



CHEVENING PARISH COUNCIL

Minutes of the Council Meeting of Chevening Parish Council, held at 7.30pm on Monday 9th October 2017 at the Recreation Ground Pavilion, Chevening Road, Chipstead TN13 2SA

| | | |
|----------------|-----------------------|----------------------------|
| Present: | Mr A Clark | Chairman |
| | Mr J Branton | Vice Chairman |
| | Ms R Burgess | Councillor |
| | Mrs T Dalton | Councillor |
| | Mr A de Turberville | Councillor |
| | Mr H Dilley | Councillor |
| | Mr J Eastwood | Councillor |
| | Mrs B Ide | Councillor |
| In Attendance: | Mrs J Hayton | Clerk |
| | Mr J London | Sevenoaks District Council |
| | Members of the Public | 1 |
| Apologies | Mrs L Weavers | Councillor |

109. Apologies and Absences – Cllr Weavers

110. Declarations of interest or lobbying – Cllrs Dilley and Dalton declared their interest in the lighting in Sailing Club Road if it extends beyond the parking area

111. Minutes of Previous Meeting - The minutes of the meeting on 11-9-17 were agreed and signed by the Chairman

112. Questions from the Public – It was requested that the Chevening Mailer carry copies of the minutes and agenda when available to broadcast the content of Council meetings to a wider audience. It was resolved to implement immediately

113. Open Spaces

a) **Open Space Inspection**

b) **Playground Inspection**

c) **Himalayan Balsam.** The extent of Himalayan Balsam on Parish Council land was discussed. It was resolved to get professional advice as to when to deal with it and have a working party to attempt to eradicate it if the advice confirms that is the correct way to deal with it. The ongoing presence of Himalayan balsam may be a flood risk

Clerk

114. Playground on Chipstead Common – Feedback from Agenda item 116 suggested a play area as one of the preferred initiatives. The Council also discussed whether Adult gym equipment may be a possibility. The Parish Council resolved whether to pursue putting a playground on Chipstead Common. The first stage will be to discuss proposed options (existing playground like Chipstead Recreation Ground or Adult Gym) with Riverhead PC to gain their feedback

Chairman

- 115. Open Spaces Tenders.** It was resolved to appoint the existing contractor MDH Horticultural Services as the Council's open spaces and gang mowing contractor for a 4 year term from 1-1-2018 Clerk
- 116. Lights in Sailing Club Road** The proposal to put lighting down Sailing Club Road was unanimously rejected following feedback from the Parish. It was proposed that guidance should be obtained on ways to make the parking areas less susceptible to crime and to erect notices advising that thieves operate in the area. Clerk
- 117. Parish Survey Update** Cllr Burgess presented a summary of her recommendations regarding a Parish Survey. The premise is that many people do not understand the scope of the Parish Council, what they influence and what they deliver on behalf of Parishioners. Her recommendation is to use social media as an additional channel to reach those Parishioners who do not receive the Chevening Mailer. As it has been 5 years since the Parish Plan was created and an extensive survey of the Parish undertaken the Parish Plan steering committee will also begin to meet more regularly and Cllr Burgess has been invited to attend as Council representation
- 118. Highways Issues**
- a) **20 mph in Chipstead** KCC have advised that a further detailed design document is required before any new signage can be implemented. There are flashing signs up Brittain's Lane and Oak Lane which were erected after requests from the Speed watch teams in the area. They were paid for by the Kent County Councillor for Sevenoaks, Margaret Crabtree, from her Member's Fund.
- b) **Chevening Crossroads** Chevening Estates (Cluttons) are looking to introduce speed restrictions at Chevening Crossroads. The Council resolved it's support for such a move as the crossroads is so dangerous. This could also be of assistance in extending a 20mph limit past the School
- 119. Correspondence Received and General Issues**
- The additional suggestions from Parishioners as alternatives to lighting on Sailing Club Road (Agenda Item 116) were discussed (items a-c).
- a) Those which are firmly the responsibility of other authorities (KCC) must be pursued with them. These were potholes, the signage and white lining by the George and Dragon and roundabout at the A25/A21 junction
- b) Improving lighting on Homedean Road. The cost of installing additional lights along the road will be investigated
- c) Phone box in Stairfoot Lane. Clerk to contact BT to confirm our intention to take over the box when it is decommissioned to potentially use it to house a defibrillator
- d) The harnessing of hydroelectric power is an ongoing proposal which the Chairman is pursuing. The initiative may not be ready to bid for the first round of CIL money in December but is a potential future item when more details and costings are available
- e) One of the signs at the Rivermere Home on Homedean Road which was refused planning permission is still in place. Clerk to contact SDC Planning for an update Clerk

