tasks as the children can feel a sense of pride if members of the local community pass by and comment (positively!) on what they are doing.

The Clerk will arrange a site meeting with the KCC officer.

80. Another Community Quiz

It was agreed to a Community Quiz at the cricket club for a Friday night in January 2027. Cllr Reedman will be the compere. This will be advertised in the magazine. Cllr East suggested The Commonwealth War Graves Foundation could be a cause for where the profit could be allocated. The Clerk will send the information link to all councillors.

81. 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.

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: Condition 40 requires the provision of a LEAP (Locally equipped area for play) once 140 homes have been occupied.

Cllr Reedman explained that Grasmere Gardens has experienced some issues this summer, with children playing in the road as there is a lack of a park. This poses health and safety concerns with construction traffic. There has been some antisocial behaviour and tension with residents. Cllr Flanagan has asked for a multi-agency meeting. The Clerk has rung Kitewood as over 150 homes are now occupied.

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 21 July 2026 granted the application. 5 Members were in favour and 3 abstained. Cllr Todd did a 3-minute speech.

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.

82. Policies TO REVIEW:

The following policies were all accepted with no changes:

- 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)

83. New Policies:

- Grievance Policy
- Disciplinary Policy
- Working from Home Policy

ACTION: needs a Home Based Workers Risk Assessment and a Work Station Risk Assessment – the Chairman, Clerk and Deputy Clerk will discuss this.

Lone Working Policy

ACTION: need for a Risk Assessment around Lone Working and incident reporting – the Chairman, Clerk and Deputy Clerk will discuss this.

It was resolved that the above four policies be deferred to the next meeting to allow more time for reading, with a view to adopting them at the next meeting.

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.

Cllr Todd proposed, Cllr Reedman seconded and all councillors resolved to adopt this policy. The Deputy Clerk will upload it to the website.

The members of the public, city councillors and county councillor left the meeting at this point.

84. Confidential session

Staffing matters

The Deputy Clerk is about to start the CiLCA (Certificate in Local Councils Administration) qualification.

She has to complete it within 12 months of registering.

To complete it takes someone between 200 and 400 hours. So, an average of 4 to 8 hours per week.

At present both the Clerk and Deputy Clerk work 16.5 hours per week.

The Deputy Clerk does not have the capacity to increase her hours. The Clerk could, however. RESOLVED that with effect from 14 September 2026 that the Clerk be paid 4 hours flat-rate overtime per week to free up some of the Deputy Clerk's time to enable the Deputy Clerk to work on CiLCA, and for this to continue until the Deputy Clerk achieves the qualification, and that the Deputy Clerk complete the other half of the required hours in her own time.

And RESOLVED that the Clerk and Deputy Clerk's hours be reviewed in January 2027.

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.

Appendix 1:
Community Governance Review draft recommendations – letter to General Purposes
Committee and Full Council councillors **14 September 2026:**

Dear City Councillor

Chestfield Parish Council is writing to City Councillors about the Community Governance Review and to ask Members to reconsider the Working Group's draft recommendation for Chestfield. We believe the proposal is disproportionate, unsupported by sufficient evidence and risks undermining an established and successful parish which already provides effective local representation.

The working group's draft recommendation for Chestfield was:

"After considerable deliberation, the cross-party Councillor Working Group considered the local community and how best to ensure the identities and interests are best represented and local people served by local councils. The Working Group identified the following:

- (1) Chestfield should be expanded west to the county division, and north to the centre of the Thanet Way as far as the allotments then along the railway (area SCB on the maps below).
- (2) Swalecliffe (identified as SCA below) should be part of a wider Chestfield and Swalecliffe council, due to similar local needs and identities. The two communities associate closely together already, and this configuration reflects how the communities already interact."

We would ask you to remember that we have only had a few days to prepare this letter since the draft proposals were made public and in fact this is one of the most frustrating issues around this report.

That no consultation was undertaken with the Parish Council by any member of the working group or democratic services officers prior to this unexpected recommendation being released is disappointing.

We do not support the draft proposal for Chestfield and challenge it on the following grounds:

It is not wanted by Chestfield Parish. There is no compelling evidence that Chestfield needs to be reorganised, whereas there is considerable evidence that the proposal would damage an effective, established parish council and undermine local identity and governance.

Chestfield Parish Council has no wish to become at least three times larger and take on much wider ranging responsibilities. Our two city councillors also do not support this draft recommendation.

Nowhere else in the draft recommendations by the working group has such a dramatic change been proposed for an established Parish even for those that asked for expansion or mergers. The guidance states "... decisions must be based on evidence submitted through the CGR consultation process." We see no evidence presented to justify dismantling a very successful Parish. There is one comment from URN PR0309 that makes suggestions that reflect the draft recommendations and whilst they are a city councillor they do not represent Chestfield. The URN PR0309 comment (on Page 88 of the report rather than another PR0309 comment on Page 209) that "there is a strong case for a modest expansion of Chestfield Parish" does not appear to be supported by the evidence. Whether this refers to area SCA or area SWB or both, the former doubles the size of the electorate and both together at least triples the electorate but neither are "modest".

