

Draft Minutes

Attendees: Rick Brookes-Smith (RBS), Angela Haydon (AH) Chair, Stephen Lark (SL), Nick Roberts (NR), Stephen Sadler (SS), Duncan Leslie (DL), Joanna Wade (JW) Vice Chair

Also in attendance: Rachael Turner (RT) Clerk, Cllr Matt Dickens and 2 members of the public.

Minutes of meeting of the Parish Council that was held in **Markbeech Village Hall on Wednesday 9th March 2022** which commenced at **7.30 pm**

During the Public Forum Cllr Dickens reported the Council Tax Rebate scheme was being rolled out and was in two parts; 1) £200 would be deducted from energy bills this year and clawed back over a 5 year period and 2) a rebate of £150 would be issued to each household in Council Tax bands A to D. This would be paid to each household directly. It would greatly assist SDC if households paid by direct debit as this would aid the payment of rebates as currently 9,000 households across the district do not pay by direct debit. Letters are being sent to each household by SDC. Clerk to publicise locally.

Chair read the report kindly given by Cllr McArthur: **Secondary school offer day** was 1 March. From nearly 20,000 applicants the percentage of pupils offered a place at their first-choice schools has gone up from 69.7 % last year to 79.6% this year.

More than 95% of pupils have received an offer from one of their four preferred schools.

This is only the first stage of the process, and the 850 children who were not allocated a place at one of their preferred schools will go through a second round in mid-April if they request it, for any spaces that have become available.

Please take part in the **consultation on bus funding reductions** at:

https://letstalk.kent.gov.uk/bus-funding-reductions?tool=survey_tool#tool_tab

- 1) Apologies received and approved from Philip Lindsay, Angie Connolly and Cllr Margot McArthur.
- 2) To receive declarations of interests - No declarations received.
- 3) Minutes of last meeting 11th January 2022 - approved and signed off by Chair
- 4) *Planning: applications: Please see attached report. The Planning Policy requires review to enable free flow of comments for applications that come in with deadlines that require response outside of meetings.

Wednesday 9th March 2022

Items for consideration and resolution

- 5) Committee reports
 - a) Gatwick – no report this time
 - b) Pond – Four Elms Pond purchase completed which was made possible through the generosity of local residents of the Parish. The pond will be maintained, for and on behalf of the community, by HPC and is an asset to be enjoyed by all for years to come. HPC would like to extend much gratitude for the generous donations that have made this venture possible. It was ratified and approved that the balance of £11,761.80 is to be transferred from the main HPC account to the new Pond Account. A further invoice is to follow for £55 for indemnity. A Pond Warden is yet to be appointed and will be discussed at the Pond Committee Meeting.
 - c) Highways Improvement Plan (HIP) – HPC has resubmitted the HIP including concerns raised regarding the junction at Roodlands/Bough Beech Road where the current speed limit is 60 miles per hour. To improve safety, it has been suggested the 30 miles per hour zone is extended further along so the national speed limit starts outside of the built up area of the village. KCC has acknowledged receipt of the revised plan and will review it.
- 6) Finance
 - a) Bank reconciliation prepared by the RFO, for approval by all and signed by member of FEC (SL). Ratified, approved and signed by SL.
 - b) To resolve to approve for payment items of expenditure to include ratification of items made between meetings. (ALL). Ratified and approved.
- 7) Vacancy of the office of Councillor – to discuss Co-Option. Following the notification of vacancy, SDC confirmed that no election was required and HPC are now allowed to Co-Opt a new Councillor. This was approved. The vacancy will be advertised and interested candidates invited to come along to meet Councillors. A member of the public was present at the meeting and expressed their interest in applying when the vacancy is advertised.
- 8) Residential Energy Improvement Grants to provide various energy efficiency measures to 50 local homes in the SDC area – to discuss. Philp Jackson was present at the meeting and was invited to give information on the project he is involved in that has 350k of grant funding available for homes that fall within a certain criteria.