120. General Information and proposals for Future Agenda Items

- a) Footpath on the North Shore of Chipstead Lake. Cllr Dilley to prepare a response to Mrs Gilbert concerning the footpath on the North Shore
- b)
- c) Cllr Piper of SDC to be invited to discuss Planning issues

121. Finance – Appendix 1

- a) **Income Received and Cheques Payable** –the payments for October were resolved and the payments and receipts for September were reviewed.
- b) **Income and Expenditure for H1 2017-8** - the Income and Expenditure for H1 2017-8 was reviewed and no issues identified

122. Planning Applications – Appendix 2

- a) Notices received see Appendix 2
- b) Applications Granted or Refused – Circulated for information and Chairman to report

The meeting closed at 9.45 p.m.

Payments agreed at the meeting

| | | | Santander Payments | | |
|-----|----------------------------|---|--------------------|---------|-----------|
| 227 | MDH Horticultural Services | Monthly Open Spaces Maintenance | £1,130.80 | 226.16 | £1,356.96 |
| 228 | HMRC | Tax & NI | £138.06 | | £138.06 |
| 229 | J Hayton | Salary | £1,047.88 | | £1,047.88 |
| 230 | MDH Horticultural Services | Monthly Gang Mowing | £233.33 | £46.67 | £280.00 |
| 231 | J Hayton | Expenses | £6.00 | | £6.00 |
| | | Trim overhanging trees and Removing dangerous tree in Sailing Club Rd | £300.00 | | £300.00 |
| 232 | DRM Trees | | | | |
| 233 | SDC | Emptying Dog Waste Bins Q3 | £520.00 | £104.00 | £624.00 |
| 234 | VC Handyman | Repair bench on Chipstead Common | £50.00 | | £50.00 |
| 235 | Spectulise | Website | £160.50 | | £160.50 |
| 236 | SE Water | Chipstead Common Hut Water Bill | £24.44 | | £24.44 |
| 237 | Andy Clark | Materials for Planter in Sailing Club Rd | £532.18 | £106.44 | £638.62 |
| 238 | JGC Sportsturf | Autumn work on Cricket Square | £1,250.00 | £209.44 | £1,459.44 |

Payments & Receipts for September

| Opening Balance | | £90,467.66 |
|------------------------|--|-------------------|
| 26/09/2017 | Donation from C Foreman for Planter on Sailing Club Road | £100.00 |
| 25/09/2017 | FASTER PAYMENTS RECEIPT REF.STREATFEILD PERMIT FROM CLEVERLY LTD | £110.00 |
| 22/09/2017 | INTEREST PAID AFTER TAX 0.00 DEDUCTED | £7.58 |
| 21/09/2017 | Amhurst Q2 payment | £371.82 |
| 14/09/2017 | Mobile Phone Mast REF GVA GRIMLEY CLIENT, 67MB3259 | £100.00 |
| 25/09/2017 | DIRECT DEBIT PAYMENT TO PUBLIC WORKS LOANS REF E07235, MANDATE NO 0002 | £2,549.93 |
| 15/09/2017 | DIRECT DEBIT PAYMENT TO E.ON REF 013977153500A, MANDATE NO 0001 | £355.88 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO VC HANDYMAN REFERENCE VC 9.9.17 | £410.00 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO RH AND RW CLUTTON REFERENCE S15579 | £60.00 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO SCRIBE REFERENCE INV 0302 | £174.00 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO STREETLIGHTS REFERENCE 8964 | £72.30 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO STREETLIGHTS REFERENCE 8973 | £117.30 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO SLCC REFERENCE JUDITH HAYTON 1349 | £139.00 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE TRANSFER | £6.00 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL REFERENCE TRANSFER | £280.00 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE TRANSFER | £1,047.68 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO HMRC REFERENCE 577PV00161414 | £138.26 |
| 12/09/2017 | TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL REFERENCE 1121 | £1,356.96 |
| 06/09/2017 | CHARGES FROM 2017-07-22 TO 2017-08-21 | £7.50 |
| Closing Balance | | £84,442.25 |

