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 by ZOOM on 9th MARCH 2021 commencing at 7pm for PLANNING AND 7.30 pm for FULL MEETING; transaction of business as set out below.

Join Zoom Meeting <https://zoom.us/j/96353718229?pwd=Q2VxUnlvSVpjcTRZd3lQWStTVGl1UT09>

**Signed; Clerk Date 22.02.21 \*attachment**

*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. \* indicates attachment (please contact the Clerk if not received). Please note the adopted procedure for virtual meetings (2020).***

1. If a Councillor has declared an interest in an item on the agenda, they will be placed in the waiting

room for the duration of the agenda item. Once the item has been concluded, they will be re-admitted.

1. In order to protect participants from malware, the ‘chat’, file sharing and screen sharing function

will be disabled during the meeting. If necessary, the Clerk will display any documents required using the ‘share screen’ function.

1. Hever Parish Council choose to have a public forum (at the beginning of every Agenda) as the parish council hugely value residents’ views and opinions.

As with face to face meetings, members of the public will be given the opportunity to speak during public participation (maximum 15 minutes), but will not be permitted, unless invited to do so by the Chairman, to speak at other times. A person who speaks at a meeting shall direct his comments to the chairman of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

1. Raising a question will not *guarantee* a response at the meeting nor start a debate on the question.

The chairman of the meeting may direct that a written or oral response be given or that the issue raised be considered properly and after time to research the topic, at the next meeting.

1. Anyone wanting to speak should raise their hand using ‘raise hand’ / chat function in the options

within the participants’ section [or by waving if they’re using a camera so that the Chairman can see].

1. Meeting participants may wish to protect their personal environment by choosing a virtual

background or alternatively should consider what can be seen behind them while on camera.

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.

For your information, in law, the public have a right to attend meetings but they have no right to speak.  Schedule 12, LGA 1972

The Chairman may, if necessary, suspend or ultimately close the meeting if disruptive behaviour is not modified and obstructs the proceedings of a meeting.

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

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

**3.** Public Forum (15 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.** \*Financial update. To receive and approve receipts and payments since last update & accounts and statement reconciliation (Clerk).

For information, grant history 19 – 20 / 20 – 21;

12/2019 Four Elms Church £1,000

01/2020 MB village hall £500

03/2020 Four Elms parish rooms £500

 Four Elms village hall £500

04/2020 Hever village hall £500

07/2020 Hever Church £1,000

 Four Elms Church £1,000

 Four Elms school £500

09/2020 Four Elms tennis £250

11/2020 Four Elms tennis £150

01/2021 Four Elms rec matting £700

01/2021 Four Elms school £500

01/2021 Hever village hall £5,000

 Hever school £500

1. Grant applications received – to be considered and decision made whether to fund in entirety

partly / none.

1. \*”On behalf of Tunbridge Wells & District Samaritans I attach an application for a community grant

(£ **300**) together with copies of our audited accounts for the year ended 31st March 2020. Branch Secretary”. *Nb. Last grant to Samaritans was 01/2019 £200*

1. “The (Four Elms) Parish Rooms has run out of cash due to troubles with the cesspool drainage

system. The costs to date are £670 spent on emergency emptying and investigations into blockage with further work required.  The hall is successfully let to Welly Boots pre-school.  However, the lock down has reduced the number of kids as parents do not send children in when furloughed so Welly Boots are unable to pay the £400 per month rent.  The pre-school is a most useful village asset, supports the primary school and is an ideal tenant for the Parish Rooms. The hall missed out of the £10,000 grant given to village halls as it is regarded as part of the Primary School for rating purposes. In order to survive we need an emergency grant of **£1,000** to get the cesspit back into full use. Thank You, Trustee”.

1. Gatwick – to receive update (SL)
2. Unauthorised encampment (UAE) risks and solutions. Rising rates of UAE in District (2019 x 12, 2020 x 14) and risks to HPC land (Four Elms recreation ground and Hever Parish Field). Clerk has consulted with other parishes and met SDC adviser on both sites who recommends proportionate, least un slightly options of drop down barrier post (set in concrete) in centre of existing 6ft wide gates at entrances. Cost is ~ £ 600 per site.

Does the Council agree with this solution and authorise this?

1. Spring Litter pick – usually the Parish Council runs a local litter pick (loaning equipment, organising refreshments and waste collection etc.). Nothing planned to date for 2021.

“‘CleanUp Sevenoaks' is running an initiative on 27th and 28th March.  As an independent group of volunteers, we aim to reduce litter and fly tipping by raising awareness, educating future generations and encouraging people to take responsibility for their local environment. In collaboration with the district and town councils, we are working with the schools across the district, the Scouts, local businesses and some inspiring sponsors to pick up as much litter as possible over the last weekend of the Spring term.   We are producing promotional materials, litter picking kits, COVID compliant Health and Safety advice and have wonderful prizes for individuals and schools to win.  We are looking for help to promote details of the big event in as many local areas as possible. Due to social distancing rules, we cannot gather in groups so this will be a family or ‘bubble’ activity!

