



Rachael Turner, Clerk and RFO
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Minutes

Attendees: Councillor Angela Haydon (AH) Chair, Councillor Nick Roberts (NR), Councillor Philp Lindsay, Councillor Duncan Leslie and Councillor Joanna Wade

Also in Attendance: Rachael Turner (Clerk and RFO), District Councillor James Barnett

The meeting was held in Hever Village Hall on Thursday 14th September 2023 and commenced at 7.30 pm. The Planning Meeting commenced at 7.00 pm.

- 1) Apologies were received from Councillor Lark, Councillor Brookes-Smith and Councillor Thomas. No apologies were received from Councillor de Ryckman.
- 2) Public Forum - *A report was read out from County Cllr McArthur which highlighted the huge increase of 489 Unaccompanied Asylum Seeking (UAS) Children into Kent's Children's Services over the past month. This has placed an unsustainable strain on KCC Children's services and puts KCC in a position of not being able to meet statutory duties regarding UAS child arrivals, caring for them safely, and all other duties regarding vulnerable children in Kent. The government has been advised.

The RAAC (reinforced autoclaved concrete) crisis affects six schools in Kent that need works doing, fortunately, the schools do not need to close.

District Cllr Barnett reported he was working on a project to organise a weekly rural bus service to Edenbridge. This would serve the villages in the Parish where there is currently no bus service and was calling for local organisations to apply for funding to support this purpose, and also for volunteer drivers. Clerk is to publicise.

Cllr Wade raised that perhaps a car share system could also be put in place.

- 3) No declarations of interest received.
- 4) Minutes of the meeting held on the 11th July 2023 were duly approved.

- 5) Planning: Views agreed by the Planning Committee were ratified
- 6) Finance
- a) *The bank reconciliation was approved by all and signed by a member of the FEC (AH).
 - b) *Payment for items of expenditure, including ratification of payments made between meetings, was duly approved
 - c) It was noted the FEC will meet in October for budget planning and the Clerk's annual appraisal.

7) To receive update reports on:

- a) Pond - people were caught stealing fish from the pond. Thanks to the local community, the fish were successfully released back into the pond alive. There had been complaints regarding the state of the vacant garage and that it was becoming an eyesore. There is little HPC can do as it is privately owned, however, Councillor Roberts is trying to contact the owner.

Ongoing maintenance – John Pearce is kindly cutting the grass around the pond and has also been clearing the monk and generally tidying the area.

- b) Gatwick – Northern Runway Consultation now open
It was agreed that HPC is to register and note objection to the plans. Once other bodies, such as GACC, have released their objection HPC will make further comment. Clerk is to publicise on social media that the consultation is open and also encourage Councillors as individuals, and also members of the public, to register their comments too, and publicise the work that GACC do.

c) Footpaths –

- i) Footpath survey update (EDR) – Carry forward to next meeting
- ii) Gates – free gates are available for footpaths to replace stiles and broken gates. So far the following stiles have been identified as needing replacement:
 - 1. The footpath that runs alongside Four Elms Field. NR to speak to landowner.
 - 2. The stile at the start of the footpath that runs off Pigdown Lane? Keepers Cottage
 - 3. Footpath that runs in front of Chippens Bank

Clerk is to ask EDR and JW for footpath locations or numbers so they can be identified. The Clerk can then report the required maintenance or repairs to the PROW team in the first instance to see if they can assist with liaising with landowners regarding repairs and resurfacing of the paths in the areas it is

needed. Should any other footpaths require attention, please report it to the Clerk or PROW team.

- 8) Grant Applications – no completed applications received to date
- 9) Affordable Housing Survey – This is now due and is planned for March 2024. The survey will be carried out by the Rural and Community Housing Enabling Service (RACE). They will send out a postcard survey to all households in the parish. Only those with a housing need are asked to reply. RACE analyse the results and will feedback to HPC.
- 10) Capital Funding Grant – This is unable to be spent on footpaths, but can be used for fencing, so a preliminary application has been submitted for funding to re-fence the Four Elms Playing field boundary that runs alongside the Cricket Club. Quotations are being sought.
- 11) Roads
 - a) Highways Improvement Plan (HIP) – KCC Highways have supplied an informative HIP information pack. Clerk has chased up Highways on the potential speed limit reduction through Markbeece.
 - b) Four Elms Crossroads – Clerk has chased up Highways on an update for the repainting of the markings at the crossroads.
 - c) Traffic Speed Surveys – HPC have paid for additional ATC's to be carried out around the Four Elms Crossroads. Clerk has chased up results.
- 12) Swathe cuts across the Parish to allow for 3 cuts per year rather than the 1 now provided by KCC. Clerk is awaiting quotation to assess costs.
- 13) Councillor vacancy, Four Elms Ward – No applications were received to consider at the meeting. Clerk to re-advertise and carry item forward to next meeting.
- 14) Defibrillator
 - a) To consider purchasing an additional defibrillator to be placed at an accessible site in Hever. The Landlord of The Henry Pub is happy to have a defib placed on the outside of the building. There is a preference for it to be on the pub wall opposite the church if it can be.
The cost of purchasing a new defibrillator and cabinet is approximately £1700. There is currently funding available which could cover 50% of the cost, so cost to HPC would be circa £850.
This would then allow the current defib to remain sited at the school, where there is predominant footfall.

