



## CHEVENING PARISH COUNCIL

Judith Hayton - Clerk

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### Minutes of the Council Meeting of Chevening Parish Council, held at 7.30pm on Monday 8<sup>th</sup> July 2019

#### at the Recreation Ground Pavilion, Chevening Road, Chipstead TN13 2SA

Present:	Mr A Clark	Chairman
	Mr J Branton	Vice-Chairman
	Ms R Burgess	Councillor
	Mr N Clark	Councillor
	Mr A de Turberville	Councillor
	Mr J Eastwood	Councillor
	Mr N Williams	Councillor
In Attendance:	Mrs J Hayton	Clerk
	Mr J London	SDC
	Members of the Public	0
Apologies	Mrs L Weavers	Councillor

#### 95. Apologies and Absences

- Apologies were received from Councillor Weavers

#### 96. Declarations of interest or lobbying

- there were no declarations of interest or lobbying from any Councillors present

#### 97. Minutes of Previous Meeting

- the minutes of the meeting on 10-6-19 were formally approved by the Council and signed by the Chairman as a true record

#### 98. Questions from the Public

– Cllr Williams raised a question concerning the crossing on A25. The Clerk confirmed that this was a parishioner led initiative and 3 parishioner's had been provided with copies of a petition in order to gain signatures. Councillor London confirmed this should then go to JTB where Nick Chard also sits and can drive forward from a KCC perspective. The Clerk will contact the member of the public to confirm that as soon as a minimum of 100 signatures had been obtained the Parish Council will table this at JTB

#### 99. Open Spaces

##### A) Open Space Inspection

Cllr Clark had raised the issue of a new wooden post which has been put on Chipstead Common with a sign on asking people not to park on the verge. This post was not authorised by the Parish Council and no permission had been sought to put a post in. The Council resolved that the post should be removed the Clerk will write to the houses closest to the post to advise them that:-

no permission had been sought to put in the post

aesthetically it did not fit with the rest of the common

whoever put in the post could be subject to any liability if an accident occurred with someone falling over and injuring themselves as a result of the post being there.

The Clerk will invite the house owners to remove the post if it belongs to them otherwise it will be removed at the weekend

##### b) Playground Inspection

there continue to be no issues with the playground. The Clerk confirmed that the Annual RoSPA Inspection will take place this month

### **c) Update on Sailing Club Road**

Mr Dilley had provided an update on Sailing Club Road as he had agreed to continue to monitor that area after he left the Council. The Council thanked Mr Dilley for his report and agreed at the present time apart from obtaining more wood chippings there was no action to be taken. Cllr Branton mentioned that wooden sleepers had been put in down Sailing Club Road towards the Sailing Club to prevent people parking on the verges and the Council felt that this was an act of great community spirit and thanks to whoever had put that in place

### **100. Chipstead Common Football Hut**

- no funds have been spent by the Parish Council on the interior of Football Hut for many years. The Council were surprised at the size of the internal space and resolved a maximum spend of £500 to replace the toilet and put in kitchen cupboards, worksurfaces and a sink and hot water heater. The Clerk confirmed that only the electrical connections for the water heater should require external Labour charges and she would put a request in the Mailer for kitchen cabinets

### **101. Air balloon on Chipstead Recreation Ground**

A request had been received from the church as Rev Chris Smith wanted to leave the Parish by Hot Air Balloon on 25<sup>th</sup> August from the Recreation Ground The Chairman began by relaying the story of a rugby club fireworks display close to the M5 motorway which ended in a catastrophic disaster. Although this was arranged by an external and reputable company and risk management and control effectively outsourced by the rugby club to that company, the rugby club were still held responsible and vilified in the press for allowing the event to take place.

The Council acknowledged that the Rev Smith had been a significant and valued member of the community for almost 10 years and completely understood the desire of the Church to mark his departure in a significant way

The Parish Council were uncomfortable with the proposal with a professional company running the balloon flight however they were advised that the balloon is being supplied by a private individual which gave even more cause for concern. Although the Church would be responsible for all risk assessments and it would have been expected that the provider of the balloon would have a significant public liability insurance to cover any disasters. The Council debated the safety of the proposal at length and were very concerned over a number of factors

the impact on any bystanders as the recreation ground is a public space and therefore could not be restricted to church users only

the proximity of houses to the recreation ground should there be an issue with sudden and unexpected gusts of wind

most significantly the proximity of the M25 and A21 to the recreation ground and the potential catastrophic impact of anything happening to the balloon and causing an accident on either of those 2 main routes

concern was also raised about the proximity of the Lake to the recreation ground and the potential impact if something happened and the balloon went into the Lake

The Council took a vote on whether the idea of anyone initiating a balloon flight from the Recreation Ground was acceptable in principle and the Council resolved that it was not.

