

**WEST KINGSDOWN PARISH COUNCIL**  
**Minutes of the Planning Committee**  
**Held on Monday 14th July 2025 at 7.30pm**

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

**In Attendance:** Tracy Baker, West Kingsdown Parish Clerk and 2 members of the public

- Item 1: Apologies for Absence:** Cllr M Matthew, Cllr D White, Cllr Mrs J Watchorn  
**Item 2: Declarations of Interest:** Cllrs I and P Bosley declared an interest in Windycot, The Grove as they live in the same road.  
**Item 3. Plans: To comment on the following planning applications, and any received after the agenda was posted**

**It was agreed that in the absence of Cllr Mrs J Watchorn that Cllr I Bosley would Chair the meeting.**

**25/00200/OUT**

**Land East of Chirnside House, London Road**  
**Plot 3 for custom housebuilding**

It was agreed to comment as follows: whilst the Parish accepts the existing permission for this bungalow, Members would like to know when plans are to be submitted for the remaining two dwellings. At the enquiry those present were led to believe there was high demand for such plots in West Kingsdown. Most of the trees on the site were removed years ago. In view of this Members would request a condition on any planning permission providing for the replacement of any trees that fail during the first five years.

Proposed by Cllr I Bosley

All in favour

**25/01598**

**Pebble Ridge, Cherry Tree Grove**

**Demolition of annexe, outbuilding and conservatory. Removal of Chimneys. Two storey rear extension with addition of a first floor balcony and a loft conversion.**

It was agreed to comment as follows: in view of the number of buildings on the site it is impossible to know what should and should not be there. The Parish Council expects the decision in this case to reflect the 50% rule that applies in this Green Belt, National Landscape location.

Proposed by Cllr I Bosley

All in favour

**25/01609/FUL**

**Vale View, Kingsingfield Road**

**Proposed two bed detached chalet bungalow with front and rear dormers, basement, rear decking area and cycle shed, landscaping and permeable drive with 2 parking spaces.**

It was agreed to object as follows:

The Parish Council objects to this application as it considers it to be an overdevelopment of the site as the current proposal is over 50% of the indicative information given to secure the PIP

It was also agreed to comment as follows:

Do the dormers comply with SDC regulations?

The Parish Council would request a condition that the basement is not a habitable "sleeping" part of the building if granted.

Proposed by Cllr I Bosley

All in favour

**25/00022/FRLDCE**

**Windycot The Grove, West Kingsdown**

**Notice of appeal against the refusal to grant a lawful development certificate. Any additional comments to be received by 1st August.**

It was agreed to comment as follows: This is an Appeal regarding an application Approved in 1978 (before any of us were Members). For that reason the Parish Council declined to comment when the application came in a few months ago and will do the same now, as we are not in a position to add anything to an enquiry.

Proposed by Cllr Stoneham, Seconded by Cllr King

4 in favour, 2 abstentions

***The meeting closed at 8.00pm***

**WEST KINGSDOWN PARISH COUNCIL**  
**Minutes of the General Purposes Committee**  
**Held on Monday 14th July 2025 at 7.30**

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

**In Attendance:** Tracy Baker, West Kingsdown Parish Clerk and 2 members of the public

**1. Apologies for Absence:** Cllr M Matthew, Cllr Mrs J Watchorn, Cllr D White

**2. Declarations of Interest:** Cllr Blackburn has an interest in item 6 of the agenda as this is his event.

**3. Property Risk Assessment**

Members agreed to the changes suggested by the Clerk in addition to a few of their own and to formally adopt the new Property Risk Assessment. This will be amended and uploaded to the Parish Council Website and reviewed again in July next year.

