

Draft Minutes

The Annual Meeting of the Parish Council was held in Four Elms Village Hall on Tuesday 16th May 2023 and commenced at 7.00 pm followed by the Planning Meeting which commenced at 8.40 pm.

Attendees: Angela Haydon (AH), Stephen Lark (SL), Nick Roberts (NR), Phil Lindsay (PL), Duncan Leslie (DL) Edward de Ryckman (EDR), Mark Thomas (MT), Rick Brookes-Smith (RBS) joined meeting at 7.08 and Joanna Wade (JW) at 7.30 pm.

Also in Attendance: Rachael Turner (Clerk and RFO), District Councillor James Barnett and County Councillor Margot McArthur. No members of public were in attendance.

- 1)
 - a) Election of Chairman – Angela Haydon was proposed as Chair by EDR and seconded by PL and voted for by all. Acceptance of Office form completed.
 - b) Election of Vice-Chairman. Stephen Lark was proposed as Vice Chair by AH and seconded by EDR and voted for by all.
- 2) To receive apologies for absence and resolve to approve reasons given. No Councillors were absent.
- 3) Public Forum - Cllr Barnett commented that How Green Lane repairs had been completed however he noticed there had been fly tipping and asked the Clerk to report it. Cllr Barnett had noticed the path at Parsons Croft was in need of repair so has reported it to KCC/SDC so it can be fixed. Cllr McArthur had attended the Seven Acre Farm Appeal Hearing and the outcome was awaited.

The meeting was paused at 7.08 pm to enable Cllr Brookes-Smith to complete Acceptance of Office form and reconvened at 7.18 pm.

- 4)
 - a) Finance and Employment (FEC) Committee – (3 members) Cllr Haydon, Cllr Wade and Cllr Lark were appointed on to the Committee.
 - b) Appointment of Planning Committee – Cllr Roberts, Cllr Leslie, Cllr de Ryckman, Cllr Lindsay, Cllr Brookes-Smith and Cllr Haydon. Cllr Roberts was voted as Chair of the Planning Committee and Cllr Brookes-Smith as the Vice Chair.
- 5) No declarations of interests received.

- 6) Minutes of last meeting, 7th March 2023 were duly approved and signed, including the amendment to point 6a corrected to 2 swans and not 3.
- 7) *Planning: applications see Planning Meeting Agenda.
- 8) Finance
 - a) The Annual Governance and Accountability Return (AGAR) Annual Governance statement (Section 1) was duly approved.
 - b) The Accounting statements (Section 2), (Accounts and Audit Regulations 2015) and findings on the Audit Review by the members meeting as a whole were considered.
 - c) Unanimously approved the Accounting statements by resolution. Statements signed and duly dated by the Cllr Haydon.
 - d) Ratified and approved items of expenditure made between meetings.
 - e) Noted that VAT reclaim of £954.61 had been received for 22-23.
 - f) Noted CIL Monies had been received of £2,185.87 and the current balance of £7,401 of CIL monies held.
 - g) Approved the continued use of internet banking including payment by transfer, BACS and CHAPS.
 - h) Noted LGPS increase in Employer Pension Contributions to 27.6% with effect from 1/4/23.
- 9) Review and adopt HPC Annual Policies:

Asset Register – This is to be reviewed further with reference to the church wall and FE field fence	Planning Committee Terms of Reference Duly adopted.	Standing Orders – further review required
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The Asset Register and Standing Orders will be reviewed and updated and carried forward to the next meeting.

- 10) Vacancy of the office of Councillor – As Angie Connolly had not stood for election there is a vacancy. It was agreed to Co-Opt with preference for candidates from Four Elms Ward. Clerk to clarify Co-Option procedure following the election.

The Council acknowledged the contribution Cllr Connolly had made during her time as councillor and a gift and thank you card was to be delivered to her.

- 11) Grant Applications – Hever School had applied for funding for playground resurfacing. This is a 30k project and the school is seeking funding from a variety of sources. As SDC had confirmed this would meet the CIL spend criteria, it was proposed to give £2,000 CIL money towards the project. This was duly approved.

