

## **KESGRAVE TOWN COUNCIL**

### **Minutes of the Town Council Meeting held on 24 November 2025**

#### **Councillors present:**

N Beecroft-Smith (*Chair*)  
A Athwall  
A Comber  
R Gibson  
J Ling  
G Lynch  
J Ogden  
G Ward

#### **Officers present:**

A Dougall – RFO

- 1. Welcome and Apologies for Absence** – The Chair welcomed all those present, apologies received from Cllr Cook, reason – personal and Town Clerk, reason – personal, following the vote these were accepted.
- 2. Declarations of Interest** – Cllr J Ogden, item 8 - Scout Leader, non-pecuniary. Cllr Comber, item 8 – Scout Leader and RFC Director, non-pecuniary.
- 3. Minutes of the Town Council meeting** held on 27 October 2025. Subject to the name amendment for A Dougall (not R), all agreed, following the vote and signed by the Chair.
- 4. Chairman's Communication** – Cllr Beecroft-Smith provided the following update:
  - Thanked all for the efforts and help for the Kesgrave Fireworks event held Sunday 2 November. There was good support from the schools for the 11.11 Remembrance School Service Tuesday 11 November with a special thank you to Don Whinney for all his efforts. The Christmas weekend light switch on, ice skating and Santa's grotto to start 28 November 2025.
  - MP Patrick Spencer will be holding a formal meeting on 9 December 2025 in the Council Chamber for residents.
  - Finally, would like to wish all a Merry Christmas.
- 5. Clerks/Officer Report/Update** – J Abbott provided the following report:
  - Fireworks event was another great success, thank you to the Events and Estate Manager for running another seamless fantastic event for the town.
  - Christmas Weekend this Friday & Saturday. Light switch on, ice skating, grotto and scout fair.
  - Met with MP Patrick Spencer with The Chair & Cllr Comber on 4 November 2025. Mr Spencer is holding public meeting here at town council office on 9 December 2025. Poster put on noticeboards and on social media to promote, will re promote on social media week before and at Christmas weekend.
  - Attended ESC emergency preparedness Teams training. Will work with Events & Estate Manager in new year to put plan together for Kesgrave.
  - Had a Team's meeting with Kesgrave new SCC Highway Community Liaison Engineer. Very active and knowledgeable happy for the office to make contact

with questions, queries, which we've already done and received quick responses.

**6. Members of the Public** – none present.

**7. County and District Councillor Reports** – District Cllr Lynch advised the following:

- The decision for the bins has been delayed until Thursday.
- Attended Audit & Reporting Committee – confidential meeting.
- Lots of calls received regarding the Brightwell development.
- Sale of the Foxhall Stadium not confirmed.
- Residents upset due to the new rules for the compulsory purchases of buildings. The rules have been changed at Cabinet level, not by ESC.

**8. Finance & Governance –**

- a. Finance & Governance committee meeting minutes 10 November 2025 – these were received and noted.
- b. Version 3 Draft Budget for 2026/27 - A Dougall presented the draft EMR position as at 1 April 2025 for information. Version 3 of the draft budget was discussed with the following points raised:-
  - Firework ticket prices to be reviewed for the November 2026 event to cover increases in expenditure.
  - A Dougall to investigate discretionary rate relief on Council buildings.
  - Room hire rates to be reviewed for 2026/27.
  - It was agreed that the budget will be discussed at the next F&G meeting.

Any comments/ amendments may be forwarded to either the Clerk or RFO to be included in the next update.

**9. Planning & Development –**

- a. Committee meeting minutes; 27 October 2025 and 10 November 2025 – these were noted, no questions raised.

**10. Community & Recreation –**

- a. Pump Track Project – the Clerk provided a further update. The Pump Track redesign obtained from Clerk & Kent was submitted to ESC Planning by the Architect. The documents were uploaded on the ESC Planning portal on 18 November 2025. It was confirmed that the revised plan had been submitted on the same application with an estimated 21 day to process.
- b. Millennium Sports Ground Car Park extension – the Clerk had provided the documents for discussion. Cllr Lynch proposed to delay any decision to extend the car park until the full impact of the proposed pump track has been realised. This data will help determine car parking needs. Cllr Gibson seconded the proposal subject to the C&R Committee reviewing alternatives to improve the parking needs of residents and then make further recommendations to Full Council. Concerns that increasing the spaces by a small number may not solve the issue and that the benefits should outweigh the costs. If more spaces are needed for events, cars could be parked on the grass by lifting the barrier. The spaces on the existing car park could be remarked to ensure better parking. Following the vote, all agreed except Cllr Comber (abstain) and Cllr Ogden (objection). It was also felt that the C&R Committee should consider restricting parking on Millennium Way (driveway to the gate) by erecting bollards to deter parking on the grass verges.

**11. Town Award & Recognition Scheme** – Cllr Gibson to change references to vouchers (9 and 7 on the form), following NALC e-bulletin dated 3/11/2025 stating that a council cannot spend on gifts for individuals. Cllr Gibson has written the policy based on his recent paper. It was confirmed that the age for a young person to receive an award is the age during the nominated period. Nominations for January 2026 relate to achievements in 2025. All agreed, following the vote to accept the policy subject to the 2 amendments.

**12. Website review /upgrade, incorporating review of IT Support contract** – The review of IT Support is under review. Cllr Beecroft-Smith explained the process for the upgrade: -

- Version1 - incorporates all the legal requirements.
- Version 1a – includes legal and award requirements.
- Version 2 – expands with further information.
- Version 3 - interactive website.

Before going live, it is a legal requirement for the Clerk to authorise the accuracy by signing every page. The new website is planned to go live early next year. The mapping links every page of the old site to the new one to ensure data is not lost. Cllr Gibson gave thanks to Cllr Beecroft-Smith for all his hard work and time on this project, all agreed.

**13. Local Council Award Scheme** – Cllr Gibson confirmed the submission postponed from January 2026 to the next quarter in April 2026 due to work commitments by the office team. Cllr Beecroft-Smith gave thanks to Cllr Gibson for his work on the award application, all agreed.

**14. Community Engagement Improvement Proposals** – Cllr Gibson presented the new policy for approval with reference to the proposals written in the accompanying paper. Seconded by Cllr Ogden, all agreed to accept, following the vote. It was agreed that the office staff would devise an action plan, setting measures to check the progress of decisions made, e.g., target numbers for an email distribution list. Cllr Lynch disagreed with (2) suggesting that under 30 years no longer used Facebook, as he found most still do.

**15. Other/Urgent Communications** – Cllr Comber confirmed that the engineers were still working to install electricity to the MAST at the Millennium Sports Ground, expected to finish 27 November 2025.

**16. Date of Next Meeting** – Monday 19 January 2026, 7.15pm, at the Town Council office – noted.

**17. Agenda Items for Next Meeting** – none.

**18. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – All in favour, resolution passed.

Agenda items 19a, 19b and 20 were then discussed in the CONFIDENTIAL part of this meeting.

*this part of the meeting finished at 8.16pm.*

**Chair .....**.....**Date.....**