



## Coxheath Parish Council

### Recreation and Open Spaces Working Group

Minutes from the meeting held on Thursday 15 January at 3.30pm  
in the Parish Office, Coxheath Village Hall, Stockett Lane.

**Present:** Cllrs: H. Weaver (Chairman), N. Gardner, C. Parker  
Mr. D. Mann

**In attendance:** Louise Goldsmith (Clerk)

## MINUTES

### 13/25 Administration

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

### 14/25 Apologies for Absence, Declarations and Dispensations

- a) Apologies for absence: **An apology for absence was received from Cllr. Thomas 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. Parker 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.**

### 15/25 Open Session

No members of the public present.

### 16/25 Grounds Maintenance 2026

- a) **To review the quotes submitted.**  
It was noted that on Tuesday 16 December 2025 Cllr. Weaver and the Clerk met with four of the five contractors that have quoted at the recreation ground and talked through the works required and walked around the recreation ground. The Clerk had prepared and circulated a detailed spreadsheet with a breakdown of each quote and other supporting information. Members discussed each of the five quotes submitted.
- b) **To agree a recommendation to Full Council**  
**Recommendation to Full Council: To accept the quote of £12,619.00 (excluding VAT) from Paul Waring subject to the Clerk clarifying which other Parish Councils they currently work for.**
- c) **To receive an update on the Hanging Baskets and Load Bearing Certification**  
The Clerk has previously been advised by the Lighting Commercial Officer at KCC that a separate application and revised load testing to the Christmas Lights is required to hang baskets on KCC owned streetlights. At the Full Council meeting held on the 25 November 2025 Members agreed that the Clerk should apply for a load test and certification from KCC for the hanging baskets on 12 columns at a cost of £360.00. However, it was noted that the Clerk is unable to submit the application until a ground maintenance contractor is appointed as a copy of the public liability insurance, (minimum of £5m), and a registration number that the contractor is accredited in accordance with the New Roads and Street Works Act is required.

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## **17/25 Proposal to replace the containers on the recreation ground**

### **a) To receive an update on the pre-planning application**

It was noted that the Clerk has submitted a pre-planning application to MBC to replace the two current containers with a 40 foot container which will have two separate spaces of 26 feet and 14 feet for the football club and Parish Council respectively. The football club will have the end with the original double doors and a steel personnel door will be installed at the other end for the sole use of the Parish Council. The Clerk thanked Cllr. Parker for providing some diagrams for the application. It is hoped that MBC will issue a written response to the application in the next 4-6 weeks.

### **b) To consider a quote to replace the container**

As reported at the last meeting Cllrs. Weaver, Parker and the Clerk met with the contractor that installed the current containers to discuss the different options for a replacement container. The contractor has since provided a quote to remove the existing containers and replace them with a 40 foot container as described above.

### **c) To discuss the next steps**

Members agreed that the quote seems reasonable but it was agreed that the Clerk should obtain at least one more quote to ensure compliance with the Financial Regulations. It was noted that the Clerk has contacted the S106 team at MBC who have suggested that this project might qualify for S106 funding.

## **18/25 Recreation Ground**

### **a) Memorial Benches**

Cllr. Parker reported that the two benches for the middle field, which were stored in the container for 18 months, have now been installed. The Village Hall Committee will advise the location of the third bench. It was noted that Full Council is due to discuss a proposal to mark the passing of former Councillor Elizabeth Potts who has done so much for the village. Cllr. Parker suggested that one of the two recently installed benches could be dedicated to Elizabeth.

## **19/25 Playground/MUGA**

### **a) To receive and discuss the monthly inspection report**

The Clerk had circulated a copy of the first monthly inspection report for the play park, gym equipment, kick wall and MUGA which was carried out on the 19 December 2025. The Clerk has requested that the inspections are done a week before Full Council meetings so that any emergency works can be discussed and agreed by Full Council.

### **b) To receive an update on the remedial works**

It was noted that Capel Groundcare has now installed the three new gates the playground. The Clerk was asked to find out if the field gate to the park area could be hung the other way round to prevent children being able to run into the car park. The Clerk reported that the other agreed remedial works will be carried out this month.

## **20/25 Football Pitches**

### **a) To receive an update on the status of the agreement**

It was noted that Cllr. Weaver and the Clerk met with Neil Hadley just before this meeting. Cllr. Weaver was pleased to report that Neil Hadley has now signed the agreement and terms and conditions. The Clerk will now raise an invoice for the annual hire fee.

### **b) To receive and discuss feedback from the football club**

It was noted that Cllr. Weaver is going to try and attend some football club meetings which Neil Hadley agreed would be useful. It was agreed that it would be beneficial to both parties to communicate more. Neil Hadley has agreed to provide a schedule of when the club will be using the pitches which the Clerk will share with the grounds maintenance contactor. The Clerk is keen to set up an open dialogue

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between the grounds maintenance contractor, the football club and the Parish Council so that any issues with the condition of the grass can be sorted out. Neil Hadley has kindly agreed to try and help the Parish Council recruit new Councillors by circulating the poster. Cllr. Weaver updated Neil Hadley on the proposal to replace the containers.

### **21/25 Huntingdon Road Village Green**

**a) To receive and review the lease**

It was noted that the Clerk had obtained and circulated a copy of the lease for the village green. It was noted that the Parish Council has leased the village green from Maidstone Housing Trust since August 2008 and that the lease expires on the 31 July 2033. The Clerk was asked to find out if MBC would consider selling the village green to the Parish Council or extending the lease.

**b) To discuss a draft consultation exercise**

Members considered an online questionnaire prepared and circulated by the Clerk. The Clerk advised Members that a letter with a link to the survey could be delivered to all residents around the green and could also be posted on social media, noticeboards and the website. Hard copies of the survey could be made available. The survey is designed to find out what additional facilities, if any, parishioners would like for the village green. Members suggested and agreed some amendments to the survey.

**Recommendation to Full Council: To approve the survey and agree distribution.**

**c) To discuss the next steps**

The Clerk will prepare a letter to be hand delivered to the residents with a link to the survey.

### **22/25 Tree Surveys**

It was noted that the last full tree survey was carried out in 2021 and that a small follow up inspection was carried out in March 2023. The Clerk advised that it is good practice to survey trees in a public space bi-yearly. Cllr. Weaver proposed and it was agreed for the Clerk to obtain some quotes for a survey of all the trees on the recreation ground.

### **23/25 Confidential Items**

There were none.

### **24/25 Date of the next meeting**

Thursday 26 March 2026 at 3.30pm in the Parish Office.

With no further business to transact the meeting closed at 4.36pm

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Date: .....

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