These homes will be written to direct in the next few weeks. More information to follow and no action required at present.

- 9) Jubilee Celebrations 2nd June 2022 at Hever Castle – resolve to approve Grant Application and publicity (Leaflet drop). Grant Application of £1,000 to support the community celebrations was approved. Clerk to review the Jubilee Celebration invite and create a Parish Assembly invite. These will be distributed to the local parish together next month.
- 10) *Grant Applications – Hever Village – application for £57 for battery operated fairy lights – Approved and HRA – Jubilee Celebrations - £1,000 – Approved.
- 11) CIL Infrastructure Levy spend. £280 for R Bennett to do repairs to footpath at Hever Church – approved.
- 12) Footpath repair funding (MM) – defer to next meeting.
- 13) Family Fun Day – provisionally booked Monday 8th August 10.00 – 2.00 at Four Elms. Clerk has booked Four Elms Parish Rooms for provision of facilities for the event. Clerk to ask School PTA if they would like to provide refreshments. A donation of £50 for the use of the Parish Rooms was approved.
- 14) *Equality Policy – resolve to adopt. Ratified and approved. Clerk to upload Policy to website.
- 15) Community Litter Pick – SDC are supporting this event from 25/3 to 10/4 and will collect bags afterwards. Community Litter Picks arranged for: Four Elms Village Hall - Saturday 9th April at 9.30 am, Markbeech Village Hall – Saturday 9th April at 2.00 pm, Hever Village Hall 9.00 am Friday 15th April.
- 16) Parish Assembly Thursday 26th May. Ideas for speakers? Clerk has contacted GP Surgery and MP. It was suggested the PCSO and information on the new Hever Village Hall would make an informative and interesting event.
- 17) AGM Tuesday 10th May
- 18) To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.
 - a) Precept request submitted for £50,000. SDC have confirmed receipt
 - b) Banking Update – Clerk has been added to Mandate and address update for correspondence is finally completed. The change of registered address is yet to be done. Clerk has applied for online banking. The new Pond Account has been set up.
 - c) Nat West banking complaint – CD followed up resulting in £200 from bank

d) Estimate received for footpath repairs in Hever churchyard from R. Bennett for £280. Approved as CIL.

e) Contain Outbreak Management Fund – Clerk has applied for funding towards the costs of the Coronavirus grants given to Hever and Four Elms Schools plus other related COVID costs (field matting and Zoom costs totalling £1926.34). Maximum grant allocated will be £1008. Will hear outcome within 6 weeks.

f) Storm Eunice – fallen branch across the footpath and into the school grounds. The tree is on the boundary of Hever Parish Field. The owner of the adjoining field kindly arranged for works to remove the branch and make safe. It has been reported a further branch is hanging down and the owner of the adjoining field is having it looked at. It was also noted that three weeks on, some residents continue to be without phone or broadband since the storm.

19) Items for information only and correspondence

a) Bulk refuse freighter – failed to arrive due to storms the day before. New date is Saturday 26th March. Clerk to publicise.

b) Clerk delivered a card of thanks to Karen at Four Elms for supplying the electricity for the Christmas tree lights.

c) Swathe and Visibility Cuts - KCC has reviewed the process to take into account safety as priority and biodiversity. Roads have been classified as a 1,2 or a 3. 1 being highest safety priority. The roads within the Parish are graded 1 or 2. They have also recommended different cutting times to allow growth and pollination and are looking to support two cuts rather than 1 plus 3 visibility cuts. This should mean the allowance HPC receives (as per cut) should be greater than previously (rate tbc shortly from KCC) which will go towards the shortfall between the cost of the cutting and the allowance HPC receives.

With the group we are looking at swathe & visibility cuts at the end of April/beginning of May and then again at end of September/beginning of October plus a visibility cut at the end of July.

d) The recent roadworks that led to closure of the main Hartfield Road caused traffic to take detours around the narrow back lanes that were not suitable for the increased traffic or the heavy vehicles that used them. This has resulted in much damage to the verges in New House Farm Lane. HPC is to request that there is some restoration work done and, in the future if diversions are required, to improve planning and provide clearer diversion signage.