Financial Report H1 2017

CHEVENING PARISH COUNCIL - REPORT TO SEPTEMBER 2017

| | Actual to Sept 17 | Budget 2017/18 |
|-------------------------------|-------------------|-------------------|
| OPEN SPACES | | |
| MDH gang mowing | £1,400.00 | £3,200.00 |
| MDH general work | £3,373.00 | £7,000.00 |
| Maint/improve | £3,545.00 | £5,000.00 |
| Sports pitches | £5,700.00 | £7,500.00 |
| Playground | £130.00 | £250.00 |
| Empty dog bins | £520.00 | £1,750.00 |
| Trees | £580.00 | £2,000.00 |
| Winter maintenance | £0.00 | £1,000.00 |
| Sailing Club Road | £0.00 | £2,000.00 |
| Chipstead Common Football hut | £232.00 | £0.00 |
| Allotments | £60.00 | £60.00 |
| | £15,540.00 | £29,760.00 |
| Amherst School | £743.00 | £1,500.00 |
| Riverhead Angels | £350.00 | £200.00 |
| Recreation Ground | £7,141.00 | £6,660.00 |
| Allotments | £0.00 | £60.00 |
| Playground fundraising | £0.00 | |
| Sundry | £100.00 | |
| | £7,206.00 | £21,340.00 |
| PAVILION | | |
| Rates | £0.00 | £600.00 |
| Loan repayment | £2,550.00 | £5,100.00 |
| Maint/improve | £148.00 | £2,000.00 |
| | £2,698.00 | £7,700.00 |
| Rates | | £600.00 |
| | £2,698.00 | £7,100.00 |
| BURIAL GROUND | | |
| Clerk's salary | £356.00 | £625.00 |
| Rates | £0.00 | £135.00 |
| MDH Maint work | £3,373.00 | £7,000.00 |
| Sundries | £1,225.00 | |
| | £4,954.00 | £7,760.00 |
| Fees | £3,745.00 | £3,500.00 |
| Rates | £135.00 | |
| | £1,074.00 | £4,260.00 |
| QUINQUENNIAL | | |
| Receipts | | £3,000.00 |
| | £0.00 | £3,000.00 |

Financial Report H1 2017

ADMIN

| | | |
|---------------------|-------------------|-------------------|
| Clerk's salary | £6,761.00 | £14,000.00 |
| Audit fee | £460.00 | £500.00 |
| Insurance | £2,082.00 | £2,000.00 |
| KALC/subscriptions | £136.00 | £200.00 |
| Sundries | £45.00 | £300.00 |
| Computer | £261.00 | £300.00 |
| Office expns | £193.00 | £300.00 |
| Training | £0.00 | £1,000.00 |
| Meeting room | £548.00 | £600.00 |
| Printing/stationery | £289.00 | £300.00 |
| | £10,775.00 | £19,500.00 |
| Bank interest | £60.00 | £150.00 |
| Insurance | £967.00 | £1,000.00 |
| Sundries | £0.00 | |
| | £9,748.00 | £18,350.00 |

Actual to Sept 17

Budget 2017/18

LIGHTING

| | | |
|-------------|------------------|------------------|
| Energy | £1,760.00 | £4,000.00 |
| Maintenance | £1,190.00 | £3,000.00 |
| Repairs | £158.00 | £2,000.00 |
| | £3,108.00 | £9,000.00 |

MISCELLANEOUS

| | | |
|-------------------------------------|-------------------|------------------|
| Donations | £244.00 | £750.00 |
| Chairman's expenses | £68.00 | £100.00 |
| Election expenses | | |
| Speed Watch Equipment (net cost) | £220.00 | £250.00 |
| Sports pitches drainage project | £0.00 | |
| New benches | £0.00 | £1,200.00 |
| Legal costs | £0.00 | £0.00 |
| Parish Events | £786.00 | £1,000.00 |
| Playground (net cost after reserve) | | |
| Highways items | | £1,000.00 |
| Sailing Club Road reserve | £2,000.00 | £2,000.00 |
| 20 MPH zone project | -£918.00 | |
| | £2,400.00 | £6,300.00 |
| Sundries/donations | £100.00 | £0.00 |
| CIL Income | £10,891.00 | |
| | -£8,591.00 | £6,300.00 |

Summary

Actual to Sept 17

Budget 2017/18

| | | |
|-------------------------|--------------------------------------|-------------------|
| Open Spaces | £7,206.00 | £21,340.00 |
| Pavilion | £2,698.00 | £7,100.00 |
| Burial ground | £1,074.00 | £4,260.00 |
| Quinquennial | £0.00 | £3,000.00 |
| Admin | £9,748.00 | £18,350.00 |
| Lighting | £3,108.00 | £9,000.00 |
| Miscellaneous | -£8,591.00 | £6,300.00 |
| Signed as a true record | 13th November 2017 | £69,350.00 |

