

WEST KINGSDOWN PARISH COUNCIL
Minutes of the Planning Committee
Held on Monday 11th August 2025 at 7.30pm

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

In Attendance: Tracy Baker, West Kingsdown Parish Clerk and 4 members of the public

Item 1: Apologies for Absence: None

Item 2: Declarations of Interest: Cllr J Watchorn declared an interest in Vale View, Kingsingfield Road as members of her family live near here.

Item 3: Plans: To comment on the following planning applications and any received after the agenda was posted

25/01609/FUL

Site: Vale View, Kingsingfield Road

Development: 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. Amendment to remove the proposed basement from the proposals.

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 front dormers comply with SDC regulations? The Council are concerned with parking on the corner, in particular from "donor land"

Work has already commenced at this site and the Clerk was asked to contact Planning Enforcement and ask them to take a look in order to halt works.

Proposed by Cllr I Bosley (acting as Chair)

8 in favour 1 abstention

25/02079/HOUSE

Site: 39 Hever Avenue West Kingsdown Kent TN15 6HF

Development: Demolition of conservatory to be replaced with single storey rear extension with two roof lights. Removal of chimney. Alteration to fenestration. Internal alterations.

It was agreed to object as follows: This is a retrospective planning application. Local knowledge has indicated to us that the plans do not represent what has already been built. The Parish Council object to the application until accurate plans have been submitted.

Proposed by the Chair

All in favour

Ref: 25/02005/WTPO

Site: 52 Millfield Road, West Kingsdown, TN15 6BU

Development: Remove Oak Tree

It was agreed to let this go by default.

Terry's Lodge Road - Mobile homes

The Chair raised concerns regarding at least 1 mobile home being placed in Terry's Lodge Road, just past Terry's Lodge Farm on the right before the motorway. The Clerk to contact Planning Enforcement.

The meeting closed at 8.05pm

WEST KINGSDOWN PARISH COUNCIL
Minutes of the General Purposes Committee
Held on Monday 11th August 2025 at 7.30

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

In Attendance: Tracy Baker, West Kingsdown Parish Clerk and 4 members of the public

1. Apologies for Absence: None

2. Declarations of Interest: None

3. Gamecock Meadow

a) Outdoor Gym refurbishment

Cllr Matthew provided a breakdown of the quotes received and it was agreed to use The Great Outdoor Gym Company as they were able to carry out work on both replacing the entire flooring and repairs to the equipment. Councillors agreed to use 40mm flooring as all suppliers quoting advised against using 20mm as it would not last as long. The cost for this will be £14,122.00. The Clerk to place an order and obtain quotes to have the basketball hoop painted.

Cllr Matthew proposed, Cllr Blackburn seconded

All in favour

All Councillors thanked Cllr Matthew for his time and hard work with this project.

b) Re-lining of Tennis Courts to form a Basketball Court

It was agreed to defer this item together with items c) Basketball/netball nets and d) Quote for WIFI camera Prestige Security quote, until all quotes have been received. The Clerk will look into whether the posts for the nets are removable.

4. Property insurance

Cllr Matthew informed councillors that he is still waiting for Zurich to provide a quote despite him sending 6 emails and leaving 2 phone messages. This item will be deferred until Zurich have provided a quote.

5. Code of Conduct

A member of the public informed the Clerk that the Parish Council were using an incorrect version of the Code of Conduct and that the Parish Council should be using the same version as Sevenoaks District Council which was adopted in May 2025. The Clerk confirmed that she contacted Martin Goodman, Head of Legal and Democratic Services and Monitoring Officer at Sevenoaks District Council, who advised her that we need not adopt the policy that Sevenoaks District Council have adopted (unless we want to) as we have our own Code of Conduct.

Noted

6. Old School building

To ratify the action of the Clerk in authorising the contractor who submitted the lowest price to carry out urgent repairs to the Old School Kitchen external wall in accordance with paragraph 5.18 of the Financial Regulations and as notified to all Councillors by email on 31 July.

The following contractors were asked to quote as follows:

Quotes have been received from

a) HSO Limited - £4200 plus VAT

b) Dave Allaway - £4,800 plus VAT

c) M Mathew Carpentry - although visited site twice unable to quote as will be on holiday for next three weeks.

HSO were contracted in order to secure the building and make it safe and the work was carried out over the weekend. The site is now secure.

