



Judith Hayton - Clerk  
16 Beaconfields Sevenoaks Kent TN13 2NH  
Tel: 07981 759255 E-mail: [clerk@cheveningparishcouncil.gov.uk](mailto:clerk@cheveningparishcouncil.gov.uk)

**Minutes of the Council Meeting of Chevening Parish Council, held at 7.30pm  
on Monday 11<sup>th</sup> March 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 H Dilley	Councillor
	Mr J Eastwood	Councillor
	Mrs L Weavers	Councillor
	Mr N Williams	Councillor
In Attendance:	Mrs J Hayton	Clerk
	No Members of the Public	

**31. Apologies and Absences** – Cllr London from SDC sent his apologies

**32. Declarations of interest or lobbying** – There were no declared interests or lobbying regarding items on this agenda

**33. Minutes of Previous Meeting** - the minutes of the meeting on 11-2-19 were resolved by the Council and signed by the Chairman as a true record. It was resolved that future minutes will be circulated by email and signed by the Chairman within 1 week of the meeting to allow Members of the Public to review them before the next meeting. A link will be posted on the Website to “Latest Minutes” which will then be available for anyone to read as soon as they are published

**34. Questions from the Public** – no members of the public were in attendance

**35. Open Spaces**

- a) **Open Space Inspection** Cllr Williams mentioned his neighbour had raised concerns about the state of the Burial Ground. Cllr de Turberville and the Clerk will meet MDH for their Annual meeting prior to the next meeting and Cllr Williams will get more details from his neighbour
- b) **Playground Inspection** There continue to be no issues with the Playground
- c) **Slope beside Pavilion** The Council discussed whether action needed to be taken following someone slipping on the slope outside the Pavilion. This occurs when people are walking from the “new” field back to the Pavilion. Concerns were expressed over whether actions taken would imply an admission of liability by default. Cllr Dilley mentioned this had been raised previously as a request (circa 2014) and the Council felt it was not a justifiable expense as it was felt that creating steps or a ramp may not make the situation any safer. The Chairman had asked the Sports Clubs of any previously reported issues with the slope and none had been recorded. The Council resolved to erect a sign to attach to the Pavilion wall to remind people that the grass can become slippery when wet and to proceed with caution.

**36. Update on potentially extending the 20mph limit past Chevening School** The traffic survey from KCC confirmed a 20mph limit could only be introduced in combination with traffic calming, not by signage alone. The Council debated the various available methods of traffic calming. Any type of “speed bump” tends to be very noisy and would not be welcomed by residents of Chevening Road.

Signed as a true record

8<sup>th</sup> April 2019

The Council resolved to pursue the possibility of introducing a chicane outside the School. This would have the dual benefit of reducing the road width making crossing easier and slowing the traffic. The Council will continue to pursue extending the 30 mph limit and reducing from National Speed limit at Chevening Cross on the main (B2211) road as a secondary priority. The Chairman will test public demand for extending the 20 mph zone by asking for a show of hands at the Annual Assembly. The Clerk will enquire from KCC as to whether other traffic calming measures will be needed or whether a chicane will be sufficient.

- 37. Chipstead Pavilion** The Parish Council debated whether the advice from SLCC as to the VAT position of the Pavilion afforded sufficient comfort to allow the Pavilion Committee to be disbanded and the financial control to be taken by the Parish Council. The Clerk confirmed that should the Council decide to extend the Pavilion in the future a similar separate legal entity would be required (as the Pavilion Committee now) to allow HMRC to consider not charging VAT on the extension. Cllr de Turberville confirmed that should the Council think of extending he would like to see the Pavilion extended to make it more of an amenity (like Otford Museum) rather than a money making/rental opportunity. Cllr Dillely reminded the Council that the VAT liability on the original build was over £50k and as the Council at that time received conflicting advice even from HMRC, this is a complicated matter. The current PC members of the Committee (Chairman & Cllrs Burgess & Clark) expressed their frustration at the lack of strategic management at the PMC meetings and confirmed that because of the surplus funds of the Committee and the inability to repay funds to the Council the Sports Clubs have received rebates on their rental income. Cllr Dillely reminded the Council of the fact that the Pavilion currently benefitted from Small Business Rate Relief (when rates were previously charged these were over £1000) which would contribute to that surplus but could be rescinded at any time. The Committee is supposed to comprise 2 x football representatives, 2 x cricket representatives, 1 non sports representative, 3 Parish Council members and the Clerk (as Buildings Manager). The Clerk confirmed there had been no “non sports” representation since Mrs Metcalf left the Committee and it was rare for more than one representative to be present from each of the Clubs. Cllr Dillely noted the comment that there were relatively few people from the sports clubs attending the Pavilion Committee. He said that to protect our VAT position it was important to demonstrate that the PC did not have a majority of the voting rights on the Committee. This had always been done by showing who had attended and who had apologised for their absence and the positions they held in the minutes of the meeting. The minutes were the only way of demonstrating this was the case. Cllr Eastwood proposed that since there was a lack of clarity as to the “finished” date of the Pavilion (with post work snagging) and the subject of VAT was so complicated deferring the decision for 12 months would give assurance to the Council that the required 12 year timeframe had elapsed before any changes were made. This was resolved by the Council
- 38. CIL Money.** The Clerk had prepared an application form for Parish Council CIL money which was resolved by the Council. Cllr Eastwood requested a spreadsheet showing CIL receipts and payments and therefore monies which are getting close to having to be repaid unspent after the 5 year timeframe. Cllr Eastwood and the Clerk will monitor the position and report to the Council accordingly
- 39. Chairman’s Report and Draft Letter for Annual Assembly** The Chairman’s letter and report were circulated prior to the meeting. As there had been insufficient time for everyone to read the documents in depth the Chairman requested amendments/comments by close of business 15<sup>th</sup> March to allow final draft to be agreed the following week. The Council confirmed that Police representation at the meeting would be welcomed by Parishioners.
- 40. Questionnaire for Annual Assembly** – Cllr Burgess presented the final draft of questionnaire. She confirmed the plan was to have the survey available on the website for parishioners to download and return to the Clerk by email, in addition to the paper versions delivered with the Chairman’s papers. Paper copies would also be available at the Annual Assembly for completion by Parishioners.

