

**MINUTES OF THE CHIDDINGSTONE PARISH COUNCIL MEETING HELD ON
WEDNESDAY 10TH JUNE 2026 AT 7.30PM IN ST. LUKE'S PARISH ROOM, CHIDDINGSTONE CAUSEWAY**

Present: Cllr S. Andrews, Cllr I. Henderson, Cllr P. Myers, Cllr C. Shamwana, Cllr P. Vicary and Cllr H. Williams
Apologies: Cllr J. Roper (Chairman), Cllr K. Outlaw, Cllr T. Nunn, County Cllr R. Mayall and District Cllr M. Silander
In attendance: Mrs L. Kleinschmidt (Clerk). District Cllr R. Streatfeild attended the meeting from 8.21pm to 8.31pm.

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

Closed Session

16. **Apologies for absence** were received from Cllr Roper, Cllr Outlaw and Cllr Nunn and members accepted their reasons for absence. Apologies for absence were also received from County Cllr Mayall and District Cllr Silander.
17. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Shamwana declared an NPI in item 23(iii) as a relative may carry out this service for the Parish Council.
18. **The minutes of the Chiddingstone Annual Parish Council Meeting held 18th May 2026** were approved and duly signed. Proposed by Cllr Williams, seconded by Cllr Shamwana, and all were in favour.
19. **To review the following policies and procedures:**
Members reviewed and approved changes to the following:
 - i. Code of Conduct
 - ii. Social Media Policy
 - iii. Complaints Procedure
 - iv. Mourning Protocol
 - v. Freedom of Information Publication Scheme
 - vi. Information Technology Policy
 - vii. 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
20. **Planning:**
 - i. To consider planning applications received
SE/26/01122/FUL: Somerden Hop Barn, Tonbridge Road, Bough Beech, TN8 7AJ demolition of existing domestic storage barn and erection of 2 x 5 bed dwellings with associated access, parking, cycle storage, refuse storage, carport and garage and associated landscaping enhancements. Boundary treatments. (Phased development). Members discussed the application and it was agreed that the Planning Committee would agree a response before the deadline of 16.06.26.
 - ii. To report SDC notifications of planning decisions
 - SE/26/00161/HOUSE and SE/26/00162/LBCALT: Coneyearth, Hampkins Hill Road, Chiddingstone - internal alterations. Alteration to fenestration to the house. Alterations to outbuilding to create an annexe. Extend existing flue. Applications refused. Reasons: (i) the proposed extension would result in harm to the legibility of the historic form, volume and plan form of the listed barn which would harm the significance of the listed building. This is contrary to policy EN4 of the Sevenoaks Allocations and Development Management Plan and the aim and objectives of the National Planning Policy Framework.

- (ii) the proposed new external openings, doors and windows in the curtilage listed outbuilding are considered to undermine the ancillary and agricultural character of the building and would give the outbuilding a domestic character and appearance. This would harm the character and appearance of the listed building and is at odds with its special interest and significance. No clear and convincing justification has been provided nor is the harm outweighed by public benefit. The proposal is therefore contrary to policy EN4 of the Sevenoaks Allocations and Development Management Plan and the objectives of the National Planning Policy Framework (specifically paragraphs 212, 213 and 215).
- SE/26/00665/PATCF: Land North West of Vexour Bridge, Hampkins Hill Road, Chiddingstone - prior notification for a temporary campsite. This application is made under Class BC of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). Prior Approval – granted.
 - SE/26/00515/LBCALT: Tudor Cottage 6 The Village, Chiddingstone - external structural remedial works including partial dismantling and rebuilding of a compromised retaining, brick garden wall. Application approved.
 - SE/25/03024/LBCALT: Watstock Farm, Wellers Town Road, Chiddingstone Hoath - conversion of part of the existing stables into two dwellings. Alterations to fenestration. Internal alterations. Application approved.
 - SE/26/00434/FUL and SE/26/00435/LBCALT: The Wheatsheaf, Hever Road, Bough Beech - demolition of existing storage buildings, alterations to existing canopy and erection of a proposed outbuilding with new path and retaining wall. Relocation of shed with new steps. Associated hard and soft landscaping. Applications approved.
- iii. To hear update on potential breaches of planning policy
The Clerk updated members regarding potential breaches of planning policy in the parish.
- iv. To hear update on the Chiddingstone Neighbourhood Plan
The Clerk reported that a meeting has been arranged on 30th June to discuss the draft Neighbourhood Plan policies before the Steering Committee bring them to the Parish Council for approval. The Clerk added that a pull-out Older Persons Survey is hopefully going into the next parish magazine to capture their housing needs and also other questions such as their transport needs, access to ROW, social events and local amenities. There will be drop off arrangements at the two shops and The Castle Inn.
- v. To discuss results the Chiddingstone Housing Needs Survey
The Clerk reported that the Housing Needs Survey has closed and the full survey is on the website. The report has been sent to Emma Coffin at SDC for information.
- vi. To discuss the SDC Draft Local Plan
The Clerk reported that the SDC Draft Local Plan Regulation 19 consultation will be discussed by the Development & Investment Advisory Committee on 30th June and the agenda and papers for that meeting should be available on 23rd June. It will then go to cabinet on 7th July then to public consultation. District Cllr Streatfeild and District Cllr Silander have been called in to a meeting on Monday by planning policy officers to be informed about the proposals contained in the Regulation 19 consultation.

