

CHARTHAM PARISH COUNCIL

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

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Chairman: Dr Tim Clark.

TO: MEMBERS OF CHARTHAM PARISH COUNCIL YOU ARE HEREBY SUMMONED to attend an ordinary meeting of Chartham Parish Council to be held on **TUESDAY 9TH JUNE 2026** at **7.00pm** at Chartham Village Hall, Station Road, Chartham CT4 7HZ.

Members of the press and public are invited to attend the meeting but are unable to speak unless invited to do so.

Under Appendix A of the Parish Council's Standing Orders all Councillors and members of public should announce at the start of the meeting if they wish to record the meeting. A copy of the Standing Orders and Appendix A are available to view on the Parish Council's website, or the Clerk (or an agreed nominee) can provide a copy on request.

Clerk: Lucy Wilkes

Date of issue: 3rd June 2026

L. Wilkes

PUBLIC QUESTIONS

Prior to the meeting starting, the Chairman will invite questions from the Public, up to 5 questions for 3 minutes each.

AGENDA

1. CHAIRMAN OPENING REMARKS & APOLOGIES FOR ABSENCE (7pm)

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. REPORT OF THE DISTRICT & COUNTY COUNCILLORS (7:05pm)

To receive and note the reports from:

- City Councillors – Cllr Bland and Cllr Brady
- County Councillors – Cllr Sole and Cllr Ricketts

4. COUNCILLOR VACANCY (7:12pm)

To consider application(s) for the councillor vacancy.

5. MINUTES (7:28pm)

To consider and approve as a correct record the draft minutes of the Parish Council Meeting held on 5th May 2026, and the extraordinary meeting held on 13th April 2026.

6. COMMITTEE MINUTES (7:32pm)

- i. To receive and note the draft minutes of the Planning & Highways Committee (dated 1st June 2026).
- ii. To receive and note the draft minutes of the Community Interests Committee (dated 12th May 2026).
- iii. To receive and note the draft minutes of the Finance Committee (dated 18th May 2026).

7. ADOPTION OF FINANCIAL REGULATIONS 2026/2027 (7:36pm)

To review and adopt the Parish Council's Financial Regulations for the 2026/27 council year, as recommended by the Finance Committee on 18th May.

8. SCHEDULE OF PAYMENTS (7:40pm)

The latest schedule of payments and a bank reconciliation dated 31st May has been circulated.

RECOMMENDATION: To authorise the schedule of payments for June 2026 and to authorise two Councillors to make payments on behalf of the Council.

9. WORKING GROUP/ COMMITTEE REPORTS (7:45pm)

To note reports or any recent relevant activities from Council working groups. To note that other active working groups report to the Community Interests Committee.

- No Man's Orchard Committee
- Neighbourhood Plan Steering Group
- Bakers Wood volunteer group
- [Tree planting volunteer group](#)

10. AGAR PAPERWORK 2025-2026 (7:53pm)

- i. To receive and note the Internal Audit Report for 2025–2026.
- ii. To approve Section 1 (Annual Governance Statement) of the AGAR for 2025–2026. Following approval, Chair and Clerk to sign.
- iii. To approve Section 2 (Accounting Statements) of the AGAR for 2025–2026, noting that they have been signed by the Responsible Financial Officer. Following approval, the Chair to sign.

11. GRANT APPLICATIONS (8:01pm)

To note that the Finance Committee reviewed the spring grant applications at its meeting on 18th May and made a number of recommendations for awards.

These recommendations are as follows:

- Cobbes Meadow Riding for the Disabled Association (£2500)
- Chartham Men's Shed (£1900)

- Chartham Village Hall (£2500)
- Chartham CASE (£2100)

The Parish Council to consider the recommended awards and approve them for payment.

12. CONSULTATION REGARDING CHARTHAM HATCH 20MPH (8:10pm)

The KCC consultation regarding the 20mph zone in Chartham Hatch was considered by the Planning & Highways Committee on 1st June. To approve the draft consultation response contained within Appendix A.

13. PAPER MILL: PLANNING APPLICATION CA/26/00800 (8:15pm)

The planning application regarding development of one section of the Paper Mill site was considered by the Planning & Highways Committee on 1st June. To approve the draft planning application response contained within Appendix B.

14. COMMUNITY GOVERNANCE REVIEW (8:20pm)

The Planning & Highways Committee considered the Canterbury City Council Community Governance Review on 1st June. To approve the draft response to the consultation contained within Appendix C.

15. CHARTHAM VILLAGE FETE COMMITTEE: UPDATE (8:24pm)

To note that, for several reasons beyond the control of the Fete Committee, the Chartham Village Fete will not be going ahead in September 2026.

16. YOUTH ENGAGEMENT IN THE PARISH (8:28pm)

To consider a proposal and recommendations within regarding youth engagement in the parish, and the establishment of a youth engagement working group.

To note that the Clerk is in contact with the youth team in Thanington and that a round table discussion is trying to be arranged.

17. MEMORIAL FIELD PUBLIC TOILETS VANDALISM (8:37pm)

To consider any recommendations or updates relating to the replacement or repair of the doors or locks, including any financial implications.

18. CEMETERY REQUEST: FEES FOR ADDITIONAL PLOTS (8:45pm)

To consider a request from a family regarding the fees payable for two additional cemetery plots.