The Council suggested that should the Church wish to pursue this further they could perhaps approach the school to use the school playing fields with the obvious proviso that the Parish Council had decided not to allow it to take place because of the concerns raised

### **102. Highways Improvement Plan**

The Highways improvement plan was discussed and prioritised as follows:

Extending 20 mph beyond the School

Safety at Chevening Cross Roads

White line repainting at the George & Dragon

Pedestrian crossing at Bessels Green

A21/A25 Junction

### **103. Posts on Bessels Green**

The Council agreed that hardwood posts would be the best option for Bessels Green. they would need to be 2 posts that were lockable and fold down to allow any access required to the green for vehicles. The rest can be permanently installed. The Council resolved a maximum spend of £4000 to install the posts. The Clerk was instructed to obtain opinion from SDC as to whether CIL money can be used for this as they are a permanent structure and the Council felt this was an infrastructure project and therefore appropriate for CIL.

#### **104. Holmdene Baden Powell Road**

The Parish Council's objection to this planning application was not forwarded to Development Control Committee owing to a "administrative error" at SDC. The Chairman confirmed that he believes there is a perception that what SDC says goes irrespective of local opinion. TPO's are an example where a tree can be covered by a TPO and 2 or 3 months later that protection can be removed and the tree cut down. It doesn't instil confidence and people feel justifiably annoyed about it. Cllr London stated that planning is an instance where if you get what you want you are happy and if not you believe the process does not work. He confirmed the challenges SDC have that in order to preserve the green belt, further density of housing will have to be allowed. Cllr Eastwood stated that in this case there is no increase in density of housing it is simply a much larger house on the same plot. Cllr Williams felt that on occasion members of the public should be able to sue the SDC planners personally for decisions they make that impact on the value of people's houses. He felt the argument that a larger house will increase the value of the surrounding housing stock is not valid when the house is so imposing and it impacts on the light and the privacy of the surrounding houses. The Clerk will write to SDC to ask whether letters of apology have been sent to the neighbours in this case and requesting a copy thereof. It was resolved that for those planning applications that the Parish Council objected to, the Clerk will copy Councillor London in on the response and confirm to SDC that the Parish Council would like the matter referred to Development Committee on every occasion. Cllr London can then confirm that request to the planning officer concerned

#### **105. Correspondence Received and General Issues**

##### **A) Letter of thanks from CAB**

- The Council noted the letter of thanks from CAB

##### **B) Metal Detecting.**

Following a gentleman having been seen with a metal detector on Chipstead Common the Clerk has requested a policy be developed as to whether the Council will permit metal detecting on Parish Council land or not. It was resolved that general metal detecting activity would not be permitted, requests to use a metal detector should be sent to the Clerk and permission will only be given to search for a lost metal item

##### **C) Request from Hever Festival to put up advertising boards**

It was resolved that as we have 6 notice boards within the parish it is appropriate to put up a 4 sized posters on notice boards but not use separate advertising boards on any parish land it was felt that this would create a precedent and multiple boards could then be erected effectively ruining the look of the village

##### **D) West Kent Housing Association have emailed to say they will be delivering a 6 week detached youth work programme in our area**

The Council felt that currently they have insufficient information concerning the youth work to make an informed decision. The Clerk confirmed that she is unaware of any parishioners in the age range they are looking to attract and therefore it will be difficult for her to make an informed judgement on what the needs of those people were and how West Kent housing could help them

##### **E) CIL form**

Chevening School PTA ask for clarity on 2 items within the CIL form

a request on the form for date of birth which the council resolved to amend to over 18 yes or no

The project start date which is currently flagged as at least 12 weeks from when you submit your application

The Council confirmed that this start date has to be for the phase of the project for which funding is required the Council cannot consider requests for retrospective funding

#### **106. Finance**

**A) Income Received and Cheques Payable**

– the payments for June were resolved and the Payments and Receipts for May reviewed. The Clerk confirmed that the payment from Chipstead Football Club was for their contribution to the verti-draining and the Football Club pay immediately they are invoiced. The Clerk highlighted the direct debit from SSE which is for an incorrect amount and the adjusting entry should be received either in August or September but she will monitor the situation to ensure the refund is received

**B) Quarterly Financial Report.**

Cllr Eastwood provided his Financial Update for Q1 2019-20 confirming there are no issues

