



**Meeting of the Parish Council
held on Monday, 9th March 2026
at Singleton Village Hall at 7.30pm
MINUTES**

Councillors Present:	Cllrs P Barker, Gathern, Herring, Mercer, Sullivan, Tate, Wiffen
Number of Seats	11 (1 vacancy)
Number of Cllrs Present	8
Number of Cllrs Absent	2
Also Present:	Aniko Szocs (Clerk), Paula Cowperthwaite (Deputy Clerk), Catherine Stevens (CEO), Cllr Blanford (ABC), Cllr Eustace (KCC), Cllr S Gathern (ABC) and nine members of public.

1. Welcome

The Chair opened the meeting and welcomed everyone present.

2. Apologies for Absence

Cllrs Y Barker, McClintock.

Cllr Barrett (ABC), Cllr Hallett (ABC), Cllr Wibberley (KCC)

The Parish Council resolved to accept these apologies.

Proposed:	Cllr Herring	Seconded:	Cllr Gathern
Vote In Favour: 8	Vote Against: 0	Abstain: 0	MOTION CARRIED

3. Declarations of Interest

To hear declarations of interest on this agenda, relating to:

3.1. Disclosable Pecuniary Interests

None

3.2. Other Significant Interests

None

3.3. Other Interests

Cllr Herring – Item 6.3

Cllr Gathern – Item 6.8

Cllr Tate – Item 6.5

Cllr Sullivan – Items 6.1, 6.4, 6.7, 6.8

Cllr Wiffen – Items 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8

Cllr P Barker – Items 6.1, 6.3, 6.5, 6.6, 6.7

Cllr Mercer – Items 6.1, 6.3

Cllr Darvill – Item 6.5

4. Minutes of the Previous Meeting

The council resolved to approve the minutes of the 9th February 2026 as a true record of the meeting, with the addition of Item 6.3 for Cllr Herring's Other Interests.

Proposed:	Cllr P Barker	Seconded:	Cllr Wiffen
Vote In Favour: 8	Vote Against: 0	Abstain: 0	MOTION CARRIED

Public Participation: There will be 15 minutes of the meeting to hear public questions and comments.

The roadworks scheduled for Mock Lane do not appear to have taken place.

A complaint has been received about a farmer creating mess along The Street. This has been reported to KCC.

5. Safeguarding

To receive update on any matters relating to safeguarding

None

6. Reports from Committees/Groups

To receive reports from committees

6.1. Planning Committee

6.1.1. Planning [Decisions](#) received

A 3-hour meeting was held with a lot of applications discussed. The minutes are available online. Planning decisions can be seen at Appendix One.

Cllr Wiffen thanked the committee for the time and effort dedicated to planning matters over the past few weeks.

6.2. Singleton Spaces

A couple of successful quizzes have been held.

6.3. Environment Committee

A meeting was held and the minutes are available online.

6.4. Stronger Communities

No meeting held.

6.5. Finance Committee

A meeting is due on Thursday.

6.6. Devolution Working Group

A meeting needs to be set up imminently.

6.7. Parish Building

6.7.1. Feasibility Study

This item was deferred to a later meeting, once more information is available.

6.7.2. Common Works

This item was deferred to a later meeting, once more information is available.

6.8. Staffing Committee

6.8.1. To receive an update on the apprenticeship.

The new apprentice was introduced to the room by the Parish Steward

6.9. Community Engagement Officer

The [written report](#) was shown to the room and can be seen at Appendix Two.

The CEO mentioned the success of the recent Celebrating Mothers event and highlighted the fraud event on 19th March.

7. Grant Applications

Great Chart and Singleton Pre School have applied for funding to renew the playhouse in their outside play area.

The Parish Council resolved to approve the application.