Councillors were asked to publicise that HPC has a small amount of grant funding available to benefit the local community. The Clerk has included this in The Link article too.

12) Report from Clerk outlining any actions taken since the previous meeting and any other updates.

- a) Insurance Policy renewal with Zurich. The renewal documentation was finally received today. Both Cllr Lark and the Clerk are reviewing the policy. The Clerk has queried the increase which is due to being index linked. Overall the policy and terms are comparable to last year. The rates were reviewed last year with Zurich being more competitive than other options.
- b) Meeting with Four Elms School. Cllr Haydon and the Clerk had a good meeting with the Head at Four Elms School and discussed ways HPC could support the school.

HPC has received notification FE School are becoming an Academy from September and will no longer be under KCC. As a result there are changes to using the FE field. The grass cutting will no longer be covered by KCC but it is hoped that the Academy will wish to use it and maintain it instead. There is a licence from KCC to access the field via the land adjacent to the School House which will be unaffected for HPC. The Clerk is conducting housekeeping checks on Four Elms Field documentation; Charities Commission Governing Document, Land Registry etc to ensure everything is correct.

- c) Defibrillator – The Hever Defibrillator software has been upgraded and the battery replaced. The Four Elms Defibrillator will now be looked after by Edenbridge Community First Responders. HPC will still be responsible for consumables but maintenance checks will be carried out by Edenbridge CFR. Cllr Roberts is kindly asking if Edenbridge CFR could manage the Hever one too.
- d) Community Cost of Living Grant Scheme from KCC. Parish Councils are able to claim up to £1,000 to support a local voluntary organisation. One nomination has been received for Bridges Centre and this is supported by Councillors. The Clerk is putting together a grant application for this.

13) Items for information only and correspondence

- a) Handyperson update. We are seeking additional resource to work alongside the current Caretaker. The role was advertised on noticeboards, Facebook, on the website and in The Link and no applications were received. Cllr Mark Thomas has kindly offered to take on some ad-hoc maintenance as a contractor on comparable rates to those currently paid. There were no objections from Councillors.

- b) Letters of thanks received from Home-Start South West Kent, Samaritans and Edenbridge Foodbank and also Cllr Matthew Dickins for his leaving card and gift.
- c) Bulk Refuse Freighter – Saturday 20th May

14) Roads

a) Highways Update

Cllr Haydon and the Clerk had an update meeting with KCC Highways this afternoon. A full report is on the way. Initial comments were the traffic survey (ATC) results overall show slow speeds through Markbeece.

- b) Four Elms Crossroads – Having raised ongoing safety concerns regarding the crossroads, Highways have escalated this internally and have looked at available data on speeds and crash data. The data showed speeds were generally low (less than 25mph) on the approach to and from the Crossroads. The full report is on the way. In brief, KCC could look at possibly refreshing lines and some signage. HPC suggested that if Sat Nav could be amended to show stop signs where the crossroads were then it may help to avoid accidents.

At the meeting Councillors requested a full speed survey (ATC) be carried out at the Crossroads as soon as possible. Clerk to request.

- 15) Kings Coronation event – 600 tickets were issued for the event at Hever Castle. It was enjoyed by all, despite the weather, and much crown making took place. Hever Festival Theatre were really supportive.

- 16) Parish Assembly – Thursday 25th May 7.00 pm. There will be speakers from Edenbridge Medical Centre, Police, Tom Tugendhat and the Samaritans.

- 17) Free Family Fun Day – Four Elms Field 15th August

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

- a) Four Elms Café/shop. A question has been raised by a member of the public regarding whether the shop could be purchased by HPC or the community with the view for it to be run as a community shop. Clerk is to investigate options.
- b) Car charging points. A member of the public raised whether HPC could look into installing car-charging points. Clerk to investigate options.

