

**MINUTES OF THE CHIDDINGSTONE PARISH COUNCIL MEETING HELD ON
TUESDAY 18TH JUNE 2024 AT 7.30PM IN CHIDDINGSTONE CAUSEWAY HALL**

- Present:** Cllr P. Harris, Cllr P. Myers, Cllr T. Nunn, Cllr M. Quirk, Cllr C. Shamwana, Cllr P. Vicary and Cllr H. Williams
- Apologies:** Cllr J. Roper (Chairman), Cllr K. Outlaw, County Cllr M. McArthur, District Cllr R. Streatfeild and District Cllr M. Silander
- In attendance:** Mrs L. Kleinschmidt (Clerk).

In the absence of Cllr Roper, members agreed that Cllr Myers would chair the meeting.

Open Session

Report by District Cllr Malcolm Silander

In the absence of District Cllr Silander, the Clerk read his report:

“The SDC Finance and Investment Advisory Committee approved £435,000 to begin work on the Buckhurst development which would be a significant remodelling in the centre of Sevenoaks. The Leisure Centre is included in this area. Coincidentally, the report was published into the Senico insolvency which cost SDC £1.83m. Amongst other findings, the report says that:

- the Council's contractual relationship with Sencio was "not fit for purpose".
- the Council did not have a risk register covering its relationship with Sencio.
- reporting to relevant committees was "ad hoc".

The report raises further questions, especially in light of the on-going procurement of a new provider.”

Closed Session

19. **Apologies for absence** were received from Cllr Roper and Cllr Outlaw, and members accepted their reasons for absence. Apologies for absence were also received from County Cllr McArthur, District Cllr Streatfeild and District Cllr Silander.
20. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Nunn declared a DPI in item 23(i)(v) as he is the applicant.
21. **The minutes of the Chiddingstone Annual Parish Council Meeting held on 21st May 2024** were approved and duly signed. Proposed by Cllr Williams, seconded by Cllr Harris, and all were in favour.
22. **To review the following policies and procedures:**
Members discussed and approved the following policies and procedures:
 - i. Code of Conduct
 - ii. Social Media Policy
 - iii. Complaints Procedure
 - iv. Mourning Protocol
 - v. GDPR:
 - i. Information & Data Protection Policy
 - ii. Document Retention & Disposal Policy
 - iii. The Management of Transferable Data Policy
 - iv. Members & Employee Privacy & Bring Your Own Device Acceptable Policy
 - v. Email Contact Privacy Notice
 - vi. List of Documents for Retention or Disposal
 - vii. Inventory of Personal Data Captured, Stored and Processed
23. **Planning:**
 - i. To consider planning applications received

- i. SE/24/00734/FUL: Land West of Hale Oak Farmhouse, Hale Oak Road, Sevenoaks Weald TN14 6NQ - the conversion of an existing agricultural barn into a two storey dwelling and detached garage. Members had no objection to the proposed conversion of the existing agricultural barn. Members also had no objection to the proposed new detached garage if this satisfies planning policy.
 - ii. SE/24/01208/HOUSE: The Old Police House, Clinton Lane, Bough Beech, TN8 7PP - proposed two storey extension, solar panels to front elevation, new porch, internal alterations and alterations to fenestration. Members supported this application.
 - iii. SE/24/01323/HOUSE: Finch Green House, Finch Green, Chiddingstone Hoath TN8 7DJ - demolition of existing garage and sheds, ground and first floor extensions to the existing dwelling, roof alterations, alterations to fenestration, replacement garage, new pool house, porch, landscaping and all associated works. Members supported this application.
 - iv. SE/24/01312/HOUSE and SE/24/01313/LBCALT: Tithe Barn North, Clouts Farm, Ide Hill Road, Bough Beech TN8 7PH - new single storey rear extensions with rooflights and single storey side extension. Internal alterations. Members supported this application if it satisfies planning policy.
 - v. SE/24/01455/LBCALT: Polebrook Farm, Bore Place Road, Chiddingstone TN8 7AP - repair and replacement of external render to barn. Cllr Nunn reiterated his DPI in this application and took no part in the discussion or vote. Members supported this application.
- ii. To report SDC notifications of planning decisions
- SE/24/04066/MMA and SE/24/00829/MMA: The Rustles, Ide Hill Road, Bough Beech: Minor Material Amendment to SE/21/04240/HOUSE and SE/21/04241/LBCALT. Amendments include: Glazed junction, to match existing glazing, in lieu of the previously proposed solid wall construction and modification of the existing orangery glazing, between the proposed link and the existing orangery, horizontal weatherboarding and brickwork external wall to match the existing orangery in lieu of the previously proposed brickwork only external wall to the proposed link, and horizontal, in lieu of the previously proposed vertical, timber cladding replacement of the existing garage doors. Applications approved.
 - SE/24/00579/HOUSE: The Barn, Oakenden Lane, Chiddingstone Hoath – to demolish the existing oil tank and log store within the residential curtilage and replace it with a new garden shed. Application approved.
 - SE/24/00702/LBCALT: The Barn, Oakenden Lane, Chiddingstone Hoath - replace single glazing within existing timber casement windows with vacuum sealed double glazed units. Application approved.
 - SE/24/00630/MMA: Scotland Barn, Watstock Farm, Wellers Town Road – Minor Material Amendment to 21/03307/FUL. Application refused. Reason: The site of the proposed amendment is located within the buffer zone of an Ancient Woodland which is afforded significant protection within the National Planning Policy Framework. It has not been demonstrated that the development would not result in the loss or deterioration of the Ancient Woodland or that wholly exceptional reasons and a suitable compensation strategy exist. Furthermore, it has not been demonstrated that the development would not cause harm to protected species. The proposal would therefore fail to comply with policy SP11 of the Sevenoaks Core Strategy, policy EN1 of the Sevenoaks Allocations and Development Management Plan and the National Planning Policy Framework.
 - SE/24/00768/FUL: Mole End, Hill Hoath Road, Chiddingstone - conversion of the existing detached house into two semi-detached properties with an additional single storey rear extension. New vehicle access for the additional property will be formed to the north of the site. Application approved.
- iii. To report notification of appeal
 Grove Close, Hampkins Hill Road, Chiddingstone TN8 7BA. Planning Inspectorate Ref: APP/G2245/C/24/345427/8. Appeal of Enforcement Notice issued for: Without planning permission, the operational development within the last 4 years the erection of a stables, a storage building and a hexagonal walking area. The appellant has appealed against the notice on the following grounds:
- (a) That there has not been a breach of planning control.
 - (b) The steps required to comply with the requirements of the notice are excessive and lesser steps would overcome the objections.
 - (c) That the time given to comply with the notice is too short.
- iv. To hear update on potential breaches of planning policy
 The Clerk updated members regarding a potential breach of planning policy in the parish.

