

## WEST KINGSDOWN PARISH COUNCIL

### Minutes of the Parish Council & Planning Committee Held on Wednesday 27th August 2025 7.30pm

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

**In Attendance:** T Baker – Clerk & Responsible Financial Officer, District Cllr Mrs L Harrison, District Councillor Miss E Bulford and 6 members of the public.

**Apologies for absence:** County Councillor Ms M Fothergill, District Cllr S Malone and Cllr M Matthew

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

The following matters were raised:

The owner of the Burger Van situated in the layby opposite Scratchers Lane wanted to make Members aware that she is not advocating the bikers that are causing problems along the A20 and is in fact in contact with PC Wilson, Kelly Webb from SDC, Michael Hood from SDC and also PC Cole who is a Traffic Officer and has attended the last two Thursdays and will continue to attend in order to issue tickets etc. She stated that the vast majority of bikers are decent and just want to meet for a chat and something to eat/drink, which is in line with PC Ashley's statement at the last Parish Council meeting, and that she refuses to serve the "trouble makers".

Mr Birley stated that he has video footage of a bike doing a "wheelie" along London Road.

This subject was already on the agenda and further discussion is detailed in point 17 of these minutes.

Cllr Mrs M Richards asked the Clerk to speak with the Barbers in Hever Road, as there are a lot of cigarette butts accumulating on the floor again, even though the Council have placed a cigarette bin outside of this area at the Barbers' request.

#### Planning Committee

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

**In Attendance:** Miss T Baker – Clerk & Responsible Financial Officer  
District Cllr Mrs L Harrison, District Cllr Miss E Bulford and 6 members of the public.

**Apologies for absence:** County Cllr Ms M Fothergill, District Cllr S Malone and Cllr M Matthew

#### **2. Declarations of Interest:**

#### **3. Plans:**

To comment on the following planning applications.

#### **25/02021/FUL**

**Site:** Soldanella 32B Hever Road West Kingsdown Kent TN15 6HD

**Development:** Change of Use from Class E - Cafe to Sui Generis (Hot Food Takeaway) and installation of Kitchen Extractor Fan.

The Parish Council objected to the proposal on the grounds that it would cause further detriment to the residential amenities formerly enjoyed by the residents of the flats immediately above the premises. These people have already had their lives disrupted by congestion due to the loss of the rear car park to development and the resultant loss of parking outside the new Co-op building. Additional disruption has been caused by the creation of a gym with long operating hours.

The addition of a take-away with late opening hours and consequent disruption of car doors opening and shutting as well as outside gatherings will only detract further from the residential amenities presently enjoyed by these unfortunate residents.

The Parish Council request that Sevenoaks District Council confirm the effectiveness of the extractor fan to eradicate odours and confirm that the noise levels created by the fan will not affect the neighbouring properties. The Parish Council also requests the closing time to be at 10pm.

Proposed by the Chair

All in favour

#### **25/02294/WTPO**

Application for consent to cut down, prune or uproot trees covered by a Tree Preservation Order

**Site:** 12 The Briars West Kingsdown Kent TN15 6EZ

**Development:** Trim back side of hedge by 0.5m and reduce height of overhanging growth by 0.5-0.75m.

We have received an application to carry out operations described above. As there is no statutory requirement to publicise this application, this letter is for information purposes only.

Members agreed to let this go by default.

Proposed by the Chair

All in favour

#### **25/02161/HOUSE**

**Site:** St Olaves Church Road West Kingsdown Kent TN15 6LG

**Development:** Demolition of chimney. Single storey rear and side extension with roof light.

The Members of the Parish Council agreed to respond under comment as follows:- "In view of the difference in height between "St Olaves" and its neighbour, Members would like to see light measurements taken from the side window of "Lyndhurst" in order to establish the extent to which light levels would be affected by the development."

Proposed by the Chair

All in favour

#### **25/00685/HOUSE**

**Site:** 19 Hazelden Close West Kingsdown Kent TN15 6UG

**Development:** Erection of single storey side extension with roof lights. We previously wrote to you to inform you that this application was invalid and therefore was not under consideration. We can now confirm that this application has been re-validated and is pending consideration. A summary of the main changes are set out below; A proposed block plan showing the proposed side extension and confirmation that the site is owed by the applicant has been received.

It was agreed that providing the sight lines meet regulations, the Parish Council would raise no objection.

