

**WEST KINGSDOWN PARISH COUNCIL**  
**Minutes of the Planning and Annual Parish Council Meeting**  
 held on **Wednesday 22<sup>nd</sup> May 2024**  
**St Edmund's Centre, School Lane, West Kingsdown.**

**Election of Chairman for 2024/25 and Signing of Declaration of Acceptance of Office**

Nominations were received for Cllr M Richards, proposed by Cllr Seal, seconded by Cllr McCarthy and for Cllr P Bosley, proposed by Cllr King and seconded by Cllr Watchorn.  
 A secret paper vote took place and was won by Cllr Pat Bosley 5/2.

**Election of Vice Chairman for 2024/25 and Signing of Declaration of Acceptance of Office**

Nominations for Vice Chair were received for Cllr King Proposed by Cllr I Bosley and seconded by Cllr Watchorn, and for Cllr McCarthy proposed by Cllr Seal and seconded by Cllr Richards  
 A secret paper vote took place and Cllr King was duly elected Vice Chair 4/3.

The Clerk requested that Cllrs Bosley and King call into the office to sign the declaration of office.

Site : London Road used by 4G Accountants

Presentation to Members by avid Bedford regarding the future use of the site adjacent to Flagstones, London Road. They had discussed the proposal with Sevenoaks in a pre app and wanted to share their potential designs. The project is to move the accountancy firm off site and charge the site to light industrial use (Class E ) They were currently undertaking relevant ecological surveys ahead of a full applications later in the year. They left Members with designs of the proposal. The Chairman thanked them for attending and looked forward to receiving a full application in due course.

**Members of the Public and Councillors who wish to raise matters.**

**Hether Corrie Vale**

Mr Barry alerted Members to a poster seen from Kent Wildlife Trust for an open day in June in Tinkerpot Lane at Heather Corrie Vale, (site of the old Woodlands Golf Course). Clerk to find out more detail and publish on the website. **NOTED.**

**Hever Road Shops**

Cllr McCarthy suggested a solution to help the parking would be to have cameras installed at the entrance and exit to the access road which would restrict parking. Borough Green has a similar parking system. The Clerk and Cllr McCarthy were asked to find out details and report back to Members

**South Darenth Football club**

South Darenth have now indicated that they could accommodate their usage of the Gamecock Meadow to use of the top pitch for multi age range of games. The Clerk was asked to discuss with exiting users the sharing of one pitch. **RECEIVED**

**Village hall car park.**

Cllr McCarthy raised concerns about the legality of the vote as he felt several participants were also Members of the Management Committee or on the Hall committee as Trustees and therefore both have an interest. If all those Members didn't vote, the vote would not have carried and as not a quorum it would have been void

The Chairman advised that clarification would be sought, and Members would be updated as soon as information received from KALC.

**Village Hall Car Park: Surface**

It was commented that the original permission was for grass crete, the question was raised can the surface be changed with our planning consent – The Clerk would contact the planners.

**Car Park Surface**

Mr Seal asked who would be liable for damage to cars caused by the current car park surface and whose insurance will they claim from whose insurance will they claim from

The Clerk read a statement in response to further emails received from resident

## **PLANNING MINUTES**

Members of the Parish Council: Cllr J Watchorn (Chairman), Cllr I Bosley (Vice-chairman), Cllr Roy Seal, Cllr Mrs P Bosley, Cllr Rudi McCarthy, Cllr D King, Cllr Mrs M Richards.

1. Apologies for absence: Cllr S Gray, Cllr Mrs V Bennett.

### **2. Letter of Resignation**

Cllr P Bosley read out a letter from Cllr Christie advising of his resignation from the Parish Council on medical grounds. A letter of thanks would be sent to him on behalf of the Council  
The Clerk will advise SDC Electoral Services of the vacancy following Cllr Chris's resignation.

