



# Chevening Parish Council

**Minutes of the Ordinary Meeting of the Parish Council  
held on Monday, 2<sup>nd</sup> February 2026 at 7.30pm  
at the Pavilion, Chipstead Recreation Ground, Chevening Road, Chipstead  
TN13 2SA**

**Present:**

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

**In attendance:**

Mrs Penny Cole	Clerk
Cllr Nigel Williams	KCC and SDC
Cllr Sandra Robinson	SDC
Members of the Public	1

**185 Apologies and Absence**

Apologies were received from SDC Cllr Michelle Algar.

**186 Declarations of interest or lobbying**

There were no declarations of interests or lobbying.

**187 Minutes of Previous Meeting**

It was RESOLVED that the minutes of the meeting on 5th January 2026, be approved and signed by the Chairman as a correct record.

**188 Updates from KCC and SDC**

Cllr Williams informed the meeting that this morning he had attended the funeral of Cllr Gary Williamson, who had been the local Councillor for Knockholt, Halstead and Badgers Mount for 26 years. The church had been full which was a testament to the regard residents had for Cllr Williamson. The Council noted the sad passing of Cllr Williamson.

Cllr Williams reported that the KCC budget will be agreed at the end of this month, but until that time he did not want to make any comment until it had been approved, as the budget could change between now and the meeting. He also noted that Local Government Reorganisation was going ahead. All Councils had submitted their proposals, and the government would make a decision in July. Sevenoaks' preferred option is 3A which is 3 unitary Councils, the West Kent one being made up of Sevenoaks, Tonbridge & Malling, Tunbridge Wells and Maidstone.

Cllr Williams also gave a SDC update. Local Plan 2042 was well underway, and Cllr Williams was attending many meetings to ensure that the issue of infrastructure was at the top of the list. Some of the current sites would likely be taken out of the plan and some others may be added in before the final consultation.

Cllr London asked about the possible zebra crossing at Bessels Green. Cllr Williams had met with Nigel Rowe from KCC. A recent survey had shown very little crossing activity in that location, but Cllr Williams felt that not many people crossed because there was not a crossing there currently. Cllr Robinson noted that an agenda item on the zebra crossing would be presented at the March Joint Transportation Board meeting and she would be pressing for a decision at that meeting.

Cllr Robinson also informed Councillors that she discussed the issue of the Chipstead junction of the A25 with the new Chief Inspector for Sevenoaks Police, Rick Spicer, at the recent SDC Scrutiny meeting. He suggested that residents sign up to My Community Voice to report all accidents that happen at this junction as only the major ones are published on the Crash Map site. Even if there are no major accidents the Chief Inspector explained that a series of minor accidents would help build a case to make changes to the junction, and Kent Police are currently liaising with KCC to collect the relevant data.

### **189 Questions from the Public**

There were no questions from the public.

### **190 Open Spaces**

#### ***Open Space Inspection***

##### ***a) River Darent***

Cllr Moses gave a report to Councillors. The photos taken were from the bridge at the bottom of Stairfoot Lane. It was AGREED that works would be postponed until the summer when water levels were lower.

##### ***b) Sailing Club Road***

Councillors noted the email received from the sailing club. It was AGREED that the clerk write to the Commodore thanking him for his email and noting that if the Council did undertake any further pothole repairs it would be looking for a 30% contribution from the sailing club as per the agreement. The clerk would undertake a site visit of the road. The clerk also confirmed that quotes were being sought for the white lining of the new parking bays and she would also look to obtain quotes to replace the fencing.

##### ***c) Recreation Ground Vertidrainage***

Councillors noted an email from Chipstead FC confirming that they would like the recreation ground vertidrainaged and preferably in February/March. After some discussion it was AGREED that the quote from JGC Sportsturf be accepted and the works carried out some time in February or March.

##### ***d) Green in Chesterfield Drive***

Councillors noted an email from Cllr Eastwood regarding the overgrown bushes which residents had informed him as being a safety hazard. It was AGREED to obtain a quote from DRM Trees to cut back the bushes. The chairman would agree the quote once received.