21. Finance

- i. To sign a quarterly bank reconciliation
Cllr Vicary signed the bank reconciliation and corresponding bank statements as a correct record.
- ii. To approve membership renewal for SLCC: £189.50
Members approved this membership renewal, proposed by Cllr Shamwana, seconded by Cllr Vicary, and all were in favour.
- iii. To consider application for grant by Chiddingstone School
The Clerk reported that Chiddingstone School has applied for a grant towards their replacement astroturf in the playground. They are also having one of the classroom floors replaced and The Crandalls Trust is providing a grant towards this cost. The Clerk reported that Cllr Roper wished it to be on record that he declares an NPI in this matter as he is the Chair of the Chiddingstone Crandalls Trust. He has had no involvement in the application for grant towards the astroturf. The Finance Committee considered this application prior to the meeting. The quote for the new astroturf is £31,940. The PTA have committed to contribute £24,000.

Members agreed to pledge £1,000 towards the project pending the school raising the rest of the funds required. Proposed by Cllr Henderson, seconded by Cllr Shamwana and all were in favour.

iv. To approve list of payments

Cllr Shamwana proposed that the list of payments be approved. This was seconded by Cllr Williams and all were in favour. Cllr Roper and Cllr Outlaw to authorise the payments online.

22. Affordable Housing provision in the parish

i. To hear update regarding the Chiddingstone Affordable Housing schemes

The Clerk reported that English Rural Housing Association has provided the following update:

(i) Bassetts: “The past month has been a positive and productive period for the scheme on land adjacent to Bassetts. The pre-construction programme is now back on track, and SDC issued the draft conditions on 22nd May. There were no surprises in those conditions, and we're currently working to obtain quotes to discharge the archaeological condition. The draft conditions were sent to the five contractors invited to tender for the main works, giving them two weeks to incorporate any related costs into their submissions. The tender process closed at midday on 9th June, resulting in four tenders being received. These submissions are now being thoroughly reviewed for content, programme, and any arithmetical anomalies. Our employer's agent, Martello Building Consultancy, will be issuing its tender report in two weeks. We plan to engage with the two leading tenderers to clarify any queries before making a final decision. I am optimistic that the Section 106 agreement will be completed within the next month, which should pave the way for SDC to make a delegated decision to approve the scheme. We will perform a final sense check on the scheme's financial appraisal based on the tender returns and wrap up acquisition discussions with the landowner before submitting the scheme for final approval by our executive management team. We are still forecasting a site start by the end of the year.”