### **3. Plans**

#### **SE/24/01037/HOUSE Rushetts Mead, Rushetts Road**

Proposal Proposed single-storey rear and side extension with rooflights and erection of new porch.  
No objection

#### **SE/24/01211/HOUSE: 3 Astor Road**

Development: Rear extension. Garage conversion with link to main house. Alterations to fenestration. Removal of Chimneys and Rooflights. No objection

#### **SE/24/01090/HOUSE: Goodbury farm**

Removal of remnants of derelict outbuilding and erection of new ancillary domestic outbuilding - comment

## **Annual Parish Council**

Members of the Parish Council: Cllr P Bosley (Chairman), Cllr King (Vice-chairman), Cllr Mrs J Watchorn, Cllr I Bosley, Cllr Roy Seal, Cllr Rudi McCarthy, Cllr Mrs M Richards.

4 Members of the public. Mr R Barry, KCC Cllr Brazier - Apologies Cllr Malone and Cllr Bulford

1. Apologies for absence: Cllr S Gray, Cllr Mrs V Bennett and Cllr Christie

2. Declaration of Interests relating to items on the agenda – none declared

### **3. Members' Register of Interests**

All Members had completed Members' Register of Interests as required to be declared under the Local Government Act 2000.

### **4. Co- option update**

Adverts had been published and will also appear in SEKAM June Edition. The closing date for co option applications is 28<sup>th</sup> June

The Clerk would let electoral services know of the vacancy following Cllr Christie resignation.

### **5. Members update and Extensions to leave of absence**

Cllr Gray is still receiving chemotherapy, he has asked if the 6 months leave period which runs from 18<sup>th</sup> June 2024 could be extended by 3 months. Members considered an extension and it was proposed by Cllr I Bosley and seconded by Cllr King to extend for 6 months.

Cllr Seal, proposed an amendment, seconded by Cllr McCarthy, that it be for 3 months as requested. The vote was taken on the amendment, but it was lost 3 to 4 against.

**RESOLVED** It was agreed to extend for 6 months but with understanding he could return sooner if well enough. This takes his leave to 18<sup>th</sup> December 2024.

**6., Standing Orders :**

To re-affirm the Standing Orders adopted at the Annual Parish Council Meeting amended May 2024 a revised copy circulated to Members

**ALL IN FAVOUR****7. Financial Orders :**

To re-affirm the financial Orders adopted at the Annual Parish Council Meeting.in May 2024 a copy of which Members received

**ALL IN FAVOUR****8. Risk Assessment:**

Annual review of risk Assessment is required by Audit Commission, to be reviewed at General Purpose Meeting June.

**NOTED****9. Council Procedures**

It was moved from the Chair that the Council operate with a committee system with the following Committees for the ensuing year: a) Finance b) Planning c) General Purposes

**ALL IN FAVOUR****10. Membership of Committees for the Year**

(i) Finance - All Members

(ii) Planning - Number of Members to consider application as detailed on Appendix (I) as attached to the Minutes.

With additional wording of e) In order to comply with deadlines responses to be circulated by email

(iii) General Purposes - All Members.

It was moved from the Chair that the membership, as above, be adopted.

**ALL IN FAVOUR****11. Election of Chairman/Vice Chairman of the Committees**

(i) Finance Committee – Chairman and Vice Chairman of the Council

(ii) General Purposes – It was proposed by Cllr Watchorn and seconded by Cllr McCarthy that Cllr Mrs M Richards be elected as Chairman. It was proposed by Cllr Watchorn and seconded by Cllr I Bosley that Cllr D King be Vice Chairman. There were no other nominations.

(iii) Planning Committee – It was proposed by the Chair that Chairman of Planning be Cllr Mrs Watchorn. It was proposed by Cllr Watchorn seconded by Cllr Richards that Vice Chairman be Cllr I Bosley There were no other nominations.

It was moved from the Chair that these appointments be made.

