

**Brasted Parish Council**  
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**Minutes of the Council Meeting**  
**Held on Monday 12 January 2026 at 7pm**

**Present:** Councillors: N McSheehy (Chair), C Rogowska, G Bickerton, D Binsted, D Edgar, H Furness, S Heath, L O'Hara.

**In attendance:** Clerk: A Hanson.  
SDC Cllrs S Robinson, SDC & KCC Cllr Nigel Williams (items 1-5 & 9 only)

**Public:** Two (Items 1-2 only)

<b>1</b>	<p><b>To receive and accept apologies for absence</b>  SDC Cllr Michelle Alger</p>	
<b>2</b>	<p><b>Open Session – public question time</b>  Two members of the public attended re item 7.5 on the Agenda.  The applicant's agent gave a brief presentation of the background to the planning application. The site is within the curtilage of Heverswood Lodge, stables and associated paddocks. It is in the Green Belt &amp; National Landscape, they stated it is regarded as both previously developed land and grey belt (meets 5 tests). They believe the planning application is consolidating development and is adjacent to Brasted, there are already some buildings on the site eg stable block. The applicant states that the proposal doesn't significantly affect openness of green belt. A landscaping assessment, preliminary ecological assessment, arboricultural assessment &amp; biodiversity net gain assessment have been carried out and submitted as part of application. The proposal needs off site net gain BNG credits. SDC don't have a 5 year supply of properties so there is tilted balance in favour of sustainable development.</p> <p>Issues raised by the parish councillors included:  Insufficient parking for occupants and visitors of 2 new properties.  Query re bungalows rather than houses – agent confirmed this is to keep height down in National Landscape.  Access to new properties requires crossing verge (on eastern side between drive and boundary of new houses) currently owned by another resident. Developer confirmed they will look into that.  Developer confirmed they will erect new fencing.  The area outside the gardens is for onsite BNG. There would be a Section 106 legal agreement to maintain that land for at least 30 years.  Developer confirmed the hardstanding will be porous and maintenance of the drive will be shared between the 2 houses.  Developer confirmed visibility splays onto A25 are per the speed limit &amp; at the front by the A25 the fencing will be brought back to increase visibility when exiting from the access drive.  Developer confirmed 2 cars can exit the drive onto the A25 side by side within the milestone.  SR expressed concern that delivery lorries couldn't access from and exit to the A25 in forwards gear and recommended that layout of 2 new properties should be altered to enable that. NW will also ensure KCC Highways will look at this (Clerk to e mail NW).</p>	

	<p>Proposed refuse &amp; fire strategy needs to take account of trucks being able to go up the drive and turn around (add to e mail to NW). SR noted BNG proposal for Darent Valley is available in the district.</p> <p>Developer clarified the reason for applying for retrospective planning permission on item 7.1. This was due to issues with roof leaking. Parish councillors expressed concerns re dormers (they don't match and are different sizes). The build doesn't match the original planning application.</p>	
<b>3</b>	<p><b>Declarations of Interest relevant to items on this Agenda</b> HF declared an interest in item 7.7 (shared driveway access)</p>	
<b>4</b>	<p><b>Minutes of meeting on Monday 8 December 2025</b> The minutes were agreed and signed by the Chair.</p>	
<b>5</b>	<p><b>Matters arising not covered below</b> Clerk raised the issue of clearance of ice at the recreation ground raised by the nursery. Agreed to specify that this is the responsibility of the hirer in the next hire agreement. There is a grit bin by the pavilion. Clerk to arrange a grit bin in the car park.</p>	AH
<b>6</b>	<p><b>Recreation Ground &amp; Open Spaces</b> <b>6.1 Any general updates not covered below</b></p> <p><b>6.2 Playground Order Update</b> Clerk has a new contact at Hags who has now submitted the order (never previously submitted by Hags).</p> <p><b>6.3 Playground Resurfacing quotes</b> Clerk has requested quotes for grass matrix tiles. Cannot be carried out until the Spring, needs seeding to ensure grass grows through. Clerk to try and get quotes for next meeting.</p> <p><b>6.4 HSE Village Hall Checklist</b> As agreed at the last meeting Clerk has completed this. Agreed Clerk can arrange an electrician in to check the fixed electrics at the pavilion.</p> <p><b>6.6 Grounds maintenance update</b> Notice has been given to CS Landscapes. Clerk to request change in payment method in Cherished contract to be based on actual work carried out rather than fixed annual amount. No other issues were noted. Clerk to bring back the revised contract at the next meeting for signing.</p> <p><b>6.6 Tennis Coaching update</b> Tennis contractor carried out an extra week in December which has been paid.</p> <p><b>6.7 Tree Surgeon quotes re tree survey</b> Clerk has sought 4 quotes for the work specified in the tree surgery. Clerk has received 2 quotes. Agreed to wait for the third quote and discuss at next meeting.</p>	AH AH AH
<b>7</b>	<p><b>Planning Updates</b> 7.1 Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 25/02093/HOUSE <b>Loft conversion including three roof dormers and internal arrangements. Minor internal alterations to the ground floor. Material changes to include a white render, black/grey uPVC windows and slate roof tiles, alteration to fenestrations, alteration of the timber gable end details. Alteration to the roof layout on the rear extension to include a roof lantern.</b> Confirmed the application was refused at the DMC in December. Applicant is meeting with SDC Cllr Robinson w/c 26 January.</p> <p>7.2 SDC Online Local list Information Session: 13/1/26 5pm – 6.30pm NM, GB &amp; CR are attending. Clerk to e mail link to SH &amp; LOH.</p>	AH

