

Brasted Parish Council
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Minutes of the Council Meeting
Held on Monday 9 March 2026 at 7pm

Present: Councillors: N McSheehy (Chair), G Bickerton, D Edgar, H Furness, C Rogowska, D Binsted, S Heath,

In attendance: Clerk: A Hanson.
SDC Cllrs S Robinson (item 9 only), SDC & KCC Cllr Nigel Williams (items 1, 2 & 9 only)

Public: Two (Items 1-2 only)

1	To receive and accept apologies for absence SDC Cllr Michelle Alger, Cllr L O'Hara	
2	<p>Open Session – public question time</p> <p><u>Item 7.1:</u> Two members of the public came to speak about this planning application. They were concerned that when the application was first discussed at a BPC council meeting on 10 November, it had only been in the public domain for a short period of time, meaning residents struggled to submit comments to BPC in advance of the meeting. The planning application, for a new property development in the Green Belt, was supported by BPC but refused in February 2026 by SDC. SDC have refused the application as (i) it is inappropriate development in the Green Belt (ii) it would fail to secure a safe and suitable means of access to the new dwellings to the detriment of highway safety and all highway users.</p> <p>It was requested by the members of the public that when BPC is in future a consultee: (i) reasonable time is given for the community to comment on or object to a planning application before BPC makes its comments to SDC. If there is insufficient time for BPC to hear comments from the community, that should be noted in its decision. (ii) for any Brasted Chart planning application, BPC recognises that Brasted Chart lies in the Green Belt where strict policies of restraint apply, specialist planning expertise is required when considering any such application.</p> <p>In SDC's officer refusal of this planning application it was noted that the application site in Brasted Chart is at the bottom of the 2025 Settlement hierarchy and in the least sustainable area. It lies outside the defined settlement boundary of Brasted. It was noted that Brasted Chart is not a village, it is in an unsustainable location characterised by a lack of services and facilities, limited public transport options and small resident populations. These factors significantly constrain the ability of these settlements to support growth in a way that aligns with the principles of sustainable development.</p> <p>It was explained to the members of the public that the parish council only has an advisory role in planning ie whilst BPC can comment on planning applications the decision rests with SDC. In addition, the parish council is constrained by the deadlines for comments imposed on it by SDC.</p>	
3	Declarations of Interest relevant to items on this Agenda CR declared an interest in item 8.9 (runs the Village Hall bookings), NM declared an interest in items 6.1 & 6.2 (her son will submit quotes for the work).	

4	<p>Minutes of meeting on Monday 9 February 2026 The minutes were agreed and signed by the Chair.</p>	
5	<p>Matters arising not covered below N/A</p>	
6	<p>Recreation Ground & Open Spaces 6.1 Any general updates not covered below David E has installed the post for the dog bin at rec ground. Pot hole – agreed Dominic will fill in the pot hole with tarmac (the quote previously received from Arnolds was too high). 6.2 Playground Order Update Work has been carried out on the younger children’s play equipment, however pendulum swings were not installed. Clerk will re order these. 6.3 Playground Resurfacing quotes Meeting considered the quotes for wetpour received for the resurfacing work and the original grass matrix surface quotes. As the swing has a 15 year life (approx. 50% through this) difficult to justify excessive cost of wetpour. Agreed Dominic will quote for putting down topsoil and reseeding, which will need to take place urgently before the next council meeting due to the Spring window. BPC will purchase Heras fencing to protect the area (cheaper than hiring) for several weeks when the grass seed is growing. 6.4 Grounds maintenance update Resolved: To agree the revised contract (unanimously agreed), NM signed the contract. 6.5 Tree Survey on Horse Chestnut tree Clerk has received a quote from NPC Trees. Down to Earth will review on 5/6/26 when tree is in full leaf. When agreed, planning permission will need to be sought for any work. 6.6 Quote for repainting village sign Resolved: Agreed to proceed with the quote from Ovenden signs and refresh the front of the sign only, agreed blacksmith fee of £65 + VAT to review the metalwork, agreed sign needs to be lowered and safety chain will be added (unanimously agreed). 6.7 Pavilion Fixed Electrical Inspection Took place last Friday, awaiting report. 6.8 Tennis Coaching Restarting 7 March, Sat & Sun 2.30 – 6pm. Any extension beyond 6pm needs to be agreed in advance. 6.9 Pavilion Bin Collection Contractual price increase of 3.5% from 1 April notified by Countrystyle Recycling noted and agreed. 6.10 Recreation ground play & gym inspections – new pricing Prices for 2026 from TMPI Ltd have been held at same level as 2025, Resolved: To renew playground inspections with TMPI Ltd.</p>	<p>AH</p> <p>AH</p>
7	<p>Planning Updates: 7.1 Land Adjacent To Ivy Cottage Chart Lane Brasted Kent TN16 1LS Ref. No: 25/03057/FUL Erection of 2 semi-detached dwellings with associated shared vehicular access, parking spaces with electric vehicle charging points and landscaping. <i>Status: Refused</i> 7.2 Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 25/02093/HOUSE</p>	