**ALL IN FAVOUR****12. Appointment of Representatives to Other Organisations:**

a) West Kingsdown Community Help Scheme - Cllr P Bosley

b) Kent Association of Local Councils – as required

c) Parish Council Footpaths Officer – Mr R Barry

d) Parish Council Tree Wardens – Mrs J Watchorn and Cllr Mrs Richards

e) Village Hall Management Committee – 5 members : Cllrs Mrs Richards, Cllr I Bosley Cllr Gray, D King and Cllr Bennett

f) Old School Management Committee – 5 representatives: Cllrs P Bosley, Cllr I Bosley, Cllr Watchorn, Cllr Richards and Cllr Mc Carthy

g) Church Woods Management Committee – 3 representatives: Cllr Mrs Watchorn, Cllr P Bosley and Cllr Mrs Richards

h) Brands Hatch Liaison Group – 1 representative: Cllr Gray and Clerk

It was proposed through the Chair to formally adopt the appointments

**6 IN FAVOUR  
1 AGAINST****13. Calendar and Publication of Meetings**

Members confirmed the date of the monthly Parish Council Meeting to be held on the fourth Wednesday in the month, with the exception of August and December due to holidays, and to confirm the continuation of the public first half hour.

**ALL IN FAVOUR**

Members confirmed the General Purpose Committee will be held on the second Monday of each month unless otherwise agreed.

**ALL IN FAVOUR**

**14. Location of Meetings**

It was confirmed that the Parish Council meetings be held at the St Edmunds Centre at 7.30pm

GP Committee meetings: An amendment to the time start was agreed to 7.30pm with meetings To be held at The Pavilion. To be reviews after 6 months. **AGREED**

**15. Parish Council Website**

Members noted that the names and addresses of Councillors are included on the Parish Council Website, together with copies of Agendas, Minutes and the Annual Report. **RECEIVED**

**16. Minutes of Previous Meetings:**

The MINUTES of the Planning Committee meeting held on Wednesday 24<sup>th</sup> April 2023 were submitted.

It was moved from the Chair that they be signed with one amendment as a true record and any recommendation thereby implemented. **ALL IN FAVOUR**

The MINUTES of the Parish Council Meeting held on Wednesday 24<sup>th</sup> April 2024 were submitted. It was moved from the Chair that they be signed as a true record and any recommendation thereby implemented **ALL IN FAVOUR**

The MINUTES of the Planning Committee meeting held on Monday 13<sup>th</sup> May 2024 were submitted. It was moved from the Chair that they be signed with one amendment as a true record and any recommendation thereby implemented. **ALL IN FAVOUR**

The MINUTES of the General purpose Committee held on Monday 13<sup>th</sup> May 2024 were submitted. It was moved from the Chair that they be signed as a true record and any recommendation thereby implemented **ALL IN FAVOUR**

**17. Any Urgent Business**

The Chairman ruled that any business received since the despatch of the agenda, by reason of special circumstances, be considered, in order to avoid any undue delay and have up to date information.

**18. Diary Items.**

There are no diary items

**19. Footpaths**

**Stacklands Wood** - Mr Barry to replace damaged way markers and the Clerk to report to KCC. Mr Barry noted the signs that had appeared in the woods although he had not seen them himself. It was noted that local residents had walked many paths in the woods for over 50 years.

**20. Correspondence****Two Generations**

SDC officer Sarah Robson met with a charity called Two Generations, which offers a new and sustainable model for people to live more independently and take control of their lives through supporting one another.

It matches householders with a spare room, who may be struggling to live on their own and would like some company, with people who may need accommodation. It works similar to a lodging arrangement.

Two Generations will match the householder with the homesharer. There is a thorough vetting process in place and the householder will get to interview the homesharer and agree what support (at least 10 hours a week) the homesharer will give. This agreement is flexible and can include a variety of tasks like shopping, gardening, cleaning, cooking or accompanying visits to the doctor. No personal or nursing care is involved,

The householder will have to pay a monthly administration fee to Homeshare to cover the cost of the service – they will support householder throughout the whole process and monitor the match. The average cost is £140 per month.

Two Generations charges the housesharer a monthly fee to cover the cost of their services. This cost varies but is roughly between £150-£250 per month, plus household bills (if applicable).

