Chevening Parish Council

Minutes of the Ordinary Meeting of the Parish Council
held on Monday, 5th October 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	Clerk
Cllr Michelle Alger	SDC
Cllr Nigel Williams	SDC/KCC
Members of the Public	9

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298 Apologies and Absence
Apologies were received from Cllr Eastwood.

299 Declarations of interest or lobbying
There were no declarations of interests or lobbying.

300 Minutes of Previous Meeting
It was RESOLVED that the minutes of the meeting held on 7th September 2026, be approved and signed by the Chairman as a correct record subject to adding Cllr Eastwood as being present at the meeting.

301 Updates from KCC and SDC
Cllr Williams updated Councillors on Sevenoaks District Council's plan 2042 which would go to the full Council meeting on 1st December for approval to send it to the Planning Inspectorate for examination. He hoped it would get this approval which would then prevent speculative development such as the Smarts nursery application in Dryhill Lane. He also informed Councillors that Tonbridge & Malling Borough Council had refused to go to Regulation 19 consultation but within 24 hours the Government had intervened with a letter informing the Council that they must consult. Following a question from a Councillor he stated that there was only around a five-year water supply for new housing and he had had meetings with all the water companies to discuss how they would mitigate this in the future. Cllr Williams also discussed the Dryhill Lane planning application. Most of the concerns were with the access to the A25.

Cllr Alger had been in contact with several residents in the Parish regarding the size of the new bins and the lack of space to place the bins – Homedean Cottages being a particular area. Several residents had still not received their new bins which were being delivered up until 12th October.

302 Questions from the Public

A resident commented on the overgrown bushes in Chipstead Lane. This area came under Riverhead Parish Council and had been reported.

The Vice Chairman of Chipstead FC was in attendance and asked if the 11 v 11 pitch not currently being used could be marked out as a 9 v 9 pitch and used on a Sunday. It was agreed to this request on a trial basis to ensure that the village did not suffer from too much traffic congestion.

303 Chipstead Common Shed

a) Planning Application

It was AGREED to proceed with the planning application and that the clerk should email SDC Planning and also request the support of Cllr Williams to progress this. The clerk should also speak to the Council's consultant on submitting a Lawful Development Certificate. There was some discussion on whether the external toilet was required but even though it was in the plans it did not have to be constructed. Councillors noted the email from Riverhead Scouts on the need for a toilet on the day of their carnival.

b) Men's Shed Update

The Chairman of the Men's Shed was present at the meeting and gave an update to Councillors of the present situation. The Men's Shed were currently packing up their tools in readiness to move into the Stag in the next couple of weeks. Councillors asked whether the Shed was still needed; some current members did not like the Stag due to the enclosed room and preferred the Shed. There was also a waiting list to join the Men's Shed.

304 Chipstead Lake Anti-Social Behaviour

Cllr Leek had attended the recent task and finish group organised by Sevenoaks District Council community safety team and had informed Councillors by email that the owner of the land around the lake is considering creating a dog walking area and is planning improvements in biodiversity. There hadn't been any further issues at the lake since 17 July; apparently some notices were issued by Kent Police which they think was positive in deterring intrusion during the recent hot summer period. The next meeting will take place in March next year. There had been no further information on a possible planning application since the meeting.

a) Fencing

30% of the cost of the fencing would be paid this month and the fencing was due to be installed at the end of October or beginning of November. DRM Trees had carried out the removal of the bushes to make room for the fencing.

305 Noticeboards

It was noted that Councillor Moses had now measured all the noticeboards including the footpaths board and sent them to the contractor. She would also send them to Cllr Leek for the contractor who had quoted for the installation.

306 Streetlights

a) Streetlight Outside the Bricklayers Arms

The installation will take place once Pudsey Diamond had received 50% of the cost of the replacement column. This will be paid once the invoice had been approved at this meeting. Pudsey Diamond was liaising with Equans, the installer, to find a suitable date for the delivery and installation to take place on the same day. Zurich Insurance had settled The Council's claim in full apart from the £250 excess.

b) Streetlight EICR (Electrical Installation Condition Report)

Councillor Leek had done some research which identified that an EICR was not required. However, the Council should have a statement of condition of repairs and a structural report as well as a Streetlight policy. Cllr Leek had found a policy written by another Council and this would be shared with all Councillors.

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307 Open Spaces

Open Space Inspection

An email had been received from a resident asking if a small picket fence could be erected on the edge of the green in Chevening Road to prevent balls from rolling into the road. It was agreed that this was impractical, and no further action was required.