20) Items for noting or inclusion on future agenda at the discretion of the Chairman.

a) Planning Policy

9.15 pm meeting closed.

Date of next meeting Tuesday 10th May 2022 (AGM)

2022 HPC meetings

7pm Planning

7.30pm Full Council meetings

Meeting dates/times can be subject to change, please always check Hever.org website for next meeting date/Agenda.

- Tuesday 10/5/22 – AGM - Four Elms Village Hall
- Thursday 26/5/22 – Annual Parish Assembly - Hever Village Hall 7.00 pm
- Tuesday 5/7/22 - Four Elms Village Hall
- Tuesday 13/9/22 - Hever Village Hall
- Thursday 10/11/22 – Markbeech Village Hall

Hever Parish Council Meeting	
Finance update 9th March 2022 meeting. Sent to all Councillors for approval.	
Witnessed and signed by member of Finance and Employment committee	
BANK RECONCILIATION	
Opening balance 16th December 21	£ 50,604.50
Receipts - Precept	£ -
Receipts - Other NatWest compensation	£ 200.00
Receipts - Pond account donations	£ 500.00
Payments	£ 4,929.93
Balance 15 February 22 as per bank statement	£ 46,374.57
Less Pond account donations	£ 20,495.00
Adjusted bank balance	£ 25,879.57
Receipts 16/12/21 - 15/2/22	
Pond donation	£ 500.00
Nat West compensation	£ 200.00
Total Receipts in period	£ 700.00

Date	to whom paid/received from	particulars of payment	Payments in (receipts)	Balance	Payment amount
01/01/2022	Four Elms Village	Clerk interviews	£ -	£ 50,604.50	£ 31.50
01/01/2022	CMD	Staff costs Dec	£ -	£ 50,573.00	£ 920.80
01/01/2022	C Divall	Office costs & mileage Dec	£ -	£ 49,652.20	£ 63.15
03/01/2022	Kent Pension Fund	CMD Pension Dec	£ -	£ 49,589.05	£ 291.60
10/01/2022	S Sadler	RICS membership	£ -	£ 49,297.45	£ 53.90
10/01/2022		Pond ac donation	£ 500.00	£ 49,243.55	£ -
12/01/2022	HMRC	CMd Tax, NIC Dec	£ -	£ 49,743.55	£ 213.20
12/01/2022	Bobby Groves	Caretaker works across parish	£ -	£ 49,530.35	£ 255.00
13/01/2022	Streetlights	Repair to streetlight	£ -	£ 49,275.35	£ 117.30
26/01/2022	C Divall	Staff costs & extra hours Jan	£ -	£ 49,158.05	£ 1,603.07
26/01/2022	C Divall	Office costs & Mileage Jan	£ -	£ 47,554.98	£ 75.75
26/01/2022	Kent Pension Fund	CMD Pension		£ 47,479.23	£ 552.22
27/01/2022	Nat West	Compensation for poor service	200.00	£ 46,927.01	
09/02/2022	Hever Village Hall	HPC Meeting 11/1/22	£ -	£ 47,127.01	£ 25.00
12/02/2022	HMRC	CMD Tax, NIC Jan 22	£ -	£ 47,102.01	£ 544.44
14/02/2022	R Turner	SLCC Membership and joining fee RT	£ -	£ 46,557.57	£ 183.00
		Totals	£ 700.00	£ 46,374.57	£ 4,929.93

HEVER PARISH COUNCIL PLANNING COMMITTEE –
9th March 2022, Markbeech Village Hall, 7pm

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.

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.

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.

CURRENT PLANNING – To consider the applications and to resolve to agree recommendations.

A list of recent applications (received since the previous meeting) is provided separately. Any planning notifications received between Agenda issue and meeting day may be considered.

PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate. A list of notifications (received since the previous meeting) is provided separately on request or can be found on SDC website.