Proposed:	Cllr Herring	Seconded:	Cllr Sullivan
Vote In Favour: 8	Vote Against: 0	Abstain: 0	MOTION CARRIED

8. Review of Polices

None

9. Highways Improvement Plan

A member of public spoke to the room with several facts about crash numbers, casualties and a fatality along Knoll Lane and Tithe Barn Lane. She highlighted the number of children and elderly that use these roads. She suggested that speed bumps would be the most effective way to reduce speeds, and the project would exceed the threshold for priority action under KCC criteria. She requested that the parish council adds the request to the HIP and that KCC should fund the build out as per their criteria. It was suggested that the new school access road should be used as an example of speed bumps being introduced within the parish.

The Parish Council resolved to add speed bumps along Knoll Lane and Tithe Barn Lane to the Parish HIP.

Proposed:	Cllr Herring	Seconded:	Cllr Darvill
Vote In Favour: 7	Vote Against: 0	Abstain: 1	MOTION CARRIED

10. ADM

It was resolved that ADM are requested to remove the default of Adobe PDF reader from Council laptops, allowing councillors to choose their own default programme.

Proposed:	Cllr Gathern	Seconded:	Cllr Herring
Vote In Favour: 8	Vote Against: 0	Abstain: 0	MOTION CARRIED

11. Finance

11.1. Items for Payment

The Parish Council resolved to agree [items for payment](#) in March and acknowledged the [bank reconciliation](#), [earmarked](#) reserves and [credit card payments](#) in February. The list of items was checked and signed.

Proposed:	Cllr Wiffen	Seconded:	Cllr Darvill
Vote In Favour: 8	Vote Against: 0	Abstain: 0	MOTION CARRIED

Method	Items for Approval for Payment	Description	VAT	Total payable
Bacs	Kent Pension	Pension Contribution		£3,769.48
Bacs	HMRC	Employer		£4,352.45
Bacs	Salaries	March Salaries		£11,930.48
Bacs	ADM	Annual licences renewal	£692.64	£4,155.84
Bacs	ADM	Monthly support contract	£58.23	£349.37
Bacs	Singleton Spaces	Education Activities		£1,500.00
Bacs	Politis	Trianing workshop for Cllrs	£108.00	£648.00
Bacs	National Association of Local Councils	Annual conference x2	£34.00	£204.00
Bacs	ADM	Cooling fan installation on Dell laptop	£33.62	£201.71
Bacs	Society of Local Councils	Internal auditor service admin fee	£20	£120.00
Bacs	Procurement Services	Printer charges	£12.30	£73.79
Bacs	MKM	Long handled shovel	£11.88	£71.30
Bacs	Lister Wilder	Husqvarna classic	£5.20	£51.99
Bacs	MKM	Post concrete	£2.54	£15.24
Bacs	ADM	New User licence for apprentice	£23.04	£138.24
Bacs	Lister Wilder	Heavy duty gloves	£3.92	£23.50
Bacs	Basketball Event	Six coaching session and tournament		£600.00
Bacs	JRB	Dog Glove (Dispenser Refill)	£50.10	£300.60
DD	RAC Business	Roadside and at home recovery		£21.33
Comments		SUBTOTAL	£362.83	
:			TOTAL	£28,527.32

DATE OF PAYMENT	PAYMENT METHOD	AMOUNT	DESCRIPTION
24.02.26	BACS	£180.00	Signage around park and footpath
16.02.26	BACS	£358.12	Music Licence for Mother's Day event
25.02.26	BACS	£10.00	Dream Dragons advert

Credit card payment items for Information	Description	VAT	Total Paid
Account Numbers:19079376 & 55882568			
Voipfone	Phone line	£1.70	£10.20
Just Eat	Website brainstorming session		£41.13
Morrisons	Refreshments		£5.50
Voipfone	New Card registration	£0.08	£0.42
Voipfone	Refund	£0.08	£0.42
Longacres	Jute twine	£0.51	£3.29
Tesco	Jammie Dodgers- Valentine event		£2.60
Hobbycraft	Buttons for Craft event	£2.17	£13.00
Morrisons	Refreshment- Digital Course		£0.95
Sainsbury's	Diesel	£17.50	£105.00
B&Q	Shovel, hooks, clips	£13.26	£79.57
Chart Fencing	Posts for dog poo bag dispensers	£5.75	£34.50
ZLT Electrical	Electrical supplies		£3.17
Amazon	Desk phone sets x2	£21.66	£129.98
Amazon	Gift Voucher - Competition winner		£20.00
Morrisons	Refreshments		£9.00
Amazon	Heavy duty bags-litter picks	£8.00	£47.92
	Total:	£70.71	£506.65

