# Chevening Parish Council

**Minutes of the Ordinary Meeting of the Parish Council held on Monday, 7th September 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 Claire Moses
Cllr Jane Nielsen
Cllr Lela Weavers
Cllr Val Woodruff

**In Attendance:**

| | |
|---|---|
| Mrs Penny Cole | Clerk |
| Cllr Michelle Alger | SDC |
| Cllr Sandra Robinson | SDC |
| Members of the Public | 9 |

## 282 Apologies and Absence

There were no apologies for absence.

## 283 Declarations of interest or lobbying

There were no declarations of interests or lobbying.

## 284 Minutes of Previous Meeting

It was RESOLVED that the minutes of the meeting on 6th July 2026, be approved and signed by the Chairman as a correct record.

## 285 Updates from KCC and SDC

Cllr Williams sent his apologies.

Cllr Robinson updated Councillors on her meeting with Cllr Williams and Kent Highways in relation to the Bessels Green Crossing. She was disappointed with Kent Highways' response that a crossing was not required despite the extensive information she had provided to them, and she would continue to lobby them. Cllr Robinson also reported that Local Government Reorganisation had been paused; there was currently no further information, but district Council elections would go ahead in May 2027. She had attended a recent meeting of the audit committee, and everything was in order.

Cllr Alger informed the Council that SDC had opened a Community and Voluntary grant scheme – the closing date for applications was 6th October. KCC had also opened a Community Waste Prevention fund to help promote sustainable behaviours. This scheme provided funding of between £500 and £5,000 and the closing date was 9th October.

## 286 Questions from the Public

There were no questions from the public.

## 287 Chipstead Common Shed

### *a) Planning Application*

Councillors agreed that to do nothing to the building was not an option. The Council considered the draft plans drawn up by a design company. Some Councillors expressed concerns with the outside toilet, but it was decided to go ahead with the application as the plan stood and the Council could decide at a later date whether to construct the toilet. It was AGREED that the cladding should be in green. Councillors AGREED that the clerk should contact SDC Planning department to confirm whether a Lawful Development Certificate was sufficient or whether the Council should apply for full planning permission even if the Council did not apply for a change of use.

### *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 Chairman of the Men's Shed also introduced Bramble Rise a new charity that had been set up for community wellbeing. They were leasing land behind Riverhead Infant School for gardening, socialising, mindfulness and craft groups. They were in the process of applying for planning permission to erect a large shed on the site but would like to use the Chipstead shed in the winter for their craft activities and were working with the Men's Shed on the layout of the building. Councillors noted this update and answered residents' questions as to whether the Common was a suitable site for such activities.

## 288 Chipstead Lake Anti-Social Behaviour

There was a suggestion by the Police that a gate should be installed along Sailing Club Road to prevent access. It was AGREED that this was completely impractical and should not be considered.

### *a) Fencing*

Three quotes had been received to replace the fencing in Sailing Club Road from the green up to the new parking area. It was AGREED that the quote from Edward Tyrrell (Fencing) Ltd for the sum of £2110 plus VAT be approved and that the quotation of £600 plus VAT from DRM Trees be AGREED.

## 289 Noticeboards

Councillor Moses had previously circulated like for like quotations to replace 6 of the Council's noticeboards. The quote from Harry Stebbing was by far the best quote for price and quality. At the July meeting Council had agreed to replace two of the noticeboards in the first instance, however, following further debate it was AGREED to replace all six noticeboards at once at a cost of £9739 plus a £95 delivery charge. Cllr Moses was also hoping to negotiate a 10% discount on this price. Cllr Leek suggested a potential contractor to install the noticeboards and the Council AGREED to approve a quote of up to £2,000 to carry out the work.

It was further AGREED that Harry Stebbing should provide a quote for the new footpath noticeboard up to a cost of £1,000.

## 290 Streetlights

### *a) Streetlight Outside the Bricklayers Arms*

The clerk updated Councillors on the current position regarding the insurance claim. The insurance company would not be pursuing a claim through the car driver at this time as the Parish Council had not been able to ascertain any personal details of the driver. This was still being pursued through the brewery. The insurance company were happy to reimburse the Council less the £250 excess. Costs paid so far were £2106.30 for the removal of the streetlight and disconnection from the power supply. Councillors AGREED the quote of £3481 plus VAT for the replacement column through Pudsey Diamond and £1630.59 from Equans to install the column and reconnect to the power supply.