- c) Meet the village event – 3/6/23. Cllr Thomas kindly agreed to attend the event to represent HPC alongside Cllr Wade and Cllr Lindsay. Clerk to produce badges and promotional material.
- d) Footpaths and possible funding for repairs will be included on the next agenda.
- e) The Pond Contractor has stood down.

Date of next meeting – Annual Parish Assembly Thursday 25th May 2023 – Markbeech Village Hall 7.00 pm.

Meeting closed 8.38 pm.

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

HEVER PARISH COUNCIL PLANNING COMMITTEE –
16th May 2023, Four Elms Village Hall, 8.40 pm

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>

Discussed and view agreed at the meeting:

SDC Ref.	Address	Summary of application
22/03521/LDCEX	Land Between Hever Road And Ascot Cottage Hever Road Hever Edenbridge Kent	Confirmation of existing use of stable buildings and use for equestrian purposes as a Stud Farm are lawful. Erection of building and use for residential purposes in connection with Stud Farm are lawful.
HPC Comment: Object. Response being drafted.		
ref: 23/00874/FUL	- Land North Of Furnace House Farm Roodlands Lane Four Elms Edenbridge Kent TN8	Development: Partial demolition of barn. Replace with erection of new dwelling with a car port. Associated access and landscaping. 5/5/23 Amended Application: The applicant has provided a desktop archaeological assessment following the comments from KCC Archaeology
HPC Comment: No objection		

22/03520/LDCEX	Mobile Home Land West Of Hever Road Hever Kent TN8 7NP	Confirmation of the existing use of the stable buildings and use for equestrian purposes as a Stud Farm. Erection of building and use for residential purposes in connection with Stud Farm are lawful. The applicant is asking for a formal legal determination from the Council as to whether a particular use or development is lawful under planning law. We can only consider matters of fact, such as the historic use of the site or property, rather than views about the possible impact.
HPC Comment: Object. Response being drafted.		
23/01041/HOUSE	Warren Cottage Hever Lane Hever Edenbridge Kent TN8 7ET	Erection of carport with plant room and parking alteration. Proposed swimming pool. Proposed Ground Source Heat Pump installation. Replacement driveway gates. Demolition of stable outbuilding.
HPC Comment: No objection.		

Other Planning/Consultations to Note:

None at time of printing	
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To note Appeal(s) made since last meeting:

23/00018/RFLDCE 21/02541/LDCEX Little Postlings Farm Five Fields Lane Four Elms KENT TN8 6NA	Siting of two porta-cabins. Siting of two lorry backs. Siting of Building 12 a permanent field shelter for horses. Hardstanding. Refusal of LDC (Existing). Appeal lodged 4.23	
22/00089/FUL SDC Appeal Ref: 22/00084/RFPLN	Installation of the access gate to a plot of land from Hever Road, the formation of parking area and the change of use to personal Agriculture. An appeal has been made to the	

Field 200M South East Of Junction With New House Farm Road Hever Road Edenbridge	<p>Secretary of State against the Sevenoaks District Council's refusal of planning permission for the development described above.</p> <p>HPC Comment: Hever Parish Council continue to object to this application. This application has access to the Hever Road, which is very close to an area that has been identified as a road safety concern on the Highways Improvement Plan. In addition, HPC question the suitability of vehicular access on the low-lying ground the site is located on, as it frequently becomes saturated during winter months. HPC also suggest more clarity of exact agricultural usage is sought.</p>	
SE/21/02890/FUL APP/G2245/W/22/3303974 Seven Acre Farm, Hever Road, Edenbridge	<p>Enlargement of Gypsy travellers site, by way of additional 5 mobile homes and 5 touring caravans.</p> <p>SDC Appeal Ref: 22/00071/RFPLN - An appeal has been made to the Secretary of State against the Sevenoaks District Council's refusal of planning permission for the development described above.</p>	Informal hearing 16/5/23
22/00074/ENF Seven Acre Farm, Hever Road, Edenbridge	Appeal against issue of Enforcement Notice: Without Planning Permission, the carrying out of unauthorised engineering operations, including excavation, changes to land levels and the importation and excavation of material such as rubble, waste and soil , and the change of use of the land to residential use (gypsy and traveller) and for the stationing of caravans.	Informal hearing 16/5/23
23/00039/RFPLN Land West Of High Stables Roodlands Lane Four Elms Kent	Proposed extension of existing riding menage, erection of `proposed stables, angle of existing access from Roodlands Lane to be widened, existing hay barn to be relocated and proposed associated muck heap and parking for horse lorry. Appeal lodged against refusal.	Appeal lodged 10.5.23