<p>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.</p> <p><i>Status: Granted on Appeal</i></p> <p>The parish council noted they were disappointed in this appeal decision and would appreciate any improvement in the aesthetics of the building.</p> <p>7.3 Old Trafford Coal Yard Station Road Brasted Kent TN16 1NT The change of use of land to Gypsy/Traveller site comprising 2 pitches including the siting of 1 mobile home, 1 touring caravan and 1 small utility rooms per pitch. 24/03244/FUL</p> <p><i>Status: Granted on Appeal</i></p> <p>The parish council noted they were highly disappointed in the outcome of this planning appeal.</p> <p>7.4 Local List & Conservation Area Review No update from CR & LOH.</p> <p>Comments requested:</p> <p>7.5 Heverswood Lodge High Street Brasted Kent TN16 1HL Ref. No: 25/03330/FUL Demolition of existing outbuildings, erection of 2no. detached single storey dwellings with attached garages, parking and access, boundary treatments, associated landscaping and cycle stores.</p> <p>Further information and revised plans have been provided to try to address KCC Highways comments and the parish comments made.</p> <p>Support subject to:</p> <ul style="list-style-type: none"> • approval of KCC Highways • reduced visibility when approaching Heverswood Lodge on A25 from the west due to large tree • pedestrian crossing needed across A25 at junction of entrance to Heverswood Lodge. It would be unsafe for children/elderly to cross here (no pavement on A25 by Heverswood Lodge). <p>7.6 Toys House Puddledock Lane Westerham Kent TN16 1PY Ref. No: 25/03505/FUL Erection of a replacement dwelling following demolition of the existing dwelling; 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.</p> <p>Additional documents submitted: Arboricultural impact assessment & Landscape Masterplan</p> <p>Brasted Parish Council supports this application.</p> <p>7.7 Tally Ho Toys Hill Brasted Kent TN16 1QG Ref. No: 26/00191/HOUSE Demolition of existing rear extension and conservatory. Proposed single-storey rear extension with rooflights, raising height of rear patio and glass balustrade. Installation of PV panels.</p>	
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	Brasted Parish Council supports this application.					
8	Finance					
	8.1 Payments & Invoices for Approval					
	The payments for approval had been circulated in advance.					
	09.03.2026	£1,078.32	Playground repairs	Hags-Smp Ltd	107481	
	09.03.2026	£360.00	Fixed Electrical Inspection	M& S Electrical Services Ltd	11610ABA	
	08.03.2026	£2,061.60	Toys Hill Bench deposit	ADW Furniture	1530	
	08.03.2026	£36.00	CPRE Membership	CPRE		
	04.03.2026	£180.00	Cleaning		0431824	
	03.03.2026	£400.00	Grant	St Martin's Church		
	03.03.2026	£46.20	GDPR e training	SLCC	QL208947-1	
	01.03.2026	£0.40	Salary underpayment 25/26			
	01.03.2026	£250.00	Community Grant	Sevenoaks Volunteer Transport Group		
	01.03.2026	£715.05	Quarterly HMRC payment	HMRC		
	01.03.2026	£200.00	slcc membership	SLCC	MEM257661-1	
	27.02.2026	£16.63	Postcrete	Jewson	0450/00194023	
	23.02.2026	£84.00	National Allotment Society membership	NSALG Ltd		
	09.02.2026	£121.02	Dog bin post	Glasdon	SI930943	
	Payments were agreed, Clerk has had problems with phone line, has input 7 payments and will input further payments when phone line is operational and notify when ready for authorisation. CR & NM will release the payments.					
	8.2 Credit Card statement for approval					
	Circulated in advance and agreed.					
8.3 Grant to Defibrillator Training Provider						
HF confirmed the provider's accounts are now up to date. Resolved: To make a community grant of £250 (unanimously agreed). HF to source bank details for May 2026 meeting.					HF	
8.4 Bank – councillor e mail addresses update						
NM & CR signed a letter to the bank to update councillors' e mail addresses.					AH	
8.5 Review of 26/27 Salaries & Wages Budget (per Financial Regulations)						
Chair signed the agreed salaries budget for 26/27 (unanimously agreed).						
8.6 Clerk's March pay adjustments						
Clerk has reconciled the actual bank payments to the payslips (copy of reconciliation has been circulated), the meeting agreed the underpayment of £0.40 is on the payments for approval.						
8.7 VAT Return						
Clerk confirmed £5,449.99 VAT reclaimed for 1/1/25 – 31/12/25 has been received in bank account.						
8.8 Request for grant from DAVSS						
Deferred to May meeting to enable councillors to carry out further research.					All	
8.9 Review of Pavilion hire fees, allotment fees, Football Club fees						