Great Chart with Singleton Parish NEW

Bank - Cash and Investment Reconciliation as at 31 January 2026

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/01/2026	Metro Bank Current Account	5,577.59
31/01/2026	Metro Bank Instant Access	7,663.03
31/01/2026	Metro Bank Credit Card 6934	-419.94
31/01/2026	Metro Bank Credit Card 8589	59.17
31/01/2026	NatWest Current	100.00
31/01/2026	NatWest Reserve Account	97,766.91
31/01/2026	Nationwide Business 1 Yr Fixed	197,393.67
31/01/2026	Dudley	117,252.33
31/01/2026	Barclays	20,760.46
31/01/2026		100,000.00
31/01/2026		195,512.17
		741,665.39
<u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		741,665.39
<u>All Cash & Bank Accounts</u>		
1	Metro Bank Current Account	5,577.59
2	Metro Bank Instant Access	7,663.03
3	Metro Bank Credit Card	-360.77
4	NatWest Current Account	100.00
5	NatWest Reserve Account	97,766.91
6	Nationwide Business 95 Day	197,393.67
7	Dudley Building Society	117,252.33
8	Barclays	20,760.46
9	RedWood Bank	100,000.00
10	Barclays Saver Account	195,512.17
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	741,665.39

11.2. Printer replacement

The Parish Council resolved to allow the Clerk a £6K budget to purchase the most up to date printer suitable, within the budget.

Proposed:	Cllr Wiffen	Seconded:	Cllr Gathern
Vote In Favour: 8	Vote Against: 0	Abstain: 0	MOTION CARRIED

12. Reports from Borough Councillors and other organisations

12.1. Cllr Bill Barrett – Singleton East Ward

Not present. No report received.

12.2. Cllrs Jessamy Blanford – Weald Central Ward

Cllr Blanford attended the parish planning meeting which was interesting and extensive.

ABC have met regarding the old Odeon cinema building as it is falling into disrepair. Discussions are due to start regarding the A28 dualling.

Although Cllr Blanford would like to see the wooden horse repaired, Cllr Mercer stated it was beyond repair and is now a health and safety risk. The Clerk will write to ABC to highlight this.

12.3. Cllr Sally Gathern- Singleton West Ward

Cllr S Gathern attended a meeting at SEC regarding the battery storage system. ABC have recently won two awards for the eco standards of their new homes. Cllr S Gathern has met with the Clerk to continue work on the land at Holt Close. Cllr S Gathern was asked by her MP to submit evidence to Parliament about limitations on local councils regarding sustainable development and green initiatives.

Cllr S Gathern has awarded ward grant money to the compost toilet project at Hillcrest Allotments.

The new knee rail installed near the Singleton Centre has already been damaged. Cllr S Gathern asked if the Parish Stewards may be able to fix it, otherwise she will request that Aspire repair it.

12.4. Cllr Clive Hallett -Washford Ward

Not present. Cllr Hallett reported that the freeze in allotment fees for 2026- 2027 is now confirmed by Full Council in next year's budget.

13. Reports from County Councillors

13.1. Cllr Jeremy Eustace – Ashford Rural West

Cllr Eustace reported that the Local Government Reorganisation consultation deadline is 26th March.

Secondary school places have been allocated in the local area and 96% of children have received their first-choice place.

Next iterations of Local Plans need to be in place by December 26, otherwise the process will need to be started again.

The KCC budget was approved for the 2026-27 financial year, with an increase of 3.99%.

Cllr Eustace will also put funding towards the Hillcrest Allotments compost toilet project.

