Charlotte Cole, Clerk

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**AGENDA**

**To: The Members of Hever Parish Council.** I hereby summon you to attend the meeting of Hever Parish Council to be held at HEVER Village Hall on TUESDAY 16 TH JULY 2019 commencing at **7.30pm** for the transaction of business as set out below.

**Signed; Clerk Date 02.07.19 \*attachment / printed copy**

*To assist in the speedy and efficient dispatch of business,* ***please contact the Clerk in advance of the meeting if further factual information is required on an item on the Agenda.***

1. To receive apologies and declarations of interest in respect of business specified on the agenda.

2. \*To approve the accuracy of draft Minutes of the previous meeting (07.05.19) (Chair).

3. Public Forum (10 minutes)

*The Council will receive statements and questions from the public (this is the only opportunity for members of the public to make a contribution during the meeting) and for members with pecuniary interests to speak on items on the Agenda.*

**Items for discussion / decision;**

**4.** \*Correspondence from Hever Castle – asking “*HPC request KCC Highways to close layby (by bridge over River Eden) using wooden posts*”. HPC to consider the issues, decide if action to be taken and respond to request.

5. Casual vacancy on Hever Parish Council. *Note this vacancy is for Hever ward – but candidate does not need to reside in the ward for qualification to stand.* HPC to decide on co – option.

6. **Request from Parent Teachers Assoc. of Hever school**

 “*Would it be possible, next year we are looking at having a circus come to Hever Primary school. It would be early May, hopefully*

*on a Friday, would we be able to use the field? They would be arriving on the Friday, set up, the show would be on the Friday*

*afternoon, 6pm! They would then pack up the tent etc., ready to leave the next day!*

*They would stay overnight in their vehicles. We would be looking to get a couple of porter loos for them to use and hopefully*

*gain some electric for them to charge their phones etc. over night. PTA’s from all over use them and they are highly sort after*

*and professional.  Before I continue and book a date, I wanted to get permission from you to use the field.”*

<https://www.happyscircus.co.uk/>

**HPC to consider request, issues and decision to be made.**

**7.** GTR has set up a Passenger Benefit fund totalling £15m following the disruption faced by passengers in Summer 2018 to be used to provide tangible benefits for passengers. £30,000 of that has been allocated to improve Hever Station. HPC and Hever Residents Association have worked promote this fund to local passengers and co-ordinate a response. Also in contact with KCC, MP, Edenbridge and District Rail Travellers Assoc., Sussex Community Rail Partnership.

Suggestions which would benefit passengers at Hever station and are realistic—may include;

Art installation Additional customer seating Canopy over ticket machine Signage

Passenger waiting shelter (additional / refurbishment) Late return train service on Friday / Saturday

**Users have been asked to contact** **clerk@hever.org** **by 15th July, after which HPC and HRA will issue joint report to GTR.** CONDITIONS; Funds must be spent by the end of GTR franchise period in Sept. 2021. GTR will spend the funds (mostly via contractors). Funds will not be given to local groups or individuals. Most schemes will be capital schemes for investment at stations and these scheme may include an element of maintenance over a number of years. Revenue schemes may be possible, depending on operational feasibility and approval. Does HPC have any further suggestions or comments?

8. **Parish wide footpaths and stiles. A number of reports received of unsuitable stiles in the parish.**

**Does the Council wish to encourage / support landowners in maintaining their stiles? If so, how and with any budget support?**

***“****Landowners are responsible for maintaining stiles and gates in a safe condition and to the required standard of repair in accordance with Section 146 of the Highways Act 1980. The County Council are obliged to contribute a minimum of 25% towards the reasonable cost of maintenance. This contribution has traditionally been through the provision of the materials necessary for the repair. To achieve our objectives and also to assist in reducing the burden on landowners the County Council is willing to provide a self-closing gate (cost price £130.00) for the landowners installation. Due to the additional costs we ask for a minimum contribution of £30.00 for a gate towards the cost of the gate and administration. This enables us to offer this service to more people. The gates provided are of a very high quality, constructed from galvanised steel, and have an expected life of approximately three times longer than a stile. Responsibility for the maintenance of the gate will remain with the landowner.*

*Some Rambler groups have given money to have gates installed to replace existing authorised stiles in memory of one of their members, and put a plaque up on the gate. This may be something that the parish council would like to do to encourage improved access for its residents. The maintenance of the gate would still remain the responsibility of the landowner/tenant, not the parish council. The installation costs vary between about £150 to £250 depending on the location, ease of access and the terrain.”* Nicky Biddall | Public Rights of Way Officer- Maintenance, protection and community delivery

9. Highway Improvement Plan / Traffic calming measures / village gateways. HPC have previously agreed to gateways entrances and to earmark funds for;

Four Elms Approach from Edenbridge on B2027.  White Gateway on both sides of the road (? 1 - 1.5m on left approach and 0.5m on right).  To have 30 roundels and Four Elms village sign integrated, with removal of existing posts and signs.  If possible, sloped gateway design. Four Elms approach from Ide Hill on B2042.   Proposal is to install one sloping white gateway sign (1.5m high, 1m wide) on the hedge side of existing right hand side to create more awareness and reinforce entrance to village.  There is a large ditch so manufacturers have suggested longer leg on gateway.