### **191 Correspondence Received and General Issues**

The clerk had sent off the bus shelter grant form signed by Cllr Eastwood and KCC were happy with this. The Council could now press ahead with ordering the bus shelter.

##### ***a) Chevening Estate Parkland Scheme***

Councillors considered the draft notice to be placed on the Council's noticeboards. It was AGREED to place the draft notice on social media channels including the Council's website and facebook pages. Councillors also requested the clerk to contact Sevenoaks District Council Enforcement team to ask how often the site is monitored and whether they are aware of the source of the material being used and would like to see any evidence. The Council would consider whether it was necessary to post these notices on the Council's noticeboards at a future meeting.

## **b) Gatwick Route 4 Consultation**

After some discussion it was AGREED not to respond to the consultation. Cllr Leek would be attending the consultation event at Donnington Manor Hotel on 16<sup>th</sup> March.

### **191 Pavilion**

Councillors considered the worksheet presented by Cllr Leek and thanked him for his work in collating the information. It was AGREED that all the works should be carried out as soon as possible. The pest control company had attended the site and placed traps in the loft. The Council approved the quote of £190 for the works to remove any rodents in the loft. Councillors requested that an outside light be added to the quote and agreed a sum of up to £1500 plus a £500 contingency. Councillors also considered a list of annual testing that should be carried out by the Council. The water testing, boiler and fire extinguishers were all up to date. PAT testing had not been completed since March 2024 and the fire alarm, emergency lighting and general electrical testing had not been completed since December 2021. It was AGREED that the clerk was instructed to ensure the outstanding testing was completed as soon as possible.

Further discussion took place on the water testing and the prevention of legionnaires disease. The clerk would contact the Parish Administrator for St Botolph's church and the clerk for Hartley Parish Council to see what regular checks they completed. It was very important that the Council was doing everything possible to prevent any issues arising, particularly from the showers. The clerk would also circulate the latest report from Musketeers who carry out the water testing on behalf of the Council.

### **192 Noticeboards**

Cllr Moses provided a verbal report to the Council. Each noticeboard would cost approximately £1100 for a double board on legs. Cllr Moses had started to complete an application form for funding from the National Lottery and would liaise with the clerk for any outstanding information. Cllr Moses and the clerk had also attended an online meeting on the 'local list' – a database of historic buildings and infrastructure that was not classed as a graded listed building. This could form part of the work for the heritage trail that also required potentially two noticeboards. It was felt that there would need to be input from the wider community including the church and the school. This would be discussed at the March meeting. The clerk also mentioned a new board for the River Darent trail that the footpaths officer was discussing with the Kent Ramblers.

### **193 Burial Ground Fees and Charges**

The burial ground fees for Chevening burial ground had not been increased since 2016. The clerk and Cllr Eastwood had undertaken a comparison of other local burial ground fees which were all higher than Chevening's. It was proposed by Councillor Eastwood that the fees be increased by 25% with effect from 1<sup>st</sup> April 2026. This was AGREED by all Councillors. It was further AGREED that the fees and charges would be reviewed every year. The clerk was asked to notify all relevant parties of the increase.

### **194 General Information and proposals for Future Agenda Items**

The Chairman proposed various items for future discussion. The clerk had no office space in the Pavilion to work and to store Council documents. An item for discussion would be placed on the May agenda when Councillors would consider setting up a working group to discuss the possibility of extending the Pavilion. Cllr Moses wished to promote a heritage trail – this item would be on the March agenda. Following several complaints about the hut on the Common it was agreed that Councillors would hold a Council meeting there either in June or July.

The clerk had received emails from SSE (streetlights) and Octopus Energy (Pavilion gas and electricity) notifying the Council that their contracts were coming to an end in March. It was AGREED that three quotes be obtained for both contracts.