21/04203/L BCALT	Medhurst Row Farm Prettymans Lane Edenbridge Kent TN8 6LX	Development: Refurbishment works to reinstate agricultural barn Deadline: 14th Mar 2022 Application supported however, given the various proposed building operations, together with the narrow nature of Prettymans Lane and close proximity of the subject property to an unregulated railway crossing, it is suggested that SDC impose a condition prior to any works commencing on site that a comprehensive construction management plan be approved.
21/04202/F UL	Medhurst Row Farm Prettymans Lane Edenbridge Kent TN8 6LX	Development: Refurbishment works to agricultural barn. Deadline: 14th Mar 2022 Application supported however, given the various proposed building operations, together with the narrow nature of Prettymans Lane and close proximity of the subject property to an unregulated railway crossing, it is suggested that SDC impose a condition prior to any works commencing on site that a comprehensive construction management plan be approved
22/00514/ MMA	Little Warren House Hever Lane Hever Edenbridge Kent TN8 7ET	Development: Minor material amendment to 20/00608/MMA related to 19/02198/HOUSE to erect two-storey rear extension, single storey side extension with associated replacement windows, doors, external works and associated landscaping. Deadline: 22nd Mar 2022 Comments: This was a material amendment for planning permission that had already been granted. No objection from HPC

22/00515/L BCALT	Little Warren House Hever Lane Hever Edenbridge Kent TN8 7ET	<p>Development: Two-storey rear extension, single storey side extension with associated replacement windows, doors, external works and associated landscaping.</p> <p>Deadline: 22nd Mar 2022</p> <p>Comments: This was a material amendment for planning permission that had already been granted.</p> <p>No objection from HPC</p>
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SINCE THE LAST MEETING THE PLANNING COMMITTEE HAS CONSIDERED THE FOLLOWING APPLICATIONS:

21/04196/ HOUSE	Medhurst Row Farm Prettymans Lane Edenbridge Kent TN8 6LX	<p>Raise roof of the rear addition to accommodate new bathroom to the first floor and internal alterations to the main house. Conversion of existing detached laundry room to provide new home office to serve main house.</p> <p>HPC Response submitted: Hever Parish Council has no objection to this application, however we have the following comments:</p> <p>Access to this property is unusual. The only point of entrance/exit for vehicular and foot access is along Prettymans lane, via a level crossing over the railway line. The approach and exit on either side of the railway line is particularly steep and could result in large vehicles becoming grounded (the axel of the lorry touches the below tarmac and becomes stuck). Although unlikely, envisage a situation where a cement lorry becomes grounded in the path of an oncoming train.</p> <p>Heavy construction equipment and building materials will have to be extremely vigilant crossing this railway line. Vehicles will have to be of a short-wheel base in order to negotiate the steep approach/exit to the level crossing and not too heavy to cause damage to the railway lines on this rarely used crossing.</p>
22/00078/ LBCALT	Furnace House Farm Roodlands Lane Four Elms Edenbridge Kent TN8 6PE	<p>Repair to timber post on south-east corner of farmhouse and re pointing of brickwork with lime mortar.</p> <p>HPC Response submitted: Just to confirm, Hever Parish Council supports this application.</p>
21/04263/ HOUSE	Harewood Uckfield Lane Hever Edenbridge Kent TN8 7LR	<p>Extension to rear, new interior layout and roofline alterations. We have received the above application and would welcome your views on the proposals.</p> <p>HPC Response submitted: Hever Parish Council have reviewed application 21/04263/HOUSE for Harewood, Uckfield Lane Hever</p>

