



# Chevening Parish Council

**Minutes of the Ordinary Meeting of the Parish Council  
held on Tuesday, 7<sup>th</sup> April 2026 at 7.30pm  
at the Pavilion, Chipstead Recreation Ground, Chevening Road, Chipstead, TN13 2SA**

**Present:**

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

**In Attendance:**

Mrs Penny Cole	Clerk
Members of the Public	2

**216 Apologies and Absence**

Apologies were received from Cllr Clare Moses and SDC Cllr Nigel Williams.

**217 Declarations of interest or lobbying**

There were no declarations of interests or lobbying.

**218 Minutes of Previous Meeting**

It was RESOLVED that the minutes of the meeting on 2<sup>nd</sup> March 2026, be approved and signed by the Chairman as a correct record.

**219 Updates from KCC and SDC**

No Councillors were present to give a report. Cllr Williams had apologised in advance as he was dealing with an unlawful enforcement case in Sundridge.

**220 Questions from the Public**

There were no questions asked.

**221 Annual Assembly 2026**

The agenda and Chairman's Report were available at the meeting to be delivered to all households, and the delivery list was confirmed. The outer lying areas of the Parish would be posted. The Chairman would purchase a gift for the previous Chairman and present it to him at the meeting. The clerk would provide snacks and wine and soft drinks for any residents who attended.

**222 Chipstead Common Hut**

The Chairman and Treasurer of the Sevenoaks Men's Shed were in attendance to discuss with Councillors the possibility of using the hut for their meeting place.

Following discussions on the security of the building and changes to the internal layout it was agreed to continue discussions on the following basis. The Parish Council would need to contact Sevenoaks District Council to see if a change of use of the building was required. The Men's Shed would bear the utility costs of the Pavilion and carry out the internal works at their own expense. They would also seek quotes to improve the security of the building through cladding the sides of the building and improving the locks to the entrance door. Members of the Men's Shed would attend the next meeting with their proposals and if agreed, the Parish Council would draw up a licence.

## **223 Open Spaces**

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

A new bollard would need installing where the coffin was. The clerk would contact MDH to undertake the work. The seat under the village sign on the green needed repainting due to rust. A quote of up to £500 for the works was approved.

#### ***a) Tree Inspection***

The quote from Treecraft for £875 to inspect the Council's trees was approved.

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

It was agreed to carry out some pothole repairs along the road. The clerk would obtain quotes and also obtain a quote for the resurfacing of the entire road.

#### ***c) Fallen Tree in Sailing Club Road / River Darent***

The quote for £900 plus VAT provided by DRM Trees to clear the fallen tree and remove all stems was AGREED. The Council also AGREED that the owner of the property where the tree had fallen should claim on their home insurance for any damage caused.

#### ***d) Various works to trees and bushes***

A quote was received to remove one large branch overhanging the Pavilion which had damaged the aerial and to cut back the bushes on the Common at the junction of Chipstead Lane and Barnfield Road. It was AGREED to accept the quote for £500 plus VAT from DRM Trees.

#### ***e) Offer of a Christmas Tree for the Green in Chesterfield Drive***

The Council had previously agreed to plant a Christmas tree on the green in Chesterfield Drive which had been donated free of charge by a resident. A quote had been received for £175 by Oasis Landscapes to relocate and plant the Christmas tree and an oak tree that the resident also had in a pot in her garden. It was AGREED to accept the quote.

#### ***f) Chipstead Lake Dragon Boat Race***

The Council had received an email from the organisers of the Dragon Boat Race suggesting options for parking on the day. It was agreed that the clerk should write to the organisers thanking them for their concerns about the parking and for offering to provide volunteer wardens to assist with the organisation. Councillors suggested that the organisers should erect a barrier at the start of Sailing Club Road when there was no more parking available and further suggested that they contact Chevening Primary School who may be interested in letting out their car park. It was further AGREED to pay for the First Aid costs as per usual.

## **224 Correspondence Received and General Information**

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

The clerk had just received an email from George Back inviting the clerk, Cllr Weavers and Cllr Williams to attend a Chevening Parkland Liaison Group meeting on 22<sup>nd</sup> April. Although Cllr Williams was no longer a Parish Councillor, it was AGREED that he should remain a member of the group as a Sevenoaks District Councillor and the clerk would inform Mr Back of Cllr Williams' email address.

## **225 Pavilion**

### ***a) Legionella Testing***

Following several emails between Musketeers and the Parish Council on the works needed to be carried out to ensure the Pavilion was safe for the cricketers to use, it was AGREED to accept the quote for £1147.00 plus VAT for the following works:

Descal and disinfect shower heads, spray heads and/or outlets in accordance with HSG 274 Part 2 £210.00

Carry out a full inspection of the CWS Tank(s) and issue a report on findings £52.50

Sampling/Analysis for Legionella:

Musketeer to obtain samples as specified. Submit to an UKAS accredited independent public microbiologist and provide a full report and certification. Report will include details of serogroup, monoclonal sub-type and colony. If positive, we will make recommendations for remedial actions necessary to ensure future system hygiene.