13.2. Cllr Nick Wibberley – Ashford South

Not present. Report noted that:

I am going to be going round Singleton again on a pothole reporting day on Saturday.

I am supporting The Barrow and Spade Brigade (Hillcrest allotments) with a £500 contribution.

14. Clerk's Report and Update on Issues not Listed Elsewhere on the Agenda

The [Report](#) was shown to the room and can be seen at Appendix Three.

15. Correspondence

Review of correspondence received since the last meeting.

- Invite from NHW chair to a meeting on 13/03 regarding a future vision for NHW.

16. Items for Information or Agenda for Next Meeting

None

17. Date and Venue of Next Meeting

The next scheduled Council Meeting will be held on Monday, **13th April 2026** at **Chilmington Cabin** starting at **7.30 pm**.

The meeting ended at 20:25pm

Signed as a true record by:

Cllr Wiffen _____

Date: _____

Planning Comments

February

PA/2026/0084

Prima Recycling Ltd, Ninn Lane, Great Chart, TN23 3DA

Erection of 3no commercial buildings to provide a mix of B2/B8 and Class E(g)(i) floorspace, with parking, external storage and associated landscaping and access following demolition of existing buildings.

It was noted that there are several inaccuracies in the transport information provided such as the distance from station, school buses being included in public transport provision, etc. The application will increase the level of traffic within the area, including around Ninn Lane and the already congested Matalan roundabout, and would consist of several larger vehicles. However, it would not be possible to use the Goldwell Lane route either as these roads are not suitable for the increased number of larger vehicles.

Despite the recognised increase in traffic for this application, a neighbouring site was refused for much smaller increase in traffic.

There should be appropriate controls over lighting, noise and hours of operation. Landscape mitigation should be strengthened.

Within the car park a large vehicle would not be able to turn if a car park space was being used.

The committee resolved to object to the application due to the reasons mentioned.

PA/2026/0095

Barn At, Little Singleton Farm, Goldwell Lane, Great Chart, TN26 1JS

Conversion of barn to single dwelling - Self build

The current building is deteriorating, and it will be good to see it brought back to life.

The site is very close to the farmhouse so shouldn't be sold off as a separate site, but the garden is away from the farmhouse, and it has a separate access route.

Strict environmental and heritage compliance is needed, particularly for the bats and roof materials.

The committee resolved to support the application.

PA/2026/0121

Barn At, Little Singleton Farm, Goldwell Lane, Great Chart, TN26 1JS

Listed Building Consent for the conversion of barn to single dwelling

The current building is deteriorating, and it will be good to see it brought back to life.

The site is very close to the farmhouse so shouldn't be sold off as a separate site, but the garden is away from the farmhouse, and it has a separate access route.

Strict environmental and heritage compliance is needed, particularly for the bats and roof materials.

The committee resolved to support the application.

PA/2026/0101

120, Lakemead, Singleton, TN23 4XZ

Single storey side extension (retrospective)

The plans in the retrospective application are larger than the originally approved plans and are in a materially different form to the original plan. It removes a parking space, and if wheely bins are stored on the remaining parking space, it is too small an area to also contain a car, so pavement parking is necessary.

The extension restricts access and manoeuvrability of a car for the neighbouring property – is there a party wall agreement with the neighbouring property?

The committee resolved to object to this application based on the comments recorded.

PA/2025/1961

Ashford Prep School, Ashford Road, Great Chart, TN23 3DJ

Listed Building Consent for the repair of masonry garden wall, to include a section of the wall being removed in its entirety, from the gate opening to the outbuilding or the wall taken down to a height at which a collapse is no longer a realistic possibility. Plus the section of wall at site of settlement and the existing large pier at the northwest end to be taken down and reconstructed on a new foundation at the end of the remaining section of the wall, with the full length of the remaining wall being provided with a coping that incorporates a DPC to maximise the remaining life of the wall.

Although the committee supports necessary structural repairs in principle, the plans submitted are not clear as to the final outcome. Until clearer plans are submitted, the committee resolved to object to the planning application.

