

**WEST KINGSDOWN PARISH COUNCIL**

The Pavilion  
London Road  
West Kingsdown  
TN15 6BZ  
18<sup>th</sup> May 2022

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 25<sup>th</sup> May 2022** to transact the following business.

Clerk to the Council.

**Planning Agenda**

Members of the Parish Council: Cllr J Watchorn (Chairman), Cllr I Bosley (Vice-chairman), Cllr Mrs P Bosley, Cllr Gray, Cllr G Christie, Cllr Miss J Holdstock, Cllr King, Cllr D Land, Cllr Mrs M Richards, Cllr Spiller & Cllr L Spencer.

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

**Plans**

**SE/22/00251/FUL:Ivydale,Knatts Valley Road:**

Proposal Demolition of existing dwelling and x 3 domestic outbuildings and erection of single storey replacement dwelling with bin store and subterranean basement and associated landscaping.

**SE/22/00279/FUL:Oakwood House School Lane**

Proposal Demolition of the existing commercial building and removal of the sand school and tennis court and the construction of a detached 4 bedroom dwelling together with a separate ancillary garage/home office and gym/activities buildings plus the formation of a separate vehicular/pedestrian access road.

**SE/22/00677/HOUSE Hogwood, 25 Ashen Grove Road,Knatts Valley**

Proposal Erection of two outbuildings. Replacement of gravel with brick paving to front driveway.

**Annual Parish Council Agenda**

Members of the Parish Council: Cllr P Bosley (Chairman), Cllr Christie (Vice-chairman), Cllr Mrs J Watchorn, Cllr Gray, Cllr I Bosley, Cllr Miss J Holdstock, Cllr King, Cllr D Land, Cllr Mrs M Richards, Cllr Spiller & Cllr L Spencer.

1. Apologies for absence:
2. Election of Chairman for 2022/23 and Signing of Declaration of Acceptance of Office
3. Election of Vice Chairman for 2022/23 and Signing of Declaration of Acceptance of Office
- 4 Declaration of Interests relating to items on the Agenda

**5. 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

**6. Standing Orders :**

To re-affirm the Standing Orders adopted at the Annual Parish Council Meeting in May 2019 a copy of which Members received a copy

**7. Financial Orders :**

To re-affirm the financial Orders adopted at the Annual Parish Council Meeting in May 2021 a copy of which Members received a copy at General Purpose Committee.

**8. Risk Assessment:**

Annual review of risk Assessment is required by Audit Commission, as attached.

**9. 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

**10. 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

**11. 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 WatchornI,)
- e) Village Hall Management Committee - 5 members : (previously –Cllr Land, Cllr I Bosley, Cllr Holdstock, Cllr Richards plus 1 vacancy)
- f) Old School Management Committee – 5 representatives: ( Previously -Cllrs P Bosley, Cllr I Bosley, Cllr Land, Cllr Watchorn, and Cllr Richards)
- g) Church Woods Management Committee - 3 representatives previously – Cllr P Bosley, Cllr Watchorn and Cllr Richards .
- h) Brands Hatch Liaison Group - 1 representative (previously Cllr Gray)

**12. 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, with the exception of August and December due to holidays, and to confirm the continuation of the public first half hour. Timetable of dates attached for members.

Members to confirm the General Purpose Committee will be held on the second Monday of each month at 7pm at the Pavilion London Road unless otherwise agreed.

**13. Location of Meetings**

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

**14. Parish Council Website**

Members to note that the names and addresses of Councillors are included on the Parish Council Website, together with copies of Minutes and the Annual Report.

**15. Minutes of Previous Meetings**

To approve as a correct record the MINUTES of the Planning Committee held on 27<sup>th</sup> April 2022, as attached.  
To approve as a correct record the MINUTES of the Parish Council Meeting held on 27<sup>th</sup> April 2022, as attached.  
To approve as a correct record the MINUTES of the Planning Committee held on 9<sup>th</sup> May 2022, as attached.