**107. Planning Applications**

**A) The Applications agreed are contained in Appendix 2**

**B) Applications Granted or Refused – See Appendix 2**

The meeting closed at 9.45 pm

## Payments and Receipts for June

	<b>Opening Balance</b>	<b>£36,921.00</b>
31/05/2019	BANK GIRO CREDIT REF WELH FUNERAL, WELHAM JONES	£350.00
13/06/2019	FASTER PAYMENTS RECEIPT REF.CHIPSTEADFCLECT FROM CHIP FC	£77.21
13/06/2019	CHEQUE PAID IN AT SEVENOAKS HS	£220.00
13/06/2019	FASTER PAYMENTS RECEIPT REF.CHIPSTEADFC FROM CHIP FC	£358.43
13/06/2019	FASTER PAYMENTS RECEIPT REF.CHIPSTEADFC FROM CHIP FC	£2,709.10
22/06/2019	INTEREST PAID AFTER TAX 0.00 DEDUCTED	£2.89
25/06/2019	CHEQUE PAID IN AT SEVENOAKS HS	£117.00
28/06/2019	FASTER PAYMENTS RECEIPT REF.INV 2019 SEASON FROM CHEVENING AMBLERS	£284.36
06/06/2019	CHARGES FROM 2019-04-22 TO 2019-05-21	£7.50
11/06/2019	TRANSFER VIA FASTER PAYMENT TO CITIZENS ADVICE BUREAU REFERENCE CHEVENING PC	£100.00
11/06/2019	TRANSFER VIA FASTER PAYMENT TO A J R CLARK REFERENCE TRANSFER	£151.25
11/06/2019	TRANSFER VIA FASTER PAYMENT TO SEVENOAKS DISTRICT COUNCIL REFERENCE 154898	£568.80
11/06/2019	TRANSFER VIA FASTER PAYMENT TO SEVENOAKS DISTRICT COUNCIL REFERENCE 2053507	£299.00
11/06/2019	TRANSFER VIA FASTER PAYMENT TO ZURICH TOWN AND PARISH INSURER TRUST ACC REFERENCE 38017405	£1,575.08
11/06/2019	TRANSFER TO RIALTAS SOFTWARE TO SM20291	£145.20
11/06/2019	TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE TRANSFER	£80.17
11/06/2019	TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL SERVICES REFERENCE 1680	£299.35
11/06/2019	TRANSFER VIA FASTER PAYMENT TO J HAYTON REFERENCE SALARY MAY	£962.28
11/06/2019	TRANSFER VIA FASTER PAYMENT TO HMRC REFERENCE 577PV00161414	£188.99
11/06/2019	TRANSFER VIA FASTER PAYMENT TO MDH HORTICULTURAL SERVICES REFERENCE 1679	£1,457.81
11/06/2019	TRANSFER VIA FASTER PAYMENT TO BOURNE SPORT REFERENCE 761	£5,686.44
26/06/2019	DIRECT DEBIT PAYMENT TO SOUTHERN ELECTRIC REF 910036741, MANDATE NO 0005	£706.38
	<b>Closing Balance</b>	<b>£28,461.74</b>

Santander Payments					
473	MDH Horticultural Services	Monthly Open Spaces Maintenance	£1,192.61	£238.52	£1,431.13
474	HMRC	Tax & NI	£188.99		£188.99
475	J Hayton	Salary	£962.28		£962.28
476	MDH Horticultural Services	Monthly Gang Mowing	£244.90	£48.98	£293.88
477	J Hayton	Expenses - mobile phone	£6.19		£6.33
478	VC Handyman	New posts on Chipstead Green	£75.00		£75.00
479	VC Handyman	Burial Ground Extension	£2,180.00		£2,180.00
480	Travis Perkins	Building Supplies for Burial Ground	£1,321.33	£264.27	£1,585.60
481	Travis Perkins	Building Supplies for Burial Ground	£247.00	£49.40	£296.40
482	BSP Knockholt	Skip Hire for Burial Ground	£200.00	£40.00	£240.00
483	SDC	Emptying bins	£614.90	£122.98	£737.88
484	SDC	Annual Assembly Printing (Agendas)	£14.00		£14.00
485	Musketeer Services	Water testing at Pavilion	£148.00	£29.60	£177.60
			£7,395.20	£793.75	£8,189.09