Comment has been made on the close association between Chestfield and Swalecliffe and whilst we would accept that Chestfield Parish looks to work closely with all our neighbours this should be in no way seen as a justification to merge. We would contend that Chestfield Parish and Swalecliffe have their own unique identities and demographics. Chestfield is a thriving, well regarded Parish made up of 2,766 electorate, a village, a few hamlets, farm and woodland. Swalecliffe is more urban in nature and has a coastline with a SSSI nature reserve, a large caravan park, industrial parks, a Waste Water Treatment Works, and a school. This does not strike us as areas with similar local needs and identities. URN PR0309 makes comment "Many of the facilities and services used by residents of both communities are already shared, including Chestfield & Swalecliffe railway station, schools, churches, local shops and community amenities". Chestfield and Swalecliffe are neighbouring communities, and we rightly share many facilities and interests. But sharing facilities does not mean that we are one community. We also share schools, churches, local shops and amenities with Whitstable, Herne Bay and for schools Faversham and Canterbury.

Guidance in the report makes a number of references to “using identifiable markers for boundaries such as rivers, railways, roads and the edges of properties.” You are proposing to join Swalecliffe and Chestfield through a dissecting double boundary of the Old Thanet way and a railway line. Then separate Tankerton from Swalecliffe with the minor road of Bennell’s Avenue. We would argue that Best Practice on the use of clear and identifiable boundaries is not therefore being followed.

With the exception of Chislet taking on some of Reculver at their request, it is only in this Chestfield, Swalecliffe, Tankerton area that there is a proposed merging of an already parished area with a larger currently unparished electorate. The challenges of achieving this effectively in any reasonable time frame should not be underestimated.

The working group appears not to have considered the practical and financial consequences of dismantling an established parish council and creating a substantially larger one. It seems to have not considered staffing levels and the impact on our current two part-time home-working staff. There would need to be a recruitment drive, new laptops and software provided, a new website set up and totally populated, a new “.gov.uk” domain applied for and emails created, a new bank account, and a new government gateway for HMRC created. All policies would need reviewing, new contracts of employment agreed, a new budget/precept agreed, and new noticeboards installed somewhere in the new areas to communicate with those residents. This is not merely a change on a map. All of these will require considerable resource and expense. We do not consider it equitable that Chestfield Parish Council’s unrestricted reserves, built up through direct taxation on only Chestfield’s residents, should be used for these purposes.

What would this do to our Neighbourhood Plan? We worked so hard on that and if this went ahead it would need a total re-write, requiring massive time and expense, especially as government funding support has been withdrawn. A repeated Housing Needs Survey for such a massive area we believe would cost £20,000 minimum.

We currently produce a quarterly magazine that gets delivered to all Chestfield’s households free of charge. This is a valued communication tool and greatly appreciated resource by our residents. The required logistics to expand that delivery to cover this proposal area would mean we would probably have to cease its production.

Amalgamating with Swalecliffe and to the West will compromise the ability for us to continue offering the parishioners our full attention and to support them as efficiently as we have always tried to do. Why change a parish that is already working successfully when there is no convincing evidence that change is needed.

We very strongly believe that Chestfield Parish should remain largely unchanged. We did and still do propose to bring the unparished parts of both Bodkin and Brooklands Farm potential developments into Chestfield Parish and would be happy to discuss the justification and specific boundaries as part of stage 2.

We urge Canterbury City councillors to vote for Option 2 in the report – to adopt the Draft Recommendations with amendments.

We ask that Chestfield Parish Council be allowed to remain as it is with the expansion into the unparished land within the Brooklands Farm site only, in order to align with our Neighbourhood Plan area, and to ensure cohesive governance if that is built out in the future.

Then we suggest that better solutions for the SCA and SCB areas may be discussed by members – as we see it, there are three alternatives:

- i) the proposed two bolt-ons could be added to the proposed Tankerton Town Council area,
or
- ii) combined to be a separate new parish council altogether, or
- iii) have the two areas as two separate new parish councils.

This will take proper account of, and protect, the established identity, community and interests of Chestfield.

New planning applications:

