

**WEST KINGSDOWN PARISH COUNCIL**  
**Minutes of the Parish Council & Planning Committee**  
**Held on Wednesday 18th December 2024 7.30pm**

**Members Present:** Cllr Mrs P Bosley (Meeting Chairman), Cllr D King (Vice Chairman), Cllr A Blackburn, Cllr I Bosley, Cllr M Matthew, Cllr Mrs M Richards, Cllr M Stoneham, Cllr Mrs J Watchorn.

**In Attendance:** T Baker – Clerk & Responsible Financial Officer  
 District Cllr Miss E Bulford, County Cllr D Brazier, Rod Birley.

**Apologies for absence:** District Cllr Mrs L Harrison, District Cllr S Malone and Roy Barry

**Members of the Public & Councillors who wish to raise matters:**

The following matters were raised:

1. Cllr Stoneham raised the issue of pedestrians taking a short cut by cutting across the grassed area from Hever Avenue to the Coop and suggested implementing a formal concrete pathway. Cllr Brazier will contact County Hall to try to provide a solution.
2. Members asked, with the new planning regulations coming into force, if SDC could arrange some training to Parish Councillors. Cllr Bulford said she would support this. The Clerk to investigate.

Planning Committee

**Members Present:** Cllr Mrs J Watchorn (Meeting Chairman), Cllr A Blackburn, Cllr I Bosley, Cllr Mrs P Bosley, Cllr D King, Cllr M Matthew, Cllr Mrs M Richards, Cllr M Stoneham.

**In Attendance:** Miss T Baker – Clerk & Responsible Financial Officer  
 Cllr Miss E Bulford, Cllr D Brazier and Rod Birley

**1. Apologies for Absence:** District Cllr Mrs L Harrison, District Cllr S Malone and Roy Barry

**2 Declarations of Interest:** None

**3. Plans:**

To consider comments:

**24/03114/FUL Site: Goodbury Farm Goodbury Road Knatts Valley Kent TN15 6XG**

**Development:** Demolition of a two storey detached garage and ancillary accommodation, removal of an existing tennis court and erection of a new 2-bedroom dwelling with associated parking, amenity area and landscaping.

The Parish Council objects to the proposal to put a two storey building on the tennis court, which is located some 80-100 meters from the existing garage, because of its effect on openness in this Green Belt National Landscape location.

However, if SDC is mindful to grant approval in this instance then Members would request conditions:

- 1) That the garage with accommodation above be demolished prior to first occupation of the proposed new dwelling and rubble removed.
- 2) That future development rights on the proposed building on the tennis court site be removed.

All in favour

**24/01044/FUL Site: Einnor London Road West Kingsdown Kent TN15 6EJ**

**Development:** Demolition of existing garage and shed. Sub-division of land with construction of 1 x 2 bed detached dwelling to rear with new vehicular access and parking. Bin and cycle store. Air Source Heat Pump.

In order to reduce the BNG deficit and in view of the proposed removal of the garage, the Parish Council would prefer to see the proposed access drive transferred to the other side of the plot where it would have the further advantage of saving the grass verge from destruction, reducing the BNG deficit and negating the necessity for an extra entrance on the A20.

All in favour

**24/02953/DETAIL Ivydale, Knatts Valley Road, Knatts Valley, Kent TN15 6XY**

Details pursuant to Condition 3 (External Materials) of 22/00251/FUL

The Parish Council decided upon a no comment response as permission has been granted and SDC only wish Members to comment on materials. All in favour

**24/03076/HOUSE**

**Site: Mayhurst Kingsingfield, West Kingsdown TN15 6LH**

**Development:** Demolition of existing garage and covered passageway and erection of two storey side and rear extension including provision of 3 front facing dormers, removal of chimney.

The Parish Council agreed a “no objection” response. All in favour

**24/02521/HOUSE**

**Site: Woodside Knatts Valley Road Knatts Valley Kent TN15 6XY**

**Development:** The insertion of dormer windows within the roof and changes to fenestration.

The application has been amended to remove the proposed porch.

The Members noted that the application is essentially the same as the last, except that the porch has been removed and therefore expects the decision in this case to reflect the 50% rule that applies in this Green Belt National Landscape area. All in favour

**24/03082/FUL**

**Site:** 134 Hever Avenue West Kingsdown

**Development:** Erection of one chalet bungalow residential dwelling

The Members of the Parish Council do not object to the application as it stands at the moment, but would ask, in order to prevent future overlooking, that future development rights are removed to prevent second floors being built. All in favour

Meeting closed at 8.15pm

**WEST KINGSDOWN PARISH COUNCIL**  
**Minutes of the Parish Council**  
**Held on Wednesday 18th December 2024**

**Parish Council Agenda**

**Item 1: Apologies for Absence:** District Cllr Mrs L Harrison, District Cllr S Malone and Roy Barry

**Item 2: Declaration of Interests relating to items on the agenda**

Cllr Mrs P Bosley declared an interest as there was a small payment to her.