It was thought Two Generations may be of interest to some of the local residents you work with and support - *could you please circulate to your local networks. If you would like further information, contact details for Justin at Two Generations can be found below.*

Justin Dewhirst  
Two Generations CIC  
w: [www.twogenerations.co.uk](http://www.twogenerations.co.uk)  
e: [justin@twogenerations.co.uk](mailto:justin@twogenerations.co.uk)  
m: 07554 037263

Details to be added to Website and on noticeboards

**AGREED**

#### 21. Residents letter regarding the green, open space land, Oaklands Close

Despite previous notices sent in the past by the Parish Council about driving onto/over the green, certain houses on the green continue to drive over the grass. One particular residents is reported persistently driving over the grass and residents have asked the Parish Council to consider taking action. It was proposed by the Chair to write to that one resident and request they no longer drive across the grass.

**ALL IN FAVOUR**

#### 22. No 15 Millfield Road

Insurance correspondence has been received as the resident is claiming a silver birch belonging to the Parish Council is possibly the cause of a subsidence problem that they have identified.

Members advised the Clerk to send all the documents onto the Parish Council insurers, Zurich for them to take a look. A similar claim was made in 2019 to a neighbouring property regarding the same tree. The tree was not required to be removed when insurance assessors visited previously

**NOTED**

#### 23. Community Cupboard:

Details of a proposal for a 2.5m extension at the rear of the existing building giving additional internal space and allow the front office to be used as a consultation room and for Agencies to hold face to face meetings with clients. This type of use is not currently viable due to personal data visible in the room. Meetings are held with clients and agencies from Domestic Abuse charities, Citizens advise, SDC Hero team, Police etc.

Members raised concerns regarding the loss of amenity space, but it was explained the space was not used as at the rear of the building. The view from the Village hall was also raised as a concern, albeit there is a steep bank beside the village hall side doors and the community cupboard building at the top. It was suggested by the Chairman that Members visit the site and see the outside and proposed inside area to be considered for extension before any further planning application or money is spent by the Community Cupboard.

**AGREED**

#### 24. Church Woods Management Committee :

Since the last report the husband of a volunteer has made 25 dormouse boxes and repaired another 2. These were put out during the last 2 surveys. Although we did not find any dormice , quite a few boxes were occupied by live blue tits. This is good news as during the last two or three years we have found a lot of dead ones, due to the changing weather patterns whereby we have had a warm spell, when eggs have been laid, followed by a cold snap with no insects to feed the chicks.

On Maundy Thursday a large oak tree came down blocking two paths. These were opened just enough for people to walk to church on Easter Sunday. The paths were opened fully after the works the following Tuesday.

**NOTED**

## 25. Warden Scheme - Community Wardens: FAQs for Parish and local councils

### **Kent County Council's Community Wardens operate in communities across**

Kent. The aims of their work are to:

- improve community resilience
- support the elderly and vulnerable
- foster community cohesion and wellbeing
- assist with navigating community services.

From this year the service will be delivered by 32 wardens and 6 team leaders (who will also have a front-line aspect to their role). The service previously had 70 wardens and so some communities who had previously benefitted from a warden will no longer do so.

Several parish and local councils have approached the service asking about opportunities to fund, or part fund their warden. This document has been prepared to help support those discussions. In response to the requests from parish and local councils, KCC has identified two models whereby those councils could retain their warden.

#### **Those models are:**

- 1) Parish/local council pays KCC to provide the service.
- 2) Parish/local council directly employ their own warden.

The answers to these FAQs have been split into the two models to try to both answer the questions and give the ability to compare and contrast the models.

#### **Q1 – Who manages the warden?**

Model 1 – KCC will continue to manage the warden as now.

Model 2 – The parish/local council will need to put line management and supervision in place.

#### **Q2 – Who is responsible for the warden's health and safety, including risk assessments?**

Model 1 – KCC, as now

Model 2 – The parish/local council

#### **Q3 – Will the warden have access to all the information they have now to carry out their work?**

Model 1 – Yes, as a KCC employee the warden will see no changes to the information they currently receive and have access to.

Model 2 – No, the parish/local council will need to set up data sharing agreements with the partner agencies they want to work with. They will also need to manage compliance with the various regulations regarding data including data protection, impact assessments and privacy notices.