***b) Streetlight EICR (Electrical Installation Condition Report)***

The EICR test had last been carried out by the Council's contractor in 2021. A quote had been received to undertake the test for the sum of £2845.01 plus VAT. It was AGREED that the clerk contact Equans and the Council's insurance company to see if this test was a statutory requirement.

**291 Open Spaces**

***Open Space Inspection***

An email had been received regarding some damaged posts on Bessels Green. It was AGREED that MDH should carry out their repair and/or replacement. All the posts on the small green by the Kings Head had been knocked down. Councillors agreed to monitor the situation and consider alternatives, as they felt it would be a waste of money to keep replacing them with small wooden posts.

***a) Tree Inspection***

Councillors noted the email from DRM Trees confirming that the 3- and 6-month works had been completed and they were now working on the 1-year works. Councillors also noted that the two dead trees in Sailing Club Road had been removed in advance of the Dragon Boat Race at a cost of £300 plus VAT previously agreed by email.

***b) Sailing Club Road - potholes***

Councillors had previously requested further quotes and information from the companies to repair the potholes in Sailing Club Road, and the clerk presented four quotes to the meeting. Councillors noted the email from the Sailing Club informing the Council that they had very limited funds and would prefer a patch up approach. There had been no response received from Leonard Cheshire. It was AGREED to accept the quote from Coast and Counties to undertake patching at the sum of £3,200 plus VAT to be paid through the Council's general reserves.

***c) CCTV and Signage***

Councillors AGREED to replace the two signs in Sailing Club Road notifying people that the land was private property at a cost of £80 per sign from Green Hippo. Councillors also AGREED to buy signs for the car park notifying users that vehicles and contents would be left at the owner's risk and signs notifying road users that CCTV was in operation. The clerk would purchase suitable signs from the internet up to a cost of £250.

***d) Vertidraining***

A quote for the vertidraining had not been received.

***e) Bonfires in the burial ground***

The Council had received a further email from a local resident complaining about the use of a bonfire in the grounds of the burial ground. The clerk recently visited the burial ground and found a member of the church collecting green waste from the churchyard and putting it on the Parish Council's pile of green waste for burning. It was AGREED to notify MDH that they should only carry out bonfires between September and May and that the clerk contact the church to inform them of this decision.

***f) Tree Planting***

The Council had received an email from the wife of a resident who had recently died. She wished to plant a tree in the village in his memory. It was AGREED to this request in principle and that Cllrs Moses, Nielsen and Woodruff would together agree a suitable site and tree.

**292 Pavilion**

***a) Legionella Testing***

Councillors noted the results of the legionella testing carried out in July. No legionella bacteria had been found.

***b) Safe***

The clerk had obtained a quotation for a fireproof safe. Councillors AGREED to purchase the extra large safe at a cost of £339.12 inclusive of VAT in order to store the Council's burial ground books and other important documents.

***c) Emergency Lighting***

Phase Electrical had sent the emergency lighting certificate which was duly noted. The Pavilion was now fully compliant, and Cllr Leek would carry out the required weekly maintenance checks. Councillors thanked Cllr Leek and the clerk for getting the works done.

## 293 Correspondence Received and General Information

### *a) Chevening Estate Parkland Scheme*

The Estate management was in contact with KCC to clear up the recent fly tipping near Turvins Farm.

### *b) Regulation 19 Consultation*

It was AGREED to respond to the consultation with the Council's concern with the loss of agricultural land, lack of infrastructure and lack of water supply.

### *c) CIL Consultation*

It was AGREED not to provide any comments to SDC.

## 294 Finance

### *a) Quarter 1 Outturn*

Councillor Eastwood presented the first quarter outturn. The Council had spent just over 25% of its budget, however a lot of expenditure would be coming forward in the next few months which would have to be met from reserves, and he would continue to monitor the spend. The report was noted.

### *b) Income Received and Cheques Payable*

It was AGREED that the payments for August and September be approved, and the payments and receipts for July and August be noted (Appendix 1).