**Item 3: Minutes of Previous Meetings**

To approve as a correct record the MINUTES of the Planning Committee held on Wednesday 27th November 2024 as submitted and implement any recommendations contained therein.

It was proposed by the Chair that the minutes be approved. All in favour

To approve as a correct record the MINUTES of the Parish Council meeting held on Wednesday 27th November 2024 as attached and implement recommendations contained therein.

It was proposed by the Chair that the minutes be approved. All in favour

To approve as a correct record the MINUTES of the Planning Committee held on Monday 9th December 2024 and implement recommendations contained therein.

It was proposed by the Chair that the minutes be approved. All in favour

**Item 4: Any Urgent Business**

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

There was none.

**Item 5. Footpaths**

All of the concerns raised at the last meeting have been logged and will be picked up in a work package the next time one of the Asset Management Officers puts one together for this area.

Please note that it may take months before there is sufficient work in an area to make up a full package. Progress can be viewed at [www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way](http://www.kent.gov.uk/environment-waste-and-planning/public-rights-of-way/report-a-problem-on-a-right-of-way) and entering the following references.

SD258 – 241263315  
SD270 – 241233095  
SD259 – 241228509  
SD314 – 241227731  
SD271A – 241288994

The Clerk's email also prompted PROW to resolve the two outstanding issues in Kingsingfield Road that they had said they would deal with, namely the walls outside Summerly and the sleepers outside Coppins, and letters have gone out to the relevant owners. Noted

**Item 6. Hayes Farm**

The Clerk has received a response from SDC Planning as follows: "We are awaiting an application to be submitted and validated regarding the dog business being operated from the land. If such an application is not provided in a timely manner, the Council will consider the enforcement position on this matter."

The Clerk also wrote to Mr Hayes asking if he could deter his visitors from parking in the road leading up to St Edmunds Church. Mr Hayes responded to this and has agreed. Noted

**Item 7. Tennis Courts**

Four requests to quote were sent out in accordance with the tender document submitted, but only were 2 received which are as follows:

Olney Maintenance Ltd £10,500 including materials

Kent Grasslands £6480. The costings for putting the gate back on, welding new hinges on the post, putting new sliding locks on and repairing damage to the fence will be an additional £425 total of £6905.

We would also need to purchase the following:

1. From Net World Sports Vermont Square Tennis Posts (green), brass winder mechanism 2 x sets, 2 x nets, 2 x centre strap, 2 x strap ground anchor, 2 x flip top ground sockets. £759.87 including delivery.
2. Marking the tennis courts £1030 for both courts

It was agreed that the work be given to Kent Grasslands. The Clerk will ascertain timescales and report back to members. Cllr I Bosley proposed, Cllr D King seconded. All in favour

**Item 8. Bus shelters**

The Clerk read a lengthy email from Dan Bruce regarding the proposed new bus stop. It was agreed that a site meeting should be arranged with Dan Bruce's team and a couple of Parish Council members.

All in favour

**Item 9. Diary Items**

Mud and debris outside of the Preschool.

The Clerk has informed Planning Enforcement, however, the site was closed as at 4th December and free from debris. Planning Enforcement have emailed The Clerk to confirm that they have reminded the contractors of their responsibilities, however, if this continues Cllr Matthews will take photographs and The Clerk will make contact with KCC Highways as per the information received via Planning Enforcement.

**Item 10. Reduction in the numbers of members to form a Quorum.**

As members are aware the quorum for any meeting of the Council is five. Currently there are eight Councillors in post with three vacancies.

Given that there are a number of seasonal illnesses doing the rounds it might be sensible to amend Standing Orders to reduce the quorum to four in the circumstances defined below in order to ensure that the Council can continue to conduct its business and in particular pay its employees and creditors. It is suggested that paragraph 7 of the SO's be amended to read:

"7. Five members shall constitute a quorum. In the event of there being three or more vacancies for Councillors the quorum shall be four until such time as the number of vacancies falls below three."

Proposed by Cllr M Stoneham, Seconded by Cllr I Bosley.

All in favour

**Item 11. Finance**

Details of income and expenditure to be tabled. It was agreed that expenditure totalling £16330.75

Proposed by Cllr M Mathew, Seconded by Cllr I Bosley

7 in favour 1 abstention

**Item 12. CCTV covering skatepark and outdoor gym**

The new night vision camera has been installed and a large number of signs stating that CCTV is in operation have been placed around the pavilion, skatepark and Community Cupboard and entrance to the tennis courts.