	<p>7.3 Old Trafford Coal Yard Planning Appeal: 13/1/26 Clerk to contact SDC to ascertain whether online access is available.</p> <p><b>Comments requested:</b> 7.4 Greenways Chart Lane Brasted Kent TN16 1LY Ref. No: 25/03518/HOUSE <b>Single storey side extension and alterations to roof at rear with sun tunnel, and solar panels to rear elevation.</b> The meeting agreed to unanimously support this application.</p> <p>7.5 Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 25/03330/FUL <b>Demolition of existing outbuildings, erection of 2no. detached single storey dwellings with attached garages, parking and access, boundary treatments, associated landscaping and cycle stores.</b> The meeting agreed to Object due to:</p> <ul style="list-style-type: none"> <li>• Lack of sufficient on-site parking for occupants &amp; visitors</li> <li>• Access road too narrow for 2-way traffic by the A25 access</li> <li>• Concern the access to the new properties does not allow for rescue vehicles, refuse trucks and delivery lorries to turn and exit in forward gear back onto the A25</li> <li>• Ownership of the verge running along the length of the track (on the Left-hand side of the track when going up from the A25) is not in the applicant's ownership. The verge needs to be crossed to access the two new proposed properties. This is not made clear in the application drawings; the applicant does not currently have permission to cross this verge which is owned by another resident</li> <li>• Insufficient visibility splays onto the A25 from the access road</li> <li>• Site is in the National Landscape (not in the grey belt)</li> </ul> <p>7.6 Byways Scords Lane Brasted Kent TN16 1QE Ref. No: 25/02585/HOUSE <b>Erection of a detached single-storey double garage.</b> The meeting agreed to unanimously support this application.</p> <p>7.7 Toys House Puddledock Lane Westerham Kent TN16 1PY Ref. No: 25/03505/FUL <b>Erection of a replacement dwelling and detached garage following demolition of the existing dwelling and garage; removal of the existing tennis court and swimming pool, installation of a replacement swimming pool and new padel court; erection of a replacement lodge to provide guest accommodation following demolition of the existing lodge, and the erection of a groundskeeper's lodge following demolition of the existing stables and outbuildings, together with all associated hard and soft landscaping works.</b> The meeting agreed to support this application.</p>	AH
8	<p><b>Finance</b> <b>8.1 Management Accounts &amp; Bank reconciliation</b></p> <p>Management Accounts &amp; Bank reconciliation at 31/12/25 have been circulated. Clerk ran through the main variances leading to the overall £22k under budget:</p> <p><i>General expenditure £1.3k over budget (new laptop &amp; higher than budgeted community grants).</i></p>	