03.	CA/26/00618 - 102 Chestfield Road, 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>
04.	CA/26/00899 - Portways , The Drive, Chestfield CT5 3NS Erection of single storey detached garage	The parish council had no comments.
05.	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. <i>This application was subsequently granted by CCC.</i>
06.	CA/26/01237 – 58 Maydowns Road, Chestfield CT5 3LN Installation of side dormer together with erection of detached single-storey outbuilding following the demolition of existing garage. <i>The following comments were uploaded to the CCC Planning Portal on 08 August 2026:</i> Chestfield Parish Council has studied this application and has the following comments: With regards the side dormer there are some concerns about the visibility into the neighbours' garden and potentially the neighbour's house if the neighbour has windows on the side facing No 58, resulting in a loss of amenity and privacy. The parish council has no issues with the proposed demolition of the existing garage. The parish council has the following comments and requests regarding the new outbuilding proposed as domestic workshop and domestic storage, and to have a small WC and wash handbasin: • It looks as if a shed will need demolishing on the site of the new outbuilding – this is not mentioned in the application. • We would ask that there be a condition applied to ensure that this new outbuilding cannot be later developed into living space/separate habitable accommodation, or used as an Airbnb, especially as demolition of the garage would give a new side access. • There is concern that some trees may be destroyed or damaged in building the outbuilding. • We can see no mention made of the need for plumbing, waste and electrics (this may already be there) to the outbuilding as is suggested by the proposed toilet and sink. • The houses in Kendal Meadow adjoining the back garden may have views about such a large workshop being built. What controls are there for noise? Can a suitable condition or conditions controlling levels of noise and hours of operation be imposed please.	
07.	CA/26/01253 - 49 Plantation Road, Chestfield CT5 3LQ Proposed first floor extension, two storey rear extension, single storey side extension, single storey front extension and porch, together with detached single storey outbuilding for use as annexe. <i>The following representation was uploaded to the CCC Planning Portal on 17 August 2026:</i> Chestfield Parish Council does not object to this application, however, would make the following comments: 1. General: The bottom of the garden is Flood risk zone 2 and the front is at medium risk of groundwater flooding. It would seem sensible, given future climate (greater extremes) to ask what mitigation has been made for the increasing risk of flooding. 2. With regards the extension: We would like to see better detail of car parking allocation. As this is a small cul-de-sac with limited turning space it is important to see there is sufficient off road parking for at least 3-4 cars. As the elevation drawings do not show the proposals in relation to the neighbouring streetscene, we would ask for clarity on roof height, how it will change, and the impact, if any, in comparison to other houses nearby.	

	There is no information on whether the foundations for this current chalet bungalow will require any measures to reinforce them. We are very concerned that the height of the extension will be very oppressive on the neighbour to the right (from the front of the house) where the 2 story extension almost runs down the building line. There are going to be a number of windows that overlook this neighbouring property affecting the amenity and privacy. We would seek a condition for frosted/obscured windows where these impact on any neighbours. 3. With regards the annex: There is some concern about the use of this proposed annex now and in the future. We ask for conditions firstly to prevent any future use as an Airbnb or similar, and that the property remains subservient to 49 Plantation Road and could not in the future be developed into a separate property. We note that there are no plans shown for connecting facilities (waste, water, electrics) to the annex. Finally, we would also question the statement that no trees will be impacted by this development. It is difficult to know as the garden clearance has already started but Google Maps suggest there were significant bushes and there are two tall trees at the end of the garden of this property – relevant action to protect the trees' roots should be ensured.
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08.	CA/26/01266 - 24 The Ridings, Chestfield CT5 3QE Single storey side extension.	The parish council had no concerns or comments.
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09.	CA/26/01251 - Chestfield Cricket Club , Grasmere Road, Chestfield, CT5 3LX Change of use of the land to allow the siting of a caravan. <i>The following representation was uploaded to the CCC Planning Portal on 17 August 2026:</i> Chestfield Parish Council supports this application. Chestfield Cricket Club clubhouse is constantly in use and limited with free time. The proposed caravan will give grounds staff a place to take breaks, shower, lunch, as well as shelter from inclement weather and to hold small club meetings in the lounge area. The caravan will also provide emergency accommodation for any overseas player or coach should suitable living arrangements elsewhere for their summer visits not be secured. We note that the application states that the caravan will not be for hire nor will any financial gain be made from it. And that it is not intended for permanent residential use. Plus, there are plans to obscure it with side fencing, planting, wooden balustrade and small decking. This project will enhance the facilities at the club and greatly assist the club with more flexible extra accommodation for the various other needs it has.
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Notifications

CA/24/00224 – Bodkin Farm, Thanet Way Outline application with all matters reserved except access, including two vehicular access points from Thanet Way, for a mixed use development including secondary school (including sixth form) with indoor and outdoor sports provision, up to 300 dwellings, a care home, a Local Centre comprising up to 500m2 of retail space (Class E) and associated works including landscaping, drainage, engineering operations, pumping station, open space and play areas together with demolition of existing buildings.	Granted by CCC at the planning committee on 21 July 2026.
CA/25/01454 - 86A Chestfield Road, Chestfield CT5 3LT Outline application for detached dwelling and garage including access, appearance, layout and scale.	Granted by CCC at the planning committee on 21 July 2026.
CA/26/00578 - Chestfield Filling Station , Thanet Way, Whitstable CT5 3JB Erection and display of EV charger stickers and labels, vinyl CCTV signage, printed bollard covers, aluminium 3m directional totem signage and vinyl jet wash canopy screen signage.	Granted by CCC
CA/26/01005 - Chestfield Filling Station , Thanet Way, CT5 3JB Single-storey rear extension following the removal of HGV pump island.	Granted by CCC