Markbeech – Cowden Pound Road approach from B2026 Hartfield Road.  Replace Markbeech posts and sign with sloped 1.5m gateway on LHS with a new Markbeech sign.  NB. Ones on Hever road from Edenbridge not possible due to narrow verge / sight lines from entrances to properties.

Kent County Council, Highways have since communicated the following;

Please find the attached Highway Improvement Plan template, can I ask you to completed the form and return it to me. The form can be updated annually. The HIP is for the Parish and Town Councils to prioritise improvements that they may wish to see in their areas. We want communities to have a greater voice in prioritising road safety measures, at the same time, we need to balance requests with the money we have available to spend, making sure our investment has the most impact in making roads safer for all users. The time resource required to facilitate these individual requests can be difficult to resource.

To help us manage requests for these types of changes and improvements, we are asking parish and/or town councils to develop a Highways Improvement Plan for their areas.  KCC does not have a ‘pot’ of funding for Parishes however this approach enables them to agree their priorities and have them collectively stored in one place and this can help in the event of personnel change at KCC. We hope they will see this as a positive step forward.

The plans give parish and town councils the opportunity to decide which community priorities they want to take forward. Given the finite KCC highways budget, not all priorities are likely to be funded. However, the Kent Highways team can discuss the problems and provide technical advice for the best way to deliver improvements and provide estimates for the costs. Using this information, parish and town councils can determine whether they can provide funding for these priorities and, working with Kent Highways, deliver them.

Does HPC wish to consider “any other / in addition” schemes to gateway measures for the next year before final submission?

10. Gatwick update (SL, RBS)

11. \*To consider any grant applications received. £57 for Hever lights (used by Church, HRA etc.)

12. CONSULTATIONS;

The High Weald AONB Partnership, which includes the 15 local planning authorities with land in the AONB, has drafted a Design Guide for new housing development in the High Weald. Once adopted, the Guide will be a material consideration in the determining of planning applications within the High Weald AONB. The Design Guide gives succinct, practical and consistent advice on design expectations for new housing development within the High Weald AONB. This will enable higher quality and landscape-led design that reflects intrinsic High Weald character and is embedded with a true sense of place, without stifling innovation and creativity. You can download a copy of the draft Guide [**here**](http://www.highweald.org/look-after/planning/design-guide-consultation.html) and paper copies are also available to view in the Borough/District Council and High Weald AONB Partnership offices. The Design Guide is the subject of an eight-week period of formal public consultation from Wednesday 19 June until Wednesday 14 August 2019. Representations on this document should be received no later than **midnight on Wednesday 14 August 2019.** Access to our online consultation form is [**here**](http://www.highweald.org/consultation-on-building-on-the-high-weald-guide).  If you prefer to email your response please send it to **info@highweald.org** or by post to High Weald AONB Partnership, Woodland Enterprise Centre, Hastings Road, Flimwell, TN5 7PR. **Please do not send your response to the local authority as it may not be registered.** Should you have any queries relating to this consultation, please contact Claire Tester at **Claire.tester@highweald.org** or 01424 723018.

Do one of the HPC Cllrs. wish to respond to this Consultation or delegate to Clerk?

13. To determine matters arising from the previous minutes for updating / noting (Chair)

Items for updating on / for information;

14. GDPR – to update any developments or actions required.

15. \*Planning; applications responded to and outcomes - attached to agenda.

16. \*Financial update. (Clerk).

17, Four Elms bus shelter update;

18. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda

*(not for decision making or with financial implications)* (JH)

19. **Other correspondence for noting**. This may include items from the Kent Association of Local Councils / National Association of Local Councils.

19i. Following the public consultation undertaken last year, **Kent County Council** Cabinet Member for Planning, Highways, Transport and Waste, has now endorsed the recommendation for the ‘charging for the disposal of non-household waste materials (soil, rubble, hardcore and plasterboard) at KCC Household Waste Recycling Centres’ proposal. All details relating to the Decision can be found [here](https://democracy.kent.gov.uk/mgIssueHistoryHome.aspx?IId=50280&Opt=0). Information can be found in our ‘Operating Policy’ document online at [www.kent.gov.uk/recycling](http://www.kent.gov.uk/recycling)

19ii. **POLICE**; I just wanted to give you a brief update in relation to your PCSO’s and the current staffing issues which we have had recently. As you know I have been struggling to fill the several PCSO vacancy’s we have on our district. We were allocated some officers but not the amount I was originally expecting, this has been based on the demand placed on Kent Police in other areas of our county, that said I am fully aware that we are committed to our recruitment program and am aware we have several interviews taking place in the near future for more PCSO’s. I am delighted to welcome two new officers who have started with us today, PCSO George Wilders and PCSO Louise McCandless. They have undergone 8 weeks training at the Kent Police college and will now be on our area for a further 8 to 10 weeks with a PCSO tutor to finely tunes their skills before being left to their own devices. These officers will be based from Sevenoaks and Swanley stations. We will sadly be losing PCSO Matthew Robinson at the end of May who has decided to take a different career path. I will keep you posted on any further developments. ***A/Insp 12068 Pete BALLARD***