PA/2026/0090

Land Northwest of The Barn, Chilmington Green Road, Great Chart

Erection of stable and tack, 1.8m high boundary fence, changes to access including additional hard standing and new gate following demolition of previous stable and tack. (retrospective)

The development presented on site does not match the development described, drawn, or implied in the application.

The building is not suitable as a stable, there are no split doors, no internal divide and no grazing area. It is more suitable to a workshop.

There are high fencing and gates adjacent to the highway. The drive and boundary work area has not been completed. It utilises a new access point which does not seem to have been achieved via the planning process.

The original hedge has been decimated, and the landscape and heritage that was in place is no longer in existence. It is unclear whether Biodiversity Net Gain is achievable.

It is not in keeping with the local area and is incompatible with the Chilmington Area Action Plan.

The committee resolved to object to the planning application for the reasons listed, and request that an application is submitted for the correct usage.

PA/2026/0094

Notus Industrial Estate, Chart Road, Chilmington Green, Great Chart

Proposed extension to commercial premises and associated parking, landscaping and Biodiversity Net Gain provisions

The area surrounding the site consists of country lanes, which have been stated in other documents, that they will stay as country lanes. Therefore, these roads remain unable to cope with an increase in larger vehicle traffic. There is no public transport in the area so staff will

need to use cars to travel to work. It is not suitable for an area in which there is significant housing growth, and which forms the route to two new school sites.

There is no demonstration of safe vehicle turning onsite.

A full transport statement and traffic impact for the surrounding roads would be needed for this application.

There need to be restrictions imposed on lighting and noise levels and hours of operation.

Questions were raised over the large mound of spoil currently sited adjacent to Bartlet's Lane.

This needs to be made safe as it could collapse into the road under heavy weather conditions.

The committee resolved to object to the application.

NOT/2025/0039

Land Parcels CH3 and CH4, Ashford Road, Great Chart, Ashford, Kent

Reserved matters application for the approval of appearance, landscaping, layout, scale and access for 55no dwellings with associated roads and infrastructure in land Parcel N2 pursuant to outline planning permission 12/00400/AS.

At present there is no Phase 2 masterplan, which makes commenting difficult.

The land parcel has a deficit of 49 parking spaces according to local policy. Many parking spaces are not close to the dwelling they belong to; this also means it is not accessible to all.

The density of housing is too high compared to the original plans and is over intensification for the parcel.

The committee resolved to object to the application for the reasons listed above and requested to be notified when new plans are submitted.

NOT/2025/0038

Land Parcels E2 to J2, Ashford Road, Great Chart, Ashford, Kent

Reserved matters application for the approval of appearance, landscaping, layout, scale and access for 623 dwellings in land parcels E2, F2, G2, H2, I2 and J2 together with land parcels G4, G6 and EC11 pursuant to outline permission 12/00400/AS

At present there is no Phase 2 masterplan, which makes commenting difficult.

There are insufficient parking spaces, so the application fails to comply with TRA3, there are also insufficient visitor parking spaces.

The car barns included should not be converted to garages.

There is repeat building of the same few styles of houses, which goes against the design code, and non-compliance with frontage rules.

The density of housing is too high compared to the original plans and is over intensification for the parcel.

There is an overreliance on Discovery Park for open space.

There are too many access points on/off Mock Lane and Bartlet's Lane for the roads to remain as the country lanes they are. It will create rat runs and will take traffic out of the housing areas and on to the country lanes. Therefore, either the lanes need upgrading or the access points need reducing.

The committee resolved to object to the planning application for the reasons listed above.

NOT/2025/0037

Land Parcels C2 and D2, Ashford Road, Great Chart, Ashford, Kent

Reserved matters application for the approval of appearance, landscaping, layout, scale and access for 283no dwellings with associated roads, parking, landscaping public open space and infrastructure in land parcels C2 and D2 pursuant to outline planning permission 12/00400/AS.

At present there is no Phase 2 masterplan, which makes commenting difficult.