Proposed by Cllr Mrs M Richards

All in favour

**4. Dog and litter bins – Pavilion**

It came to the Clerks attention that the two bins located outside of the Council Office were in need of replacing. Sevenoaks District Council have provided good quality dog bins in the past and they also provide a service to empty the bins around West Kingsdown. They were able to provide a lower quote as they sourced a new supplier after the agenda was circulated. The new cost for this will be £950 ex VAT for 2 x 240l dog/litter bins without lids including installation. Cllr Blackburn informed members that he couldn't find anything cheaper on line and that this was a good price.

Cllr Blackburn proposed, Cllr Mrs P Bosley seconded

All in favour

**5. Old School Management site**

**a) Kitchen refurbishment**

Members will recall the agreement at the February Parish Council meeting to support the Old School Management Committee bid for CIL funding to SDC for the refurbishment of the kitchen in the Old School building. Notification has been received that the bid has not been successful. Members are now asked to consider that the much needed refurbishment is funded by the Parish Council, the site being owned by the Parish Council, using CIL money received from the District Council. To recall, the project is to replace all white goods, update the electrical supply, remove old and out of date equipment, replace kitchen cupboards, splash backs, glass panel under cooker hood and redecorate, making good the area where the boiler has been installed. As minuted at the February meeting the preferred contractor, D Allaway's quote of £14,118.50 plus VAT is still valid. The second quote received was from HSCO Contracts in the sum of £14,480. In total three contractors were met on site to discuss the job, the third being Changing Rooms Home Improvements, the contractor who did the job of re-roofing The Pavilion building, but no quote was received. The proposal is to carry out the works during the school summer holidays when the building is not being used on a daily basis by Pre-School.

It was agreed to use Dave Allaway and Cllr Stoneham and Cllr Blackburn kindly offered to sign off the work.

Proposed by Cllr Blackburn, seconded by Cllr Stoneham

All in favour

**b) Tarmac at the front of the site**

The Parish Council took over the Old School site some 30 years ago and the original tarmac in front of the wall, fronting School Lane has not been renewed. As was seen from the photographs circulated at the meeting, the tarmac has broken up and the area is covered in weed growth. Members were asked to consider tidying up this area, both sides of the entrance gates.

Three quotes were requested as follows:

**Mr C Luke**

1. Dig up and take away all existing materials, such as old Tarmac existing roots and weeds etc.
2. Re-level, compact and supply and lay a new membrane to help stop weeds growing through.
3. supply and lay a DBM wearing course material, Tarmac and compact with a heavy vibrating roller, leave site all clean and tidy. Price quoted £4,356 plus VAT.

### **Sonic Limited**

Remove old tarmac surface and clean from site. Lay road-stone to a level finish and compact. Lay a membrane, covering the area ready for the new tarmac. Lay wearing course grade tarmac and seal edges on completion. Price quoted £6050.00 plus VAT.

### **Chas Design, Build and Maintenance Services**

To dig up all of the existing old tarmac, lay a membrane to all of the area and then re-level with stone, supply and lay hot tarmac to the area, leave site clean and tidy £5750 Plus VAT

Members agreed to use Mr C Luke.

Proposed by Cllr Mrs P Bosley, seconded by Cllr King

All in favour

### **6. Bus and car event in the Gamecock Meadow**

Cllr Blackburn reported to council that in order to create room for the buses to be able to enter the Gamecock Meadow he is proposing:

- a) To remove the end of the left hand bund to make an angular end and estimates that the total amount of material to be removed will be approx. 30m<sup>3</sup>.
- b) To remove the end of the right hand bund to widen access to approx. 4m and estimates that the total amount of material to be removed will be approx. 50m<sup>3</sup>.
- c) To move the right hand post to 3m wide leaving 1m for pedestrian access.
- d) Confirmation that the gap will not be left open and kept secure whilst work is carried out and that new sufficiently long chains and posts will be replaced to secure the field once work has been completed.
- e) Cllr Blackburn confirm that he will fund the entire project.
- f) A start date will be confirmed so that the Clerk can inform the Community Cupboard.
- g) The Clerk was asked to re-advertise the event on the West Kingsdown Facebook pages.

