



Chevening Parish Council

**Minutes of the Ordinary Meeting of the Parish Council
held on Monday, 6th July 2026 at 7.30pm
at the Pavilion, Chipstead Recreation Ground, Chevening Road, Chipstead, TN13 2SA**

Present:

Cllr James London (Chairman)
Cllr Allan de Turberville
Cllr Kevin Leek
Cllr David Lewis
Cllr Claire Moses
Cllr Jane Nielsen
Cllr Lela Weavers
Cllr Val Woodruff

In Attendance:

Mrs Penny Cole
Cllr Nigel Williams
Cllr Sandra Robinson
Members of the Public

Clerk
KCC and SDC
SDC
5

265 Apologies and Absence

There were no apologies for absence.

266 Declarations of interest or lobbying

There were no declarations of interests or lobbying.

267 Minutes of Previous Meeting

It was RESOLVED that the minutes of the meeting on 1st June 2026, be approved and signed by the Chairman as a correct record.

268 Updates from KCC and SDC

Cllr Williams reported that the Local Plan Regulation 19 had been published and he had attended the advisory meeting where it was discussed. A lot of residents had turned up to protest about some of the sites in it, particularly Pedham Place and Broke Hill. However, the Government edict was that if Sevenoaks District Council did not find the necessary number of houses, they would lose control of their planning department, and the Government would take it over. The 40 houses in Chipstead Park were still in the Plan and Councillor Williams suggested that any objections on this site should be conveyed to the Council and these comments would go straight to the Planning Inspector and objectors could ask to speak at the Planning Inspection meeting.

Cllr Robinson was disappointed that KCC had refused the request for a Crossing at Bessels Green due to lack of use. She and Cllr Williams would work together to take this forward and lobby KCC further. Cllr Robinson was on the SDC Scrutiny committee, and she had joined a working group of the committee to look at how Local Government Reorganisation was doing elsewhere and what SDC could learn from other Councils.

269 Questions from the Public

There were no questions from the public.

270 Chipstead Common Shed

a) Planning Application

The Chairman asked the Council to deal with the issue in two stages. Firstly, whether to maintain the hut by installing cladding and an external toilet. Subject to confirming the planning position it was agreed to proceed. Secondly, dealing with the use of the hut by the Men's Shed the Clerk read out the information she had received from the Planning Department at Sevenoaks District Council. They had stated that a change of use was not required and the Council could apply for a Lawful Development Certificate (LDC). It was AGREED that an LDC would be sought on the basis that the clerk contact the planning department to confirm that a change of use was not required. It was AGREED an amount of up to £1500 to be spent on establishing the planning position and/or obtain an LDC.

b) Licence

Subject to the addition of the hours of use being clearly stated, the wording of the Licence was AGREED.

c) Correspondence Received

Five residents residing around the Common were in attendance to object to the use of the building by the Men's Shed. The main objections were noise and parking. Councillors discussed mitigation of these issues and some Councillors suggested waiting until the September meeting to decide whether to allow the use of the building by the Men's Shed. Following a vote, it was AGREED by 6 votes to 3 that the application should be applied for straight away.

271 Chipstead Lake Anti-Social Behaviour

There had been a site visit on 26th June of the Sevenoaks District Council Community Safety Partnership, Chipstead Lakes task and finish group to look at the measures already in place to prevent young people swimming in the lake and any possible further mitigation. Those present were the clerk and Cllr Leek for the Parish Council, Kent Police, Sevenoaks District Council, Chipstead Sailing Club, Leonard Cheshire Homes and Holmesdale Angling Club. Cllrs considered the notes to the meeting attached to the agenda and AGREED the following:

To place two new signs informing visitors that the Sailing Club Road was private land;

To place two signs in Sailing Club Road informing visitors that CCTV was present in the area;

To improve the fencing along Sailing Club Road from the Green to the gate by the new car park area.

The clerk would get quotes for these items.

272 Bessels Green Crossing

Councillors considered the KCC report presented to the Joint Transportation Board of Sevenoaks District Council at its meeting on 10th June. Cllr Robinson agreed to send her report that she presented to the JTB to all Councillors which provided a counter argument that school bus pupils were alighting from the bus in Chipstead Square rather than at Bessels Green. Councillors were very supportive of Cllr Robinson and Cllr Williams' work on this and would assist them in any way they could.

273 Noticeboards

There were two quotes attached to the agenda and Cllr Moses had found a third supplier but was waiting for their quote. Prices worked out at about £1,000 per noticeboard plus VAT plus £250 for a long-lasting finish. It was AGREED to replace five of the six Parish noticeboards but that the large one in Chevening Road would be replaced first; Councillors AGREED to accept a quote of up to £1,500 to be agreed by email when all three quotes were available. The funding for this would come from General Reserves.

