



Coxheath Parish Council

Recreation and Open Spaces Working Group

Minutes from the meeting held on Thursday 7 May at 7pm
in the Parish Office, Coxheath Village Hall, Stockett Lane.

Present: Cllrs: H. Weaver (Chairman), D. Carpenter and N. Gardner

In attendance: Louise Goldsmith (Clerk)

MINUTES

01/26 Administration

Fire Exits, Fire Meeting Point, Mobile Phones. There were no intentions to record the meeting.

02/26 Apologies for Absence, Declarations and Dispensations

- a) Apologies for absence: **An apology for absence was received from Cllr. Parker and the reason for absence was accepted.**
- b) To receive Declarations of Interest in respect of matters contained in the agenda.
Disclosable Interests: Under the Localism Act 2011.
Cllr. Carpenter declared an interest as Trustee of the Village Hall
Other Significant Interests: **None received.**
Other Interests: **None received.**
- c) Requests for Dispensations: **None received.**
- d) Declarations of Lobbying: **None received.**

03/26 Minutes of the last meeting

Resolved to sign the minutes of the meeting held on the 26 March 2026 as a true and accurate record.

04/26 Open Session

No members of the public present.

05/26 Grounds Maintenance 2026

- a) **Planting of hanging baskets**
It was noted that the grounds maintenance contractor has planted and hung the hanging baskets on the designated lampposts and has tidied up the planters in the village centre.
- b) **Grass cutting update**
It was noted that the new grounds contractor has commenced cutting the grass on the recreation ground and Huntingdon Village Green and that so far there has been no reported issues.
- c) **Benches update**
Cllr. Weaver advised Members that five of the Parish Council owned benches need some remedial work. The five benches include the two benches in the village centre, one by the Church, one in the brick built bus stop and one at The Beacons. The Clerk was asked to obtain quotes for any remedial works. Cllr. Weaver also suggested and it was agreed that the Clerk should obtain a quote for any remedial works to the brick built bus stop.

06/26 Proposal to replace the containers on the recreation ground

Cllr. Weaver and the Clerk met with Andrew Lawrence from the local contractor, Lawrence Containers, that morning. Andrew Lawrence suggested that the new container is placed on sleepers. Cllr. Weaver

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and the Clerk agreed to let Andrew Lawrence know the requirements for shelving. The Clerk was asked to check on the width of the proposed personnel door. In terms of installation of the new container and removal of the old container some branches of trees in the area may need to be trimmed back. The Clerk will ask the grounds contractor if he can assist with this and also with trimming the hedge behind the container on the Middle Field and tidying up the whole area. The Clerk will share the quote from Lawrence Containers with the S106 team to confirm whether the project qualifies for S106 funding.

07/26 Recreation Ground

a) To consider quotes for improvements to the car park from Linden Road

Members discussed a specification suggested by a contractor for improving the car park from Linden Road. It was noted that the forecasted cost falls below the threshold for a requirement to go through a formal tender process. The Clerk was asked to try and obtain further quotes and alternative suggestions for the specification.

b) To consider a specification for footpaths across Middle Field and around Beacon Field

The Clerk had met with two contractors who had suggested tarmacking the existing footpath across Middle Field. Members were in agreement that any existing or future footpath should not be tarmac but agreed that this footpath requires edging. The Clerk agreed to obtain some more quotes. An initial investigation has confirmed that the Parish Council will need to go out to tender to install a footpath all around the perimeter of Beacon Field. It was agreed to defer this possible project to later in the year and that it would be beneficial to carry out a consultation exercise with residents.

c) To consider quotes to install new accessible gates on both Middle Field and Beacon Field

Members considered three quotes obtained by the Clerk to replace the existing kissing gates on both Middle Field and Beacon Field with accessible kissing gates.

Recommendation to Full Council: To accept a quote of £5,580.00 (excluding VAT) from Tate and Tonbridge Fencing to remove the three existing gates plus a section of fencing to facilitate the new gates and to supply and install three Mobility Woodstock Kissing Gates in new concrete foundations. The Clerk was asked to request that no locking mechanisms are installed and to confirm that these gates are the same specification as the one installed near the village hall.