Cllr Weavers requested that where approximate costs are known they be put on the questionnaire to give guidance as to the type of cost which might be incurred in some of the initiatives. Cllr Burgess confirmed the questionnaire was designed as a “temperature check” for the Council to ensure the views and wishes of Parishioners are being carried out in major expenditure

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

- a) It was resolved to pay any additional costs falling due in 2018/9 budget by email before month end.

#### **42. General Information and proposals for Future Agenda Items**

- a) **Hydro Electric Power Generation.** The Chairman outlined the extensive investigative work he had been doing concerning installing a hydroelectric generator in the weir next to the entrance to the Recreation Ground. The Environment Agency have now confirmed there are no issues with increasing the flood risk. The proposal has an estimated income generation potential of between £5k and £10k per annum and it may be a project which will apply for both PC and SDC CIL monies in the future. Administration of the Project could be by the PC itself or via a CIC and part of the funding would be raised from Parishioners who would pay towards the project and be repaid their capital sum only when sufficient income was generated to do so. There is also a possibility of a Carbon Offset grant being available for the Project. The next stage of the process is a feasibility study which will be undertaken by Carbon Smart at no cost. The Council praised the Chairman for all his hard work to date in getting the project this far.
- b) **Streetlighting** Cllr Branton requested a review of the state of some streetlights. He and the Chairman undertook a condition review of the Parish streetlights in 2014 and only those perceived to require urgent attention had been attended to at that time and none since. The Clerk confirmed the Annual Inspection report from Streetlights (the company who maintain the Council’s streetlighting) was due imminently.

#### **43. Finance**

- a) **Income Received and Cheques Payable** – The payments for February were resolved (Appendix A)

#### **44. Planning Applications**

- a) There was one Planning Notice for 60 Chipstead Park (see Appendix B)
- b) Applications Granted or Refused were reviewed by the Chairman

Payments Resolved at March Meeting (Appendix A)

428	MDH Horticultural Services	Monthly Open Spaces Maintenance	£1,170.37	234.07	£1,404.44
429	HMRC	Tax & NI	£98.23		£98.23
430	J Hayton	Salary	£1,053.04		£1,053.04
431	MDH Horticultural Services	Monthly Gang Mowing	£240.33	£48.07	£288.40
432	J Hayton	Expenses	£50.68		£50.68
433	VC Handyman	Football Hut repairs and staining	£350.00		£350.00
434	VC Handyman	Pavilion toilet repairs	£100.00		£100.00
435	Alan Black	New bins for Pavilion	£21.98		£21.98
436	Alan Black	Defibrillator pads	£393.00	£78.60	£471.60
437	DRM Trees	Reduce crown of oak tree on Chipstead Rec	£580.00		£580.00
			£4,057.63	£360.74	£4,418.37

Signed as a true record  
8<sup>th</sup> April 2019

**Planning Applications Considered at the Meeting Appendix B**

19/00377/HOUSE	60 Chipstead Park Sevenoaks KENT TN13 2SH	Erection of rear conservatory. and first floor side extension. Alterations to roof line, fenestration and elevations.	Object. The design of the side extension will alter the roof pitch which will impact the street scene. The proposal will make the house excessively bulky and completely out of character with the road and the surrounding houses.	Howard	
<b>SDC Decision on Previous Planning Applications</b>					
18/02941/FUL	Salter's Heath Farm Cold Arbor Road Sevenoaks KENT TN13 2PP	Demolition of modern structures, agricultural barn and silos. Conversion and redevelopment and creating agricultural buildings into B1a office floor space. Creating additional vehicle spaces and a new access.	The Parish Council has no objection to the development which will be an improvement. The enhancement to the road layout is essential. We have concerns about the poor road conditions approaching the development (Cold Arbor Road and Bessels Green Road) and there must be sufficient parking for the number of employees and visitors to avoid the need for parking on the road	Allan	<b>Granted</b>

Signed as a true record  
8<sup>th</sup> April 2019