<b>CHEVENING PARISH COUNCIL - REPORT TO 30 JUNE 2019</b>		
	<b>Actual to 30/06/19</b>	<b>Budget 2019/20</b>
<b>OPEN SPACES</b>		
KCC gang mowing	730	3,200
MDH general work	1,778	7,200
Maint/improve	569	5,000
Sports pitches	5,209	10,000
Playground		100
Empty dog bins		2,300
Trees		3,000
Winter Maintenance		500
Sailing Club Road		2,000
Chipstead Common Football Hut	432	800
Allotments		60
	8,718	34,160
Amherst School		350
Chipstead Common	794	1,000
Recreation Ground	2,709	9,000
Allotments		60
Sundry		100
	5,215	23,650
<b>PAVILION</b>		
Rates		600
Loan repayment		5,100
Maint/improve		1,000
	0	6,700
Rates		600
	0	6,100
<b>BURIAL GROUND</b>		
Clerk's salary	169	750
Rates	168	150
MDH Maint work	1,778	7,300
Sundries		350
	2,115	8,550
Fees	1,025	5,000
Rates		150
Chevening Estates		
	1,090	3,400
<b>QUINQUENNIAL</b>	-	3,000
Receipts	-	
	-	3,000
<b>ADMIN</b>		
Clerk's salary	3,213	14,500
Audit fee	160	550
Insurance	1,573	2,500
Subscriptions	20	200

Signed as a true record

9<sup>th</sup> September 2019

Sundries	123	300
Computer expenses	121	500
Office expenses	91	100
Training		0
Meeting room	148	600
Printing/stationery	360	300
	5,809	19,550
Bank interest	10	100
Insurance refund		1,250
Sundries		
	5,799	18,200
<b>LIGHTING</b>		
Energy	760	4,000
Maintenance	613	3,000
Repairs		1,000
	1,373	8,000
<b>MISCELLANEOUS</b>		
Donations	100	400
Chairman's expenses	53	200
Speed watch equipment net cost	228	300
New benches		1,000
Parish events		1,000
20 mph project/Highways items		2,000
Sailing Club Road reserve		2,000
Election expenses		500
	381	7400
C. I. L. receipts		
C. I. L. Utilised		
<b>SUMMARY</b>		
Open Spaces	5,215	23,650
Pavilion	-	6,100
Burial ground	1,090	3,400
Quinquennial	-	3,000
Admin	5,799	18,200
Lighting	1,373	8,000
Miscellaneous	381	7,400
	13,858	69,750
Adjustment from/(to)reserves		- 250
<b>Precept</b>		<b>70,000</b>



**Planning Applications for Consideration at the Meeting**

19/01718/HOUSE	Orchard Cottage Chevening Road Chipstead KENT TN13 2SA	Conversion of garage to habitable space with removal of garage door and insertion of new window to front elevation; replacement of existing flat roof over utility room with part-pitched roof; replacement rear kitchen window with sliding/folding doors; reinstatement of original side window to garage.	Support - Improves the look of the house and is a modest and sensible proposal. Has no impact on parking as no car has been in that garage for many years	Allan	
19/01666/CONVAR	34 Witches Lane Riverhead Kent TN13 2AX	Variation of condition 7 (obscure glazing) and 10 (approved plans) of application 18/02012/FUL for the erection of a new dwelling to west of existing house and reconfiguration of existing garage. Amendments to include addition of a utility room and a door canopy together with omission of the ground floor fenestration on the North Elevation from obscure glazing.	No comment	Andy	
19/01833/HOUSE	128 Chesterfield Drive Riverhead KENT TN13 2EF	Conversion of a garage into habitable room incorporating a tiled roof over party wall.	No objection – providing SDC are happy with the parking provision for the property	John E	
19/01840/HOUSE	Tall Trees Chipstead Lane Sevenoaks KENT TN13 2RF	Demolition of existing double garage and construction of new garage.	No objection	Nick	
<b>SDC Decision on Previous Planning Applications</b>					
19/01160/HOUSE	146 Chesterfield Drive Riverhead KENT TN13 2EF	Part garage conversion to habitable space, flat roof changed to pitched roof, alterations to fenestration and change of first floor external wall materials	No objection	John E	<b>Granted</b>
19/00929/HOUSE	Holmdene Baden Powell Road Riverhead KENT TN13 2EE	Demolition of existing garage and shed/store. Removal of existing roof and construction of first and second floor & roof to form living accommodation. Addition of bay windows to the front. Alterations to fenestration.	OBJECT on the grounds of :- a. Proposed development is too high and overbearing, and out of keeping with surrounding properties b. Loss of light and overshadowing of the neighbouring properties	John E	<b>Granted</b>