The plans don't comply with TRA3, and no parking schedule is provided.

There is an overreliance on rear parking courts, and insufficient visitor parking. Plot 166 has parking in a car park but plot 168 has its space outside plot 166. Parking for numerous flats is tandem parking, and only 1 visitor space is available. Density should only be 3 stories high but in some areas is 4 stories. It does not comply with the design code. The committee resolved to object to the planning application for the reasons listed above.

NOT/2025/0045

Allotments A4 and A6, Chilmington Green, Ashford Road, Ashford, Kent

Reserved matters application for the appearance, landscaping, layout, scale and access in respect of Allotment areas A4 and A6 pursuant to planning permission 12/00400/AS

At present there is no Phase 2 masterplan, which makes commenting difficult.

There are no details for drainage.

It was questioned how a vehicle should access the allotments. Nothing is shown on the plans as to where the access point is connected to. There may be access via the residential area in NOT/2025/0037 but this does not line up and is not mentioned in the other application.

The committee resolved to object to the application as there is no current way for users to access the allotments in a vehicle.

NOT/2025/0048

Land Parcel EC4, 16 and 18, Chilmington Green, Ashford Road, Ashford, Kent

Reserved matters application for the approval of appearance, landscaping, layout, scale and access together with associated footpaths, cycleways, public open space and infrastructure for the provision of ecologically managed farmland, woodland and grassland on land parcels EC4, EC16 and EC18 (main phase 2) pursuant to outline planning permission 12/00400/AS.

At present there is no Phase 2 masterplan, which makes commenting difficult.

There is no long-term management or monitoring strategy.

There are a lot of SUDS to be implemented around this area, but there is no drainage shown from them, which may affect these parcels.

It was previously stated that there would only be limited public access via footpaths, but there are no footpaths shown.

Existing trees and hedgerows need to be protected during any works that take place.

The committee resolved to object to the application for the reasons listed above and the lack of information included within the application.

NOT/2025/0047

Land Parcels G9 and F3, Chilmington Green, Ashford Road, Ashford, Kent

Reserved matters application for the approval of appearance, landscaping, layout, scale and access of informal green space and attenuation pond on land parcels G9 and F3 (main phase 2) together with associated footpaths, cycleways, landscaping, public open space and infrastructure, pursuant to outline planning permission 12/00400/AS.

At present there is no Phase 2 masterplan, which makes commenting difficult.

Although the committee does not object in principle to the concept, more information is needed before a decision can be made.

For example, where does the water come from to fill the attenuation pond, and where does it drain to in wet weather?

What is the maintenance plan?

Is it accessible for users and maintenance work?

The committee resolved to comment on the application.

NOT/2025/0041

Land Parcel CH5, Chilmington Green, Ashford Road, Ashford, Kent

Reserved matters application for the approval of appearance, landscaping, layout, scale and access for the construction of a community hub building and facilities on land parcel CH5 pursuant to outline planning permission 12/00400/AS

At present there is no Phase 2 masterplan, which makes commenting difficult.
The proposed building is too small to deliver all the s106 community requirements.
The rooms are too small for the stated uses, it is not physically possible for the building to provide the facilities required.
There is not enough parking for the facilities proposed, and no accessible parking.
The application does not fit with the design code.
The committee resolved to object to the application for the reasons listed above.

OTH/2026/0232

Land at Chilmington Green, Ashford Road, Great Chart

Details submitted pursuant to condition 16 (Surface Water Drainage Verification Report) of Planning Permission 21/00840/AS Phase 2

At present there is no Phase 2 masterplan, which makes commenting difficult.
It was noted that the attenuation point and head points are not specified.
There are current, ongoing, serious drainage failures along The Avenue and associated land as highlighted in correspondence from the Shadoxhurst Drainage Team. Current drain levels need to be confirmed.
The committee resolved to object to the application for the reasons listed above and request that a site inspection is carried out by ABC before any decision is made.

