



Coxheath Parish Council

ALL COUNCILLORS ARE HEREBY SUMMONED to the Parish Council Meeting due to take place on **Tuesday 29 September 2026 at 7.15pm in the Small Hall, Coxheath Village Hall** where it is proposed to transact the business shown in the agenda below.
The Meeting will be open to the press and public - Public Bodies (Admission to Meetings) Act 1960)

Louise Goldsmith

Louise Goldsmith, Clerk to Coxheath Parish Council

23 September 2026

AGENDA

- 72/26 Administration**
Fire Exits, Fire Meeting Point, Mobile Phones, Intention to Record.
- 73/26 Apologies for absence, Declarations and Dispensations**
a) Apologies for absence¹
b) To receive Declarations of Interest in respect of matters on this agenda.
Disclosable Interests: Under the Localism Act 2011.
Other Significant Interests: Under the Code of Conduct adopted by the Parish Council.
Other Interests: not required to be disclosed under (a) and (b) but voluntary announcements made for transparency reasons
c) Requests for Dispensations.
- 74/26 Co-Option**
To co-opt any new Members on to the Parish Council.
- 75/26 Minutes of the last Meeting**
To consider the minutes of the Parish Council meeting held on the 28 July 2026 and if in order to authorise the Chair to sign as a true and accurate record²
- 76/26 Chairman's Report:** To receive any report.
- 77/26 Clerks Report/Past Matters (Information purposes only)**
- 78/26 County Councillor/Ward Member Report:** To receive any report.
- 79/26 Open Session:** No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration.
Councils cannot lawfully decide any business not specified on the agenda³
a) To comment on Agenda items
b) To raise new issues with the Parish Council

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

80/26

Planning Proposal

26/502980/FULL: Beacon Park Phase II Land to The North of Heath Road.

Erection of 47 Retirement Bungalows comprising new open-market housing including affordable homes with the provision of a 1.96Ha local nature reserve, 0.09Ha public open space, associated car parking spaces, access from Heath Road, through the consented scheme of 24/504496/FULL and further associated works for new internal roads and footpaths which link to PROW's and the previously consented greenway, a sustainable Urban Drainage Scheme (comprising ponds), cycle stores and bin stores.

81/26

Committees/Working Groups

a) **Planning Committee**

- i. To receive the minutes of the meeting held on the 28 July 2026 and 25 August 2026
- ii. To receive a report from the meeting held this evening

b) **Staffing Committee**

- i. To receive the minutes of the meeting held on the 15 September 2026
- ii. **CCTV: Recommendation:** To adopt the Data Protection Impact Assessment for the CCTV system
- iii. **IT Policy: Recommendation:** The Clerk to re-draft the IT policy and address the requirement that all Councillors are required to use the Parish Council tablet. All Councillors be requested to remove all documents from personal devices and sign a document to confirm this has been carried out.
- iv. **GDPR Policies: Recommendation:** To adopt the General Privacy Policy, Employer and Employee Privacy Policy, Record of Processing Activities, Data Retention Policy, Data Retention Schedule, Data Breach Notification Form, Data Breach log,
- v. GDPR Training for Councillors: Tuesday 20 October 2026 at 7pm.

c) **Finance Committee**

- i. To receive the minutes of the meeting held on the 20 August 2026
- ii. **Recommendation:** To fund the services of a KCC Community Warden for 2 days a week for one year as a trial. The estimated cost of the service, £18,684.00, to be funded from reserves.
- iii. Completion of Limited Assurance Review for 31 March 2026
- iv. Procurement Training and Financial Regulations
- v. To receive the accounts as at the 31 August 2026
- vi. To receive a bank reconciliation as at the 31 August 2026
- vii. To receive a payments list for approval

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)

- d) **Recreation and Open Spaces Working Group.**
 - i. To receive the minutes of the meeting held on the 21 September 2026
 - ii. **Recommendation: To approve the appointment of Paul Waring Ltd Grounds Maintenance Contractor**
 - iii. **Recommendation: To approve some minor works to the village green**
 - iv. **Recommendation: Full Council to decide whether to proceed with the adoption of the village green**
 - v. **Recommendation: To proceed with the first phase of the woodland management plan**
 - e) **Traffic & Community Safety Working Group.**
 - i. Highways Improvement Plan Priorities: To receive an update
 - ii. Highway Faults
 - f) **Events and Communication Committee**
 - i. To receive feedback from the summer event held on the 5 September
 - ii. To receive an update on the arrangements for the Remembrance Service to be held on Sunday 8 November 2026
 - iii. To receive an update on the arrangements for the Christmas Lights Switch on to be held on Sunday 29 November 2026

82/26

Parish Matters

- a) Local Government Reorganisation:
To note the Government's announcement
- b) Maidstone Local Plan: To receive any update
- c) Kent Police: To receive any update.
- d) Litter Picking: To receive any update

83/26

Representation at Meetings

- a) Village Hall Committee
- b) KALC Area Committee
- c) Coxheath Community Group
- d) Other Meetings – Parish Liaison Conference

84/26

Correspondence/Consultations

85/26

Confidential Items

86/26

Date of the Next Meeting:
Parish Council Meeting: Tuesday 27 October 2026

1. LGA 1972 s85 (1)

2. LGA 1972 sch.12, para. 41 (1)

3. LGA 1972, sch. 12 para. 10 (2) (b)