	<p><i>Income £8.2k above budget</i> due to CIL receipts (£10.8k) offset by cancellation of Ace Fitness income (£1.9k) and £1k lower than budgeted pavilion bookings.</p> <p><i>Open Spaces £10.5k under budget</i> (grounds maintenance not billed up to date £2.3k, treework under budget £1.4k, Pipers Green £0.8k &amp; Toys Hill £0.8k under budget, village gates not carried out £1.5k, Xmas tree not yet billed £0.6k, Xmas tree decoration not spent £1.5k). Clerk to look into getting ideas for Xmas decorations for next December. Clerk to look into company that can prepare a package to do the lamppost survey and put up lights.</p> <p><i>Pavilion expenditure under budget by £1k.</i> Water &amp; electricity over budget £1.5k, property maintenance under budget £1.9k.</p> <p><i>Professional fees £1k over budget</i> due to surveyor's rebuild valuation costs.</p> <p><i>Recreation ground £6k under budget</i> – unspent green gym tarmac £3.8k, court maintenance £2k over due to netting &amp; general repairs £4k under budget (awaiting repairs re Hags).</p> <p><i>Streetlighting over budget</i> as LED's failing and needed renewing.</p> <p>DE signed the bank reconciliation and bank statement as at 31/12/25.</p> <p><b>8.2 Payments &amp; Invoices for Approval</b></p> <p>The payments for approval had been circulated in advance.</p> <table border="1" data-bbox="264 981 1230 1249"> <tr> <td>187</td> <td>£798.96</td> <td>Legionella Monitoring</td> <td>Water Hygiene Management</td> <td>34747</td> </tr> <tr> <td>186</td> <td>£90.00</td> <td>Cleaning</td> <td></td> <td>0431821</td> </tr> <tr> <td>185</td> <td>£212.50</td> <td>Gutter clearing and hedge cutting</td> <td></td> <td>INV-0381</td> </tr> <tr> <td>184</td> <td>£144.52</td> <td>Insurance</td> <td>Clear Councils Insurance</td> <td>LCO02548</td> </tr> <tr> <td>183</td> <td>£249.60</td> <td>Dog Blns</td> <td>Sevenoaks District Council</td> <td>2101076</td> </tr> <tr> <td>182</td> <td>£826.74</td> <td>Quarterly HMRC payment</td> <td>HMRC</td> <td></td> </tr> </table> <p>DE &amp; CR to release the payments (<i>Post meeting note: CR unable to release, GB released the payments</i>).</p> <p><b>8.3 Credit Card statement for approval</b></p> <p>Circulated in advance and agreed.</p> <p><b>8.4 26/27 Budget &amp; Precept</b></p> <p>Additional CIL funds £10k will be received in April 2026. SDC has confirmed tax base will reduce by 1% in 26/27. Budget for next year is £19k deficit assuming no change in precept, CPIH = 3.8%, meeting agreed to increase the Precept by 1.9%</p> <p><b>Resolved:</b> To agree a precept of £40,820 (unanimously agreed).</p> <p><b>8.5 Grant to Defibrillator Training Provider</b></p> <p>HF updated. Awaiting further information, deferred to next meeting.</p> <p><b>8.6 Bank signatories</b></p> <p>NM to be added to as a bank signatory – Clerk to arrange mandate change for next meeting. SH to try his login. CR &amp; DE have reset their logins and will re try their access tomorrow.</p> <p>GB &amp; HF signed Clerk's letter to the bank to change Clerk's e mail address.</p>	187	£798.96	Legionella Monitoring	Water Hygiene Management	34747	186	£90.00	Cleaning		0431821	185	£212.50	Gutter clearing and hedge cutting		INV-0381	184	£144.52	Insurance	Clear Councils Insurance	LCO02548	183	£249.60	Dog Blns	Sevenoaks District Council	2101076	182	£826.74	Quarterly HMRC payment	HMRC		<p>AH</p> <p>HF</p> <p>AH SH CR, DE</p>
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9	<p><b>District &amp; County Councillor Reports</b></p> <p><i>Nigel Williams:</i></p>																															