	<p>The meeting considered a schedule of current hire fees, CPIH since the last review, fees charged in the local area and costs incurred in providing the services associated with the hire.</p> <p>Resolved: To increase the pavilion hire fees to £25 per hr for a resident & £30 per hr for a non-resident, annual allotment fees increased to £30 pa, Tennis Club charges increased to £7.50 per hour and no change made to football club fees (unanimously agreed).</p> <p>There are currently 3 free allotments, Clerk to advertise in the Brasted Diary, on Noticeboards, request Roger R puts it on the Brasted village forum.</p> <p>8.10 Sevenoaks Men’s Shed – request for grant or other assistance Agreed not to proceed with this, since no Brasted connection.</p> <p>8.11 Internal Audit – update Clerk confirmed this will take place over the next couple of months.</p> <p>8.12 26/27 Deficit Budget Resolution Resolved: Budget deficit for 26/27 is £18,302 with agreed precept £40,820 (total budget income = £65,647, total budget expenditure = £83,949). This is appropriate as bank balance currently approx. £90k, CIL of approx. £10k received in 25/26, further £10k CIL due to be received 26/27 (unanimously agreed).</p>	AH
9	<p>District & County Councillor Reports</p> <p><u>Nigel Williams:</u> KCC - Budget is under stress due to geopolitical situation (inflation now rising), social care represents 70% of KCC’s budget, care homes will increase their prices in 26/27 so there will be difficult decisions to be made (budget assumed low inflation and static care home fees). LGR – in consultation, government to make decision 15/16 July. Plan 2042 – At pre submission publication stage, Regulation 19 Audit – SDC’s finance team will be sending out a note to explain the situation in more detail</p> <p><u>Sandra Robinson:</u> Planning - strongly disagrees with SDC planning officer’s decision on Ivy Cottage & Heverswood Lodge. She has written to the officer regarding Ivy Cottage but accepted not much can happen unless KCC Highways changes its view. Heverswood Lodge applicant has offered to meet with SR to discuss alterations, SR agreed to follow up. Waste collection - full bin change takes place in October 2026. Food waste caddies will be delivered end April 2026, will result in reduced black bin bag waste. Village shop windows – SR to follow up with SDC.</p>	
10	<p>Brasted Chart update No update.</p>	
11	<p>Toys Hill update HF updated. Village Hall committee will meet to discuss possible contribution to new bench on the Green. Further break ins have taken place. Byways planning application for garage has been refused. Trees have been removed from National Trust car park at Toys Hill – noted this is an improvement.</p>	

12	<p>Planning for Annual Parish Meeting Monday 13th April Agreed NM & CR will supply refreshments. Clerk will advertise in Brasted Diary, noticeboard, website. Clerk has circulated draft minutes for approval at the APM. Clerk to invite Police, Chart Recreation ground committee, Tennis Club, Churchwarden at St Martin's.</p>	CR, NM AH
13	<p>Clerk's Holiday Arrangements NM & CR happy to pick up phone messages and e mails.</p>	NM,CR
14	<p>.gov e mails & website – update DE receives e mails but can't send e mails. DB to speak to Vision ICT tomorrow. Agreed to proceed with free upgrade from Vision ICT.</p>	DB, AH
15	<p>GDPR Policy & Privacy Notice Resolved: To agree the GDPR Policy & Privacy Notice (unanimously agreed).</p>	
16	<p>Village Hall War Memorial – Lead Lettering CR updated. War memorial commission coming to advise on work that needs to take place.</p>	
17	<p>Kent Highways 17.1 Updates from reported faults Noted, there are many faults this month. 17.2 Station Road drain issues DE has notified Nigel Williams of all the blocked drains. 17.3 Parking Clerk has asked Nigel Rowe at KCC Highways re widening the A25 to create more parking spaces. The zig zags by the zebra crossing near Chart Lane prevent parking. Could remove the chicane (no longer effective, does not help traffic slowing down) and/or the crossing (could be moved) and then create more parking on Mount House side. 17.4 HIP Clerk to add removal of the chicane on the A25 by the Chart Lane junction and/or moving the zebra crossing at this end of the A25 to create more viable parking space along the A25 (the zig zags and the chicane currently prevent this). DB noted the field on Rectory Lane would be a good location for a car park, CR confirmed it is a designated flood plain.</p>	AH
18	<p>Correspondence 18.1 Telecoms Consultation re Old Coal Yard site Noted – Clerk has informed the supplier re planning appeal. 18.2 Little Travelling Bean Coffee Shop CR has met with the suppliers in the Village Hall, however costs are too high to proceed.</p>	
19	<p>Information Exchange Work on haul road will be starting in Spring/Summer 2026. NW suggested checking this is in the correct position when works start. Food will be served at The Stanhope Arms Thur – Sun. Christmas tree lights – Clerk will proceed with this. Has received speculative information but this has not been helpful. It was noted that a resident has an issue putting out his waste for collection, Clerk advised they need to contact SDC. Door on phone kiosk doesn't shut, then cannot be opened easily. RHS French door in pavilion doesn't work. Clerk to notify handyman. DE noted SDC doing good job sweeping roads Coles Lane, Rectory Lane.</p>	AH
20	<p>Date of Next meeting Annual Parish Meeting: Monday 13 April 7pm, Council meeting: Monday 11 May 7pm</p>	

The meeting closed at 9.35 pm.

Signed as a correct record Chair Date