#### **Q4 – Will the warden stay in our parish/area?**

Model 1 – In the main, yes, although in an emergency situation (like flooding, failure of critical service (like water supply) or a natural disaster) the warden may be asked to support another area. Should the emergency be in your area, other wardens would come to support yours.

Model 2 – Yes

#### **Q5 - Could more than one parish/local council join together to pay for a warden?**

Model 1 – Yes

Model 2 – Yes. It may be that one parish/local council may have to take a lead role as the formal employer of the warden.

#### **Q6 – What would the costs need to cover?**

Model 1 – Warden salary, pension costs, national insurance, travel, uniform, training, equipment (mobile 'phone/IT, for example) and a contribution to line management and supervision.

Model 2 – Likely to need to include all of the above but will be dependant on parish/local council employment arrangements.

#### **Q7 – Can we keep our existing warden?**

Model 1 – KCC understands the value of the relationships already built up so, if it is possible to do so and all parties want it, we will aim to make that happen.

Model 2 – Will depend on negotiations between parish/local council and the warden.

**Q8 – What happens if the warden leaves?**

Model 1 – KCC recruits to the post and provides basic and limited cover specifically aimed at ensuring vulnerable residents are not left at risk whilst this happens.

Model 2 – parish/local council recruits to post

**Q9 – What happens when the warden is on leave?**

Model 1 – KCC provides basic and limited cover specifically aimed at ensuring vulnerable residents are not left at risk.

Model 2 – Will depend on parish/local council arrangements

**Q10 – What happens if the warden is absent through ill health**

Model 1 – KCC provides basic and limited cover specifically aimed at ensuring vulnerable residents are not left at risk. KCC HR and Occupational Health systems used to help warden back to work.

Model 2 – Will depend on parish/local council arrangements

**Q11 – Will the warden continue to be accredited under the Community Safety Accreditation Scheme?**

Model 1 – Yes

Model 2 - The warden will not be covered by KCC's membership of the scheme but the parish/local council could apply for membership.

**Q12 – Can the parish/local council task the activity of the warden?**

Model 1 - No, KCC must task the wardens to ensure that their health and safety is properly protected, and that insurance cover is maintained. As now, parish/local councils can suggest issues that could be addressed or prioritised, but the final decision lies with KCC as employer.

Model 2 – Yes, as the employer the parish/local council can (and, in fact, must) task the warden's activity.

**Q13 – Will the warden participate in the same training as other wardens?**

Model 1 – Yes, as now

Model 2 – Wherever possible KCC will make the same training available to wardens. Parish/local councils will need to pay for their warden to attend. Training needs assessment and decisions about what training a warden should attend are the parish/local council's responsibility.

**Q14 – Will the warden attend warden team and service meetings?**

Model 1 – Yes, as now

Model 2 – No. Legal advice is that team and service meetings must be for employees only.

**Q15 – Who will deal with any complaints about the warden?**

Model 1 – KCC, as now.

Model 2 – The Parish/local council, as the employer.

**Q16 – Who will provide employers liability insurance cover for the warden?**

Model 1 – KCC, as now.

Model 2 - The Parish/local council, as the employer.

Fawkham Parish Council has provided a document giving a breakdown of the figures for contribution and indicated that they, in principle, agree to fund the Community Warden under model 1, assuming the total cost is around £45,000, all four Parishes are in agreement and that a fair way to share the cost can be agreed between us.

As a suggested way of fairly agreeing funding proportionate to the size of the Parishes, we have looked at the tax base figure used as the basis for the precept, which is set annually by SDC for each PC. The calculations below show the estimated £45,000 cost apportioned to each Parish using the tax base supplied by SDC for this financial year:

Parish	Tax Base	% of total tax base	share of 45K cost
Ash	2481.12	31%	£13,950
Hartley	2560.84	32%	£14,400
West Kingsdown	2408.56	33%	£14,850
Fawkham	306.55	4%	£1,800
Total	7,757.07	100%	£45,000

A further meeting of Clerk and Chairs from each of the four parishes is to take place in the next couple of weeks.

