

WEST KINGSDOWN PARISH COUNCIL

The Pavilion
London Road
West Kingsdown
TN15 6BZ
20th May 2025

I hereby summon you to attend the Annual Parish Council Meeting of West Kingsdown Parish Council to be held in the Old School Hall School Lane, West Kingsdown commencing at 7.30pm on **Wednesday 28th May 2025** to transact the following business.

Signed: *Tracy Baker*

Tracy Baker

Clerk to the West Kingsdown Parish Council.

Members of the Parish Council

Members of the Parish Council: Cllr Mrs P Bosley (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, Cllr D White.

1. Election of Chairman for 2025/26 and Signing of Declaration of Acceptance of Office
2. Election of Vice Chairman for 2025/26 and Signing of Declaration of Acceptance of Office

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

Planning Agenda

1. Apologies for absence:

2. Declarations of interest

3. Plans

24/02507/FUL

Site: Twenty Mile Service Station London Road West Kingsdown Kent TN15 6EX

Development: Demolition of the existing petrol filling station; construction of a new multifuel energy station with EV lounge, retail area, and bakery. This application has now been amended, and a summary of the main changes are set out below; the amendment relates to the submission of a Preliminary risk assessment.

25/01247/LDCEX

Site: Yakomoz Botsom Lane West Kingsdown Kent TN15 6BL

Development: Single Storey rear Extension - Constructed under Permitted Development Rights of the owner.

25/00969/FUL

Site: Kings Lodge London Road West Kingsdown Kent TN15 6AR

Development: Demolition of the existing building, clearance of the site and the subsequent erection of three buildings to create five industrial units in flexible Class E(g), B1(c) and B8 use with parking, landscaping and associated works. Addition of 5 EV chargers and Solar Panels.

25/01010/LDCEX

Site: 1 Church Road West Kingsdown Kent TN15 6LL

Development: Conversion of garage/laundry room into annex. We have received the above application and would welcome comments, statements, or other evidence you may wish to share with us that may relate to the facts relevant to this application. The applicant is asking for a formal legal determination from the Council as to whether a particular use or development is lawful under planning law. We can only consider matters of fact, such as the historic use of the site or property, rather than views about the possible impact.

25/00760/FUL

Site: The Community Cupboard Gamecock Meadow London Road West Kingsdown Kent TN15 6EL

Development: Single-storey rear extension.

25/01195/FUL

Site: 2 The Hollies London Road West Kingsdown Kent TN15 6EW

Development: Demolition of existing garage. Construction of new two storey residence comprised of ground and basement levels. Situated in the garden of the existing main house. This application has now been amended, and a summary of the main changes are set out below; Minor amendments to the plans to move the proposed building away from the side boundaries.

Annual Parish Council Agenda

Members of the Parish Council: Cllr Mrs P Bosley, Cllr D King, Cllr A Blackburn, Cllr I Bosley, Cllr M Matthew, Cllr Mrs M Richards, Cllr M Stoneham, Cllr Mrs J Watchorn, Cllr D White.

1. Apologies for absence:**2. Declaration of Interests** relating to items on the Agenda**3. Members' Register of Interests**

To confirm receipt from all Members of completed Members' Register of Interests as required to be declared under the Local Government Act 2000. Members are asked to complete a new register of interest form - the Clerk will bring blank copies to the meeting for completion or if no changes to initial and date the existing form circuted in members papers and return at the Parish Council meeting

4. Co option update

Adverts have been published on our Website and Facebook pages and will also appear in SEKAM June Edition.

5. Standing Orders:

To re-affirm the Standing Orders adopted at the Annual Parish Council Meeting amended May 2024.

6. Financial Orders:

To re-affirm the financial Orders adopted at the Annual Parish Council Meeting.in May 2024.

7. Council Procedures:

To confirm the Council operate with a Committee system with the following Committees for the ensuing year: a) Finance b) Planning c) General Purpose

8. 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.
- (iii) General Purpose - All Members.

To Elect a Chairman/Vice Chairman for the Committees

- (i) Finance Committee – previously the Chairman and Vice Chairman of the Council
- (ii) General Purpose
- (iii) Planning Committee

9. Appointment of Representatives to Other Organisations:

- a) West Kingsdown Community Help Scheme (previously Cllr P Bosley)
- b) Kent Association of Parish Councils – as required
- c) Parish Council Footpaths Officer (previously Mr R Barry)
- d) Parish Council Tree Wardens (previously Mrs J Watchorn)

- e) Village Hall Management Committee - 5 members: (previously – Cllr D King, Cllr I Bosley, Cllr Mrs M Richards, Cllr A Blackburn and 1 vacancy)
- f) Old School Management Committee – 5 representatives: (Previously – Cllr Mrs P Bosley, Cllr I Bosley, Cllr Mrs J Watchorn, Cllr M Matthew and Cllr Mrs M Richards)
- g) Church Woods Management Committee - 3 representatives previously – Cllr P Bosley, Cllr Watchorn and Cllr Mrs M Richards.
- h) Brands Hatch Liaison Group - 1 representative (previously Cllr Stoneham)

10. Calendar and Publication of Meetings

Members to confirm the date of the monthly Parish Council Meeting to be held on the fourth Wednesday in the month, at St Edmunds centre at 7.30pm with the exception of December due to holidays, and to confirm the continuation of the public first half hour.