**19iii. SDC LOCAL PLAN**. The Secretary of State has appointed Inspector Karen Baker DipTP MA DipMP MRTPI   to carry out the independent examination of the Sevenoaks Local Plan.      She will determine whether it has been prepared in accordance with the relevant legal requirements and that it is ‘sound’   i.e. positively prepared, justified, effective and consistent with national policy.  I have been appointed as the independent Programme Officer to assist the Inspectors with all aspects of the examination and my contact details are set out above.  Prior to the hearing sessions of the examination, the Inspectors do not have direct contact with either the Council or Representors, and all communications with the Inspectors take place through the Programme Officer.  The Inspector is currently appraising the Local Plan and reading the representations received in response to the invitation to comment on the Local Plan.  This is likely to take several weeks and I will be in contact again when I am able to give you further information on the examination process and key dates.   Information on the examination is posted on the examination web pages of the Sevenoaks Council website.  The easiest way to keep in touch with the progress of the examination is to click on the link below and then on the Latest News and Updates tab.   <https://www.sevenoaks.gov.uk/localplanexamination> I am your point of contact throughout the examination process, and if you have any queries at any stage of the examination please do not hesitate to contact me and I will be happy to help. Louise St John Howe, Programme Officer, PO Services, PO Box 10965, Sudbury, Suffolk CO10 3BF Email:  louise@poservices.co.uk Phone:   07789-486419

**19iv.** This email is to confirm that the Premises Licence for **Neverworld Festival 2019** was granted with conditions at a Licensing Sub-Committee Hearing on Monday 3rd June 2019. Members reviewed all documentation and representations and heard from all parties including the comments from those that could not attend the hearing. The application was granted as applied for with a minor amendment (by Members) specifically relating to licensable activities on Thursday evening. The application sought record music until 02:00hrs but this was reduced to 23:00hrs, any non-licensable activities after this time should be inaudible from the nearest residential dwelling; all other evenings were permitted live & recorded music until 02:00hrs with a decibel level of 45dB after 23:00hrs. In response to the concerns raised by local residents, 23 conditions in respect to noise have been imposed on the Premises Licence and are attached for your reference; these conditions satisfied the concerns raised by both Environmental Protection and Chiddingstone Parish Council. The Licensing Authority and the Environmental Protection Team will be monitoring these conditions during the event as was the case in 2018. The organisers have been instructed by Members to notify residents, a minimum of 10 days prior to the event, of the contact details which can be used to report any potential noise nuisances. In respect to the concerns of littering, the organisers have informed Members that they will be using a different contractor to deal with any litter left over from the event this year and the Licensing Authority will monitor the situation. The issue of the site being located in an Area of Outstanding Natural Beauty and any potential impact on wildlife is not a consideration for Licensing, however the Licensing Authority will raise these concerns with the Safety Advisory Group in order to try and find the appropriate department or authority to review these matters and where necessary gather any evidence necessary to support these claims. In addition to the noise conditions imposed, Members felt that some of the conditions imposed on the Premises Licence in 2018 were also relevant and therefore an additional 20 conditions (relating to parking, complaints procedures, amnesty bins, radio communication, unaccompanied children, SIA & steward visibility and a ‘Challenge 25’ scheme for alcohol sales) were imposed and also attached for reference. The Premises Licence has been sent to our administration team to be drafted and will not be available for a minimum of 10 working days. If anyone has any additional queries, then I am still the Case Officer dealing with this event and would be happy to assist where possible. Michael Moss, **Licensing Officer**, Sevenoaks District Council, Tel: 01732 227364 Email: michael.moss@sevenoaks.gov.uk

19v. **HPC Affordable housing.** I am writing to give you an update on the progress of the site assessments for both West Kingsdown and Hever parishes. Due to the policy changes to the National Planning Policy Framework and the emerging Rural Housing policy in the new Local Plan, I need to ensure that all aspects of the site assessments are correct in light of these changes. The overall report must also reflect these changes as well. Therefore, there may be a slight delay in the original timescales that Liz Crockford outlined last month. I will keep you both informed on when the final reports will be issued as a result. Apologies for the inconvenience caused. Simon Taylor Planning Officer (Planning Policy), SDC

**19vi**. \*Kent Association of Local Councils / Kent County Councils – 20mph zone review. There will be a “series of pilots to determine the effectiveness of alternative traffic calming measures at locations where the prevailing road speeds are between 24 – 28mph. Will be evaluated after 12 months”.

REMINDER

FREE family fun days Wednesday 31st July Hever and Monday 12th August Markbeech (10am – 2pm). More info on; <http://hever.org/free-family-fun-days-31st-july-markbeech-12th-august-hever> and FACEBOOK. Posters around villages.

*In exceptional circumstances may choose to go into a closed session where a matter of staffing, contract and tender or sensitivity to an individual or group of persons is involved. The Council will decide accordingly if the minutes of such an item should remain confidential.  Confidential items should be minuted on a different colour paper and filed separately.*