- v. To hear update regarding the development at Causeway House
The Clerk reported that she emailed Ashill to see what progress has been made on Causeway House. The response is as follows: “It’s all been painfully slow on our side but things are looking positive and I hope to be able to confirm our Development Partner for our site in the next few weeks. After that they’ll have to clear pre-commencement conditions and get a licence for bats before demolition so it’ll still be a while before work starts on site. I’ll be back in touch in a couple of weeks to update you.”

24. Finance

- i. To sign quarterly bank reconciliation
Cllr Myers signed the bank reconciliation and corresponding bank statements as a correct record.
- ii. To approve membership renewal for the Kent Association of Local Councils: £526.35
Members approved this membership renewal. Proposed by Cllr Shamwana, seconded by Cllr Harris, and all were in favour.
- iii. To approve membership renewal for The Society of Local Council Clerks: £149.00
Members approved this membership renewal. Proposed by Cllr Nunn, seconded by Cllr Harris, and all were in favour.
- vi. To approve list of payments
Cllr Vicary proposed that the list of payments be approved. This was seconded by Cllr Nunn, and all were in favour.

25. Affordable Housing provision in the parish

- i. To hear update regarding the Chiddingstone Affordable Housing schemes
The Clerk reported that Graham Mann, ERHA’s Development Design Manager, has provided the following update:
- i. Chequers site in Bough Beech: “Works have been progressing well with the entire road almost completely formed with the sub-base and kerbs in and site drainage progressed. The contractor has rebranded from Vulcan Ellis to Arazu Construction and so there has been lots going on in the background regarding contract novation etc but so far this has had little impact on progress. The development currently remains 3 weeks ahead of programme. The next site meeting is on the 20th June where hopefully I will get an update on the proposed road name which I understand is still with SDC.”
- ii. Bassetts site in Chiddingstone Causeway: “I understand that matters are progressing but slowly. It is still with both sets of lawyers but we remain ready to push the button with consultants who are lined up to prepare the planning application etc. We are pushing to get this project moving as soon as possible.”
“I hope to be able to provide more detail in next month’s report to you but in summary I don’t see any major issues with either scheme at this stage.”
- ii. To discuss recent flooding in Redleaf Close and hear an update on progress
- i. The Clerk reported that a meeting is arranged with Cllr Roper and Neil Diddams, who is the Executive Director of Property and Asset Management at WKHA. District Cllr Silander will attend and one resident has been invited. Members discussed whether it would be useful to have the opinion of a drainage contractor prior to meeting WKHA in order to consider options for floodwater mitigation.
- ii. The Clerk said that she has been assisting a resident with communication with WKHA on various matters including damage to their shed and garden due to the constant flooding and surface water at the properties.