274 Streetlight Outside the Bricklayers Arms

The clerk updated Councillors on the current position regarding the insurance claim. The clerk was still waiting to receive the invoice from KCC for the removal of the column – the clerk will chase KCC. Witness statements to the accident will be chased up. It was agreed that the clerk write to the Chief Executive of Harvey's Brewery to ask for their assistance in this matter.

275 Open Spaces

Open Space Inspection

A resident in Chevening Road had complained that a tree in the Recreation ground was growing into her shed. The clerk had received two quotes from MDH; it was AGREED to accept the quote for £600 to carry out a hard cut back of shrubs and trees.

a) *Tree Inspection*

The Parish Council had received three quotes to carry out the works as stated in the recent tree inspection carried out by Treecraft. It was AGREED to accept the quote from DRM Trees for £15,600. The works would be carried out this year and any budgetary overspend would come out of the general reserves account.

b) *Sailing Club Road*

The clerk presented three quotes to the meeting of varying prices and work specifications. It was AGREED to chase up the original quote from CW Surfacing as well as request a further quote from Coppards who had undertaken the new car park area resurfacing.

c) *CCTV*

Councillors considered a quotation to erect four solar powered cameras to be placed behind the new car park area. It was AGREED to accept the quote from Rural View for a sum of £2,000 plus VAT for the cameras and installation costs plus an annual charge of £350 plus VAT for the airtime costs. It was also AGREED to the cost of approximately £275 plus VAT for the installation of the poles. The finalisation of the quote and agreement with the company would be subject to further discussion with the company to ensure the Council had the right package. It was further AGREED that the clerk should seek a quotation for two replacement signs indicating that Sailing Club Road was a private road and two new signs to notify the road users that CCTV was in operation.

d) *Vertidrainage*

It was AGREED to obtain a quote for the works and the clerk to contact Chipstead FC to request a contribution from them.

276 Correspondence Received and General Information

At the last meeting it was agreed that the clerk write to KCC to ask whether the Parish Council could pay for the refresh of the white lines in the High Street at the pinch points. KCC subsequently contacted the clerk to confirm that they had reconsidered their original decision and would carry out a refresh themselves.

a) *Chevening Estate Parkland Scheme*

There was no update.

b) *Defibrillator*

Cllr de Turberville had contacted the Kings Head pub who were very supportive of the installation of a defibrillator on their property and had passed this request on to their manager for a decision.

c) *Yellow Line Extension – Larkfield Road*

A resident had complained about parking near the junction of Larkfield Road and Westerham Road and requested that the yellow lines be extended further into Larkfield Road. It was agreed to pass this request on to KCC Cllr Williams to take it forward with Kent Highways.

277 Pavilion

The clerk and Cllr Leek had met with Musketeers to go through their risk assessment and proposed management controls to mitigate the risks including quotes for the work. The following quotations were AGREED by all Councillors:

1. The water tanks would be emptied and thoroughly cleaned at a cost of £984.50 plus VAT
2. A written scheme of control would be provided by Musketeers at a cost of £563 plus VAT
3. The clerk would undertake online training.

It was also agreed that weekly running of the showers would be undertaken by the clerk as well as monthly temperature checks and these would be recorded on documentation provided by Musketeers. Cllr Leek would contact J V Geer to look at any physical changes to the system that Musketeers had proposed.

278 Bus Shelter

The clerk provided a written report regarding the issue of siting a bus shelter at the small green opposite the Common. A contractor had been asked to look at the site and had notified the Council that they were unwilling to undertake any excavation work without any radar investigations being undertaken. It was therefore AGREED not to go ahead with the installation of a new bus shelter due to these issues and a lack of an alternative position on the green. The clerk would contact KCC to let them know the Council's decision.

279 Finance

a) Income Received and Cheques Payable

The clerk highlighted a payment of £264 plus VAT to UKPN. This was for a streetlight repair from 2021 and explained that the invoice had gone astray and not been paid, and due to Covid, it had taken UKPN far longer to chase up. It was AGREED that the payment to UKPN and all other payments for July be approved, and the payments and receipts for June be noted (Appendix 1).

280 Planning Applications

a) Applications for consideration by the Council

26/01268/HOUSE	4 Nursery Place Chipstead Kent TN13 2RH	Proposed single storey flat roof side extension to rear of existing dwelling with associated landscaping. No objection raised.
26/01361/HOUSE	Crest Cottage 57 High Street Chipstead Kent TN13 2RW	Demolition of existing rear extension. Erection of larger rear extension with internal/external alterations to include new staircase layout, removal of rear chimney stack, new windows, roof lights and doors, upgrading insulation and services, basement window repair, and solar panels. This application had arrived on the day of the meeting. A councillor would look at the application and email their proposed comments round.