		Edenbridge Kent TN8 7LR and assuming size of proposal is within ANOB requirements HPC have no objection.
21/03210/ FUL AMENDED CONSULT ATION	The Elms Nursery Bough Beech Road Four Elms	<p>Enlarged external canopy to exercise studio to provide safe distance exercise. Change of hours operating hours for exercise studio. Removal of green house and poly tunnels. This application has now been amended, and a summary of the main changes are set out below;</p> <p>Visibility splays have been provided by the applicant following the initial comments from KCC Highways. Any comments you made on the original submission will be considered when the decision is made on the amended application.</p> <p>HPC Response submitted: HPC has reviewed the latest information with respect to 21/03210/FUL. We note that the current hours of operation, which have already been approved, have not been extended, instead a request has been made to move to 7.00 - 20.00, with the first two hours of the day only being utilised for indoor personnel sessions. If written as a condition of operation, HPC would support this change.</p> <p>We note the most recent responses from KCC Highways and the Environmental Protection team and concur with their findings. Application Granted</p>
Proposed diversion of Public Footpath SR577 (part) Edenbridge and Hever		<p>Highways Act 1980 – Section 119 Kent County Council Proposed diversion of Public Footpath SR577 (part) Edenbridge and Hever</p> <p>Forwarded to Cllrs 26/1 Deadline 25/2/22</p>
21/03842/ HOUSE	The Bower Farmhouse Hever Road Edenbridge KENT TN8 7LE	<p>Development: Works to enclosed walls of outbuilding within curtilage of dwelling used for purposes incidental to the house – Reworded: To enclose walls of oak framed gazebo with oak cladding, for use as home office and fishing lodge, adjacent to fishing lake.</p> <p>Deadline 8/3</p> <p>HPC Response submitted: No objection to the granting of retrospective permission SUBJECT TO requirement to include suitable planning conditions restricting number of visitors for TO ANY INDIVIDUAL recreational entertaining EVENT within and surrounding the enclosed gazebo incidental to the enjoyment of the existing dwelling and gardens to ensure the amenity of surrounding residential properties is maintained AT ALL TIMES.</p>

22/00282/ FUL	Roughitts Uckfield Lane Hever Edenbridge Kent TN8 7LR	<p>Development: Demolition of existing dwelling, and outbuildings. Erection of replacement dwelling, home office and shed.</p> <p>Deadline: 1st March 2022</p> <p>HPC Response submitted: Not supported Hever Parish Council does not support the application 22/00282/FUL - Roughitts. The proposal fails to maintain openness in the green belt. Whilst the contemporary design is well founded, on such a high visibility site within the conservation area the inclusion of two outbuildings including a home office duplicating the sizeable office space within the proposed barn results in over development of the plot.</p>
21/04198/ FUL	Medhurst Row Farm Prettymans Lane Edenbridge Kent TN8 6LX	<p>Development: Conversion of existing stables to provide ancillary accommodation to main house.</p> <p>HPC response submitted: 2/3/22 – no objection</p> <p>Hever Parish Council have no objection to the application 21/04198/FUL - Medhurst Row Farm, Prettymans Lane, Edenbridge, Kent TN8 6LX but, by virtue of the proposed works and the location of the property, request that a programme of works and construction management plan is submitted, and approved, by SDC prior to commencement of any operations on site to ensure amenity of surrounding dwellings are maintained.</p>
21/04199/ LBCALT	Medhurst Row Farm Prettymans Lane Edenbridge Kent TN8 6LX	<p>Development: Conversion of existing stables to provide ancillary accommodation to main house.</p> <p>HPC response submitted: 2/3/22 – no objection</p> <p>Hever Parish Council have no objection to the application 21/04199/LBCALT - Medhurst Row Farm, Prettymans Lane, Edenbridge Kent TN8 6LX but, by virtue of the proposed works and the location of the property, request that a programme of works and construction management plan is submitted, and approved, by SDC prior to commencement of any operations on site to ensure amenity of surrounding dwellings are maintained.</p>
21/04235/ PAC	Medhurst Row Farm Prettymans Lane Edenbridge	Application withdrawn.
21/02512/ LDCEX	Mark Beech Village Hall Cowden Pound Road Mark Beech	<p>Development: Continuation of Village Hall (F2 use) to host an ancillary educational Nursery school</p> <p>Application Granted</p>