Proposed by the Chair

All in favour

#### **25/01154/FUL**

**Site:** Ashdown Farm Bungalow Cotmans Ash Lane Kemsing Kent TN15 6XD

**Development:** Extension of residential curtilage and conversion of an existing outbuilding used for storage and stables into residential accommodation ancillary to the main dwelling.

The Members of the Parish Council agreed to comment as follows: "The proposal is tantamount to the creation of a new dwelling in the National Landscape and provided enough of it is suitable for conversion then the Parish Council will not object if the current contents can be removed from the site without the need for another building to house them. Members also request that future permitted development rights be removed as a condition of any approval."

Proposed by the Chair

All in favour

Meeting closed at 8.20pm

**WEST KINGSDOWN PARISH COUNCIL**  
**Minutes of the Parish Council**  
**Held on Wednesday 27th August 2025 7.30pm**

**Parish Council Meeting**

- 1. Apologies for absence:** County Councillor Ms M Fothergill, District Cllr S Malone and Cllr M Matthew
- 2. Declaration of Interests relating to items on the agenda.** Cllr Mrs P Bosley and Cllr Mrs M Richards both declared an interest in the finance as they had payments to be made to them.
- 3. Minutes of Previous Meetings**

To approve as a correct record the MINUTES OF THE Planning Committee meeting held on Wednesday 23rd July 2025.

Proposed by the Chair

All in favour

To approve as a correct record the MINUTES of the Parish Council meeting held on Wednesday 23rd July 2025 as attached and implement recommendations contained therein.

Proposed by the Chair

All in favour

To approve as a correct record the MINUTES of the Planning Committee held on Monday 11th August 2025 as attached and implement any recommendations contained therein.

Proposed by the Chair

All in favour

To approve as a correct record the MINUTES of the General Purposes meeting held on Monday 11th August 2025 as attached and implement recommendations contained therein.

Proposed by the Chair

All in favour

**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.

**5. Diary Items**

**Christmas lights quotes**

Last year Councillors asked the Clerk to investigate enhancing the current display of Christmas lights in the Hever Road shops area and ascertain whether local businesses might consider contributing to the cost.

The Clerk had already contacted most of the shop keepers and most were fairly open to contributing towards the cost of enhancing the Christmas light display. 4 options were presented to Councillors, however, it was considered that the options were too costly.

Cllr Blackburn proposed to keep the existing display and accept the quote from Gala Lights of £1250 and look at the end of the year to see how the Parish Council finances stand, as it was felt that it was unlikely that the contributions raised from Hever Road shops would be enough to cover the additional funds needed.

Cllr Blackburn proposed, seconded by Cllr I Bosley

All in favour

**6. Safeplay inspections/recommendations as circulated to members in advance – Clerk to report Recreation Ground**

**a) Holes in the flooring**

The Clerk had obtained the following quotations to repair the holes in the flooring:

Safeplay £230

Kompan £369.87

Sovereign Play £658.64

It was agreed to instruct Safeplay to carry out the repairs.

Proposed by Cllr Stoneham, Seconded by Cllr King

All in favour

**b) Loose fixings on the cradle sat**

Cllr I Bosley has kindly offered to fix this.

**c) Worn timbers around the fencing**

Cllr I Bosley has kindly offered to fix this.

Members expressed their gratitude to Cllr I Bosley

**Skate Park****a) Bench – remove corrosion and paint – quotes requested with basketball hoop re-paint which was agreed at a previous meeting.**

Four decorators were contacted but only one could carry out the work this year.

WJ Property Services £920 exc VAT

Members of the Parish Council authorised the Clerk to proceed with this quotation and confirmed that they would like the benches to be the same colour (green) and the upper basketball board to be painted white and the lower part in green.

Cllr Mrs M Richards proposed, Cllr Mrs J Watchorn seconded

All in favour

**b) Broken/rusty bin – quote requested from SDC**

A quote has been requested from Sevenoaks District Council and the Clerk is awaiting a response.

All other items marked as monitored to be viewed during the quarterly inspections carried out by Members of the Council.

**7. Trees****a) HEVER ROAD SHOPS AREA**

The Clerk obtained 3 quotes as follows:

Quotes to cut back trees in Hever Road outside of shops

**Down to earth - £1260 exc VAT**

G1 Group of 6 Hornbeam - fronting shops - reduce in height and radial spread by no more than 1.5m being sure to maintain current species specific shape The total cost of the above works, including the processing and removal of all arising debris, will be £1,260.00 ex VAT

**Omega Trees - £900 exc VAT.**

To trim and shape all of the 6 trees, full clear up and removal of all arisings.

