



## CHEVENING PARISH COUNCIL

Minutes of the Annual Meeting of Chevening Parish Council, held at 7.30pm on Monday 8<sup>th</sup> May 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 (from 8 pm)
	Mrs T Dalton	Councillor
	Mr A de Turberville	Councillor
	Mr H Dilley	Councillor
	Mr J Eastwood	Councillor
	Mrs B Ide	Councillor
	Mrs L Weavers	Councillor
In Attendance:	Mrs J Hayton	Clerk
	Mr Nick Chard	Kent County Council (until 8 pm)
	Members of the Public	4
Apologies	Mr J London	Sevenoaks District Council

51. **Election of Chairman** Cllr Clark was unanimously re-elected as Chairman
52. **Election of Vice Chairman** Cllr Branton was unanimously re-elected as Vice Chairman
53. **Co-option onto the Council of Roberta Burgess** It was resolved unanimously to co-opt Ms Burgess onto the Council. Cllr Burgess then joined the meeting.
54. **Election of Working Parties, Representatives and Other Posts** The Working Parties were reviewed and the revised list of roles and responsibilities are attached as Appendix 3
55. **Apologies and Absences** – Cllr London from Sevenoaks District Council sent his apologies
56. **Declarations of interest or lobbying** – The Chairman declared a Personal Interest in the Dragon Boat Festival and declared he would not vote on that item
57. **Minutes of Previous Meeting** - the minutes of the meeting on 10/04/17 were resolved and signed by the Chairman as a true record
58. **Questions from the Public** – Cllr Chard attended the meeting to introduce himself on his first official day in office. Cllr Chard began by praising his predecessor, Richard Parry for all the support he had given the area during his time as Councillor. Cllr Chard was formerly representing Sevenoaks East but boundary changes meant the 2 wards were amalgamated. He stressed he will do what he can to support the local community. The Chairman mentioned the current issue with the 452 bus service and would send the correspondence to Cllr Chard for his review and comment  
**Chairman to send correspondence to Cllr Chard**
59. **Open Spaces**
  - a) **Open Space Inspection**  
**Japanese Knotweed.** There has been Japanese Knotweed sighted on Sailing Club Rd which Cllr Dilley has treated. Cllr Dalton reported knotweed on the Knockholt side of  
**Clerk to contact Knockholt PC &**

Signed as a true record ..... Date 11<sup>th</sup> June 2017

- the keyhole. The footpath is in Knockholt Parish and Chevening Estates should also be informed. This was raised a few years ago (May 2014).
- b) **Playground Inspection** – the Council debated the merits of using an alternative inspection company as the one we have used to date (Play Safety) raised the same risk which is to do with the design of the equipment. It was resolved to use an alternative inspection company Play Inspections for the 2017 inspection
- c) **Additional skip for clearing Burial Ground** – it was resolved to pay for a second skip to clear the rubbish at the Burial Ground. An annual skip will then enable the area to be kept tidy
- d) **Bike Rack at Sailing Club Road.** The Chairman presented photos of the proposed positioning of the bike racks. Andy Hogg has purchased the racks and the Council was asked to resolve the cost of installation. The Bike Racks fulfil 3 key points
- Preventing dangerous parking on the corner of Sailing Club Road
  - Preventing Theft of bicycles (as they are in sight of the green and Chevening Rd)
  - Meeting the requirements of the Parish Plan (promoting cycling)
- The Council could not agree the best place for the bike racks therefore a working group of Chairman Cllr Dalton and Cllr Weavers would discuss safety and parking concerns on site and report back to the next meeting for resolution
- 60. Footpath Matters** – Graham Birch – the Footpath Warden presented his review of Rights of Way and issues. The Parish has over 30km of Public Rights of Way, including 2 ½ km of bridleways. The national average is 10% of unusable POW's, and last May Chevening had 2%. There are now only a couple of areas with restricted access. There is a Section on Star Hill (Keepers Cottage/Star Hill House) which may need action. It is felt that a fence has historically been erected making the path too narrow. The Council felt to simply ignore the issue would set a precedent but KCC should be informed and when the existing fence is repaired/replaced the owners are asked to move it back. There are also problems with the footpath on the West side of Chipstead Lake. Graham was asked to report the two issues to KCC to see if they can assist in getting them sorted out.
- 61. Correspondence Received and General Issues**
- a) **Review of Annual Assembly** The Clerk confirmed the Cllr Robert Piper had not been able to attend the Assembly but had extended an offer to speak to a Council meeting concerning Planning policy. The Council resolved to invite Cllr Piper to the next meeting. The feeling was that the Assembly was a great success and the Chairman's excellent spread of food together with wine was a very welcome addition to the meeting. The Chairman had received a negative response from Sgt Beresford, but he had been forewarned of the areas of concern in advance but unfortunately had not come with the information to address those issues.
- b) **Dragon Boat Festival** – The Council resolved to underwrite the cost of the St John's Ambulance to a maximum cost of £150. The Chairman agreed to put "This event is supported by Chevening Parish Council" in the programme
- c) **Disabled people crossing Chevening Road** – Both Chairman and Clerk had been approached by a resident of the Cheshire Home as KCC had refused her request for a dropped curb outside the Bricklayers Arms to enable them to get across the road. The Council felt there was nothing they could do to help as introducing a dropped curb would be a safety risk if it was then used as a crossing. Since people do not respect "No Parking" signs they are equally unlikely to respect a dropped curb
- d) **Parking opposite the Old Carriageway** – The Council felt this issue should now be reducing since the houses opposite are almost finished and therefore the builders vans will be gone.
- e) **Britain in Bloom** – A number of Parishes are entering this year and Chipstead has in the past. Riverhead PC are entering (they have very active working parties maintaining their floral displays but also spend a considerable amount on watering)