Councillor Roberts advised the Edenbridge CFR team would be happy to maintain the defib there and HPC would remain responsible for battery replacement. The purchase of a defibrillator was duly approved.

15) Meeting Dates for 2024. Proposed dates are:

Thursday 11th Jan

Tuesday 5th March

Wednesday 1st May AGM

Monday 20th May Parish Assembly (Four Elms) (Alternative Thursday 23rd)

Monday 8th July (Alternative Wednesday 3rd)

Thursday 12th Sept

Tuesday 12th Nov or Thursday 7th?

Dates to be agreed at the November meeting

- 16) Training – The CiLCA Qualification for the Clerk raises awareness of law and good practice, as well as a review of policies and procedures to ensure that the council is acting with propriety. A qualified Clerk would help HPC to gain the Power of General Competence. This gives councils the power to do anything an individual can do provided it is not prohibited by other legislation.
Cost £850 (for the qualification, training and support) plus potential additional hours to enable Clerk to achieve qualification, to be agreed by FEC. Unanimously approved.

17) Parish in Bloom

A resident has suggested it would be a good to run a Parish in Bloom system. This could involve individual houses, businesses, schools, voluntary groups etc. Many communities do this; it makes the Parish look even better and brings people together! RHS run this. Would anyone like to volunteer? Councillor Wade to speak to Hever Horticultural Society. To be discussed further at next meeting.

18) Clerk's report on actions taken since the previous meeting and any other updates:

- a) Caretaking duties and works outstanding at FE playground and Hever Field – Notice boards revamp is happening soon. The Clerk will be seeking resource to support with cleaning Four Elms play equipment and doing repairs to Hever Field equipment
- b) Family Fun Day - Clerk attended and handed out refreshments. There was a steady flow of families. Some HPC Councillors popped in and Cllr Alan Layland (SDC Chair) attended.

- c) Four Elms School and Four Elms Playing Field
 - i. Clerk is working with Inspire Academy Movement Trust regarding the licence for the school to use the playing field.
 - ii. Clerk met with Cricket Club to discuss the dilapidated boundary fence. Quotations are being gathered to put up a new fence within the HPC boundary. The cost will be covered by HPC via funding (Capital Funding Grant). The Cricket Club will maintain the hedge. HPC will replace the aging stile with a gate (provided by Removing Barriers to Access in the High Weald AONB Landowner Offer)
 - iii. Works are being carried out to cut back hedging, remove overgrowth, overhanging branches and clear ditches along the other sides of the Four Elms Field. Thanks to John Pearce for his work on this.
- d) Tribute Bench. This lovely bench has now been installed in Four Elms, thanks to the family of Daisy and Ray Hayes.
- e) Four Elms Field Charity closure. As previously agreed, the application to close the charity has now been submitted by the Clerk.
- f) Annual Safety Inspection for Four Elms Playground and Hever gym trail has been carried out. Several minor repairs have been identified. Full report and action plan to follow at next meeting.
- g) Edenbridge Post Office proposed closure. It is reported that two retailers are applying to run a Post Office in Edenbridge so there is a chance this service will continue to be available.
- h) Motion Picture Licence – The venue used for Film Club (Hever Golf Club) already has a licence. It was questioned if the licence was used elsewhere? The licence costs £276 pa. It was discussed and agreed, that the licence was not used by HPC elsewhere and therefore was not required. Clerk is to cancel the licence.

19) Items for information only and correspondence

- a) The Bulk Refuse Freighter will be in the parish on Saturday 30th September 2023
- b) Annual Governance and Accountability Return (AGAR) for 22/23 – Completion of audit. Pleased to confirm this has been signed off by the external Auditor. Clerk to place Completion of Audit notification and relevant documentation on website.
- c) Police Update - new Beat Officer is PC 14759 Harry Kemp as PC Sexton is off to be a Police dog handler. Clerk is to invite PC Kemp to the November or January meeting.