Following a request to place a bench near the lake received from the wife of a well-known member of the community who had recently died, Councillors agreed to this request and suggested a suitable place on the green and that the family should be informed.

Members of St Botolph's Church had discussed the issue of bonfires further and suggested that they would create a compost heap of their green litter in the corner of the burial ground near the shed. It was AGREED that the clerk would contact the Council's contractor to inform them of this decision.

a) Sailing Club Road - potholes

The clerk confirmed that the potholes would be repaired in October and the Sailing Club, Leonard Cheshire and HACS had been advised. The Sailing Club and Leonard Cheshire were aware of the agreement to pay 30% towards the cost of the potholes.

b) Playground

The playground inspection report had been circulated to all Councillors. It was noted that all works suggested in the report were minor and should be addressed. It was AGREED that the clerk contact the Council's handyman to ask if he would undertake the works and for DRM Trees to lift the tree canopy of the tree in the playground.

c) CCTV and Signage

It was noted that there had been a considerable drop in anti-social behaviour since the first camera had been installed. Cllr Leek was still pursuing stand-alone CCTV cameras for the new car park area. The clerk had purchased the signs, and Cllr Leek would look at installing them.

d) Vertidraining

A quote for the vertidraining had not been received.

e) Tree Planting

The Council had agreed at the last meeting to the request from the wife of a resident who had recently died to plant a tree in the village in his memory. It was AGREED to plant the tree on the green and Councillors had identified a suitable spot and had suggested that a Liquid Amber tree be planted. The clerk would contact the family to notify them of this decision.

308 Pavilion

The clerk confirmed that the fireproof safe would be delivered to the Pavillion once payment had been made which was due to be agreed at this meeting. Cllr Leek informed Councillors that he had found some rodent activity in the loft, and it was AGREED to contact the pest control contractor to undertake further work and try to identify and further holes where the rodents may be accessing the Pavillion. The clerk would contact the cricket club to request access to their store at the back of the Pavillion. It was AGREED a budget of up to £500 to be spent on these works. It was AGREED that Cllr Leek would also discuss the possibility of moving the computer that runs the CCTV and the internet currently situated in the loft to the clerk's storage room with Spy Alarms.

a) Plumbing Works

A quote had been received from Hurlock and Taylor of £2,400 to carry out various plumbing works in the Pavillion which was AGREED by all Councillors. It was further AGREED to accept the sum of £280 to service both boilers and to clean the pressure unit from Commercial Heating Ltd.

309 Correspondence Received and General Information

a) Chevening Estate Parkland Scheme

The clerk and Chairman had recently met with the Chief Executive of the estate along with other local Parish Councils. It was felt this was the start of promoting better public relations between residents and the estate. Further to this, Knockholt Parish Council had contacted all local Councils to a meeting on 17th November to get together to discuss issues that were common to all. Any Councillors wishing to attend this meeting should give their names to the clerk.

b) Remembrance Service

The clerk had been in contact with the church office and Reverend Hannah regarding the details of the service. The chairman had already discussed the possibility with the Sevenoaks Sea Cadets that they would provide a bugler. It was AGREED that the clerk should write to them to confirm this and also for one of two of the cadets to read out the names on the war memorial. The clerk would also arrange to collect two wreaths from the usual supplier.

c) Light up a Life

Councillors considered an email from the Gospel Touch Choir offering to sing at the service. It was AGREED to kindly refuse the offer as Councillors felt the service was a more reflective quiet event.

310 Governance

a) Policies

The following policies were considered for approval; CCTV policy, Co-option policy, Equality policy, Media and Communications policy, Grievance and Discipline policy, Complaints policy, Grant policy, Document Retention and Disposal policy. It was AGREED to adopt the Equality policy, Media and Communications policy, Grievance and Discipline policy, Complaints policy and Document Retention policy with no changes. Under Co-option policy, paragraph title "at the co-option meeting", second sentence: "Applicants will be given five minutes (each) maximum to ...." should be changed to "Applicants will each be given a maximum of five minutes...". It was AGREED to reconsider the grant policy so that grants would be given to organisations for a positive outcome, and it should also state the amount of the grant. The CCTV policy was out of date and needed a re-write; the clerk would look for a model policy through NALC to be tailored to the Council specific requirements. It was also AGREED to consider adopting a Health & Safety policy and a Data Protection policy. It was further AGREED that all policies should be reviewed annually.