26. Highways and Rights of Way

To hear update regarding applications for speed reduction measures in Bough Beech and on Camp Hill

The Clerk reported that a site visit is arranged with KCC for 27th June at 10am to look at all the sites in person.

27. To discuss proposal for new Chiddingstone Sports Association constitution and associated costs

Cllr Shamwana reported that he and Cllr Vicary met with Chiddingstone Sports Association and it was agreed to proceed with interested parties such as the school, the Badgers and the Parish Council as a sub-committee of the Sports Association. This sub-committee will oversee communication between all parties, create a bookings system for the pavilion and sports ground and oversee works such as new guttering and drainage in front of the pavilion.

Cllr Shamwana undertook to report back to the Parish Council on a quarterly basis and it was agreed to take this item off the agenda going forward.

28. Aviation

None.

29. To discuss correspondence received

The Clerk reported that lists of correspondence received have been circulated and drew members' attention to the following:

- i. Item 3: RACE (The Rural and Community Housing Enabling Service) Newsletter May 2024.
- ii. Item 4: RACE & Shepherdswell Community Land Trust: invitation to see new development of 10 new local needs housing units in Shepherdswell Village Hall, Dover CT15 7NN on Wednesday 10th July at 2pm.
- iii. Item 5: KALC Training:
 - KALC Advanced Planning: Biodiversity Net Gain Training on 3rd July at 7pm-9pm, online. Cllr Quirk, Cllr Outlaw, Cllr Nunn and the Clerk attending.
 - KALC Mastering Planning Applications on 17th July at 7pm-9pm, online. Clerk to book Cllr Shamwana, Cllr Vicary, Cllr Harris and Cllr Williams onto this event.
- iv. Item 6: SLCC Planning Themed Summit, online on Wednesday 10th July 2024 from 9:55am – 4:00pm. Cllr Quirk and the Clerk attending.
- v. Item 7: PC Harry Kemp: introduction to his new counterpart, PC Fergus Maunsell, who will be assisting Harry with the coverage of his beat areas and parishes. Fergus started with Harry on 05/06/2024 and will be with him for a couple of weeks, before going over to the opposite pattern to allow for more coverage.
- vi. Item 9: SDC: invitation from the Chairman, Cllr Laurence Ball, to attend his Civic Service on Sunday 23 June.
- vii. Item 10: SDC Newsletters:
 - Cllr Roddy Hogarth was elected as SDC's new Leader at the Annual Council meeting on Tuesday 14 May 2024. Cllr Hogarth, who represents Seal and Weald, was first elected to the Council in May 2011.
 - Audit report published on SDC's management of Sencio: SDC has published the outcome of an audit carried out by the joint Dartford and Sevenoaks Audit Partnership. The report was commissioned last year by Councillors following the collapse of the independent leisure operator Sencio, which at the time ran the Sevenoaks and Edenbridge leisure centres, and Lullingstone Park Golf Club. Leader of SDC, Cllr Roddy Hogarth, says: "The report highlights the Council ultimately did everything it could within the contractual agreements to manage Sencio's poor performance. This included giving a final warning that the Council could declare Sencio insolvent and replace it with an alternative provider." The report gives two 'medium priority' recommendations on lessons to be learnt, which includes maintaining a risk register relating to the leisure centre contract, and more regular reporting to Council. These learnings have been incorporated into the management of Everyone Active, the new leisure operator. Everyone Active now report to Councillors twice per year on its financial and operational performance, and a risk register is used to monitor the contractual requirements.
- viii. Item 11 KCC Consultation: "Every year KCC sets a budget to determine how much money will be spent on services. We are continuing to face the challenge of significant spending demands and cost increases largely in adult and children's social care and home to school transport. We need to manage this within the funding available, which mainly comes from Council Tax and Government grants. This requires tough choices about priorities for the future. As we plan our spending for the year ahead, we need to hear your views on:
 - our council tax proposals,
 - how comfortable you would be with reductions in spending across our different service areas, and
 - your suggestions for how to make further savings and increase income.See www.kent.gov.uk."
- ix. Item 12: Eden Valley Museum Trust Annual Report and accounts which can be viewed at <https://evmt.org.uk/agm-2024-v/>
- x. Item 13: Announcement from the Bishop of Rochester: "I am writing to inform you that the Revd Lindsay Llewellyn-MacDuff has been appointed as Dean's Vicar of Christ Church Cathedral, Dublin. I would like to congratulate Lindsay on her appointment and to thank her for her ministry in the Diocese of Rochester.

