

CHARTHAM PARISH COUNCIL

The Parish Office,
Chartham Village Hall,
Station Road,
Chartham,
CT4 7HZ

Meeting: **Community Interests Committee**

Date: **Tuesday 23rd September 2025**

Time: **19:00**

Place: **Chartham Village Hall, Station Road, Chartham, Kent CT4 7JA**

Agenda issued by the Clerk on 17th September 2025

L. Wilkes

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members of the Committee should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda. Disclosable Pecuniary Interests (DPIs) under the Localism Act 2011: the nature as well as the existence of any such interest must be declared.

3. MINUTES (7:05pm)

To consider and approve as a correct record the draft minutes of the Community Interests Committee meeting held on 12th August 2025.

4. MEMORIAL APPLICATIONS (7:10pm)

To consider any relevant memorial applications or other notable cemetery requests received since the publication of the agenda (if any).

5. WORKING GROUP REPORTS (7:10pm)

To note any significant updates from the following working groups:

- Cemetery regulations working group
 - Report from meeting on 17th September – recommendations to be considered regarding changes to forms.
 - To note that the selling of Exclusive Right of Burials will continue as normal with no changes.
- Signage working group
- Bakers Wood volunteer group

6. LAUREL WAY PLAY AREA (7:25pm)

To consider the report regarding Laurel Way play area and the design proposals which have been submitted.

7. TREE SURVEY – BAKERS WOOD (7:35pm)

At the start of September, a tree in Bakers Wood was damaged during a storm. The tree partially fell into a neighbouring garden and emergency tree works were required to remove it.

The trees in Bakers Wood need to be managed and maintained appropriately. The Parish Council may wish to carry out a tree survey in the area; a quote has been obtained for £1,725 for a survey. The earliest that this survey can be booked in is the end of November.

RECOMMENDATION: To agree to carry out a tree survey of the trees in Bakers Wood, at a cost of £1725.

8. CEMETERY PLANTING AND FLOWERBED (7:40pm)

The Council have obtained a quote for annual maintenance of the flowerbed at the cemetery. Committee to consider the quote and decide whether to seek further quotes or recommend to council for approval.

The Council may also wish to consider planting, tidying or landscaping to the memorial garden area at the cemetery (report to follow).

9. MEMORIAL FIELD GATE (7:50pm)

The advice received from KCC regarding the Memorial Field gate location was noted at the Parish Council meeting on 9th September. To consider whether the gate should remain in its present location, and whether to agree to have a wider access gate installed (at arrangement of the Village Hall Management Committee).

10. PLAYGROUND INSPECTIONS (8pm)

The current playground inspection contract is soon approaching its yearly renewal date in November. This year council have paid £1890.00 excluding VAT for operational and annual playground inspections.

To agree to remain with the current playground inspection company (and to absorb any possible price increases from this contractor up to 10%).

11. DEFIBRILLATOR (8:05pm)

To note the [report](#) regarding the Village Hall defibrillator and to agree to spend up to £900 on a replacement.

12. PUBLIC TOILET DOORS (8:10pm)

To consider the [report](#) regarding the public toilet doors and the options outlined therein.

13. CAR PARK RECYCLING BINS (8:20pm)

To receive and note the request in Appendix B regarding obtaining recycling bins on the car park. To agree in principle to support this request – officers to obtain quotes for recycling bins and investigate how to remove the textiles bin.

14. BLEAN PROJECT – DEFRAGMENTATION (8:30pm)

Following the presentation by Mr Thompson at the Parish Council meeting on 9th September, the Clerk has drafted a [letter](#) in support of the project from the Parish Council. To agree to send the letter of support on behalf of the Parish Council, or to agree any amendments over email.

15. MEDIA EVENT – OCTOBER 2026 (8:35pm)

To note the correspondence received from Riot Communications regarding a possible event on the Village Green to take place in October 2026. To agree to support the event in principle and for the Clerk to liaise with the agency.

16. GRASS CUTTING TENDER (8:45pm)

- To note that the current grass cutting contract expires in March 2026.
- To review the previous grass cutting specification/ maps, and to agree to suggest any changes over email for agreement at the next appropriate meeting.
- To review the [report](#) from St Marys Church regarding a possible targeted reduction in mowing in the churchyard. To consider the proposals outlined in the report.

17. FLINT WALL – ST MARYS CHURCHYARD (8:50pm)

To note the report in Appendix A regarding the repairs to the flint wall at St Mary's Churchyard.

18. DATE OF NEXT MEETING

To note the next meeting of the Community Interests Committee is scheduled for Tuesday 28th October at 7pm.

19. EXCLUSION OF MEMBERS OF THE PUBLIC

To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

20. LEASE ARRANGEMENT (8:55pm)

To note the confidential report regarding the lease arrangement, and to consider the updates and recommendations provided therein.

Flint Wall Report

Initial repairs to the flint wall have been completed w/c 8th September.

There is a larger section of the wall that has been highlighted by the brickwork professionals as needing significant repairs/ rebuilding. This could not be dealt with on the first visit as it will require 2-3 workmen and potentially a significant number of days. The Clerk is meeting with the company w/c 30th September to discuss. Currently, we don't have a price for this, but due to the amount of labour and materials required, it could be in the region of £10,000.

This section that needs to be repaired neighbours Church Lane. This therefore may involve a road closure for the time of the works. The KCC application to close a road is in the region of £1100.00 and there will be significant work required to source and put up signage, and in completing the paperwork to ensure any diversions are safe and legal.

The Council has the option of using a company to manage the potential road closure. We have so far obtained one quote from a road closure company, and they have quoted £2213: this would include the price of the KCC application, rental of all signage required, and completion of all paperwork.

The Officers will seek any further quotes possible from the road closure company and will feedback on this and the meeting with the brickwork company at the next Community Interests Committee meeting.

Car Park Recycling Bin Request

Email from resident received 8th September 2025:

The clothes recycling bin the village hall is always overflowing and looks awful, especially after it's been raining. I remember talk (some time ago) about the company responsible for collection being notified by CPC to improve their collection response.

Instead of the awful clothes bin, could we have a recycling point in the same place please? The usual paper/bottles/etc setup?

People are more likely to recycle if it's easy to do. Having bins in a central, well-used spot in the village hall car park makes it straightforward for everyone (including visitors to community events). It should also potentially reduce general rubbish being left in the car park, and I've noticed (as a member of the village litter-pick team) that people just leave bottles and cans if they can't recycle them.

Obviously more recycling means less going into landfill/incineration, and it demonstrates Chartham's commitment to environmental responsibility as well as the Parish Council being proactive about sustainability and waste management...which sets a positive example for children in the village.