**Chevening Estates Clerk to engage Play Inspections for Annual Inspection**

**Clerk to arrange**

**Chairman Cllr Dalton and Cllr Weavers to recommend best position for bike racks**

**Graham Birch to contact KCC concerning the inaccessible footpaths**

**Clerk to invite Cllr Piper to the next meeting**

**Cllr Branton to use Chevening News to gauge**

and are looking to put an article in the Chronicle and they will include other Parishes. Cllr Branton will mention it in his Chevening News item. The Bricklayers Arms has entered Pubs in Bloom.

**appetite to enter.**

**62. General Information and proposals for Future Agenda Items**

- a) **Parish Council Reserves** – The Council requested the Clerk contact Cllr London to ascertain whether it would be possible to extend the Pavilion to make the social space more useable and therefore more commercially viable.
- b) **Public Acknowledgement** Cllr Dalton mentioned that although we correctly acknowledged the hard work our Footpath Warden performed on behalf of the Council, we should also formally acknowledge our thanks to Peter Woodruff for all his hard work on Flood Defences, and the Speedwatch Team for all the work they do. The Council unanimously resolved.
- c) **Defibrillators** – A Churchgoer was taken unwell at Church the previous day and Cllr Dalton mentioned promotion of the Defibrillators. There are 2 in the Parish (Pavilion and Bullfinch) and 2 in Riverhead (Tesco's and at the Village Hall). Cllr Dalton will put an article in the email newsletter promoting where they are. The postcode of the emergency is essential to assist the emergency services in getting to an incident.

**Chairman to include in his address to the Assembly in 2018.**

**Cllr Dalton to put an article in the email newsletter with defibrillator locations.**

**63. Finance**

- a) Income Received and Cheques Payable – The payments to be made for May were approved, including the emergency payment of £180 authorised by the Chairman and Clerk to fell a fallen tree in the Recreation Ground
- b) The Council's Insurance Renewal (3 year fixed) was resolved with a payment of £2,081.71
- c) The Year-end Financials for the External Audit Report were resolved and signed off by the Chairman and Clerk (as RFO)

**64. Planning Applications**

- a) The Council noted that other parishes used clauses within their "Support" or "Comment" on planning applications. The Council felt these are useful as they are not Planning Experts and it confirms the areas of concern which should be confirmed by SDC. Addition of "clauses" to Planning Comments to include:-
  - We recommended approval subject to the conservation officer being satisfied the proposal is in keeping with the conservation area.
  - We recommended approval subject to the planning officer being satisfied that
    - There will be no loss of amenity to neighbouring properties
    - There will be no detrimental impact on the character of the area
    - The materials will be in keeping with the surrounding area.
- b) Applications Granted or Refused, and Notices received – See appendix 2
- c) Appeals and Applications for Consideration by the Council – The responses agreed are recorded on Appendix 2