“As many of you will be aware, there have of late been significant pastoral difficulties in the Benefice, particularly relating to the parish of Chiddingstone and Chiddingstone Causeway. With this in mind, I have decided to make interim arrangements for the provision of ministry in the parish of Chiddingstone and Chiddingstone Causeway, which will be confirmed as soon as possible. This will give me the opportunity to review the situation and to identify possible ways forward. As part of this, Lindsay will not be returning to ministry in the parish of Chiddingstone and Chiddingstone Causeway after her return from annual leave, prior to her departure to Dublin. I will also be recommending to The Revd Lisa Cornell that ministry in the parish of Chiddingstone and Chiddingstone Causeway should be delegated to others for the time being, though of course Lisa remains Incumbent and retains the cure of souls jointly with me as Bishop. I would ask for discretion and forbearance on the part of everyone at this time, and for your prayers especially for Lindsay and her family as she prepares for this next stage in her ministry. The Archdeacon of Tonbridge will be overseeing the interim arrangements for ministry in the parish of Chiddingstone and Chiddingstone Causeway on my behalf, and we will be working together to identify the best way forward for all concerned.”

30. To hear report and discuss Parish Projects, including approval of costs:

- i. Chiddingstone Car Parking
None.
- ii. SpeedWatch
The Clerk reported that the last SpeedWatch session was held on Thursday 30th May in Chiddingstone Causeway. The next one is planned for Monday 24th June in Bough Beech from 5pm to 6.30pm.
- iii. Litter Pick, Bulk Refuse Freighter and Flytipping
 - i. Parish litter pick: the last litter pick was held on 15th June. Those volunteering are as follows:
Chiddingstone Causeway – 8 people inc 2 children
Chiddingstone – 4 people
Chiddingstone Hoath – 3 people
Bough Beech – 5 people
It was agreed to hold a targeted litter pick on 14th September, with everyone litter picking on the B2027 with cars driving slowly both before and after the litter pickers in order to slow traffic. This is because the long grass in the verges makes litter picking difficult in the summer months and most of the litter is on the main road.
 - ii. Bulk Refuse Freighter visits: next dates: 14th September and 9th November.
 - iii. Flytipping: none.
- iv. Rural Swathe Cutting contract 2024
Cllr Vicary raised the issue of overgrown hedges in the parish, and Clerk to contact the landowners at the following locations: Bough Beech railway bridge, the junction of Hampkins Hill and B2027, both sides of the junction at Somerden. The Clerk has already contacted Chiddingstone Castle about overgrown hedges from The Castle Inn to Gilwyns. Hedges adjacent to the closed churchyard in Chiddingstone together with the verge will be cut by the Parish Council’s contractor. Clerk to contact KCC about the visibility splays which need a cut.
- v. Emergency Plan
The Clerk reported that the next meeting will be on 27th June.
- vi. Parish telephone boxes and defibrillators
None.
- vii. Parish broadband provision
Cllr Nunn reported that he opened a case with Openreach regarding a telephone line for the church in order to allow a broadband connection. The Castle Inn has a very poor broadband connection and Clerk to suggest that the landlord re-approaches Openreach to try to improve the connection.
- viii. Summer Family Fun Play Event
The Clerk reported that this will be held on Friday 16th August from 10.30am to 1.30pm on the Chiddingstone Causeway Sports Field.

31. Items for reporting or inclusion in future agenda

1. Cllr Harris raised the concern on behalf of a resident of the muddy road at Hampkins Hill due to the farm activities.
2. Cllr Shamwana raised the request on behalf of a resident for a new crossing by Peshurst Station. Clerk to raise with KCC at the meeting to discuss speed limits.
3. Members discussed the temporary closure of The Castle Inn which is due to an ice house and well underground. It was hoped that the situation can quickly be resolved and the pub reopened.

The next Parish Council Meeting will be held on Tuesday 16th July 2024 at 7.30pm in Chiddingstone Village Hall.

The meeting closed at 9.10pm.

Chiddingstone Parish Council – 18th June 2024

List of Payments since last meeting (figures inclusive of VAT)

Payment <u>Number</u>	<u>Date</u>	<u>Payee</u>	Amount <u>inc. VAT</u>	<u>VAT</u>
617	18.06.24	Clerk - salary	£1,327.34	
618	18.06.24	HMRC – PAYE	£225.51	
619 SO	18.06.24	Kent County Council – pension contribution	£531.00	
620	18.06.24	Clerk – mileage and reimbursement of costs	£92.23	
621	18.06.24	KALC – membership renewal	£631.62	£105.27
622	18.06.24	SLCC – membership renewal	£149.00	
623	18.06.24	SLCC – planning training 10.07.24 Clerk (shared with Leigh)	£39.00	£6.50
624	18.06.24	SLCC – planning training 10.07.24 Cllr Quirk	£78.00	£13.00
625	18.06.24	Hever Landscapes Ltd – maintenance closed churchyard & areas	£363.60	£60.60
626	18.06.24	SDC – dog bin emptying January to March	£112.32	£18.72
			<u>£3,549.62</u>	<u>£204.09</u>

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