(ii) Millbrook: the Clerk reported that there have been reports about the footpath being overgrown and also the field to the rear of the Millbrook site, this has been forwarded onto ERHA, who has responded to say: “Thank you for raising the issue of the overgrown public footpath. I've raised the issue with Arazu, as they hold responsibility for grounds maintenance during the first year. I've requested that their landscape contractor strims the path as soon as possible. Once the scheme has been signed off by our employer's agent the ground maintenance for Millbrook including the footpath will be managed by our own contractors. As for the field behind Millbrook, management there falls under David Rivers. I will forward your email to him so he's aware of the concern and can address it directly. Just to give you a quick update on Millbrook/Bough Beech - this year has certainly flown by, and we're now approaching the end of the 12-month defect period. I've arranged for Arazu and English Rural to inspect each property, and any outstanding matters will be resolved by Arazu before they are issued with the Making Good Defect Certificate and receive their final retention payment.”

ii. To discuss measures to mitigate flooding in Redleaf Close

The Clerk reported that Cllr Outlaw is sending information to Sarah Robson, who is Deputy Chief Executive & Corporate Director of Communities, Place and Economy at SDC.

23. Highways and Rights of Way

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

The Clerk reported that the KCC officer has apologised for the delay in implementation of the speed reduction measures. He said that they have so many schemes on hold while the handover to Ringway is transitioning, but it is with the design team and ready to go. He has chased. It was agreed to start pushing for speed reductions on all roads in Bough Beech to 30mph.

ii. To hear update on Chiddingstone SpeedWatch

The Clerk reported that the SpeedWatch volunteers have met a couple of times this month but other dates had to be called off because of the weather. Yesterday vehicles were monitored travelling west on Hever Road in Bough Beech. This is currently a 40mph zone and vehicles are recorded if they are speeding at 46mph+. No vehicles were found to be travelling at that speed, which is good news.

iii. To consider using the services of a local person to clean roadside signs

Cllr Shamwana reiterated his NPI in this matter. Members agreed not to take this forward at this stage.

24. To discuss correspondence received

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

- i. Item 2: GACC Newsletter: May 2026. Noted. The GACC Annual General Meeting is on 22nd June 2026 at 7:30pm at Charlwood Parish Hall.
- ii. Item 3: SDC's rollout of new recycling measures, including the introduction of new weekly food waste collections and reusable recycling bags, has helped residents recycle more and cut waste. In the first month since the introduction of the food waste service, the Council's crews have collected 220 tonnes of food waste, putting the Sevenoaks District close to the top 25% of Kent councils for food waste recycling. This extra 220 tonnes of recycling alone will produce up to 80,000 kWh of energy - that's enough to power 30 average sized family homes for a year. Since launching the service, the crews have reported a noticeable reduction in black sacks being split open by animals at properties now using the separate food waste service, helping to keep our District even cleaner. Recycling has also been boosted by the reusable green recycling sacks that were introduced in 2024. Residents have increased their recycling of cardboard, paper, plastics and other household items by a further 3.5%. By October 2026, the reusable sacks will have saved the Council £225,000 when they will be phased out, and wheelie bins are introduced. Once they are no longer needed, residents can either keep them for their own use or the Council will collect them during the first four weeks of the new service, so they can be recycled.
- iii. Item 4: Email from Kent Ramblers: invitation to a meeting of Kent Ramblers at Lenham Community Centre, ME17 2QT on Thursday 18th June. Cllr Williams said he will try and attend.
- iv. Item 6: Email from John Gordon-Reid: "The Church in Chiddingstone has, over the last few years, had a very difficult time as a result of the formation of the joint benefice with Fordcombe and Penshurst. It is hoped that by the summer this situation will be resolved and once again Chiddingstone will have independence. To celebrate and to help to re-establish the Church as a focal point within the community, there are a number of events in planning, and one of them is the Live Nativity. Starting in St Mary's early on a Sunday evening, the idea is to walk to a number of points in the village and at each point to experience a tableau depicting a key moment on the Nativity story. The adult actors would be supported by a child and adult choir (working closely with the school) and live animals (managed by local farmers) would feature throughout. The proposed date is Sunday 6th December and the event will last no more than an hour. The finale would take place in the grounds of Chiddingstone Castle, and they have been very enthusiastic and helpful. There would be no charge for the event, but donations to the Church would be invited. Hopefully this will be a family event with all ages taking part and joining together. The route planned is:
 - St Mary's to the Chiding Stone via the path from the green.
 - Chiding Stone to Village Hall via the garden at the back of the hall
 - Village Hall to the Castle Inn
 - Castle Inn to the Castle grounds
 - Castle grounds to St Mary's

There would be a backup plan in case of bad weather. It would be marvellous if the Parish Council were able to support this event, and also possibly assist with the preparation of the pathway to the Chiding Stone and back to the Hall. Volunteers will act as marshals along the way. Thank you very much for your kind assistance. I am happy to provide further details if required." Members agreed to support the event and to ensure that access from the Community Garden to the Chiding Stone is clear with no safety hazards.