19. PROCUREMENT POLICY (8:50pm)

At its meeting on 18th May, the Finance Committee recommended approval of a Procurement Policy. The Parish Council to review the policy and agree its adoption.

20. RIVERFEST 2026 (8:55pm)

In 2025, the Parish Council spent £210 hiring the hall and engaging 'Anna Outdoors' to run a Riverfest event in Chartham. The Parish Council to approve expenditure of up to £300 to host similar event(s) in September this year during

Riverfest. Detailed proposals to be considered by the Community Interests Committee.

21. CHRISTMAS TREE LIGHTS (8:58pm)

To review the [report](#) regarding the purchase of new lights for the Christmas tree and to vote upon the options therein.

22. DATE OF NEXT MEETING (9:02pm)

The next meeting of Chartham Parish Council is scheduled for Tuesday 7th July 2026 at 7pm.

23. EXCLUSION OF THE PUBLIC

To resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and press be excluded from the meeting during the consideration of the following item(s) due to the confidential nature of the business to be transacted.

24. COUNCILLOR VACANCY (9:06pm)

To consider applications for the councillor vacancy and to vote upon candidates for co-option.

25. LICENCE AGREEMENT (9:15pm)

To consider the draft licence agreement and determine whether to approve it, and to delegate authority to meet with the licensee to confirm and agree the terms.

Chartham Hatch 20mph Consultation: Parish Council Response

Chartham Parish Council is grateful for the proposal to introduce a 20mph zone in Chartham Hatch. The Council recognises that concerns about vehicle speeds and the long-standing “rat-run” nature of the area have been raised by residents for many years, and we welcome KCC’s work to address these issues.

Through our own informal conversations and engagement with residents, we are aware that many feel the proposed 20mph zone should be extended beyond the current boundaries set out in the consultation. We would therefore be grateful if KCC could consider whether a wider scheme may be appropriate.

The Council would also appreciate clarification on whether the proposal includes any provision for a graduated change of speed. As drafted, there appear to be locations where the limit would reduce directly from 60mph to 20mph, and we would welcome confirmation of how this transition will be managed to ensure safety and compliance.

We would further highlight the significant number of horses and riders who use the rural lanes around Chartham Hatch. These roads also continue to be used as a through-route to avoid congestion in Wincheap or on the A2, which increases the importance of ensuring that any scheme is designed with the safety of all road users in mind.

Chartham Parish Council is supportive of measures that improve safety and reduce speeding in the village, and we look forward to continued engagement with KCC as the scheme progresses.

Chartham Parish Council Response to Paper Mill Planning Application: CA/26/00800

Chartham Parish Council is supportive in principle of the redevelopment of the Paper Mill site, which is currently a derelict and unsightly area within the village. However, the Council has several observations and points requiring clarification before approval is granted:

a) Pedestrian access and safety

The Council is concerned about the lack of pedestrian access through the site and along the Station Road boundary. Station Road is busy, includes a blind bend, and is used by families walking to and from school. The Council considers that a pavement or safe pedestrian route along the development boundary would significantly improve safety. It is also noted that the submitted transport strategy appears to make little reference to pedestrian movements or school-related footfall.

b) Asbestos and hazardous materials management

No asbestos management plan is clearly identifiable within the submitted documents. The Council assumes such a plan exists but seeks reassurance that robust measures will be in place to manage hazardous materials during demolition and construction, including measures to protect the adjacent waterway.

c) Proximity to the river and flood risk

Members expressed concern about the closeness of certain plots to the river and the potential flood risk this may pose. Clarification is requested on how this risk has been assessed and mitigated.

d) Impact of Plots 11 and 12 on the street scene

The Council queries the positioning of Plots 11 and 12, which appear to be new buildings located directly against the boundary along Station Road. Members are concerned about the visual impact on the street scene, particularly in the context of any future redevelopment of the main mill site opposite.

e) Wildlife relocation and management of the green space

The Council has reservations regarding the proposed relocation of wildlife, including the translocation of bats. Members question the likelihood of successful relocation and request further detail on how the existing “green triangle” woodland area will be protected, managed, and retained as meaningful habitat.

f) Station Road widening

Clarification is sought on whether there are any plans to widen Station Road, as this has been referenced at various stages but does not appear to be clearly addressed within the current application.

g) Lighting levels and impact on wildlife

The Council requests assurances that lighting levels will be appropriately controlled to protect local wildlife and avoid unnecessary light spill, particularly given the site’s proximity to the river and woodland habitats.

Chartham Parish Council remains supportive of the principle of redeveloping this site but would welcome further clarification on the above matters to ensure the scheme is safe, sustainable, and sensitive to its surroundings.

Chartham Parish Council Response to Community Governance Review

Thank you for the opportunity to comment on the Community Governance Review.

Chartham Parish Council has considered the consultation and wishes to confirm that it is satisfied with its current parish boundaries. Members do not seek any changes to the boundaries affecting this parish. The Council recognises that neighbouring parishes may be exploring options such as merging or grouping but does not consider any such changes necessary or appropriate for Chartham.

The Parish Council also considers the existing number of parish councillors to be appropriate for the size and needs of the community and does not seek any change to councillor numbers at this time.

Accordingly, Chartham Parish Council does not propose any amendments to its current governance arrangements.