- d) Street Trading Licence - Clerk received a query regarding a licence for a mobile shop. The query was directed to SDC who confirmed they don't issue licences for Street Trading so no licence is required.
 - e) Electric Vehicle (EV) Charging – There is the chance for fully funded installation of EV chargers within the parish. This needs to be on either Parish owned land or on land belonging to Village Halls. Unfortunately, HPC does not own any car parks or anywhere suitable to place EV chargers, however, our village halls might be able to accommodate this much needed community resource. In the first instance, Cllr Lindsay will contact Markbeech Village Hall to see if they may be interested. Clerk to provide Cllr Lindsay with relevant information and will also establish if EV chargers can be placed on Highways owned land, such as laybys.
- 20) Items for noting or inclusion on future agenda at the discretion of the Chairman.
- a) Environment
 - b) All Councillors to note of Code of Conduct Training Thursday 21st September 17:00 - 18:00 on line and attend if possible.
 - c) All Councillors to let Clerk know of any training they would like to attend – lots of courses available – Councillor, Planning, Chairing etc.

Meeting closed at 9.15 pm

Date of next meeting – Full Council Meeting Thursday 9th November 2023 – Markbeech Village Hall 7.30 pm. Planning Meeting at 7.00 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 –
Thursday 14th September 2023 7.00 pm Hever Village Hall

Present: Councillor Nick Roberts, Councillor Duncan Leslie, Councillor Philip Lindsay, Councillor Angela Hayden.

Also present: Rachael Turner (Clerk and RFO)

Discussed and view agreed at the meeting:

SDC Ref.	Address	Summary of application
23/01572/FUL - AMENDED APP	Land South West Of New House Farm Bungalow Newhouse Farm Lane Hever Kent TN8 7EQ	Construction of a new stable block with associated landscaping, sand school and new access. Amended app to include Ecological Enhancement Plan, in line with submitted Preliminary Ecological Assessment (PEA).
HPC Comment: HPC strongly objects to this application. NR to provide wording.		
23/02379/LBCALT & 23/02378/HOUSE	Elylands Stick Hill Edenbridge Kent TN8 5NL	Alterations to fenestration, extension and internal works.
HPC Comment: No comment to make		
23/02494/LDCEX	Land West Of High Stables Roodlands Lane Four Elms Kent	Field management and manure disposal
HPC Comment: No comment to make		
23/02518/FUL	Fields Land North Of Lydens Lane Hever Edenbridge Kent TN8 7EP	Proposal Change of use of land for equestrian purposes, the erection of a stable block with tack room/store and formation of a sandschool
HPC Comment: HPC object to this application. There are concerns regarding over densified development in the area with specific regard to the proliferation of equine and automotive retail businesses.		

Views submitted to SDC since last meeting:

SDC Ref.	Address	Summary of application
SE/23/01608/FUL	Fields Land North Of Lydens Lane Hever Edenbridge Kent TN8 7EP	Proposal Change of use of land for equestrian purposes, the erection of a stable block with tack room/store and formation of a sandschool
HPC Comment: Concerns regarding over densified development in the area with specific regard to the proliferation of equine and automotive retail businesses. The proposal can be seen from the footpath & road, in an area of Green Belt		
SE/23/01605/HOUSE	The Bower Pond Cottage, Hever Road, TN8 7LE	Erection of single storey side extension to detached dwelling. Relocation of patio. Alterations to fenestration
HPC Comment: Objected		
23/02068/HOUSE	Hazeldene Uckfield Lane Hever Edenbridge Kent TN8 7LJ	Proposed front and rear dormers. Removal of existing chimney to rear. Alterations to fenestration
HPC Comment: No objection		

Decisions received from SDC since last meeting:

Ref/Address	Details of application	Decision by SDC
23/01641/HOUSE Warren Cottage Hever Lane Hever Edenbridge Kent TN8 7ET	Alterations to roof, replacement open porch with alterations to fenestration	Granted
23/01643/HOUSE Lower Buckhurst Mark Beech Edenbridge Kent TN8 5NS	Demolition of existing garage. Demolition of existing chimney. Paving. Canopy. New dormer. New chimney. Landscaping. Reconfiguration of solar panels. Alterations to roof. Alterations to fenestration. Rooflights	Refused