08/26 Playground/MUGA

a) To receive and discuss the monthly inspection report

The Clerk had circulated a copy of the current monthly inspection report for the play park, gym equipment, kick wall and MUGA which was carried out on the 13 April 2026.

b) To receive an update on the remedial works

It was noted that Full Council has accepted a quote of £928.00 (excluding VAT) from Capel Groundcare to carry out remedial works to the anti-wrap swings hangers on the Junior swings.

c) To discuss a proposal to increase the CCTV cover on the MUGA

It was noted that Cllr. Weaver and the Clerk met with a representative from the local contractor Amiga to discuss improving the CCTV cover for the MUGA. The representative has quoted for installing two IP 8 Megapixel ColorVu Bullet Cameras and one Pan tilt zoom camera, all to be positioned on the existing tower. A separate network video recorder will be installed in the Parish Office and the Clerk will have access to images on a separate monitor and on the Parish Council mobile phone. The Clerk was asked to query the quoted cost for maintenance and to check on the resolution of the cameras. Cllr. Weaver will discuss the proposal with the Village Hall Committee at the meeting due to be held on Tuesday 12 May 2026. The Clerk advised that the Parish Council will need to write and adopt a CCTV policy.

Recommendation to Full Council: To consider and accept the revised quotation subject to satisfactory answers to the above queries.

09/26 Football Pitches

a) To receive any update

It was noted that Cllr. Weaver and the Clerk met virtually with Neil Hadley, Football Club Chairman, on Tuesday 28 April 2026 and had a positive discussion. It was also noted that Cllr. Weaver is going to try and attend a football club committee meeting. The Clerk has requested again a copy of the schedule of when the club will be using the pitches which the Clerk will share with the grounds maintenance

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contractor. It was noted that Neil Hadley is happy with the proposal for the new container and replacement kissing gates.

10/26 Huntingdon Road Village Green

a) **To receive and discuss the results of the consultation**

Members discussed the results of the consultation circulated by the Clerk. Initial thoughts are to install some bunds and plant bulbs, a wildflower area and a few trees subject to these being acceptable improvements for a registered village green.

b) **To discuss the next steps**

Cllr. Weaver proposed and it was agreed that the Clerk should obtain some quotes for the above works with a budget of circa £20,000.00

11/26 Tree Surveys/Woodland Management Plan

It was noted that Full Council accepted the quote from Down to Earth for urgent remedial works to the trees on both the recreation ground and Huntingdon Village Green and that they hope to be on site the w/c 29 June 2026. Cllr. Carpenter suggested that residents surrounding both areas should be advised of the works. Cllr. Weaver suggested that the Parish Council also posts information on social media, the website and noticeboards giving an explanation about why the works are needed. It was noted that Full Council accepted a quote from Down to Earth for a woodland management plan and that the Clerk has since instructed them. Cllr. Weaver attended the Pre-school Committee meeting last week and advised that, if possible, the Pre-school would like to have a small forestry area for outdoor activities. The Clerk was asked to find out if this request could be accommodated within the overall Woodland Management Plan. Cllr. Carpenter suggested that the Pre-school needs to confirm that their own public liability insurance will cover this activity.

12/26 Whitebeam and Fairhurst Play Areas

It was noted that Cllrs. Weaver, Gardner and the Clerk had a virtual meeting with Deborah Turner from Corporate Property at MBC on the 28 April 2026. Deborah Turner has confirmed that both Whitebeam and Fairhurst Play Areas as non-strategic sites are available for transfer to the Parish Council to be maintained as public open space, preferably with an ongoing commitment to play. It was noted that Deborah Turner has now sent over a draft 'Heads of Terms' for the transfer of these play areas. It was agreed that the Clerk should obtain a quote from Whitehead Monckton the preferred and current legal advisors for the Parish Council, to act for the Parish Council and comment on the draft 'Heads of Terms'. The Clerk suggested that Full Council should consider whether to consult residents for their views on adopting these areas. The Clerk suggested and it was agreed that the Parish Council should request a copy of the most recent RoSPA inspection report for both areas. The Clerk also suggested and it was agreed to instruct Capel Groundcare to carry out an independent inspection of both playgrounds. Cllr. Weaver suggested that before the Parish Council formally adopts these areas that it would be useful to get the trees in these areas surveyed and for the current grounds contractor to quote to maintain the areas. The Clerk was asked to advise the Clerk to East Farleigh Parish Council that the Parish Council is looking to adopt the Fairhurst play area. It was noted that Deborah Turner has also agreed to find out if the Parish Council can adopt Beacon Field and Middle Field.

13/26 Confidential Items

There were none.

14/26 Date of the next meeting

Tuesday 2 June 2026 at 7pm in the Parish Office.

Items for the next meeting:

Noticeboards, invite Guy Osborne, Land Director Country House Homes to attend.

With no further business to transact the meeting closed at 8.37pm

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Date:

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