NOT/2025/0040

Land Parcel DP3, Ashford Road, Great Chart, Ashford, Kent

Reserved matters application for the appearance, landscaping, layout, scale and access for DP3 (phase 2) pursuant to outline planning permission 12/00400/AS

In principle, the applications are acceptable, but all footpaths need to interconnect across the development. The committee request confirmation as to whether maintenance will be the responsibility of the CMO as the area will be landscaped, or the responsibility of KCC as it contains a Public Right of Way.
The committee resolved to make a comment on the application.

NOT/2025/0043

Land Parcel G20, Chilmington Green, Ashford Road, Ashford, Kent

Reserved matters application for the approval of the construction and provision of informal green space, plus appearance, landscaping, layout, scale and access for land parcel G20 (Main AAP phase 2) together with associated footpaths, areas of play public open space and infrastructure pursuant to outline planning permission 12/00400/AS.

In principle, the applications are acceptable, but all footpaths need to interconnect across the development. The committee request confirmation as to whether maintenance will be the responsibility of the CMO as the area will be landscaped, or the responsibility of KCC as it contains a Public Right of Way.
The committee resolved to make a comment on the application.

[NOT/2025/0044](#)

Parcel PS2, Land at Chilmington Green, Ashford Road, Great Chart

Reserved matters application for the approval of appearance, landscaping, layout, scale, access for the construction of play space 2 together with public open space, play area and infrastructure for land parcel PS2 , pursuant to outline planning permission 12/00400/AS.

In principle, the applications are acceptable, but all footpaths need to interconnect across the development. The committee request confirmation as to whether maintenance will be the responsibility of the CMO as the area will be landscaped, or the responsibility of KCC as it contains a Public Right of Way.

The committee resolved to make a comment on the application.

[NOT/2025/0046](#)

Land Parcels G7 G8 and F5, Chilmington Green, Ashford Road, Ashford, Kent

Reserved matters application for the approval of appearance, landscaping, layout, scale and access for the construction and provision of informal green space and attenuation pond together with associated footpaths, cycleways, landscaping, public open space and infrastructure on land parcels G7, G8 and F5 (Main AAP Phase 2) pursuant to outline planning permission 12/00400/AS.

In principle, the applications are acceptable, but all footpaths need to interconnect across the development. The committee request confirmation as to whether maintenance will be the responsibility of the CMO as the area will be landscaped, or the responsibility of KCC as it contains a Public Right of Way.

The committee resolved to make a comment on the application.

Planning Decisions

February

None

Appendix Two COMMUNITY ENGAGEMENT OFFICER REPORT

MARCH 2026



Overview

February was a busy and productive month, with a strong focus on community activities, resident engagement, crime prevention and safety, and partnership working, alongside my ongoing regular sessions. Work in March will build on this momentum, with a number of events planned, continued partnership working and targeted engagement activities.

Work Undertaken in February 2026

A key highlight in February was the delivery of a themed **Valentine's Week programme**, designed to bring residents together while promoting wellbeing, pride in place and community safety.

Activities included:

- A **litter pick at Singleton Lake**, which resulted in 27 bags of rubbish being collected, along with a considerable amount of larger fly-tipped items.
- **Community safety messages** shared on our social media channels in partnership with Kent Police and Kent Fire & Rescue.
- **Nature-focused engagement** and environmental messaging.
- A **creative craft session** for residents, which received really positive feedback.
- A **Walk & Talk** in partnership with NHS One You. This walk was particularly well attended, with 30 people taking part and enjoying the opportunity to get to know each other while walking around the parish.

Overall, the Valentine's Week programme generated positive engagement and reinforced important messages about caring for both our community and shared spaces.

Significant time in February was also spent responding to **ongoing issues at Singleton Lake**, including:

- Liaising with residents reporting tents, night fishing and antisocial behaviour.
- Regular communication with Ashford Borough Council, Kent Police and ward members.
- Supporting the PSPO consultation process and encouraging residents to report incidents appropriately.
- Attending and contributing to discussions around enforcement and community safety at the lake.