It was proposed to ratify this by Cllr Mrs P Bosley, seconded by Cllr King

All in favour

7. Flooring outside of the Pavilion quotes

The Clerk has obtained three quotes as follows:

- a) Quote from Sevenoaks District Council – relay concrete
 - To relay concrete
 - To supply 3x operatives
 - To break out 8 square meters of damaged concrete path
 - To remove concrete from site with grab lorry
 - To relay new concrete path of 8 square meters and 100mm depth
 - Dispose of waste legally and safely
 - Cost £1973.95 inc VAT

Sevenoaks provided a quote using one of their contractors - slab work

- Take up old concrete
- Lay new sub base
- Lay new slabs in an areas covering
- 23 x 6ft and 8 x 6ft
- Removal of all waste
- Price including labour and materials
- £3200.00 + vat

- b) Quote from Tom Kefford
 - To renew the concrete area in front of your office
 - In concrete or in paving slabs in
 - Both instances preparation works will be carried out pursuant to each
 - Material, in the case of concrete a
 - Concrete £8,250
 - Slabs £7,150.

- c) Quote from C Luke Tarmac
 - Concrete
 - Break out existing old concrete and Takeaway.
 - Re-level ground and compact.
 - Supply and lay type one stone and compact.
 - Shutter all edges with wood
 - And supply and lay 6 inches of reinforced concrete to finish level.
 - For the sum of £3,800 + vat.

Slabs

- Supply and lay concrete paving slabs on a bed of wet concrete
- Removal of all waste
- To match in with existing for the sum of £4,500 + vat.

Cllr Matthew proposed that the Parish Council lay slabs and use SDC's contractor at a cost of £3200 plus VAT, Cllr Mrs M Richards seconded.

Cllr Mrs M Watchorn proposed that as the existing flooring is adequate, this item be deferred until the New Year in order to see what funds are available, seconded by Cllr P Bosley

This proposal was put to vote

6 in favour 3 abstentions

The Clerk to diarise this item in January.

8. Clerks' Annual leave

The Clerk will be taking annual leave from Friday 17th October until Sunday 26th October inclusive. The Clerk therefore asked Members to consider moving the Parish Council meeting from Wednesday 22nd October to Wednesday 29th October.

Proposed by the Chair

All in favour

9. Grant for bus shelters

Sevenoaks District Council are launching a Parish Bus Stop Shelter Grant (PBSSG) for the 2025/2026 financial year.

The Grant scheme has been developed to provide financial support to Parish Councils for the refurbishment or replacement of bus shelters that are in poor condition. Where appropriate, funding may also be available for the installation of new bus stop shelters. Funding will be awarded through a bidding process, and successful applicants will be responsible for delivering the proposed shelters and their longer-term maintenance. The application deadline is 31st October 2025.
Cllr Blackburn kindly offered to assist with the application process.

10. Direct debit for Barclay

The Clerk asked Members to consider setting up a direct debit for the payment of the Councils' Barclay Card in order to ensure this is paid in a timely manner so as not to incur any costly interest rates. Invoices for all payments made will be attached to the Barclay Card statement.
Proposed by the Chair All in favour

11. Shop keepers' alliance group

Cllr Blackburn recently suggested to the Clerk that a WhatsApp group be set up to assist the communication between shopkeepers in Hever Road and the Parish Council. The Clerk had already made provisional enquiries with Hever Road Shopkeepers and these were all positive. Members of the Council agreed this would be of benefit to all concerned. The Clerk to set up the WhatsApp group.
Proposed by the Chair All in favour

12. Oak Tree Rear of 70 Millfield Road

The Clerk received an email from the resident of 70 Millfield Road who asked members to consider the removal of a large oak tree which is touching her house and the replanting of a substantial new tree at her own expense. This email was been circulated in advance of this meeting.
The Clerk was asked to contact Mr Daniel Joyce, the tree officer at SDC for advice and report back to members. Members of the Parish Council thanked the resident for her generosity.
Proposed by Cllr Mrs J Watchorn, seconded by Cllr Blackburn All in favour

13. Planning and Parish Council next meeting,

The next meeting will be held on Wednesday 27th August at the St Edmunds Centre, School Lane, West Kingsdown at 7.30pm

Meeting closed at 9.10pm