Planning Decisions

| | | | | | | |
|-----------------------|---|---|------------|------------|------------|---------|
| SE/17/02963/ HOUSE | 11 Chipstead Park Close Sevenoks TN13 2SJ | Rear single storey extension. New pitched roof to replace front flat portion of garage roof. New render to facades. New rooflights | 20/09/2017 | 10/10/2017 | No comment | Trish |
| SE/17/03084/ HOUSE | 13 Sandilands Sevenoaks TN13 2SP | Erection of a detached summerhouse/gym and retaining wall to rear | 04/10/2017 | 24/10/2017 | No comment | Robbie |
| SE/17/03064/ HOUSE | 1 Darent Close Chipstead TN13 2RX | Demolition of existing garden shed and erection of a single storey cabin style wooden garage to side of property | 04/10/2017 | 23/10/2017 | No comment | Barbara |

Planning Decisions since last meeting

| SDC Decisions on Previous Applications | | | | | |
|--|--|---|--------------|-------------|----------------|
| Reference | Site | Development | SDC Decision | PC Decision | Clr |
| SE/17/02021 /HOUSE | 57 Chipstead Lane Sevenoaks TN13 2AJ | Erection of a two storey side and rear extension | No comment | Barbara | Granted |
| SE/17/02470 /HOUSE | Windmill Farm Chevening Road Chipstead TN13 2SA | Erection of a single storey rear extension and alterations to part of the roof to raise eaves and ridge height and insert dormer windows and velux windows. Construction of a porch | No comment | Lela | Refused |
| SE/17/02172 /HOUSE | 92 Chipstead Lane Riverhead TN13 2AQ | Loft conversion with dormer. Window to side | No comment | Barbara | Granted |
| SE/17/02238 /HOUSE | 62 Woodfields, Chipstead, TN13 2RB | Demolition of the porch and rear extension. Erection of a rear extension with roof lights, side extension with flat crown, porch, pitched roof and canopy to garage and new elevational finishes to roofs and walls of garage and bungalow. | No comment | Robbie | Granted |
| SE/17/02360 /HOUSE | 56 High Street Chipstead TN13 2RR | Erection of porch, single storey rear extension, loft conversion and associated works (roof and fenestration alterations, solar panels, new dormers, lantern roof lights) | No comment | John B | Refused |

Planning Decisions since last meeting

| | | | | | |
|--------------------|--|--|---|------|---------|
| SE/17/02347 /HOUSE | 15 Westerham Road Bessels Green TN13 2PX | Replacement glazed conservatory roof with tiled roof | <p>The Parish Council offered no comment to the previous application SE/17/00196/HOUSE Erection of a two storey side extension in line with the existing principal roof and extension to existing rooms in the roof, a single storey rear extension and new front porch which was granted.</p> <p>The Parish Council feels that the totality of this application, composed as it is of three separate applications combined (SE/17/02347/HOUSE SE/17/02346/HOUSE SE/17/02348/HOUSE), takes us back to the original proposal we objected to when taken in conjunction with the granted application SE/17/00196/HOUSE. Our previous objections therefore stand</p> <p>Our original objections to the planning applications were as follows:-</p> <p>SE/16/02066/HOUSE Object based on impact of an overbearing structure - (three storey, not two storey as described in the application) very close to the boundary wall and concerns about the integrity of the garage which is not "detached" as stated in the plans, but a continuous structure connecting both properties.</p> <p>SE/16/02066/HOUSE We object based on the impact on the neighbour on the East side due to the overbearing size of the extension. There is insufficient information concerning the affect on the neighbour's garage and how that will be dealt with SE/16/02066/HOUSE The revised proposal differs only marginally from the last version – dropping the proposed new front porch and reordering some of the ground floor. There is no alteration to the footprint and we have not been presented with any</p> | Andy | Granted |
|--------------------|--|--|---|------|---------|

Planning Decisions since last meeting

| | | | | | |
|-----------------------|--|--|---|------|----------------|
| SE/17/02348 /HOUSE | 15 Westerham Road Bessels Green TN13 2PX | Demolition of existing garage. Erection of a two storey side extension in line with the existing principal roof and extension to existing rooms in the roof, a single storey rear extension and new front porch, single storey front extension. 2 dormers to the rear, 1 dormer to the front, raising the height of the front gable to the roof. Alterations to fenestration. Demolition of chimney. | alteration to the proposed Eastern elevation overlooking the neighbouring property. On this basis nothing has been done to allay our concerns and our previous objections stand. SE/17/00196/HOUSE Object. We do not feel the proposed adjustments address our original concerns | Andy | Granted |
|-----------------------|--|--|---|------|----------------|