### *c) Donation Requests*

It was AGREED that £200 be donated to West Kent Mediation and £100 be donated to Sevenoaks Rotary Club.

## 295 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. | No objection |
| 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 |

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

| | | | |
|---|---|---|---|
| 26/01564/HOUSE | Quarry House Chipstead Lane Sevenoaks Kent TN13 2RG | Demolish existing single storey rear extension and construct new single storey rear extension with rooflights. Alterations to fenestration and external render finish to the existing facades and cladding, internal alterations. New rooflight to front elevation. | No objection |
| 26/01581/HOUSE | 152 Chesterfield Drive Sevenoaks Kent TN13 2EH | Side and rear single-storey extension with roof lights and associated integral alterations, including new fireplace and partial garage conversion. Alterations to fenestration and roof line, including new landscaping. | No objection |
| 26/00759/FUL AMENDED | 43 Chipstead Lane Sevenoaks Kent TN13 2AJ | Change of use to Day Nursery and side and rear extension with associated vehicle access. Conversion of loft space including rooflights. | Objection |

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

| | | | |
|---|---|---|---|
| 26/01284/LBCALT | 29 - 31 High Street Chipstead TN13 2RW | 2 no. replacement windows, ground floor rear, and replacement driveway surface. | Granted |
| 26/01268/HOUSE | 4 Nursery Place Chipstead TN13 2RH | Proposed single storey flat roof side extension to rear of existing dwelling with associated landscaping. | Granted |
| 26/01361/HOUSE | Crest Cottage 57 High Street Chipstead TN13 2RW | Demolition of existing rear extension. Erection of larger rear extension with internal/external alterations to include new staircase layout, removal of rear chimney stack, new windows, roof lights and doors, upgrading insulation and services, basement window repair, and solar panels. | Granted |
| 26/01564/HOUSE | Quarry House Chipstead Lane Sevenoaks TN13 2RG | Demolish existing single storey rear extension and construct new single storey rear extension with rooflights. Alterations to fenestration and external render finish to the existing facades and cladding, internal alterations. New rooflight to front elevation. | Granted |
| 26/01581/HOUSE | 152 Chesterfield Drive Sevenoaks TN13 2EH | Side and rear single-storey extension with roof lights and associated interal alterations, including new fireplace and partial garage conversion. Alterations to fenestration and roof line, including new landscaping. | Granted |

### *d) Works to Trees*

| | | | |
|---|---|---|---|
| 26/01796/WTCA | 10.07.26 | Owls House Homedean Road Chipstead TN13 2RU | Lower limb to be removed to source and selective reductions not exceeding 3m of limbs that extend beyond boundary. |
| 26/01812/WTCA | 10.07.26 | Village Green Westerham Road Bessels Green | T.1 Lime tree - Reduce back to provide approx 1.5-2m clearance from lampost. |
| 26/01811/WTCA | 10.07.26 | St Botolphs Church Chevening Road Chevening TN14 6HG | G.1 Group of trees consisting of sycamore, yew and hazel. Crown lift over the track up to approx 4m above ground level an over the parking area up to approx 3m above ground level. Reduce the track by approx 2.5m. |
| 26/01869/WTCA | 17.07.26 | Chipstead Common Witches Lane Riverhead TN13 2AY | Various works to trees. |
| 26/01868/WTCA | 17.07.26 | Chipstead Rec, Chevening Road | Various works to trees. |
| 26/01890/WTCA | 17.07.26 | 6 Chevening Road Chevening Kent TN14 6HG | Corkscrew Willow - sectional dismantle to ground level. |

### 296 Progress Tracker and Items for Future Meetings

The progress tracker on Council decisions was reviewed. The following items would be removed – signage. It was AGREED to add the planning application for the shed on the Common and that the Pavilion Extension committee should meet before December. Items to be included in the October meeting were the Remembrance service and Tree of Light service, policies (to be circulated in advance), review of Pavilion charges, Data Protection training.

**Pursuant to Standing Order 3 (d) the public will be excluded from the meeting during consideration of agenda item 17, Clerk's salary, due to the confidential nature of the business to be transacted.**

### 297 Clerk's Salary

Councillors noted the 3.3% pay award increase through the Local Government Association scheme.
Councillors AGREED the clerk's change in hours which would be reviewed in six months.