Whilst the cameras were being installed it came to the Clerks attention that the only area not shown on camera is the skatepark and outdoor Gym. The Clerk has obtained a quote for consideration as follows:

1 x Replacement Camera – outside main office camera - 1 x Hikvision external Night Viewing CCTV Bullet camera – 2.8-12mm varifocal zoom lens - £390.00 or Colorvu £430

Members' consideration required as to whether they feel an additional camera in this area is necessary and if all CCTV invoices should be paid from CIL funds.

The Chair proposed that a Colorvu camera be purchased.

All in favour

The Chair proposed that all money spent on the CCTV should come from CIL funding

All in favour

**Item 13. Parish Council Office lighting**

It has come to The Clerks attention that the lighting in the Parish Council Office needs to be upgraded as the existing fluorescent lighting has been banned from sale. We have received the following quote from Dave Allaway:

2 x Labour Day Electrician £480.00  
 5 foot LED office light Emergency £188.66  
 2 x 5 foot LED office light £279.82  
 Round led light with built in movement sensor £51.54  
 Disposal of old fittings £45.00  
 Total ex VAT £1,045.02

Members asked the Clerk to ascertain if the lighting contained in the quote is dimmable and to gain a quote for a dimmer switch. Cllr Blackburn offered to gain a comparison quote.

**Item 14. Recreational ground, outdoor gym and skatepark safety check**

Quarterly safety checks are required around the recreational ground, outdoor gym and skatepark. This is normally carried out by a Member of the Parish Council and the contractor Safeplay.

Cllr I Bosley and Cllr D King volunteered to carry this out in January and will confirm a date with The Clerk and collect the "check list" from the office.

**Item 15. Website/Facebook update**

The Clerk confirmed that she had upgraded the website as follows:

1. Under the "Parish Council" heading the wording has been amended from "meetings, minutes and agendas" to "minutes and agendas".
2. The menu heading "Events" has been reworded to read "Events and news" – this will contain the council meetings, times and location, road closures dates and times and events occurring in the village, all in date order. There is also the facility to search for events. It residents would like to view Parish Council meetings this can also be obtained from the home page.
3. The menu heading "news" has been reworded to read "What's on" and a list of all activities, clubs and groups has been added.
4. The contact number for Sevenoaks District Council has been added to the "Sevenoaks Council" menu heading.
5. The menu heading "directory" has been reworded to read "Halls Contact Details" – this now contains all of the key holders and contact details for hiring halls.
6. The wording "Contact the Parish Council" has been placed above the menu headings and the contact form has been removed as we have provided the address, telephone number and email address.
7. The Clerk was asked to confirm if the font size is able to be changed, however, in order to view this on all devices such as mobile phones, tablets computers and laptops, the font size will need to remain, however, the font size can be enlarged on a phone or tablet by magnifying the text.

The Clerk has also been collating photographic scenes of the village that have been forwarded to her as a result of a request she made to residents via Facebook. These will be shared at the next meeting. The Clerk also asked Members to consider if there are any other features that they would like to add for discussion at the next meeting. Noted

**Item 16. Report from Old School Management Committee**

The Old School Management Committee met on 2nd December and has the following to report: The fuse box in the main hall has been upgraded to comply with current regulations.

The left hand pillar, adjacent to the gate, of the front wall has been damaged by a vehicle backing into the drive access. The contractors working in the adjacent field deny all knowledge but did say when bricklayers are on site they would get it repaired.

Members of the Committee looked at the kitchen in the main hall and agreed that it was in need of refurbishment and this will be taken forward in 2025 as a project and funding avenues explored.

**Item 17. Affordable Housing Scheme**

The Clerk has received a call from Nick Hughes of English Rural regarding the new road name for the affordable housing in School Lane. He has asked the Council Members to consider the following road names:

Millers Place or Stones Place.

Once they have been given permission from the Parish Council they will start the formal consultation process. He also confirmed that work should commence in January.

Members discussed the proposed road names and decided upon Mill Place as this is more appropriate and in keeping with the locality.

Cllr I Bosley proposed, Cllr Mrs J Watchorn Seconded

All in favour

**Item 18. Matters Arising**

**Correspondence** – letter of thanks received from Sarah Corry and text from Friends of St Edmunds Primary School thanking us for the grant monies.

Noted

**Office hours over the Christmas Break**

The office will be closed for the Festive season from and including Friday 20th December and will re-open on Friday 3rd January 2025. The Clerk will be available to answer calls and emails from Thursday 2nd January. This information has been placed on the Parish Council Website and Facebook pages.

Noted

**Item 19. January meeting dates**

Planning meeting will be held on Wednesday 8<sup>th</sup> January 2025 7.30 at the Pavilion.

Finance/Precept Meeting will be held at the Pavilion on Monday 13th January 2025

Parish Council meeting will be held at the St Edmunds Centre on 22nd January 2025

Meeting closed at 9.05pm