Members to confirm the General Purpose Committee will be held on the second Monday of each month currently held at 7.30pm at the Pavilion, London Road, except for December.

Timetable of dates as follows:

June General Purposes meeting Monday 9th, Parish Council meeting Wednesday 25th
 July General Purposes meeting Monday 14th, Parish Council meeting Wednesday 23rd
 August General Purposes meeting Monday 11th, Parish Council meeting Wednesday 27th
 September General Purposes meeting Monday 8th, Parish Council meeting Wednesday 24th
 October General Purposes meeting Monday 13th, Parish Council meeting Wednesday 22nd
 November General Purposes meeting Monday 10th, Parish Council meeting Wednesday 26th
 December Parish Council meeting Wednesday 17th December

11. Location of Meetings

To consider where the Parish Council and Committee meetings are to be held, i.e. all located at the St Edmunds Centre or Old School Hall and Village Hall should the volume of attendees command a larger venue to accommodate.

12. Minutes of Previous Meetings

To approve as a correct record the MINUTES of the Planning Committee held on 30th April, as attached.

To approve as a correct record the MINUTES of the Parish Council Meeting held on 30th April, as attached.

To approve as a correct record the MINUTES of the Planning Committee held on 12th May, as attached.

To approve as a correct record the MINUTES of the General Purposes Meeting held on 12th May, as attached.

13. Any Urgent Business

The Chairman to rule 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.

14. Diary Items.

15. Footpaths

16. Correspondence

The Clerk would like it minuted that Leading lights sent a thank you card for their grant.

17. Village Hall Management Committee report

18. Finance

- a) Details of income and expenditure to be tabled. To approve online payments for authorised payment.
- b) Quarterly finance check – to note that an internal finance check was satisfactorily completed on 28.4.25 and members are asked to appoint a councillor to carry out an internal finance check, quarterly in the Parish office for the year 2025/26.
- c) Annual Audit.
The internal audit has been carried out by Karim Diamond and the AGAR form has been signed and Members are asked to confirm the appointment of Karin Diamond for the internal audit for 2025/26.
- d) To note and receive that the annual governance statement for 2024/25 has been completed and signed by the Responsible Financial Officer.

19. Matters Arising

- a) Kiara responded to the Clerk's email regarding purchasing a bench, however, the committee decided that they couldn't afford £500 plus installation at this time.
- b) A meeting was held between Nigel Rowe from the Highways Improvement Planning office and the Clerk discussed the possibility of painting yellow lines at the end of Hever Road junction with A20 and Fawkham Road junction with A20. Nigel Rowe confirmed that it will cost around £3000 – but for the same money we can do the whole of West Kingsdown (where required). Members' consideration required.
- c) Flooding in School Lane. The Clerk has been advised that the soakaway was cleared on the 15th May.

20. Items for future agendas

The Clerk would like to remind Councillors that if they wish to add an item to the agenda, this should be done no later than a week and a day before the next meeting in order to allow The Clerk to time to print and collate the agenda and related paperwork, circulate to Council and add to the Parish Council Website and notice board.

21. Website

Cllr Stoneham suggested adding organisations to the website such as the British Legion and Kiara. The Clerk would like to suggest replacing the tab named "virtual tour" to "organisations" and change the tab named "West Kingsdown" to "Facilities".

Members' consideration required

22. Dog Bin located in the Gamecock Car Park

The dog bin located in the Gamecock Car Park was damaged last week and needed replacing. The cost for this was £150 for new bin plus £100 for new installation. This work will be carried out shortly.
For Members information

23. Insurance – rebuild quotations

As discussed at the last meeting, Cllr Matthew has obtained the following two rebuild quotations:

- a) Rebuildcostassessment.com

Two separate desktop reports at the cost of £199.75 including VAT each, split will be as follows:

Report 1 - The Old School / Dance Studio / Pre-School, Church / Community Building, School Lane, West Kingsdown, Sevenoaks TN15 6JL

Report 2 - Community Cupboard & West Kingsdown Library, London Road, West Kingsdown, Sevenoaks, Kent. TN15 6BZ

The total fee will be £332.92 exc VAT (£399.50 inc VAT)

Site survey prices start from £535 exclusive of VAT.

- b) Zurich

Zurich can provide a Desktop Reinstatement Cost Assessment Report which is an analysis of sums insured of properties, on a desktop basis, to provide a site-specific declared value with presentation of final output and report, based on information provided by the customer and publicly available research sources.

Properties for desktop-based reinstatement cost assessment are as follows:

- Dance Studio, Pre School, Church, School Lane, West Kingsdown, Sevenoaks, TN15 6JL
- Community Cupboard, London Road, West Kingsdown, Sevenoaks, TN15 6BZ
- Pavilion Library and Clerks Office, West Kingsdown Library, London Road, West Kingsdown, TN15 6BZ

- The Old School, School Lane, West Kingsdown, Sevenoaks, TN15 6JL

Total Costs: £830 ex VAT

This cost includes Risk Engineering travel and associated expenses.

Members' consideration required

23. June Meetings

Planning and General purpose meeting: Monday 9th June: The Pavilion, London Road 7.30pm

Planning and Parish Council Meeting: Wednesday 23rd June: St Edmunds Centre, School Lane 7.30pm