The meeting closed at 09.50pm

APPENDIX 1

INCOME RECEIVED AND PAYMENTS MADE – JULY & AUGUST 2026

**Unity Bank C/A**

| | | | |
|---|---|---|---|
| 07-Jul-26 | B/P to: UKPN | -£316.80 | |
| 07-Jul-26 | B/P to: Prosphero - ESET | -£261.25 | |
| 07-Jul-26 | B/P to: CJS Plants | -£250.00 | |
| 07-Jul-26 | B/P to: Air Ambulance | -£100.00 | |
| 07-Jul-26 | B/P to: Window Cleaner | -£30.00 | |
| 07-Jul-26 | B/P to: Spy Alarms | -£144.00 | |
| 07-Jul-26 | B/P to: Spy Alarms | -£1,964.40 | |
| 07-Jul-26 | B/P to: JRB Enterprise Ltd | -£295.20 | |
| 07-Jul-26 | B/P to: Plaxtol Pests | -£80.00 | |
| 07-Jul-26 | B/P to: JGC Sportsturf | -£1,124.76 | |
| 07-Jul-26 | B/P to: JGC Sportsturf | -£1,124.76 | |
| 07-Jul-26 | B/P to: MDH Horticultural | -£480.04 | |
| 07-Jul-26 | B/P to: MDH Horticultural | -£2,275.31 | |
| 07-Jul-26 | B/P to: HMRC | -£411.67 | |
| 07-Jul-26 | B/P to: Penny Cole | -£66.00 | |
| 07-Jul-26 | B/P to: Penny Cole | -£1,674.07 | |
| 13-Jul-26 | B/P to: Amazon | -£526.00 | |
| 14-Jul-26 | Direct Debit (LILI WASTE SERVICE) | -£31.86 | |
| 24-Jul-26 | Direct Debit (GOCARDLESS) | -£30.00 | |
| 31-Jul-26 | Service Charge | -£7.00 | |
| 03-Aug-26 | Direct Debit (GOCARDLESS) | -£30.00 | |
| 04-Aug-26 | Credit - Burial | | £656.25 |
| 04-Aug-26 | Credit - Art Club | | £144.00 |
| 10-Aug-26 | B/P to: Musketeers | -£279.00 | |
| 10-Aug-26 | B/P to: Kentec | -£600.00 | |
| 10-Aug-26 | B/P to: Phase Electrical | -£801.68 | |
| 10-Aug-26 | B/P to: Penny Cole | -£1,649.47 | |
| 10-Aug-26 | B/P to: MDH Horticultural | -£429.31 | |
| 10-Aug-26 | B/P to: JGC Sportsturf | -£1,124.76 | |
| 10-Aug-26 | B/P to: Penny Cole | -£101.43 | |
| 10-Aug-26 | B/P to: MDH Horticultural | -£2,034.88 | |
| 10-Aug-26 | B/P to: Rialtas | -£44.40 | |
| 10-Aug-26 | B/P to: HMRC | -£438.27 | |
| 10-Aug-26 | B/P to: Musketeers | -£1,181.40 | |
| 10-Aug-26 | B/P to: KCC | -£2,527.56 | |
| 10-Aug-26 | B/P to: SLCC Enterprises | -£149.40 | |
| 14-Aug-26 | Direct Debit (LILI WASTE SERVICE) | -£43.08 | |
| 17-Aug-26 | Direct Debit (CASTLE WATER LTD) | -£109.68 | |
| 21-Aug-26 | Direct Debit (SSE ENERGY SUPPLY) | -£187.28 | |
| 31-Aug-26 | Service Charge | -£7.00 | |

**Unity Bank Pavilion A/C**

| | | | |
|---|---|---|---|
| 08-Jul-26 | Pavilion Hire | | £40.00 |
| 24-Jul-26 | HOLMESDALE ANGLING & CONSERVATION | | £10.00 |
| 10-Aug-26 | Pavilion Hire | | £20.00 |
| 07-Aug-26 | Pavilion Hire | | £35.00 |

**Unity Bank Savings A/C**

| | | | |
|---|---|---|---|
| 01-Jul-26 | Funeral | | £181.25 |
| 29-Jul-26 | WELHAM JONES FUNERALS | | £437.50 |
| 31-Jul-26 | HMRC VTR | | £3,259.67 |
| 07-Aug-26 | Stephen P Gay Funerals | | £543.76 |

