

Draft Minutes

Minutes of the Hever Parish Council Meeting, held at Hever Village Hall, on Tuesday 5th March 2024 commenced at 7.30 pm. The Planning Meeting will was held at 7.00 pm.

Present: Councillor Angela Haydon (AH) Chair, Councillor Stephen Lark (SL) Vice Chair, Councillor Duncan Leslie (DL), Councillor Mark Thomas (MT), Councillor Joanna Wade (JW), Councillor Rick Brookes-Smith (RBS), Councillor Nick Roberts (NR), Councillor Phil Lindsay, Councillor Hilary Jones

Absent: No Councillors were absent

In attendance: Rachael Turner, Clerk & RFO, County Councillor McArthur and 1 member of the public.

- 1) No apologies received.
- 2) Public Forum.

- a) County Cllr McArthur reported that KCC Children's Services were still under great strain with a huge amount of unaccompanied asylum seeking children arriving in Kent last year. The Government is setting up Reception Centres that will be centrally funded rather than funded locally.

Unfortunately there are more cuts to come with bus services with school transport only being provided to entitled children.

The M25 is to have escape laybys installed between junction 5 and 7.

As Cllr Barnett was unable to attend, Cllr McArthur reported that Sevenoaks District Council had managed to produce a balanced budget. This had been achieved by cost savings, which includes cutting funding for the Citizens Advice Bureau (CAB). For this year, alternative funding had been sourced to enable the CAB to continue running.

Refuse bags will no longer be supplied and households will be required to provide their own. SDC will issue all households with a recycling bag for life later this year. There is assisted refuse collection available on request for those who need it.

- b) Kerry Outlaw from Kent Resilience Forum (KRF) talked about the work they were doing with KALC in encouraging parishes to put together an Emergency Plan. Some local parishes are grouping together (Chiddingstone, Leigh and Penshurst) to formulate a plan together. Did HPC wish to participate? AH confirmed this was on the agenda tonight and would be discussed. There is an information meeting on 21st March.

7.55 pm Cllr McArthur and Kerry Outlaw left the meeting.

- 3) Declarations of interests – Cllr Wade declared an interest in the Bellringers Grant Application.

- 4) Resolved that the minutes of the meeting of the Council held on the 11th January 2024 having been previously circulated, be taken as read and approved. Unanimously approved. No matters arising. Clerk to publish.
- 5) *Planning: Please see Planning Meeting Minutes for received planning application consultations and resolved response.
- 6) Finance
 - a) *Resolved that the bank reconciliation was unanimously approved and signed by member of FEC (SL).
 - b) *Resolved that payment of items of expenditure, including ratification of items made between meetings, be approved. Unanimous.
 - c) Noted there was no formal confirmation of Precept from SDC yet.
 - d) Noted agreement of fixed hourly rate until 25/26 audit with internal auditors, Mulberry & Co, as approved by FEC. Noted Internal Audit is booked for 15th April. Clerk to prepare.
- 7) To receive update reports on:
 - a) Pond
 - i. Pest Control Service – SDC are no longer offering this service. Received alternative quotations from 2 suppliers. Resolved to accept SureKill quotation to cover pest control at the pond and the Hever Shed as there is evidence of vermin there. Unanimously approved. Clerk to action.
 - ii. Tree maintenance works – Resolved to accept quotation from A Fenton for tree works around pond. These will be carried out in April. Approved. Cllr Roberts arranging.
 - b) Gatwick – Northern Runway Consultation. Cllr Lark reported the GACC summaries are really useful. All were encouraged to keep any eye out press reports and updates on the consultation. Concerns were raised over the lack of supporting evidence of the impact of noise on people. Duly noted.
 - c) Footpaths - Issues reported
 - i. New report of surface issues on footpath from Hever station and a request for support has been received. A member of public has offered to help if the materials are supplied. Clarification is being sought as to who owns the land in the first instance to see if they will do works. Clerk contacted Southern Govia.
 - ii. Chippens Bank footpath. The size of the area that needs repair needs to be confirmed. Landowner needs to be identified and permission obtained. Cllr Roberts to speak to landowner and then Clerk to obtain quote
 - iii. Clerk has chased up previously reported issues that are still awaiting inspection by PROW. Cllr McArthur has been asked regarding SDC funding and she will look into it.