311 Finance

a) AGAR and External Auditor's Report

The external auditor's Report and Certificate for the year ended 2025- 2026, Section 3 of the Annual Governance & Accountability Return for the Parish Council were RECEIVED and NOTED. Under Section 11 the Council AGREED to tick the YES box instead of the No box which had been highlighted by the External Auditor. All other figures on the statement were correct. The notice of conclusion of audit will remain on display for 14 days in compliance with the Accounts and Audit (England) Regulations 2015.

b) Income Received and Cheques Payable

It was AGREED that the payments for October be APPROVED, and the payments and receipts for September be NOTED (Appendix 1). The Rotary Club and West Kent Mediation had sent their thanks for their respective donations.

312 Planning Applications

a) Applications for consideration by the Council

26/02154/LBCALT	Home Farm House 33 High Street Chipstead TN13 2RW	Various internal alterations at ground, first and second floor. Alterations to fenestration and replacement front door. AMENDMENT TO WINDOW	No objection and to amendment
26/01670/LBCALT	Bessels Green Baptist Church Bessels Green Road Bessels Green Kent TN13 2PS	Demolition of a small store building within the curtilage of the Grade II listed Bessels Green Baptist Church. Replacement with a garden of remembrance.	No objection
26/02118/HOUSE	Birchcroft 6 Chipstead Park Close Sevenoaks TN13 2SJ	Erection of a brick wall/ fence around property boundary.	Withdrawn before commenting

b) To note any applications decided between meetings

26/02154/LBCALT	Home Farm House 33 High Street Chipstead TN13 2RW	Various internal alterations at ground, first and second floor. Alterations to fenestration and replacement front door. AMENDMENT TO WINDOW	No objection and to amendment
26/02144/FUL	24 Witches Lane Riverhead Kent TN13 2AX	Demolition of existing dwelling and residential annex and erection of replacement dwelling and one additional dwelling with associated landscaping.	No objection
26/01883/LDCEX	The Oast House Green Lane Farm Cold Arbor Road TN14 6BS	Confirmation the ground floor glazed link extension between detached dwellinghouse and detached guest annexe building is lawful.	No objection

To note the further objection to the following application submitted to SDC Planning Department:

Reference:	26/00759/FUL
Site:	43 Chipstead Lane Sevenoaks Kent TN13 2AJ
Proposal:	Change of use to Day Nursery and side and rear extension with associated vehicle access. Conversion of loft space including rooflights.
X **Objection:**	**Reasons:** KCC Highways have stated that the parking provision falls well short of the requirements for the increase to 70 users and 19 staff. In a 22-page response the applicants say this is an atypical situation for nurseries because 70% of users arrive on foot and only 30% drive. Moreover, they state that the vehicle arrivals will be strictly phased. Whilst this might be true for the current pattern, with extensive alternative provision nearby, it seems very likely many of the newcomers will come from further afield and the number of cars will increase significantly in the winter, particularly on bad weather days. The applicants state that there have been no complaints concerning the present arrangements but residents in the village well know that this is a very difficult situation currently if not publicly acknowledged. We continue to be very concerned about the traffic implications of this application as well regretting the loss of a dwelling and therefore we continue to object to this application.

c) Applications granted or refused – for review

None.

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d) Works to Trees

26/02381/WTCA	08.09.26	1 Chipstead Park Sevenoaks Kent TN13 2SL	Various works to trees.
26/02368/WTPO	08.09.26	1 Chipstead Park Sevenoaks Kent TN13 2SL	Various works to trees.
26/02416/WTPO	11.09.26	Tinkers Spinney 8 The Old Garden Chipstead Kent TN13 2RJ	Various works to trees.
26/02438/WTCA	15.09.26	Land North East Of The Bricklayers Arms Chevening Road Chipstead	T.1 - T.2 Two black poplar trees. - Re pollard both trees back to the pollard points and remove all basal/stem epicormic growth. Reduce two branches (on T.2) by approx 1.5m harder than the previous pollard points to form new pollard points, due to weak attachment points.
26/02463/WTCA	18.09.26	West Lodge 60 High Street Chipstead Kent TN13 2RR	Ornamental Acer tree - remove

313 Progress Tracker and Items for Future Meetings

The progress tracker on Council decisions was reviewed. The following items would be removed – maintenance of bridge and river and the position of a tree at the request of a family of a resident who had recently died. It was agreed to add a request to place a bench on the Chipstead Green by the family of a member of the community who had recently died.