The meeting closed at 9.45 pm

		<b>£73,071.13</b>
	<b>Opening Balance</b>	
10/04/2017	FASTER PAYMENTS RECEIPT REF.RAFC WATER MAR 17 FROM R.A.F.C	£22.20
18/04/2017	CHEQUE PAID IN AT SEVENOAKS HS	£220.00
18/04/2017	CHEQUE PAID IN AT SEVENOAKS HS	£220.00
21/04/2017	CHEQUE PAID IN AT SEVENOAKS HS	£81.25
22/04/2017	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£6.02
	<b>Total Receipts</b>	<b>£549.47</b>
06/04/2017	CHARGES FROM 2017-02-22 TO 2017-03-21	£7.50
11/04/2017	TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE TRANSFER	£5.08
11/04/2017	TRANSFER VIA FASTER PAYMENT TO CHEVENING CHURCH HALL REFERENCE ASSEMBLY	£50.00
11/04/2017	TRANSFER VIA FASTER PAYMENT TO KENT SURREY SUUSEX AIR AMBULANCE REFERENCE CHEVENING	£100.00
11/04/2017	TRANSFER VIA FASTER PAYMENT TO HMRC REFERENCE 577PV00161414	£147.97
11/04/2017	TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL REFERENCE TRANSFER	£169.80
11/04/2017	TRANSFER VIA FASTER PAYMENT TO SEVENOAKS DISTRICT COUNCIL REFERENCE 2046389	£256.25
11/04/2017	TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE SALARY	£1,039.52
11/04/2017	TRANSFER VIA FASTER PAYMENT TO SEVENOAKS FENCING REFERENCE SO 1027	£1,230.00
11/04/2017	TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL REFERENCE 687	£1,311.07
11/04/2017	TRANSFER VIA FASTER PAYMENT TO BOURNE AMENITY REFERENCE 51364	£3,840.00
18/04/2017	DIRECT DEBIT PAYMENT TO E.ON REF 013977153500A, MANDATE NO 0001	£355.68
	<b>Total Payments</b>	<b>£8,512.87</b>
	<b>Closing Balance</b>	<b>£65,107.73</b>

<b>Santander Payments</b>					
165	MDH Horticultural Contractors	Monthly Open Spaces Maintenance	£1,092.56	218.51	£1,311.07
166	HMRC	Tax & NI	£147.97		£138.06
167	J Hayton	Salary	£1,038.52		£1,047.88
168	MDH Horticultural Contractors	Monthly Gang Mowing	£325.17	£65.03	£390.20
169	J Hayton	Expenses	£5.08		£5.08
170	Darenth River Preservation Society	Donation	£20.00		£20.00
171	Julia Chamberlain	Internal Audit Fee	£160.00		£160.00
172	DRM Trees	Fallen Hawthorn at Chipstead Rec	£180.00		£180.00
173	JGC Sportsturf	Squaring of Cricket Table	£54.00	£10.80	£64.80
174	JGC Sportsturf	Winter Care Package - Cricket Square	£492.04	£98.41	£590.45
175	AJD Trees and Estate Maintenance	Lifting Crowns at Chipstead Rec	£400.00		£400.00
176	A J R Clark	Buffet and gifts - Annual Assembly	£226.93		£226.93
177	Came & Co	Insurance (to be paid June 2017)	£2,081.71		£2,081.71
178	JGC Sportsturf	Loam and Fertiliser for Cricket Square	£103.85	£20.77	£124.62
179	Streetlights	Quarterly Maintenance Contract	£594.75	£118.95	£713.70
180	Ian Fox	Music for Picnic	£150.00		£150.00
			£7,072.58	£532.47	£7,604.50