Cllr Mrs P Bosley proposed, Cllr Mrs M Richards seconded

5 in favour, 1 abstention

### **7. Wooden Posts**

The Clerk advised Members that she has asked Olney Maintenance to supply and fit 5 wooden posts (5 small and 1 large) that are missing around the front of the recreation ground, library and Village Hall area in order to secure these sites, at a cost of £140.

Noted

### **8. Flooring outside of the Pavilion quotes**

The Clerk sought three quotes prior to her annual leave; however, only one has been received. This item will therefore be deferred until the quotes have been received.

### **9. Play equipment safety inspections**

Further to information supplied by a resident at the last meeting regarding safety inspections, the Clerk reported the following:

The information given to the Clerk from ROSPA (The Royal Society for the Prevention of Accidents) states that "there is no specific legal responsibility to provide inspection and maintenance programmes but such procedures are **recommended**."

"Routine inspections may be carried out by the manager or staff and should be recorded".

The Clerk also sought clarification from the Parish Council's insurance company and has been informed of the following:

"All play equipment should be subject to a detailed inspection by a specialist at least annually".

"Detailed inspections should be supplemented with more frequent inspections by the organisations own employees/volunteers. The frequency of inspection should be determined by the risk assessment for the facility."

"All inspections should be formally recorded and we recommend the use of a checklist which can then be kept with the records"

The Parish Council already comply with these recommendations and these are detailed on the Property Risk Assessment on page 3 under "Skatepark, Outdoor Gym, Tennis Courts, Gamecock Meadow as follows:

**Skatepark, Outdoor Gym, Tennis Courts, Gamecock Meadow**

- a) Level of Risk: Medium
- b) Type of Risk: Fire, structural, damage by users, third parties

**Strategies:**

- 1) Insurance Cover - property, liabilities - Users at own risk
- 2) Inspections:
  - a) Litter pickers - weekly
  - b) WKPC Councillors quarterly
  - c) Gatekeeper – daily from 1st April – 30th September to report any incident relating to Tennis Courts gates to the Clerk
  - d) Playsafe to carry out annual check
- 3) Responsibility for Repairs: WKPC/Clerk/Playsafe

**Recreation Ground Hever Avenue/Allotments**

- a) Level of Risk: Low
  - b) Type of Risk e.g. fire, structural, burglary, damage by users, third parties
- Strategies: 1) Insurance Cover – property, liabilities
- 2) Inspections:
    - a) Gatekeeper – daily - to report any incident relating to the gates to the Clerk
    - b) Councillors - Quarterly
    - c) Litter pickers - weekly
    - d) Safeplay – annually
  - 3) Responsibility for day to day repairs: WKPC Clerk
  - 4) Closure of Site: WKPC
  - 5) Maintenance: grass cutting (contractor)
  - 6) Keyholders:
    - 1) WKPC Clerk in Office
    - 2) Mr Sean Prentice (gatekeeper) 01474 853093
    - 3) All Allotment holders
    - 4) Grounds Contractor - Kent Grasslands:

Members agreed no further action is required as the Parish Council is carrying out its' duties lawfully and that the Council will continue to maintain the system of inspection that is currently in place i.e. weekly checks carried out by the Parish Councils' litter pickers, quarterly inspections to be carried out by Councillors and annual inspections to be carried out by Safeplay. The Chairman thanked the Clerk for taking the time to investigate this.

Proposed by Cllr Mrs P Bosley, seconded by Cllr Mrs M Richards

All in favour

**10. Meeting dates for August**

General Purposes meeting to be held on the Monday 11th August in the St Edmunds Centre, School Lane at 7.30pm. Parish Council meeting to be held on Wednesday 27th August to be held in the St Edmunds Centre, School Lane at 7.30pm.

**11. Planning and Parish Council next meeting,**

The next meeting will be held on Wednesday 23rd July at the St Edmunds Centre, School Lane, West Kingsdown at 7.30pm

Meeting closed 9.02pm