**16. 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.

**17. Diary Items.**

There are no diary items

## 18. Footpaths

## 19. Correspondence

### Sevenoaks Urban Area Local Walking and Cycling Infrastructure Plan (LCWIP)

Sevenoaks District Council has commissioned Sustrans to provide a comprehensive Local Walking and Cycling Infrastructure Plan (LCWIP) for the Sevenoaks Urban Area. The plan will detail potential walking and cycling routes to encourage the community and visitors to move more sustainably around the area. The development of the LCWIP includes an analysis of existing conditions, consultation with stakeholders and conducting an audit to develop recommendations and plans to use as the basis of funding bids.

To assist with the consultation process, Sustrans have developed a digital Community Mapping Tool for the public and stakeholders. Participants can comment on the map, identifying barriers to walking and cycling, as well as potential cycle routes and walking zones. The GDPR-compliant mapping software allows users to leave as many comments as they like, whilst identifying unique participants and other demographic data, to evidence engagement.

Users can identify the following on the interactive map:

- Physical barriers to walking, cycling and wheeling in the area e.g. major roads and junctions, railways
- Potential cycle routes that could connect key origins and destinations
  - Potential walking zones where there is a high level of pedestrian activity e.g. high streets, schools, busy pedestrian crossings

If you would like to participate, please click on the link below.

[Sevenoaks Walking and Cycling Network | Sustrans Community Mapping Tool](#)

How to use the tool:

Step 1: Locate and click on the map where you would like to add a comment, then click 'Add point,' 'Draw line', or 'Draw shape'.

Step 2: Log in with Google or Facebook or create a Community Mapping Tool account.

Step 3: Select the type of issue: 'Barrier', 'Potential Cycle Route' or 'Potential walking zone' and then add a comment/description if required. Click 'Save.'

Step 4: Answer the optional user questions. Click 'Save.'

That's it! You can add as many comments as you would like. Responses are anonymous.

You can also view other's comments. Click on ' Like this comment' if you like/support a comment. There is an example comment provided near Sevenoaks Hospital.

Please feel free to share the map link with your network. The survey period will run until Friday 17<sup>th</sup> June 2022.

If you have any queries about the mapping tool, please don't hesitate to contact Sustrans at the following email address [luke.dawson@sustrans.org.uk](mailto:luke.dawson@sustrans.org.uk)

If you require any assistance completing your response or if you have any queries relating to the consultation, please contact the Planning Policy team on 01732 227000 or [planning.policy@sevenoaks.gov.uk](mailto:planning.policy@sevenoaks.gov.uk).

## **b) Correspondence received since the publication of the Agenda.**

### 20. Events – For Members information

a) St Edmunds Summer fair to be held on 11<sup>th</sup> June at Gamecock meadow

b) Sevenoaks District Fun Day at Gamecock Meadow Monday 29<sup>th</sup> July 10-2pm

## **21. Church Woods Management Committee :**

### **22. Grounds contract:**

To consider an additional cut in the rec ground when required. The grass has grown fast and when cut a lot is left laying on the ground. To remove cuttings would be too expensive. Quote to confirm cut to be confirmed by contractor.

### **23. Parking rear of Brands Hatch:**

At the liaison group meeting this week the parking along starchers Lane was discussed and the group asked Parish Council to consider supporting a request to Sevenoaks District Council for double yellow lines , these are suggested in the laybys, enforceable at weekends only allowing dog walkers and walkers to park during the week without restrictions

**24. Privacy policy:** This will be tabled for Members

## **25. Finance**

a) Details of income and expenditure to be tabled. To approve online payments for authorised payment

b) Members are asked to appoint a councillor to carry out an internal finance, quarterly in the Parish office

c) **End of year accounts as tabled**, Members are asked to formally adopt the accounts for year 2021/22 as circulated

## **26. Recreation ground**

Works started date for the refurbishment is Monday 23rd May. Some of the items in the play area have been able to be recycled

## **27. Matters Arising**

## **28. Newsletter Items**

## **29. June Meetings**

Planning Meeting: Monday 13<sup>th</sup> June 2022 : Main Hall, Old School, School Lane 7.30pm

Planning and Parish Council Meeting: Wednesday 22<sup>nd</sup> June 2022 : Main Hall, Old School, School Lane 7.30pm