**AP Trees - £750 ex VAT**

To reduce and reshape a total of 6 trees located in front of the parade of shops on Hever Road.

To reduce all trees back to previous points forming a more compact canopy. All resulting debris to be cleared leaving the area neat and tidy.

Members agreed that the Clerk should instruct AP Trees at a cost of £750 plus VAT.

Proposed by Cllr I Bosley, Seconded by Cllr Blackburn

All in favour

**b) AREA KNOWN AS THORNBANK**

Three quotes were obtained as follows:

**Omega Trees - total £2400**

Oak behind 12 Blackthorn Close 30% reduction £700

3 oaks at side of property sharing boundary with 9 Pound Bank Close one of these can be have 30% reduction £600 the other two either stripped back to the bare bark from the original reduction removing all growth or just reduce canopy branches – either way price £400

3 other trees round the side of the fence overhanging the shed reduce away from boundary £700

**AP Trees - total £3150**

1 Hawthorn/Oak reduce in height and prune back over garage

Ash tree – reduce in height and prune back over garden

Field maple prune back over garden

2 x Oak trees reduce back to previous points

Oak tree – reduce in height and radial spread by 2m

Oak tree – reduce in height and radial spread by 2m

**Down to Earth - total cost £3780**

2 x Oak Trees adjacent to fence remove 1.2-2m growth

Adjacent oak tree carry out an overall crown reduction by reducing height and radial spread of tree by 3m and 2m respectively.

Field maple – 4m SW of 2 x oak trees, Carry out overall crown reduction reducing height and radial spread by approx. 3m and 2m respectively.

Oak Tree adjacent to No 14, Carry out overall crown reduction by reducing height and radial spread of tree by 3m and 2m respectively.

Hawthorn adjacent to Field Maple, carry out overall crown reduction and radial spread by approx. 4m and 2m respectively.

Oak tree, carry out an overall crown reduction by reducing height and radial spread by approx 3.5m and 2m respectively.

It was agreed to instruct Omega Trees at a cost of £2400.

Proposed by Cllr Blackburn, seconded by Cllr Stoneham

All in favour

**c) OAK TREE OPOSITE 70 MILLFIELD ROAD**

The Clerk has made an application to remove this tree. A decision should be made by 17th October.

Application number is 25/02362/WTPO

**8. Direct debit authorisation for ICO**

The Clerk would like Members of the Council to consider setting up an annual Direct Debit for ICO (Information Commissioners Office) payments.

Proposed by the Chair

All in favour

**9. Village Hall Management Committee report 27th August 2025**

The hall continues to be well used with both regular classes/users and parties. The AGM was held on 16th July 2025 and audited accounts to 31st March 2025 were presented. A maintenance morning was carried out in July when both inside and outside jobs were undertaken by the volunteers who attended. Quotes are being obtained to trim back the trees to the side and rear of the hall. The next Committee Meeting is due to be held on Friday 12th September 2025.

**10. Footpaths – no issues reported****11. Correspondence****a) Email regarding speeding in Pells Lane.**

A resident emailed the Clerk regarding concerns with the speed limit, hedges and width of Pells Lane which was read to Councillors, as he had both witnessed and also had been involved in an accident separately and asked for the Parish Councils' support.

Councillors confirmed that the hedge along the left-hand side of that road [as seen going from the A20] is owned by the St Cleres' Estate and the Clerk will write asking for this to be cut back. The Clerk will also contact KCC to request a soil cut back and Sevenoaks Highways to look at the possibility of reducing the speed limit along this stretch of road.

Proposed by the Chair

All in favour

**b) Letter from Bishop Akers & Co Solicitors regarding the surrender of the lease by the Old School Management Committee to the Parish Council, Clerks signature required.**

The Chair proposed that the Clerk sign the letter in order to formally instruct Bishop Akers & Co Solicitors so that the surrender of the lease by the old School Management Committee can proceed. This will include preparing a report for the three underleases, which will remain in place for the Pre-School Building to West Kingsdown Pre-School, the St Edmunds Centre to the Church Wardens and for the Dance studio to Nicola Moriarty, and a deed of surrender in relation to the lease with the OSMC and explanatory authority letters for each of the undertenants to be sent on completion at a fee of approximately £2000.