Members discussed the principle of keeping our community Warden in the community and Option 1, funding the warden jointly with the other parishes. The costs would mean an increase to the Precept from next year.

**RESOLVED** Members agreed with Cllr McCarthy's suggestion to engage with residents and get an idea of resident's views and for the Chairman and Clerk to continue to attend the joint discussion meetings with Hartley, Ash and Fawkham. **AGREED**

## 26. Policies

**To accept the revised policies as discussed at the General purpose Meeting held 13<sup>th</sup> May**

Accessibility statement

CCTV

Privacy/ GDPR

Freedom of information

Co Option

Complaints

Vexatious Complaints Policy

Anti bullying and harassment

Proposed through the Chair to accept and formally adopt this policies previously circulated and amended. Clerk to look at lone worker policy (Clerk to speak to Librarian) **ALL IN FAVOUR**

## 27. Finance

a) It was noted that an income of £61,119.82 had been received. It was proposed by Cllr I Bosley, and seconded by Cllr King that payments totalling £18,154.83 be paid **ALL IN FAVOUR**

b) Internal Audit: Cllr McCarthy agreed to carry out a quarterly finance audit in the Parish office. **NOTED**

### c) Annual Accounts

It was proposed by Cllr I Boley and seconded by Cllr Watchorn that the accounts for 2023-24 be formally adopted. **ALL IN FAVOUR**

### d) Audit:

Following the Annual internal Audit by Karim Diamond the forms had been signed by the Chairman and the Clerk/Financial Officer to be sent for final audit to Mazars LLP, Newcastle upon Tyne.

**NOTED**

## 28. Hever Road Access road - Line Marking

Previously a quote was received for repainting of the lines. It was agreed to have the paving repaired before agreeing to repaint markings

The quote was as follows .

£695.00 excluding VAT.

This includes junction markings Letters Speed hump markings Parking bay markings

Disabled bay markings and Hatched markings.

It was purpose by Cllr McCarthy now that the Co Op has relocated, the disabled bay be moved to the other end of the access road.

**RESOLVED** Members to view the site to see if sign could be relocated onto a post nearby and if so to ask contractor to re mark the lines with disabled bay relocated.

**ALL IN FAVOUR**

## 29. Outdoor Gym company Adizone gym equipment Gamecock.

Quote from Great Outdoor Gym Company (TGO for short), to repair equipment and the wetpour surface. TGO advise after consultation with the surfacing company and sharing the photos the best

option here is to patch repair the areas within the gym area and then banding the perimeter . This involves cutting out the affected area and replacing with a single colour Black Wetpour. It also includes cutting wetpour away from the all the edges of the wetpour and re-filling the gaps to the kerb edging.

From the site inspection this amounts to approx. 30m<sup>2</sup> for the internal areas and a further 35m linear for the perimeter. Disposal of Rubber is included. The cost for this element of the job is £7,545 + VAT

8 x Replacement Rubber Handles - £51 + VAT

Clean & Re-Paint Equipment - £2,500 + VAT

Maintenance of Current Equipment - £725 + VAT

The quote above would get the current equipment working and looking as good as possible with out replacing for new.

Members discussed the prices quoted and asked the Clerk obtain an alternative quote for the wetpour surfacing from Komplan, who were the contractors for the refurbishment of the children's play area in the Recreation Ground. **AGREED**

### 30. Matters Arising

#### Paving at Pavilion

Paving outside Pavilion three contractors had been given the spec for relaying paving slabs outside the Pavilion. To be discussed at General Purpose Committee. Cllr Seal advised some companies who had previously quoted had decided not to quote for anything other than block paving as they felt concrete was not an option.

### 31. Newsletter Items

Community warden

### 32. June Meetings

Planning and General purpose meeting: Monday 17<sup>th</sup> June 2024 : The Pavilion London Road 7.30pm

Planning and Parish Council Meeting: Wednesday 26<sup>th</sup> June 2024 : St Edmunds Centre , School Lane 7.30pm

**Meeting closed at 10.41pm**