Charlotte Cole, Clerk

Tel: 01342 322123

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**AGENDA**

**To: The Members of Hever Parish Council Planning Committee.** I hereby summon you to attend the meeting of Hever Parish Council to be held by ZOOM on Friday 26th MARCH 2021 commencing at 7pm for transaction of business as set out below.

Join Zoom Meeting

**Signed; Clerk Date**

*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. 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.

The Chairman may, if necessary, suspend or ultimately close the meeting if disruptive behaviour is not modified and obstructs the proceedings of a meeting. The meeting will not be recorded and please do not do so as permission not given.

*Please note*, Sevenoaks District Council (www.sevenoaks.gov.uk) is the planning authority. HPC is a consultee on some applications. 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.

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

Join the zoom meeting using the one click link below;

<https://zoom.us/j/99686728550?pwd=ektTTjFnemxlS0lPblFJV3Z1dWJFUT09>

1. 21/00256/HOUSE

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.

1. 21/00694/FUL

The Elms Nursery Bough Beech Road Four Elms KENT TN8 6ND

Creation of additional external seating area and associated foot path with hard standing base. Increase of operating business hours to Monday - Saturday 09:00 to 22:00, Sundays 10:00 to 17:00.

1. 21/00184/HOUSE

The Bower Farmhouse Hever Road Edenbridge KENT TN8 7LE

Erection of covered open gazebo adjacent to fishing lake within the curtilage

of existing property.

You can view and track the progress of this and other applications by visiting:

[www.sevenoaks.gov.uk/online-applications](http://www.sevenoaks.gov.uk/online-applications).