- 8) Considered Grant Applications received:
- a) Hever Bellringers – Considered request of £428.40 for two new bell ropes. Resolved to approve. Unanimously approved. Clerk to action.
 - b) Four Elms Cricket Club – Considered request of £2,000 for Cricket nets, coaches and equipment and set up for holiday courses for children. Whilst it is recognised the local cricket club is an asset for the community, there are other grants available at present. Support with completing grant applications can be offered to the club. Resolved to approve £200 grant. Duly approved. Clerk to action.
 - c) Samaritans – Considered request of £250 towards running costs. Given the work the Samaritans do resolved to approved £500 grant. Unanimously approved. Clerk to action.
 - d) Four Elms School -
Project 1 – Sensory Room considered request for £1,000. Funding for this could be supplied from outside of S137. Clerk to investigate alternatives.
Project 2 – Playtime and PE equipment considered request for £1,500. Resolved to approve £750 grant. Clerk to action.
- 9) War Memorials – Received quotations to clean the Four Elms and Hever War Memorials. Several quotes were sought and two quotes were received. Resolved to accept Burslem quotation. Duly approved. Noted the report indicates that works on pointing and painting may be required and will be quoted on once cleaning has been completed. Clerk to seek if any funding is available towards repairs and to communicate update to churches and instruct Burslem.
- 10) Roads - All were reminded to please continue reporting potholes and all highways issues via the KCC website.
- Cllr Lindsay commented there was mud on the road at Uckfield Lane causing potentially hazardous conditions. Clerk to report.
- 11) Councillor Vacancy - To consider whether to Co-opt for the Councillor vacancy, Four Elms Ward. The vacancy was advertised by SDC but no by-election was called so permission has been received to Co-opt. Resolved to co-opt. Approved. Clerk to action.
- 12) Community Resilience Plan – Considered if HPC wishes to create a plan together with the local cluster. Concerns over volume of work and application of plan. Cllr Haydon and Cllr Jones to attend information session on 21st March. Clerk to circulate information to Cllrs received from KO.
- 13) Caretaker works
- a) Markbeech – works required on the oak triangle to replace rotten oak posts. Cllr Thomas to join with Cllr Wade and Cllr Roberts regarding possible supplier of materials.
 - b) Noted Caretaker Contractor resource will be Dave of Magic Gardens. Evidence of liability insurance received. Ad-hoc jobs around parish including routine playground checks, cleaning bus stops and tidying. Resolved to approve repairs required for playground will

total around £1200 – (of this Four Elms playground is £225 for fence palings and £995 for Hever field gym repairs and goal post repainting). Approved. Clerk to action.

- 14) D-Day 80 Anniversary on 6th June 2024 – Received an update on potential event from Cllr Wade. The Theatre at Hever Castle has been kindly offered for the event. The plan is to have a band, low price tickets and entry from 6.30 pm with people bringing picnics. Volunteers are needed to help with set up. Resolved to approve an initial donation of £1,000 with possibly a further £500 should event costs require it. Unanimously approved. Clerk to action.
- 15) Environment
- a) Litter Pick arranged 23rd March.
Litter pick leaders: Four Elms : Cllrs Haydon and Jones, Hever: Cllr Lark, Markbee: Cllrs Thomas and Brookes-Smith. Leaders to get halls ready, carry out risk assessment and get volunteers to sign register. Documents to be retained and given to the Clerk.

Clerk will drop litter pick equipment off to Four Elms/ Hever leaders. Requested leaders purchase refreshments and keep receipts for reimbursement.

Clerk will ask SDC to collect rubbish bags in the days following the litter pick.
- b) Infrared camera – cost to be researched by Cllr Wade. Carry forward to next meeting.
- 16) Update report received from Clerk
- a) Affordable Housing Needs Survey – postcards have been sent out to all households in parish with a link to the survey.
- b) The defibrillator is being installed outside the Henry Pub. Cllr Roberts is arranging.
- c) Website information on Councillors and contact details. Councillors should be contactable. Resolved to approve Councillor email addresses be on the website so they can be contacted directly. Clerk to action.
- 17) Items for information only and correspondence
- a) Noted Local Government Boundary Commission for England (LGBCE) are to undertake a review of the electoral arrangements for Sevenoaks District Council.
- 18) Items for noting or inclusion on future agenda at the discretion of the Chairman.
- a) The Parish Assembly is on Monday 20th May any ideas for speakers let the Clerk know.
- b) Communication of local events.