b) To note any applications decided between meetings

26/00759/FUL	43 Chipstead Lane Sevenoaks Kent TN13 2AJ	Change of use to Day Nursery and side and rear extension with associated vehicle access. Conversion of loft space including rooflights.	Objection
26/01284/LBCALT	29 - 31 High Street Chipstead Kent TN13 2RW	2 no. replacement windows, ground floor rear, and replacement driveway surface.	No objection

c) Applications granted or refused – for review

26/00264/HOUSE	Sandholme, Chipstead Lane Sevenoaks Kent TN13 2RE	Demolition of existing garage, two-storey side and front extension with new porch and part-rear first-floor extension. Alterations to fenestration.	No objection	Granted
26/00602/LBCALT	Chevening House, Chevening Road, Chevening TN14 6HG	Carry out upgrades to existing doors to achieve nominal fire rating and provide protected means of escape.	No objection	Granted

26/00783/HOUSE	37 Bullfinch Close Sevenoaks Kent TN13 2BB	Demolition of existing side projection and erection of single-storey front extension, two-storey side extension, and part single, part two-storey rear extension with roof lights. Alterations to fenestration.	No objection	Granted
26/00813/HOUSE	6 Chesterfield Drive Sevenoaks Kent TN13 2EG	Demolition of Existing Rear Conservatory & Erection of Proposed Single Storey Rear Extension.	No objection	Granted

d) Works to Trees

None.

281 Progress Tracker and Items for Future Meetings

The progress tracker on Council decisions was reviewed. The following items would be removed – bus shelter, heritage trail, Sailing Club Road potholes, Pavillion update, Pavillion extension and CCTV.

The meeting closed at 09.52pm

APPENDIX 1

June Payments and Receipts

03Jun2026	Pavilion Hire	£70.00	
23Jun2026	HOLMESDALE ANGLING & CONSERVATION	£10.00	
26Jun2026	Pavilion Hire	£40.00	
30Jun2026	Credit Interest	£28.12	
30Jun2026	Credit Interest	£92.89	
01Jun2026	Service Charge		-£9.25
10Jun2026	B/P to: Penny Cole		-£35.51
10Jun2026	B/P to: MDH Horticultural		-£168.00
10Jun2026	B/P to: SDC		-£436.22
10Jun2026	B/P to: MDH Horticultural		-£412.40
10Jun2026	B/P to: Handyman		-£523.28
10Jun2026	B/P to: Musketeers		-£714.00
10Jun2026	B/P to: Internal Auditor		-£200.00
10Jun2026	B/P to: Prospiero - ESET		-£29.16
10Jun2026	B/P to: Penny Cole		-£1,640.67
10Jun2026	B/P to: MDH Horticultural		-£1,954.74
10Jun2026	B/P to: Treecraft		-£1,050.00
10Jun2026	B/P to: HMRC		-£447.07
16Jun2026	Direct Debit (LILI WASTE SERVICE)		-£31.86
30Jun2026	Service Charge		-£6.77
03Jun2026	Burial	£271.88	
04Jun2026	BURSLEM + SON LTD	£137.50	
23Jun2026	Burial	£181.25	
30Jun2026	Credit Interest	£175.81	
24/06/2026	VALDA ENERGY		-£19.28
22/06/2026	SSE ENERGY SUPPLY REF 0014194-DD		-£196.74
02/06/2026	WELHAM JONES Burial	£137.50	
01/06/2026	GOCARDLESS REF KENTCABLES		-£30.00
		£1,144.95	-£7,904.95

July Payments

Payment No.	Payee	Reason	Net	VAT	Total
1578	P Cole	Salary	£1,674.07	£0.00	£1,674.07
1579	P Cole	Expenses	£60.14	£5.86	£66.00
1580	HMRC	Tax & NI	£411.67	£0.00	£411.67
1581	MDH Horticultural Services	Open Spaces	£1,896.09	£379.22	£2,275.31
1582	MDH Horticultural Services	Gang Mowing	£400.03	£80.01	£480.04
1583	JGC Sportsturf	Cricket Square - May	£937.30	£187.46	£1,124.76
1584	JGC Sportsturf	Cricket Square - June	£937.30	£187.46	£1,124.76
1585	Duplicate Invoice		£0.00	£0.00	£0.00
1586	Plaxtol Pest & Wildlife	Further pest control visit	£80.00	£0.00	£80.00
1587	PC Peripherals Ltd	New Laptop for clerk	£438.33	£87.67	£526.00
1588	JRB Enterprise Ltd	Dog Bags	£246.00	£49.20	£295.20
1589	Spy Alarms	CCTV Installation	£1,637.00	£327.40	£1,964.40
1590	Spy Alarms	Annual Maintenance	£120.00	£24.00	£144.00
1591	Damian Killick	Window Cleaning	£30.00	£0.00	£30.00
1592	KSS Air Ambulance	Donation	£100.00	£0.00	£100.00
1593	CJS Plants Ltd	Supply and maintenance of planters	£208.33	£41.67	£250.00
1594	UK Power Networks	Streetlight repair (Unpaid from March 2021)	£264.00	£52.80	£316.80
1595	Prosphero Ltd	Set up of Clerk's new laptop	£261.25	£0.00	£261.25
			£9,701.51	£1,422.75	£11,124.26