 We would be very grateful if you could support us by displaying a promotional poster (size A2 or A3) in your church, window, noticeboards, village shops, etc, for a couple of weeks before the event and in your parish magazine if possible. Posters and banners will also be appearing in Sevenoaks and across the district and we feel this is a wonderfully positive note on which to end the term ….. a ‘Spring Clean’ to be proud of.  Our website [www.cleanupsevenoaks.com](http://www.cleanupsevenoaks.com/) is about to go live and our Facebook account is <https://www.facebook.com/groups/cleanupsevenoaks/about>. I look forward to hearing from you and many thanks in advance for your support.”

Hever Residents Association are encouraging locals to litter pick locally on 6/7th March.

What, if anything, would the parish council like to do re litter picking this year?

1. Fencing around pond – JH proposes the spend of ~ £ 500 to fence the parish council area of the

pond (between shop) to encourage removal of Heras metal fencing. Does the Council support this?

1. Annual (May) Parish Assembly – not held in 2020 due to covid. FYI - 2019 included speakers from

Police, KCC, SDC, Four Elms village hall, Edenbridge Medical Centre, English Rural Housing Association, with ~ 20 locals attending.

Does the Council wish to hold a virtual one this May / defer to later in year / cancel?

1. Urgent issues at the discretion of the Chairman for noting or inclusion on future agenda (not for

decision or with financial implication).

Items for updating on / for information (**NOT** for decision making);

1. Affordable housing consultation paused until 1st May 2021. Await Govt. guidance on meetings in

person and legislation of remote meetings. Continue to receive correspondence / comments and update [www.hever.org](http://www.hever.org) with responses to FAQ’s.

1. Consultations / Other Correspondence.
* Thanks from Hever Primary school for £ 500 covid grant.
* Sign erected Hever field to discourage horse riding and subsequent damage to field.
* Clerk working with Hever village hall grant committee to assist with fundraising ideas for re development of Hever Village hall.
* PC2-21 | MODEL DESIGN CODE.

The Ministry for Housing, Communities and Local Government (MHCLG) have recently launched a consultation seeking views on proposals to create a new Office for Place which would involve each local planning authority drawing up its own design code in consultation with local people that developers would have to adhere to.  This would involve some changes to the National Planning Policy Framework (NPPF).  There is currently an eight-week consultation on the proposals which will close in late March.  The main consultation document can be downloaded [here](https://www.gov.uk/government/consultations/national-planning-policy-framework-and-national-model-design-code-consultation-proposals) .

Does the Council wish to participate in the Consultation?

1. GDPR – to update any developments or actions required.
2. To determine matters arising from the previous minutes for updating / noting (Chair)

2021 HPC meetings 7pm Planning 7.30pm Full Council meetings – by zoom until further notice.

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| --- | --- | --- |
| MONTH | DATE | DAY |
| MAY | 6 | THURSDAY |
| JULY | 7 | WEDNESDAY |
| SEPTEMBER | 7 | TUESDAY |
| NOVEMBER | 9 | TUESDAY |

**HEVER PARISH COUNCIL PLANNING COMMITTEE** - AGENDA 7.00 pm

Please note, Sevenoaks District Council (www.sevenoaks.gov.uk) is the planning authority. HPC is a consultee. Any member of the public can comment directly to SDC on a planning application. See; <http://hever.org/what-powers-does-hever-parish-council-have-in-planning-applications>

HPC Councillors have the responsibility as individual committee members to have studied application documents prior to the meeting to enable input and worthwhile discussion to form a consensus. Minutes will be recorded as decisions / comments submitted to SDC.

1. SE/20/03557/FUL Land North West of Buckhurst Cottage, Cowden Pound Road To

Truggers Lane, Mark Beech TN8 5NS

Temporary change of use for five years of a strip of woodland to Mark Beech Nursery School Monday to Friday 35 weeks of the year. Confirmation of moveable shepherd’s hut for this area.

Any comments you made on the original application will be considered when the decision is made. If you wish to make further comments, you should do so by 10 March 2021.

NOTE HPC comments (13.01.21);” Support the application and request clarification on the following matters; • Revised use classes (9/20) E(F) limits use as per application form to nursery/crèche in perpetuity • Markbeech Conservation area boundary (noting location of main dwelling, ingress, egress, pond and woodland) – we disagree with the application which states that the application is wholly outside of the conservation area, comments required by conservation officer. • Highways to advise on traffic flows / speed and traffic management guidance on site.”

1. 21/00257/LBCALT

Oak House Mapleton Road Four Elms Kent TN8 6PL

Erection of garden shed/store for lawnmowers, bikes and other storage in the garden of Oak House.

We have received the above application and would welcome your views on the proposals.

If you wish to comment you should do so by 11th Mar 2021.

**21/00256/HOUSE**

Oak House Mapleton Road Four Elms Kent TN8 6PL

Erection of garden shed/store for lawnmowers, bikes and other storage in the garden of Oak House.

We have received the above application and would welcome your views on the proposals.

If you wish to comment you should do so by 11th Mar 2021.

1. 21/00125/FUL

Prettymans Paddocks Four Elms Road Edenbridge KENT

Conversion and change of use of existing stables into residential use. I previously wrote to you about the application received by the Council for this site. This application has now been amended, and a summary of the main changes are set out below;

**Amended plan to include, cesspool**

Any comments you made on the original application will be considered when the decision is made. If you wish to make further comments, you should do so by 18 March 2021.