Date of next meeting – Full Council – Annual Meeting Wednesday 1st May 2024 in Hever Village Hall – 7.00 pm. Planning Meeting at 8.15 pm.

Meeting closed 9.30 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 – Minutes

5th March 2024, Hever Village Hall, 7pm

Present: : Councillor Nick Roberts (Chair), Councillor Angela Haydon (AH), Councillor Duncan Leslie (DL), Councillor Mark Thomas (MT), Councillor Rick Brookes-Smith (RBS), Councillor Nick Roberts (NR), Councillor Phil Lindsay

In Attendance: Councillor Hilary Jones, Rachael Turner, Clerk & RFO.

Discussed and view agreed at the meeting:

| SDC Ref. | Address | Summary of application |
|--|---|---|
| 24/00016/FUL | Open View How Green Lane Hever Kent TN8 7PS | Demolition of two storage buildings with sub-division of land with conversion of garage into a 2 Bedroom Dwelling |
| No objection subject to scale, bulk and proximity to neighbours being appropriate and not contravening planning guidelines. | | |
| 23/03709/HOUSE | Warren Cottage Hever Lane Hever Kent TN8 7ET | Erection of carport with plant room and parking alteration. Proposed swimming pool. Proposed Ground Source Heat Pump and Air Source Heat Pump installations. Replacement driveway gates. Demolition of stable outbuilding and associated landscaping. |
| No objection subject to the development not contravening planning guidelines with regards to scale, bulk and height. | | |
| 23/03317/HOUSE - Amendment | Willow Cottage How Green Lane Hever Edenbridge Kent TN8 7NN | Development: New roller shutter door for existing open forestry store. Amendment: Changes have been made to the application including the inclusion of a Design and Access Statement and a change of description for clarity. |
| Hever Parish Council have no objection to this application, however, there are concerns regarding possible commercial activity at the site. HPC would also like to question whether this application is in contravention to the conditions within the previous granting of planning (ref 21/00967) stating that no additional outbuildings could be built. The extract from the Grant of planning permission is below: “ 6) Notwithstanding the provisions of Part 1 classes A, B, D and E, and Part 2 class A of the Town and Country Planning (General Permitted Development) (England) Order 2012 (as amended), no extensions to each dwelling, nor erection of any outbuildings, structures or means of enclosure within the curtilage of each dwelling hereby approved, shall be permitted without the written consent of the Local Planning Authority.” | | |

Views Submitted since last meeting:

| SDC Ref. | Address | Summary of application |
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|----------------------------------|---|--|
| 23/03241/OUT | Hever Stud Farm Hever Road Hever Kent TN8 7NP | Outline application for provision of two new equine isolation units with all matters reserved. |
| HPC view submitted: Object | | |
| 23/03317/HOUSE | Willow Cottage How Green Lane Hever Edenbridge Kent TN8 7NN | Development: New roller shutter door for existing open forestry store. |
| HPC view submitted: No objection | | |
| 23/03495/HOUSE) | The Hollies How Green Lane Hever Kent TN8 7NN | PROPOSED OAK FRAMED CAR PORT FOR 3 CARS |
| HPC view submitted: No objection | | |
| 23/03678/CONVAR | Harewood Uckfield Lane Hever Kent TN8 7LR | Development: Variation of condition 18 (materials) of 22/00043/RFPLN related to 21/04263/HOUSE to amend materials specified on the application form. |
| HPC view submitted: No objection | | |
| 24/00070/FUL | Roughitts Uckfield Lane Hever Kent TN8 7LR | Demolition of existing dwelling and outbuildings and erection of replacement dwelling, therapy pool and landscaping. Amendment: The applicant has submitted a Preliminary Ecological Appraisal, a site plan and a planting plan. Design and Access Statement added |
| HPC view submitted: No objection | | |

Decisions received from SDC since last meeting:

| Ref | Address | Details of application |
|---------------------------------|---|--|
| 23/03557/HOUSE | Boleyn Barn Hever Road Hever Kent TN8 7LE | Erection of single storey side extension |
| Decision by SDC: Granted | | |

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| 23/02842/FUL | Roughitts Uckfield Lane Hever Edenbridge Kent TN8 7LR | Demolition of existing dwelling and outbuildings and erection of replacement dwelling, therapy pool and landscaping |
| Decision by SDC: Refused | | |

Other: Planning Enforcement:

None to report at present