## 195 Finance

Cllr Eastwood presented the quarter 3 management accounts. Income was still down as the Council was waiting to receive payment for several invoices from Chevening Amblers. The clerk would chase these again with the Chairman and contact the Treasurer. The Council had more than sufficient reserves and these could part fund the Pavilion extension.

### a) Bank Accounts

Cllr Eastwood gave a verbal report on the Council's bank accounts. The guaranteed deposit limit had recently been increased to £120,000 and this guarantee included Parish Councils. The Council currently had 9 separate accounts; some were for just interest-bearing accounts for the Council's deposits. Unity Bank was the Council's main way to pay bills, and it was AGREED to close the Santander account by the end of the year and to move the Council's direct debit payments and income from Sevenoaks District Council to Unity Bank. It was also noted that the Council were having difficulties changing the bank signatories on the Nat West account – Cllr Eastwood is pursuing this, and the clerk recently received an email from Barclays Bank which the Council had closed some years ago, and Cllr Moses offered to look into this.

### b) Income Received and Cheques Payable

It was AGREED that the payments for February be approved and the payments and receipts for January be noted (Appendix 1).

## 196 Planning Applications

The following applications were discussed at the meeting:

Planning Application No.	Address	Detail	PC Decision
26/00027/HOUSE	The Tile House Bessels Green Road Bessels Green Kent TN13 2PS	Front extension, rear extension with rooflights and rear dormers, solar panels, alterations to roof, removal of chimney, alterations to garage, alterations to fenestration, internal alterations rear terrace and associated landscaping.	No objection
26/00044/HOUSE	Tamarisk Baden Powell Road Sevenoaks Kent TN13 2EE - <b>AMENDED</b>	Removal of existing conservatory. Two storey rear extension. Replacement of existing garage with two storey side extension. Alterations to fenestration and materiality. Internal alterations.	No objection
25/03522/FUL	Deo Volante 24A Witches Lane Riverhead Kent TN13 2AX	Demolition of existing dwelling and garage. Erection of replacement dwelling and one additional self build dwelling with solar panels and x 2 garage outbuildings. Parking. Associated landscaping.	No objection
25/03429/FUL	38 - 44 Bullfinch Lane Riverhead Kent TN13 2EB - <b>AMENDED</b>	Demolition of No 40 Bullfinch Lane, creation of new access road to rear, and erection of 5 two storey dwellings with accommodation in the roof, associated car parking, cycle parking refuse storage and hard and soft landscaping.	Objection

The applications decided between meetings were noted:

25/03429/FUL	38 - 44 Bullfinch Lane Riverhead Kent TN13 2EB	Demolition of No 40 Bullfinch Lane, creation of new access road to rear, and erection of 5 two storey dwellings with accommodation in the roof, associated car parking, cycle parking refuse storage and hard and soft landscaping.	Objection
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and the applications granted or refused were reviewed:

25/02297/LBCALT	Shrubs Corner Wheatsheaf Hill Ide Hill Kent TN14 6BS	Replacement porch, repair roof and erection of detached garage	No comment	<b>Granted</b>
25/02663/FUL	Land North of 111 Chevening Road, Chipstead, TN13 2SA	Erection of five dwellings with associated new access.	No objection	<b>Granted</b>
25/02823/FUL	Markerstudy Ltd Markerstudy House 45 Westerham Road Bessels Green Kent TN13 2QB	Change of Use from Commercial Offices (B1a) to 8 no. Residential dwelling units (Class 3) Hard and soft landscaping. Addition of rooflight to southern elevation. Alteration to fenestration and addition of fire escape. Extension to existing bin store.	No objection	<b>Granted</b>
25/03234/LBCALT	Dormers, Bessels Green Road, Sevenoaks, TN13 2PT	First floor rear bathroom extension, external doors, alterations to fenestration and internal alterations	Support	<b>Granted</b>
25/03263/MMA	9 Chipstead Park Sevenoaks Kent TN13 2SL	Amendment to 25/00956/HOUSE to add rooflight to the front and right-side roofs and change materials to match the existing. Change dormer cheeks to plain hanging tile.	No objection	<b>Granted</b>

### 197 Progress Tracker

The progress tracker on Council decisions was reviewed. Cllr Moses would review the possibility of placing 20mph repeater signs in the High Street/Chipstead Lane and make a final recommendation at the next meeting the clerk would pursue the possibility of 20mph repeater signs on the road with KCC.