	<p>KCC: Draft budget is now available, NW will send his view on it to the parish council later this week.</p> <p>NW explained he abstained at the DMC December meeting re Heverswood Lodge planning application (item 7.1) to retain his neutrality.</p> <p>NW will be attending the planning appeal re Old Trafford Coal Yard tomorrow.</p> <p><i>Sandra Robinson:</i></p> <p>Wrote a letter of objection to the Inspector for the Old Coal Yard planning application appeal. Phone mast is no longer accessible (in breach of planning conditions), motorway is now 4 lane and speed limit no longer 50mph (therefore sound data is out of date).</p> <p>Heverswood Lodge DMC – very grateful to all councillors across the political spectrum for voting in favour of refusal. Very unusual for DMC to refuse a planning application outright. SR will be meeting with the applicant at the site.</p> <p>External auditor has disclaimed the SDC accounts again as the finance department could not supply the evidence needed in time for Grant Thornton to be assured the accounts are correct. Another audit committee meeting will be held in February. If SDC haven't sorted out their accounts by then, Grant Thornton will issue a Statutory Statement that needs to be discussed at SDC full council. Last year David Skinner, Alan &amp; SR were assured all would be fine but that is not the case.</p> <p>Scrutiny Committee – Kent Police will be attending, SR requested a list of questions to be asked on behalf of Brasted. Chief Inspector for the area is attending. DE noted Brasted still has variable speed signs up and electricity plumbed in for speed cameras.</p>	AH
<b>10</b>	<p><b>Crime: Proposal for ANPR Cameras for Brasted side roads</b></p> <p>Clerk to include in e mail to SR.</p>	AH
<b>11</b>	<p><b>Brasted Chart update</b></p> <p>NM has asked KCC Cllr Nigel Williams to chase up road sweeping &amp; drain clearance. Defibrillator in the Chart has been used.</p>	NW
<b>12</b>	<p><b>Toys Hill update</b></p> <p>HF awaiting information from Toys Hill committee re contribution to the new bench. A few more burglaries have taken place.</p>	HF
<b>13</b>	<p><b>.gov e mails &amp; website – issue e mailing Sevenoaks DC</b></p> <p>The issue with sending e mail to SDC e mail addresses seems to have been resolved. DB has an issue accessing his new e mail – will speak to Vision ICT.</p>	DB
<b>14</b>	<p><b>Draft IT Policy &amp; Assertion 10</b></p> <p>In advance of the new assertion for the 25/26 AGAR, the meeting discussed the draft IT Policy (from the NALC proforma). The Clerk will revert to the next meeting with the changes.</p>	AH
<b>15</b>	<p><b>Parish Council Privacy Notice</b></p> <p>Agreed to adopt a new privacy notice (based on LOH's suggestion) for each councillor and the Clerk to add to their e mail address. Clerk to e mail the privacy notice to each councillor.</p>	All AH
<b>16</b>	<p><b>GDPR Policy</b></p> <p>Clerk is working on this and will bring to the next meeting.</p>	AH
<b>17</b>	<p><b>Village Hall War Memorial – Lead Lettering</b></p> <p>CR to investigate whether the lettering can be painted (rather than lead lettering as this has been stolen in the past) with the War Memorial Commission.</p>	CR
<b>18</b>	<p><b>Dates for 26-27 meetings</b></p> <p>Agreed the following dates for 26/27: Monday 13 April 2026 Annual Parish Meeting Monday 11 May 2026 Monday 8 June 2026</p>	

	Monday 13 July 2026 Monday 14 September 2026 Monday 12 October 2026 Monday 9 November 2026 Monday 14 December 2026 Monday 11 January 2027 Monday 8 February 2027 Monday 8 March 2027	
<b>19</b>	<b>Kent Highways</b> <b>19.1 Updates from reported faults</b> Noted. <b>19.2 Station Road drain issues</b> DE to raise with KCC Cllr Nigel Williams.	DE
<b>20</b>	<b>Correspondence</b> N/A.	
<b>21</b>	<b>Information Exchange</b> LOH & CR working on Local List & Conservation Area – Clerk to put on Agenda of next meeting. LOH suggested Brasted sign on the Green needs repainting and a new wooden post. Pump also needs repainting. Clerk to investigate, could be CIL allowable. DE suggested it needs protecting from the weather, enamelling the sign would protect it. LOH thanked DE and his wife for their efforts in taking down the Christmas tree in torrential rain. The whole parish council is very grateful to them both. Parking complaints have been received from a resident today. Parking is taking place on the pavement as insufficient parking is available for the number of vehicles that need it.	AH AH
<b>22</b>	<b>Date of Next meeting</b> Scheduled for Monday 9 February at 7pm.	

The meeting closed at 9.20 pm.

Signed as a correct record ..... Chair      Date .....