This work has involved a high volume of correspondence and partnership coordination, with the aim of improving safety and reassurance for residents. A meeting is scheduled for **16 March at Singleton Lake** with Ashford Borough Council and Kent Police to discuss the issues and next steps. Residents and parish councillors are very welcome to attend if they are able. It is hoped that the PSPO will be renewed for a further three years.

I also met with **Emma Everett, Public Health Technical Officer at Ashford Borough Council**, to explore how we can work together more closely to deliver additional support for residents in the

parish. In addition, I have been engaging with **Mid Kent Mind** around wellbeing support, which included attending a free one-hour online training session on everyday mental health. This session is open to all and is highly recommended.

Alongside parish councillors, I attended an AI workshop. With the rapid development of AI, it is important that we continue to learn about how it can be used responsibly and effectively. I have already found it helpful in supporting my role.

Going Forward.....

On 7 March, we will be delivering our **Celebrating Mothers event**, featuring live music from a local artist, craft activities and a cream tea. The majority of free tickets have already been booked, and we are looking forward to a fun and creative event celebrating the women in our parish.

On 19 March, we will be hosting **Fraud Detectives – Can You Spot the Scam?** This event will begin with an interactive ‘escape room’ activity, followed by a talk from a Kent Police Fraud Co-ordinator about current scams. Residents and councillors are very welcome to attend – fraud now accounts for 41% of all crime in England and Wales.

We have recently launched our Music Camp, a collaboration with da BASE, aimed at inspiring young people in the parish and encouraging their involvement.

We have also launched a short resident questionnaire to help us better understand what matters most to people locally. The survey will remain open for a couple of months, and residents can complete it online or speak to us in person. Responses will help guide future work.

Over the coming months, we will be revamping the parish council website, including a dedicated page for the Community Engagement Officer role to highlight activities and ongoing work within the community.

As always, residents and parish councillors are encouraged to get in touch with thoughts, ideas or questions – community input remains at the heart of everything we do.

Clerk's Report – March



Welcome to the March meeting, which is the final meeting of the Financial Year. It's time to begin preparations for both internal and external audits, as well as closing the cashbooks.

Apprentice

I am delighted to welcome Bea to the team as our Parish Steward Apprentice. We hope Bea enjoys the apprenticeship and gains valuable experience.

Upcoming Events:

We have several events coming up over the next few months. These are advertised on our social media channels. Please share and like our posts to help us reach a wider audience. If you would like to help at any of these events just let us know.

- Mother's Day Celebration and Craft Event (March)
- Basketball training and end of tournament day (April)
- DaBase Track and Video production

Training:

Please regularly check the Kent Association of Local Councils website for updates on training. If there is anything you feel would improve your role as a councillor, please book a place using their Eventbrite website. When booking a place at an event, please do not forget to select payment by invoice and the invoice to be sent to the clerk. If you have issues with accessing the website please email Laura Dyer at manager@kentalc.gov.uk and she will be able to assist you.

Tabling a motion for Parish council meetings: If you would like to request an agenda item, please send a motion at least seven clear days before the meeting via theclerk@greatchartsingleton-pc.gov.uk with the wording you would like to appear on the agenda. Please note, if the motion's wording is not clear, it could be rejected, or you could be requested to resubmit the motion with better wording.

Community Heroes:

As always, if you can, please promote the scheme with your friends and family. More information can be found on the parish council's [website](#).

National Association of Local Councils: If you haven't already please subscribe to [NALC's newsletter](#). It has up to date information relating to the sector as well as news about the latest events.

Reporting: It is very important that if you see a fault, it is reported to the relevant authority immediately so works can be arranged. It is often confusing to know who to report to so if in doubt you can check the Parish Council [website](#) where all the information you need to know is

available. Did you know you can use What3Words to pinpoint the exact location of a fault? You can either access it via [the website](#) or download the app to your smartphone.

Social Media: Please like and share our posts on social media so it can reach a wider audience. If you are on Facebook or Instagram ensure you give us a like and follow us 😊

DRAFT