SE/17/00872/HOUSE	14 The Old Garden Chipstead TN13 2RJ	Conversion of a single tandem garage into living space. Erection of a single storey side extension and single storey front extension	20/04/2017	09/05/2017	This application was withdrawn	Andy
SE/17/01144/HOUSE	10 The Old Garden Chipstead TN13 2RJ	Erection of a detached garage	20/04/2017	09/05/2017	No comment	Andy
SE/17/00631	7 The Old Garden Chipstead TN13 2RJ	Erect a 2m high closed "weatherboard" fence across the front of the garden room, to mach existing perimeter fence	20/04/2017	09/05/2017	Support - this application will improve the street scene	Andy
SE/17/00338/ADV	Rivermere Retirement And Care Home 64 Westerham Road Bessels Green KENT TN13 2PZ	To display 2x freestanding post signs by entrance, 1x freestanding post sign on site boundary, 1x PVC printed banner on site boundary and 1x building mounted externally illuminated set of individual aluminium letters	21/04/2017	11/05/2017	2x freestanding post signs by entrance - <b>no comment</b> 1x freestanding post sign on site boundary:- <b>Object. It is too high and unnecessary. It is a residential area and it is not in keeping</b> 1x PVC printed banner on site boundary:- <b>Object. This is too garish and for a sign depicting "Under New Manangement" permission should have been sought for maximum 3 months from take over not for 5 years. It is not in keeping with a residential area and not in keeping with Character assessment area</b> 1x building mounted externally illuminated set of individual aluminium letters:- <b>Object - It is not in keeping with a residential area and not in keeping with Character assessment area</b>	Howard
SE/17/01113/FUL	The Thatched Cottage Chevening Cross Road Chevening KENT TN14 6HE	Erection of a replacement dwelling and demolition of stable block	21/04/2017	10/05/2017	Support - subject to the conservation officer being satisfied the proposal is in keeping with the conservation area.	Barbara

SE/17/00429/HOUSE	3 Sandilands Sevenoaks Kent TN13 2SP	Demolition of Garage. Erection of a side and rear single storey extension. Alterations to fenestration	No comment	John E	<b>Granted</b>
SE/17/00520/FUL	Apps Hollow Wheatsheaf Hill Ide Hill Kent TN14 6HX	Demolition of existing two storey dwelling, ridge shed and wood store. Construction of a replacement single storey dwelling	Support This is a modest increase in size and creating a sustainable home. No one can see it from the road	Lela	<b>Withdrawn</b>
SE/17/00550/HOUSE	Horsley Packhorse Road Bessels Green TN13 2QP	Removal of pergola and erection of single storey extension	No comment	Barbara	<b>Granted</b>
SE/17/00578/HOUSE	57 Chipstead Lane Sevenoaks TN13 2AJ	Erection of a first floor side and rear extension and alterations to fenestration	No comment	Howard	<b>Granted</b>
SE/17/00196/HOUSE	15 Westerham Road Bessels Green TN13 2PX	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 <b>REVISED PLANS CHANGING EASTERN ELEVATION OF THE BUILDING</b>	No comment	Allan	<b>Granted</b>

**For information – the Appeal to the Secretary of State on the original planning application for 15 Westerham Road has been dismissed**

**List Of Offices and Working Parties etc**

09/05/2017

**Position**

**Incumbents from May 2017**

Chairman	AC
Vice Chairman	JB
Finance Working Party	JE(Ch) AC BI TD
Pavilion Committee	AC(Ch) JH TD BI
Chevening News Reports	JB

**Open Spaces Special Interests**

Chipstead Common	RB
Chesterfield Drive	JE
Chipstead Green	TD
Land South of Lake	HD
Recreation Ground	AC
Bullfinch Close	JB
Bessels Green	BI
Burial Ground	HD
Churchyard	AdeT
War Memorial	AdeT
J5Slips CPC Observers	HD + BI
Fort Halstead Working Group	HD + RB
Fete Committee	LW
Grievance Committee	HD LW JE
Appeals Committee	AC BI RB
Ground Maintenance	AdeT JH
Web Site Maintenance	JH

**Other Reps Appointed by Chevening Parish Council**

Lucy Stanhope Charity Reps	AB AE
Footpaths	Graham Birch