Planning Enforcement: No updates received

To note Planning Applications received and views submitted since last meeting:

23/00739/FUL	- Land East Of Churchyard St Peters Church Church Road Hever Kent TN8 7NH	Construction of a part buried plant room, with an integrated fuel storage silo, to house a woodchip 200kW biomass boiler and back-up oil boiler to supply heat to the Primary School, the Church, King Henry VIII Pub, Gyll Cottage, Church Cottage, 1-4 Gymnasium Cottages and the newly built Village Hall.
HPC Comment: No objection		
23/00954/HOUSE	Rose Cottage Cow Lane Mark Beech Edenbridge Kent TN8 5NX	Demolition of porch, erection of part single, part two storey side and rear extension, relocation of entrance to house.
HPC Comment: No objection		
23/00990/FUL	Prettymans Paddock Land North Of The Stables Prettymans Lane Edenbridge Kent	Change of use of existing agricultural store/workshop to residential, including small rear extension and private drainage system
HPC Comment: Hever Parish Council have considered this application and whilst there is no objection, would like further clarification as to how the proposed conversion to a residential dwelling will benefit the development of a small scale business when the existing agricultural workshop/store will no longer exist. In addition Hever, Parish Council would urge that Highways consider the entrance onto Four Elms Road from the location as there are safety concerns on that section of road.		

Decisions received from SDC since last meeting:

Ref/Address	Details of application	Decision by SDC
SE/21/03671/ADV The Elms Nursery Bough Beech Road Four Elms	The signs provide advertisements for the mixed use of the Elms Nursery. Appeal Type Refusal of Advert Consent Requested Procedure Written Representation	Appeal allowed 4.23

KENT TN8 6ND		
23/00252/LDCEX Coach House Edells Blowers Hill Mark Beech Kent TN8 5PB	The conversion/rebuild and use of The Coach House as an independent dwelling house	Granted
23/00129/LBCALT Polebrook Hever Road Hever Edenbridge Kent TN8 7NJ	Internal works to Grade II listed oast to create more sleeping and bathing facilities and replacement of 1990's solid timber doors with part glazed units	Granted
23/00130/FUL Holiday Let Building Pigdown Plantation Pigdown Lane Hever Kent TN8 7LX	Change of use of single storey contemporary outbuilding formerly used as home yoga studio to provide holiday let accommodation.	Granted
23/00074/HOUSE How Green South How Green Lane Hever Edenbridge Kent TN8 7NN	Conversion of garage for ancillary habitable accommodation	Granted
23/00162/LDCEX Single Storey Outbuilding Pigdown Plantation Pigdown Lane Hever Kent TN8 7LX	Development: Use of building No. 2 (Lotte's House) as a dwelling house	Granted
23/00026/FUL The Dyehurst Stud Dyehurst Lane Hever Edenbridge Kent TN8 7LB	Extension to existing tennis court changing room building to include glass link and converted car port (relocated as per 20/03755/HOUSE); to create 1 bedroom dwelling with associated works	Refused
23/00119/LDCEX Two Storey Outbuilding Pigdown Plantation Pigdown Lane Hever Kent TN8 7LX	Use of building No. 3 (Megan's House) as a dwelling house	Granted
22/03573/HOUSE Pigdown Plantation Pigdown Lane Hever Edenbridge Kent TN8 7LX	Single storey ancillary residential outbuilding. Amended application received 24/1/23 : The original plans were for a separate building. The plans for the correct building have now been provided.	Granted