The meeting closed at 09.48pm

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APPENDIX 1

PAYMENTS AND RECEIPTS FOR SEPTEMBER

PAVILLION A/C			
10-Sep-26	HACS Pavillion Hire		£10.00
21-Sep-26	Pavillion Hire		£40.00
21-Sep-26	Pavillion Hire		£35.00
28-Sep-26	Pavillion Hire		£40.00
30-Sep-26	Credit Interest		£29.58
CURRENT A/C			
01-Sep-26	Direct Debit (GOCARDLESS)	-£30.00	
08-Sep-26	B/P to: Kevin Leek	-£9.59	
08-Sep-26	B/P to: Refund on Pavillion hire not used	-£70.00	
08-Sep-26	B/P to: Cluttons	-£60.00	
08-Sep-26	B/P to: Event Medic	-£500.00	
08-Sep-26	B/P to: DRM Trees	-£2,220.00	
08-Sep-26	B/P to: Scribe	-£208.80	
08-Sep-26	B/P to: SDC	-£729.42	
08-Sep-26	B/P to: Window Cleaner	-£30.00	
08-Sep-26	B/P to: PSR Lighting	-£360.00	
08-Sep-26	B/P to: JGC Sportsturf	-£1,124.76	
08-Sep-26	B/P to: MDH Horticultural	-£429.31	
08-Sep-26	B/P to: MDH Horticultural	-£2,034.88	
08-Sep-26	B/P to: HMRC	-£438.27	
08-Sep-26	B/P to: Penny Cole	-£65.10	
08-Sep-26	B/P to: Penny Cole	-£1,649.47	
14-Sep-26	Direct Debit (LILI WASTE SERVICE)	-£30.60	
16-Sep-26	Direct Debit (CASTLE WATER LTD)	-£105.54	
21-Sep-26	Direct Debit (SSE ENERGY SUPPLY)	-£207.06	
30-Sep-26	Service Charge	-£7.00	
CIL A/C			
30-Sep-26	Credit Interest		£94.41
DEPOSIT A/C			
03-Sep-26	HEWSTONE LIMITED - Burial		£137.50
22-Sep-26	Zurich Insurance		£6,967.89
28-Sep-26	WELHAM JONES FUNERAL		£1,031.25
30-Sep-26	SDC GENERAL ACCOUNT		£40,000.00
30-Sep-26	Credit Interest		£119.48
SANTANDER A/C			
24/09/2026	PUBLIC WORKS LOANS BOARD	£2,549.93	
24/09/2026	VALDA ENERGY LIMITED	£19.65	
22/09/2026	OCTOPUS ENERGY	£74.91	
		-£7,665.31	**£48,505.11**

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OCTOBER PAYMENTS

Payment No.	Payee	Reason	Net	VAT	Total
1624	P Cole	Salary	£2,700.73	£0.00	£2,700.73
1625	P Cole	Expenses	£155.36	£31.07	£186.43
1626	HMRC	Tax & NI	£1,066.08	£0.00	£1,066.08
1627	MDH Horticultural Services	Open Spaces - October	£1,695.73	£339.15	£2,034.88
1628	MDH Horticultural Services	Gang Mowing - October	£357.76	£71.55	£429.31
1629	JGC Sportsturf	Cricket Square	£937.30	£187.46	£1,124.76
1630	MDH Horticultural Services	River Darent silt clearance	£1,950.00	£390.00	£2,340.00
1631	Edward Tyrrell (Fencing) Ltd	30% Deposit for fencing in Sailing Club Road	£633.00	£126.60	£759.60
1632	Spectulise Limited	Website hosting and support	£260.00	£100.00	£360.00
1633	CJS Plants Ltd	Quarterly supply and maintenance of planters	£208.33	£41.67	£250.00
1634	The Play Inspection Company	Annual Inspection	£112.50	£22.50	£135.00
1635	Pudsey Diamond	50% Deposit for new Heritage Cast Streetlight	£1,740.50	£348.10	£2,088.60
1636	The Safe Shop Ltd	Yale Extra Large Fireproof Safe	£282.60	£56.52	£339.12
1637	SLCC	Clerk's Membership Fee	£253.00	£0.00	£253.00
1638	Damian Killick	Window Cleaning for Pavillion	£30.00	£0.00	£30.00
1639	Amazon Business	Defib Responder Kit (replacement for stolen item)	£17.91	£3.58	£21.49
1640	Kevin Leek	Caution Hot Water signs	£3.91	£0.83	£4.74
1641	West Kent Mediation	Donation	£200.00	£0.00	£200.00
1642	Rotary Club of Sevenoaks	Donation	£100.00	£0.00	£100.00
1643	JRB Enterprise Ltd	Dog Gloves	£246.00	£49.20	£295.20
			£12,950.71	**£1,768.23**	**£14,718.94**

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