



CHARTHAM PARISH COUNCIL

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

Meeting: **Community Interests Committee**

Date: **Tuesday 28th October 2025**

Time: **19:00**

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

Agenda issued by the Clerk on 22nd October 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 23rd September 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
- Bakers Wood volunteer group

6. TREE SURVEY – BAKERS WOOD (7:15pm)

To note the report and recommendation provided in **Appendix A**.

7. CEMETERY MEMORIAL GARDEN (7:20pm)

It has been noted that some work may need to be undertaken to tidy the cemetery memorial garden area. The Proper Officers require some guidance

regarding what needs to be done with this area – whether it is just grass cutting, or whether larger landscaping or planting projects are necessary.

The Committee to propose a way forward regarding a plan for the cemetery memorial garden over the winter.

8. MEMORIAL FIELD TOILETS UPDATE (7:30pm)

To consider the report in **Appendix B** regarding the public toilets and the recommendation outlined therein.

9. CAR PARK TEXTILES BINS (7:40pm)

To receive [report CI/Textiles/2025](#) and the recommendations outlined therein.

10. GRASS CUTTING TENDER (7:45pm)

To note that the current grass cutting contract (which expires in March 2026) still needs to be reviewed. It is proposed to bring this to the Parish Council meeting in December 2025; any amendments to be suggested via email prior to 21st November 2025.

11. FLINT WALL – ST MARYS CHURCHYARD (7:50pm)

To receive **report CI/FlintWall/2025** and the recommendations outlined therein.

12. GRIT SALT BINS (8pm)

To receive [report CI/GritBins/2025](#) and the recommendations outlined therein.

13. SIGNAGE – GYM AND PLAY AREAS (8:10pm)

To note the [proposal](#) from signage working group regarding replacement of the signage in the Memorial Field outdoor gym area.

14. CEMETERY RETAINING FENCE (8:15pm)

To note the [updated report](#) regarding the building of a retaining fence at the cemetery, and to receive the recommendations therein.

15. SECURING THE MEMORIAL FIELD (8:25pm)

To consider the report in **Appendix C** regarding the Memorial Field.

16. NEWSLETTER (8:30pm)

To consider Community Interest items which might be suitable for inclusion in the next Parish Council newsletter.

17. DATE OF NEXT MEETING (8:35pm)

To note the next meeting of the Community Interests Committee is scheduled for 20th January 2026.

18. EXCLUSION OF THE PUBLIC

To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during consideration of this item on the grounds that publicity would be prejudicial to the public interest by

reason of the confidential nature of the business to be transacted - namely, consideration of commercially sensitive quotations and designs.

19. LAUREL WAY PLAY AREA REDESIGN (8:40pm – 9pm)

To consider the quotations and designs received from four suppliers for the playground redevelopment project and to agree the preferred supplier.

Bakers Wood Report

The tree survey at Bakers Wood is underway, with two initial visits being undertaken on Monday 6th and Saturday 11th October. Two further visits are anticipated for the end of November and the start of December.

We are awaiting a final report from the tree surgeon which we are anticipating will be completed before the end of February 2026.

The tree surgeon has already indicated that there are several ash trees which will be recommended for reduction or removal **within thirteen weeks from the date of the report.**

It may be beneficial for the Parish Council to begin to think about lining up tree surgeons who might be able to undertake some significant tree works in spring next year. Planning permission will also need to be sought as Bakers Wood is within a conservation area.

RECOMMENDATION: To note the report and to authorise the Clerk to begin to make enquiries with suitable tree surgeon(s) for work to commence in spring (subject to necessary planning permissions).

Appendix B

Memorial Field Toilets Update

Following an action resolved upon by this committee on 23rd September 2025, new oak door frames have been installed on the public toilets on the Memorial Field, along with dead locks to three toilet doors. It is hoped that this will help to alleviate some of the problems that we have been experiencing, with the locks constantly being broken and the original door frames not being built to withstand repeated repairs.

On the evening of Wednesday 21st October, a councillor attended the public toilets following a report of antisocial behaviour by a small group of teenagers.

On the morning of Thursday 22nd October, it was noticed that the baby change unit (which had recently been fixed to the wall by the handyman) had been pulled from the wall, causing damage. This act of vandalism has been reported to the Police and CCTV has been reviewed. The handyman has been instructed to make necessary repairs if possible.

Council has spent significant funds already this year on repairing damage to the Memorial Field toilets (approximated to be close to £5000 since 1st April). This cost does not include the significant time and effort from council staff in checking damage, arranging repairs, obtaining quotes for repairs and reviewing CCTV.

The employees of the Council (the Proper Officers and the cleaning staff) feel that Council must now act to protect the council's assets and to mitigate further vandalism.

RECOMMENDATION: To consider closing the toilets at 5pm on a 6-month trial basis, in order to prevent damage and protect our asset.

Appendix C

Securing the Memorial Field

It has been witnessed on several occasions that a pony & trap is being driven across the Memorial Field. This activity may cause damage to the Memorial Field (and the football pitch which the Sports Club have recently spent significant funds on reseeding).

There is some suggestion that additional bollards could be added in order to make access to the field slightly more difficult for a horse.

RECOMMENDATION: To ask the Proper Officers to seek quotes for additional wooden bollards for the Memorial Field in order to protect the field as one of the council's assets.

Alternatively, to suggest other ways in which the Memorial Field could be better secured.