### 198 Date of Next Meeting

It was AGREED that the next meeting would be held on 2<sup>nd</sup> March 2026.

The meeting closed at 21.26

APPENDIX 1

January Payments and Receipts

27-Jan-26	Chipstead FC		£3025.00
31-Jan-26	Service Charge	-£9.15	
07-Jan-26	Credit		£29,946.78
06-Jan-26	B/P to: SDC	-£868.92	
06-Jan-26	B/P to: CJS Plants	-£250.00	
06-Jan-26	B/P to: Newlands Nursery	-£190.00	
06-Jan-26	B/P to: Oliver Hoad	-£75.00	
06-Jan-26	B/P to: Drips	-£20.00	
		-	
06-Jan-26	B/P to: JGC Sportsturf	£1,071.20	
06-Jan-26	B/P to: Penny Cole	-£83.67	
06-Jan-26	B/P to: MDH Horticultural	-£412.40	
		-	
06-Jan-26	B/P to: Penny Cole	£1,414.27	
06-Jan-26	B/P to: HMRC	-£619.21	
		-	
06-Jan-26	B/P to: MDH Horticultural	£1,954.74	
06-Jan-26	B/P to: MDH Horticultural	-£240.00	
28/01/2026	DIRECT DEBIT PAYMENT TO OMNI WASTE MGMT		-£41.40
26/01/2026	DIRECT DEBIT PAYMENT CPRE		-£36.00
26/01/2026	DIRECT DEBIT PAYMENT TO VALDA ENERGY LIMIT		-£42.65
22/01/2026	FASTER PAYMENTS RECEIPT REF.WELHAM JONES - WHITE	£1,100.00	
21/01/2026	DIRECT DEBIT PAYMENT TO SSE ENERGY SUPPLY		-£233.78
20/01/2026	DIRECT DEBIT PAYMENT TO CASTLE WATER LTD		-£32.59
20/01/2026	DIRECT DEBIT PAYMENT TO CASTLE WATER LTD		-£53.21
13/01/2026	DIRECT DEBIT PAYMENT TO OCTOPUS ENERGY		-£62.12
02/01/2026	DIRECT DEBIT PAYMENT TO GOCARDLESS REF KENTCABLES		-£30.00

February Payments

Unity Payments

Payment No.	Payee	Reason	Nett	VAT	Total
1498	MDH Horticultural Services	Open Spaces	£1,628.95	£325.79	£1,954.74
1499	HMRC	Tax & NI	£619.21	£0.00	£619.21
1500	P Cole	Salary	£1,414.27	£0.00	£1,414.27
1501	MDH Horticultural Services	Gang mowing	£343.67	£68.73	£412.40
1502	JGC Sportsturf	Cricket Square	£892.67	£178.53	£1,071.20
1503	P Cole	Expenses	£344.03	£55.46	£399.49
1504	Coppard Plant Hire Limited	Laying of parking spaces in Sailing Club Road	£9,620.00	£1,924.00	£11,544.00
1505	Oliver Hoad	January duties - salting and roof leak	£70.00	£0.00	£70.00
1506	Age UK	Donation	£100.00	£0.00	£100.00
1507	KALC	Burial Ground Training Course for clerk	£70.00	£14.00	£84.00
1508	KALC	Good Employer Training - Cllr Moses	£50.00	£10.00	£60.00
1509	Forvis Mazars	Audit for 2024-25	£420.00	£84.00	£504.00
1510	MDH Horticultural Services	Winter Grass Cutting	£200.00	£40.00	£240.00
1511	Damian Killick	Window and solar panel cleaning	£100.00	£0.00	£100.00
					£18,573.31