Proposed by the Chair

All in favour

## **12. To ratify the amendments to the following policies, as previously circulated to members**

### **a) Financial Regulations**

Proposed by Cllr Stoneham, Seconded by Cllr I Bosley

All in favour

### **b) Scheme of Delegation**

Proposed by Cllr Stoneham, Seconded by Cllr I Bosley

All in favour

### **c) Standing Orders**

Proposed by Cllr Stoneham, Seconded by Cllr I Bosley

All in favour

The Chairman asked the Clerk to formally record her thanks to Cllr Matthew and Cllr Stoneham for their assistance in updating these documents.

## **13. Finance**

a) The income and expenditure reports were received. It was agreed payments totalling £30881.28 would be paid and to remove the VAT from Zurich Insurance (entry number 447) as there is no VAT on insurance, and reprint the report.

Proposed by Cllr I Bosley, seconded by Cllr Stoneham

6 in favour 2 abstentions

b) Finance audit carried out by Cllr Matthew on Tuesday 12th August. In Cllr Matthew's absence the Clerk read an email from him as follows: "On the 12th August 2025 I carried out the Financial Audit for the preceding three months. The said audit was completely satisfactory and showed exceptional controls of the finances of the West Kingsdown Parish Council. There were only 2 observations: A duplicate entry of 426 (which meant that 432 – the duplicate entry - had been deleted instead of a contra being made) for British gas. The Clerk to carry out a contra in future if any duplicates are made.

No invoice for the wreath donation of £175 entry number 377, as the Royal British Legion do not submit an invoice. A copy of the minutes approving this payment (page 114) was used instead.

NB: neither 1 nor 2 made any financial impact to the profit and loss.

c) Insurance – revised premium of £668.50.

This has been paid and is detailed in the Expenditure Transactions report entry number 477.

Members also agreed the additional items table, but asked the Clerk to look into the Community Cupboard equipment as they believe the Community Cupboard have their own contents insurance.

## **14. Matters Arising**

Mrs J Watchorn to circulate a proposed date and time to meet in Millfield Road to discuss the diseased Ash trees.

## **15. Burial Ground**

### **a) Request for bench**

A resident requested a bench for his late wife to be situated adjacent to her grave in line with the hedge, as agreed with the Clerk. The bench will measure 59dx106wx89h cm. This will contain a plaque with the words "Trish" Patricia Ann Adams 15.09.1944 – 28.04.2025.

It was agreed to meet with Councillors on site and discuss again at the General Purposes meeting.

### **b) Works party**

This was carried out on Friday 8th August. The Clerk would like to thank Cllr I Bosley, Cllr Mrs P Bosley, Cllr King, Cllr Stoneham and his wife, Cllr Mrs M Richards and Cllr Mrs J Watchorn for their time and effort tidying the burial ground.

## **16. Gate keeping – Tennis Courts**

The Clerk would like to thank Cllr Blackburn for locking/unlocking the Tennis Courts during the weekend of 15-18th August, whilst our Gate Keeper was away.

### **17. Weekly motorcycle meets – A20 Gorse Hill.**

Councillors considered how the Council might use its influence to persuade those in authority to take some action to curb the reprehensible and highly dangerous activities of the motorcyclists.

Cllr Stoneham stated that a few years ago there used to be a motorcycle meet at the bottom of Wrotham Hill near the M26 junction. This was eventually shutdown and the layby they used was closed off.

Earlier this year a Public Space Protection Order in respect of nuisance vehicles on and about London Road, Halstead was put in place by Sevenoaks District Council.

The types of behaviour mentioned in this Order are typical of the sort of observations that have been made about recent events on the A20 at Gorse Hill, and he suspected that the enforcement of this Order may have resulted in the move of the participants to the A20.

Cllr Ms E Bulford stated that she is already in talks with the Sevenoaks District Safety Partnership. It was therefore agreed that the Clerk should email the Sevenoaks District Safety Partnership supporting the actions taken by the District Councillors to alleviate the problem.

Proposed by the Chair

All in favour

### **18. Bench for bus stop by medical centre**

Cllr Mrs M Richards requested a bench to be placed opposite the Medical Centre on the A20 London bound. Cllr Mrs P Bosley suggested bench using recycled materials using plastic bottles at a price of £350 measuring 1200x570x870 plus installation. The Clerk to explore costs and gain permission from Kent Highways.

### **19. September meeting dates**

General Purposes meeting to be held at 7.30 on Monday 8th September in the St Edmunds Centre, School Lane. Parish Council meeting to be held on Wednesday 24th September at 7.30 in the St Edmunds Centre, School Lane.

Meeting closed at 9.55pm