**Santander**

| | | | |
|---|---|---|---|
| 02/07/2026 | Welham Jones | | £137.50 |
| 16/07/2026 | Castle Water | -£135.37 | |
| 21/07/2026 | SSE Energy | -£177.80 | |
| 24/07/2026 | Valda Energy | -£10.83 | |
| 24/08/2026 | Valda Energy | -£12.96 | |
| | | **-£23,268.68** | **£5,464.93** |

AUGUST 2026 Payments to be ratified

| Payment No. | Payee | Reason | Net | VAT | Total |
|---|---|---|---|---|---|
| 1596 | P Cole | Salary | £1,649.47 | £0.00 | £1,649.47 |
| 1597 | P Cole | Expenses | £84.53 | £16.90 | £101.43 |
| 1598 | HMRC | Tax & NI | £438.27 | £0.00 | £438.27 |
| 1599 | MDH Horticultural Services | Open Spaces | £1,695.73 | £339.15 | £2,034.88 |
| 1600 | MDH Horticultural Services | Gang Mowing | £357.76 | £71.55 | £429.31 |
| 1601 | JGC Sportsturf | Cricket Square | £937.30 | £187.46 | £1,124.76 |
| 1602 | Phase Electrical Services | Repairs to lighting following EICR test | £668.07 | £133.61 | £801.68 |
| 1603 | SLCC | 14th Edition of Local Council Administration | £148.50 | £0.90 | £149.40 |
| 1604 | Rialtas | Move software to new laptop | £37.00 | £7.40 | £44.40 |
| 1605 | Musketeers | Clean and disinfect 2x CWSTs | £984.50 | £196.90 | £1,181.40 |
| 1606 | Musketeers | Quarterly Showerhead clean & legionella testing | £232.50 | £46.50 | £279.00 |
| 1607 | Kent County Council | Removal of streetlight in Chevening Road | £2,106.30 | £421.26 | £2,527.56 |
| 1608 | Kentec Draughting Services | Draughting services for shed planning application | £500.00 | £100.00 | £600.00 |
| | | | **£9,839.93** | **£1,521.63** | **£11,361.56** |

SEPTEMBER 2026

| Payment No. | Payee | Reason | Net | VAT | Total |
|---|---|---|---|---|---|
| 1609 | P Cole | Salary | £1,649.47 | £0.00 | £1,649.47 |
| 1610 | P Cole | Expenses | £54.26 | £10.85 | £65.11 |
| 1611 | HMRC | Tax & NI | £438.27 | £0.00 | £438.27 |
| 1612 | MDH Horticultural Services | Open Spaces - September | £1,695.73 | £339.15 | £2,034.88 |
| 1613 | MDH Horticultural Services | Gang Mowing - September | £357.76 | £71.55 | £429.31 |
| 1614 | JGC Sportsturf | Cricket Square | £937.30 | £187.46 | £1,124.76 |
| 1615 | PSR Lighting | Repair to streetlight outside 12 Woodfields | £300.00 | £60.00 | £360.00 |
| 1616 | Damian Killick | Window cleaning | £30.00 | £0.00 | £30.00 |
| 1617 | Sevenoaks District Council | Dog and Litter bins emptying Apr-June 2026 | £607.85 | £121.57 | £729.42 |
| 1618 | Scribe | Annual burial ground computer database | £174.00 | £34.80 | £208.80 |
| 1619 | DRM Trees | 3- & 6-months tree work and 2 dead trees | £1,850.00 | £370.00 | £2,220.00 |
| 1620 | Event Medic Services | First Aid Provider at Dragon Boat Race | £500.00 | £0.00 | £500.00 |
| 1621 | Chevening Estate | Rental for Oct 2025 - Sept 2026 | £60.00 | £0.00 | £60.00 |
| 1622 | Kathleen Foster | Refund of Pavilion hire | £70.00 | £0.00 | £70.00 |
| 1623 | Kevin Leek | Legionella Logbook | £7.99 | £1.60 | £9.59 |
| | | | **£8,732.63** | **£1,196.98** | **£9,929.61** |