Halstead
Parish Council

Agenda

Notice is hereby given that a **Meeting of the Parish Council** will be held at The Pavilion, Station Road, Halstead TN14 7DH commencing at **7.30pm** on **Monday, 09 November 2026** to transact the under mentioned business, which Councillors are summoned to attend.

Signed: *Pip Nott*
Parish Clerk
Date: 4/11/2026

1. **To receive and accept apologies for absence.**
   Please inform the Clerk if you are unable to attend.

2. **Declarations of interest**
   To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

3. **Minutes of the previous meeting**
   To approve the minutes of the Halstead Parish Council meeting held on Monday 13th October 2026.

4. **Chair's remarks**

5. **Clerk's report**
   To note the Clerk's report.

6. **District Councillor updates**

7. **Public participation forum**
   Members of the public may use this time to comment on items included on the agenda for up to 3 minutes. To raise any other matters requiring the Council's attention, please email clerk@halsteadparishcouncil.gov.uk or speak to a Councillor after the meeting.

8. **Policies, procedures and documents for approval**
   a) To approve the Co-option policy and application form.
   b) To approve Website Accessibility statement.

9. **Councillor Vacancy**
   a) To note that that no requests were received to fill the casual vacancy in the Parish by election.
   b) To approve advertisement for co-option to fill the vacancy for the 14-day period commencing 10 November and ending 23 November 2026.

10. **Communications**
    a) To note hedge maintenance recreation ground query.
    b) To note Road Safety & Active Travel Group Newsletter received and circulated.

c) To note report of toxic mushrooms at the Recreation Ground.
d) To note Cock Inn forecourt concerns for residents access and safety.
e) To note unresolved concerns at Sevenoaks Road Copse with National Highways Trees.

11. General Administration

a) To approve expenditure on and installation of CCTV signs to comply with UK GDPR Article 13 and Data Protection Act 2018.
b) To ensure communication channels signpost residents that traffic, parking or antisocial behaviour is the remit of Kent County Council, Sevenoaks District Council or the Police and they should contact them directly to report and resolve issues.

12. Communication and Events Working Group

a) To receive an update from the Chair.

13. Highways and Amenities Committee

a) To note that the tender for 3-year grounds maintenance contract was updated to include Southdene Green and published. The closing date being 8 November 2026. And note that as per Standing Orders, the Clerk must open these in the presence of at least one Councillor.
b) To note that the CENTYMCA football team have paid in advance for pitch line marking by Landscape Services.
c) To note that no Legionella was found in any tested samples from the Pavilion.
d) To receive an update from the Chair.

14. Finance Committee

a) To note that Cllr Liz Meaton was voted acting Chair of Finance Committee until May 2027, effective 21 October 2026.
b) To approve payments to be made and to note payments and receipts to 31 October 2026.
c) To agree the allocation of Section 137 community funds among any applicants, noting £400 remaining in budget.
    i. Knockholt Goodwill Fund application.
    ii. Halstead Players application.
d) To consider the transfer of the three community assets applied for and agree any actions:
    i. Southdene Green
    ii. Land adjacent to 1 Southdene
    iii. Land adjacent to 6 Parkside

15. Planning Committee

a) To note Sevenoaks District Council approval of use of Section 106 Commuted Sums to support the delivery of new build housing on Clarks Lane.
b) To receive an update on the Clarks Lane Development
c) To receive an update on the Fort Halstead Development
d) To receive an update on issues arising from any applications considered at Committee on 4 November 2026.

16. To note the Planning Log.

Future HPC meeting date: **Monday 14 December 2026 at 7.30pm, The Pavilion. Doors open 7:25pm**