1 from each shower room-

Home change

Away change

Officials change 1

Officials change 2

£720.00

Sampling/Analysis for TVC, E Coli and Coliforms 2 x per year:

Musketeer to obtain samples as specified, submit them to an UKAS accredited independent public microbiologist and provide a full report and certification. The report will include details of coliform counts (faecal) and general bacterial levels at 37°C and 22°C together with recommendations for necessary remedial actions and/or maintenance actions necessary to maximise future system hygiene.

£70.00

Annual Servicing of Thermostatic Mixing Valves

£94.50

#### **b) Gas and Electricity Contract**

At the March meeting the Council had agreed a quote provided by Octopus Energy for gas and electricity at the Pavilion. Unfortunately, the situation in the Gulf had increased costs between the quote being submitted and the Parish Council meeting. Councillors AGREED the new quote by email to ensure this would be locked in. It was ratified at the meeting to enter into a contract with Octopus Energy for the sum £1347.50 per year for two years based on the current year's usage.

#### **c) Lighting**

Following the emergency lighting test carried out by Phase Electrical, some repairs needed to be undertaken for the Parish Council to receive a full certificate. A quote had not been received in time for the meeting, and it was AGREED that the clerk would chase this and a quote under £1000 would be accepted.

#### **d) Pavilion Hire**

A request to hire the Pavilion and Rec had been received from the Chevening School PTA for a 'colour run' event. Following some discussion, it was AGREED to regretfully decline the hire as it was felt the paint could still be on the grass the following day when the Chevening Amblers were playing a match.

### **226 Streetlighting Contract**

At the March meeting the Council had agreed a quote provided by SSE Energy to supply the electricity for the Council's streetlights. Unfortunately, the situation in the Gulf had increased costs between the quote being submitted and the Parish Council meeting. Councillors AGREED the new quote by email to ensure this would be locked in. It was ratified at the meeting to enter into a contract with SSE Energy for the sum £9131.93 for the three years based on the current year's usage.

### **227 KCC HIP**

#### **a) Chipstead High Street and Square**

The Council considered an email from a resident complaining about the speed of cars in the High Street and problems with parking in the Square. Residents had been consulted on these issues in the past and had not been in favour of further changes. Councillors also expressed concern that yellow lines would displace parked cars to potentially more unsuitable places. It was AGREED that no further action should be considered but the clerk would report the faded white lines on the KCC Highways Portal.

**b) Wheatsheaf Hill/B2042**

A resident had written to Cllr Williams and Laura Trott MP regarding the speeding of cars along the B2042 towards Ide Hill which had led to the deaths of several deer and the request for a mirror at the junction of Gracious Lane. It was AGREED to contact Cllr Williams and inform him that the Parish Council would report the lack of signage on the KCC Portal. It was further noted that KCC no longer placed mirrors on the highway due to the cost.

**228 Finance**

It was noted that the clerk had been working for the Council for 6 months and would move up one spine point as per the agreed contract. This increase would amount to an extra £40 per month.

**a) Bank Accounts**

The clerk had not received any statements from Nat West since November 2025, and Cllr Eastwood and Cllr Woodruff would sign a letter requesting that any bank statements and future correspondence should be sent to the clerk at her home address.

**b) Income Received and Cheques Payable**

It was AGREED that the payments for April be approved and the additional payments for March, previously approved by the Chairman and Vice Chairman be noted, and the payments and receipts for March be noted (Appendix 1).

**c) Grant Request**

A grant request had been received from the Darent River Preservation Society who had commissioned a report by John Lawson on a new action plan to prevent the river from drying up. The report was due to be published in May. Councillors AGREED to donate £200 towards the project to ask that the Council be sent the report and be kept informed of any future works to be carried out.

**229 Planning Applications**

**a) Applications for consideration by the Council**

26/00497/HOUSE	21 Westerham Road Bessels Green Kent TN13 2PX	Part single, part two storey rear extension with roof lights. Alterations to fenestration and roof line.	No objection
25/03535/HOUSE	Apps Hollow, Wheatsheaf Hill, Ide Hill Kent TN14 6HX	Proposed ancillary outbuilding	No objection
26/00501/LBCALT	29 - 31 High Street Chipstead Kent TN13 2RW	Replacement windows 6 no. front and rear elevations first and ground floor levels. Replacement paving surface to driveway.	No objection
26/00060/HOUSE	7 Martins Shaw, Chipstead, TN12 2SE	Alteration to the garage roof, addition four dormer windows and an increase the roof height, external staircase and additional door.	No objection
26/00421/LBCALT	Chevening House Chevening Road Chevening Kent TN14 6HG	The repair and stabilization of a section of Grade II listed garden wall by constructing two raked brick buttresses using reclaimed bricks to match the existing structure.	No objection