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

- i. Chiddingstone Carpark
The Clerk reported that a meeting has been arranged with the Chiddingstone Castle Trustees to discuss car parking options. Cllr Andrews asked that a new litter bin in the Castle grounds and new signs indicating the village parking area be discussed at the meeting as well as car parking.
- ii. Litter Pick, Bulk Refuse Freighter, Flytipping
Litter pick date: Saturday 4th July at 9.30am. The following members will each co-ordinate an area:
 - Bough Beech: Cllr Vicary
 - Chiddingstone, The Castle Inn: Cllr Shamwana
 - Chiddingstone Hoath, The Green: Cllr Henderson

- Chiddingstone Causeway, Richards Close: Maggie Hanwell
Cllr Williams said that he would like to litter pick the B2027 with a vehicle following behind with hazard lights flashing. There is a report of flytipping on Bore Place Road, Clerk to report.

District Cllr Streatfeild joined the meeting at 8.21pm. Members agreed to suspend the Closed Session for his report.

Open Session

Report by District Cllr R. Streatfeild

District Cllr Streatfeild reported that he has a meeting with planning policy officers at SDC on Monday and the consultation will be published a week later. Apart from the Draft Local Plan, SDC has been focussing on financial matters especially community asset transfers and the land at Sevenoaks High Street. The agenda for tomorrow's Improvement & Innovation Advisory Committee states that CIL money may be spent on Edenbridge Leisure Centre. There is a Friends of the River Medway Group, which is seeking ways to improve the River Medway and its tributaries including the River Eden, and every community will be approached and asked to improve their stretch of river and put pressure on the water companies to maintain the rivers. See www.formedway.org. The GACC AGM is on 22nd June. District Cllr Streatfeild left the meeting at 8.31pm. The closed session resumed.

Closed Session

iii. **Rural Swathe Cutting Contract**

The Clerk reported that she has told the contractor that unfortunately the standard of cut is not good enough and has asked him to improve the standard. He has advised that his hydraulic pump broke and he is waiting for a replacement. Members agreed to ask the contractor to cut the hedge on the bend at Vexour Bridge to improve visibility and also to take back vegetation on the railway bridge in Bough Beech on the bend.

iv. **Summer Family Fun Play Event**

The Clerk reported that this will be on Friday 7th August on the Chiddingstone Causeway Sports Field from 10.30am to 1.30pm.

26. Items for reporting or inclusion in future agenda

- Cllr Vicary asked to put a notice on the Bough Beech noticeboard for BBRAT, members agreed.
- Cllr Vicary asked if the Parish Council can re-visit the discussion on improving the car parking area at Chequers Cottages in Bough Beech. Item to be added to the July Parish Council agenda.
- The Clerk reported that County Cllr Mayall will consider applications to his member's fund.

The next Parish Council Meeting will be held on Wednesday 8th July 2026 at 7.30pm in St. Luke's Parish Room, Chiddingstone Causeway. The meeting closed at 8.43pm.

Chiddingstone Parish Council – 10th June 2026

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

Payment			Amount	
<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>inc. VAT</u>	<u>VAT</u>
847	19.05.26	Imperative Training – new defibrillator battery	£312.00	£52.00
848	21.05.26	Tulipy Planters – purchase 2 planters	£329.98	£55.00
849	10.06.26	Clerk – salary	£1,548.64	
850	10.06.26	HMRC – PAYE	£408.72	
851 SO	10.06.26	Kent County Council – pension contribution	£450.99	
852	10.06.26	Clerk – mileage petty cash	£83.70	
853	10.06.26	KALC Funding for T&PC event JR	£60.00	£10.00
854	10.06.26	SLCC – membership renewal	£189.50	
855	10.06.26	Chiddingstone Causeway Hall – reimbursement hall hire Table Tennis	£70.00	
856	10.06.26	Hever Landscapes – maintenance Closed Churchyard	£542.40	£90.40
			<u>£3,925.93</u>	<u>£277.40</u>