**b) To note any applications decided between meetings**

26/00264/HOUSE	Sandholme, Chipstead Lane Sevenoaks Kent TN13 2RE	Demolition of existing garage, two-storey side and front extension with new porch and part-rear first-floor extension. Alterations to fenestration.	No objection <b>Subsequently made invalid</b>
26/00082/LBCALT	Home Farm House, 33 High Street Chipstead Kent TN13 2RW	Various internal alterations at ground, first and second floor. Alterations to fenestration.	No objection

**c) Applications granted or refused – for review**

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	<b>Granted</b>
26/00044/HOUSE	Tamarisk, Baden Powell Road Sevenoaks Kent TN13 2EE	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	<b>Granted</b>
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	<b>Granted</b>

**d) Works to trees**

26/00597/WTCA	09.03.26	The Paddock High Street Chipstead Kent TN13 2RW	Various Tree work.
26/00772/W5DAY	24.03.26	2 Darent Close Chipstead Kent TN13 2RX	Clear fallen stem to T.1 multi stemmed alder tree. Take two remaining stems to ground level

The two applications were noted, the second being on Parish Council land which had been approved to be removed.

**230 Progress Tracker and Items for Future Meetings**

The progress tracker on Council decisions was reviewed. Cllr Moses was in the process of obtaining three quotes for the noticeboards. The clerk would chase KCC for an update on any underground utility supplies on the green where the new bus shelter would be sited. The clerk would chase the handyman on progress on the list of jobs at the Pavilion. Several items were removed from the tracker that were now completed. Works to the Chipstead Hut would be added to the Tracker and possible CCTV in Sailing Club Road would be considered at the next meeting.

The meeting closed at 9.31pm

## APPENDIX 1

**March Payments and Receipts****Pavilion A/c**

10-Mar-26	ROWBERRY W M V91	£64.00
30-Mar-26	HOLMESDALE ANGLING & CONSERVATION	£10.00

**CIL a/c**

31-Mar-26	Credit Interest	£28.79
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**General ac**

04-Mar-26	B/P to: Plaxtol Pests	-£405.00
04-Mar-26	B/P to: SLCC	-£36.00
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04-Mar-26	B/P to: JGC Sportsturf	£1,071.20
04-Mar-26	B/P to: Penny Cole	-£35.01
04-Mar-26	B/P to: MDH Horticultural	-£412.40
		-
04-Mar-26	B/P to: Penny Cole	£1,414.27
04-Mar-26	B/P to: HMRC	-£619.21
		-
04-Mar-26	B/P to: MDH Horticultural	£1,954.74
		-
27-Mar-26	B/P to: Danni - Cleaner	£1,060.00
27-Mar-26	B/P to: Oliver Hoad	-£390.94
27-Mar-26	B/P to: MDH Horticultural	-£456.00
27-Mar-26	B/P to: SDC	-£868.92
27-Mar-26	B/P to: Window Cleaner	-£30.00
		-
27-Mar-26	B/P to: JGC Sportsturf	£3,060.00
27-Mar-26	B/P to: Acculine	-£714.00
27-Mar-26	B/P to: Tyrrells Fencing	-£428.40
27-Mar-26	B/P to: DRM Trees	-£750.00
27-Mar-26	B/P to: Kevin Leek	-£50.00
31-Mar-26	Manual Credit - Handling Charge	-£1.50
31-Mar-26	Service Charge	-£9.10

**Savings a/c**

31-Mar-26	Credit Interest	£67.80
23-Mar-26	MEMORIALS OF DISTI	£220.00
30-Mar-26	CHEVENING AMBLERS	£892.67
31-Mar-26	CHEVENING AMBLERS	£892.67
31-Mar-26	CHEVENING AMBLERS	£892.67
31-Mar-26	Credit Interest	£155.32

**Santander a/c**

30/03/2026	Omni Waste	-£30.60
24/03/2026	Public Works Loan Board	£2,549.93
24/03/2026	Valda Energy	-£21.19
23/03/2026	SSE Energy	-£176.88
17/03/2026	Castle Water	-£49.94
11/03/2026	Octopus Energy	-£89.88
02/03/2026	Kent Cables	-£30.00

April Payments	Payee	Reason	Net	VAT	Total
<b>Unity Payments</b>					
1512	MDH Horticultural Services	Open Spaces	£1,628.95	£325.79	£1,954.74
1513	HMRC	Tax & NI	£619.21	£0.00	£619.21
1514	P Cole	Salary	£1,414.27	£0.00	£1,414.27
1515	MDH Horticultural Services	Gang mowing	£343.67	£68.73	£412.40
1516	P Cole	Expenses	£29.18	£5.83	£35.01
1517	JGC Sportsturf	Cricket Square	£892.67	£178.53	£1,071.20
1518	SLCC	Clerk training re Year End	£30.00	£6.00	£36.00
1519	Plaxtol Pest & Wildlife Management	Rodent riddance and proofing of external areas	£405.00	£0.00	£405.00
					<b><u>£5,947.83</u></b>