

ANNUAL MEETING – Draft Minutes

The Annual Meeting of Hever Parish Council was held in Hever Village Hall on Wednesday, 1st May 2024 at 7.00 pm. The Planning Meeting commenced at 8.15 pm.

Present: Councillor Angela Haydon (AH) Chair, Councillor Mark Thomas (MT), Councillor Joanna Wade (JW), Councillor Nick Roberts (NR), Councillor Phil Lindsay, Councillor Hilary Jones (HJ)

Absent: Councillor Stephen Lark (SL), Councillor Duncan Leslie (DL), Councillor Rick Brookes-Smith (RBS),

In attendance: Rachael Turner, Clerk & RFO, and 2 members of the public

- 1)
 - a) Election of Chairman - Councillor Haydon was proposed by Councillor Lindsay and was unanimously voted in. Acceptance of Office form was duly completed.
 - b) Election of Vice-Chairman - Councillor Lark was proposed by Councillor Haydon and was unanimously voted in.
- 2) Apologies for absence received from Councillor Brookes-Smith, Councillor Leslie, Councillor Lark, County Cllr McArthur and Councillor Barnett.
- 3) Public Forum – The two members of the public present were representatives of Hever Village Hall. They confirmed that, whilst there were no formal plans as yet, the thinking was to possibly relocate Hever Village Hall and they were in discussions with the landowner. If the hall was relocated, the current site would be sold and a residential dwelling may be built on it. Should the plans progress then there would be the usual planning application process via Sevenoaks District Council and the usual public consultation.
- 4)
 - a) Finance and Employment (FEC) Committee - Councillor Haydon, Councillor Lark and Councillor Wade were appointed to the FEC Committee.
 - b) Planning Committee – Councillor Roberts (Chair), Councillor Brookes-Smith (Vice Chair), Councillor Haydon, Councillor Thomas, Councillor Leslie and Councillor Jones were appointed to the Planning Committee.
- 5) Councillor Roberts declared an interest in Owls Court that was an item listed on the Planning Agenda.
- 6) Minutes of the meeting held on the 5th March 2024 were duly approved and signed.
- 7) Planning: see Planning Meeting Minutes.

- 8) Finance
- a) Resolved to approve the Annual Governance and Accountability Return (AGAR). Unanimously approved.
 - b) Considered the Accounting statements (Section 2), (Accounts and Audit Regulations 2015) and findings on the review by the members meeting as a whole.
 - c) Resolved to approve the Accounting statements by resolution. Unanimously approved, signed and dated by the Chair.
 - d) Resolved to approve payment of items of expenditure, including ratification of items made between meetings. Duly approved.

Clerk notified members of payment for installation of the defibrillator (£250 +VAT) which was an unplanned cost. HPC are paying and Edenbridge CFR are reimbursing minus VAT which HPC can claim back. Duly approved.

- e) Noted that a VAT reclaim of £1,224.16 has been made and received for 22-23.
- f) Noted CIL Monies have been received in April 24 of £2,678.16 totalling £8,079.75 in CIL monies held.
- g) Resolved to approve the continued use of internet banking including payment by transfer, BACS and CHAPS and to note the annual payments list. Duly approved.

9) Reviewed and adopted the HPC Annual Policies:

Asset Register	Planning Committee Terms of Reference
Code of Conduct	Standing Orders

Noted the Financial Regulations and Risk Management Policy will be reviewed by the end of the year.

- 10) Vacancy of the office of Councillor – no applications received so far to consider.
- 11) Grant Applications – None were received for consideration.
- 12) Received report from Clerk outlining any actions taken since the previous meeting and any other updates.
 - a) Insurance Policy renewal – Zurich - £997.15 (£62 increase on previous year 6%). Renewal duly approved.

- 13) Items for information only and correspondence
 - a) Bulk Refuse Freighter will be in the Parish on Saturday 22nd June

- 14) Roads
 - a) Highways Team Update – The Highways Team are undergoing restructure so there will be no parish meetings for now. Clerk to request update on outstanding actions from current HIP – including Four Elms cross roads refresher painting, school warning signs at Hever and potential reduction in speed limit at Markbeeceh.

- 15) D-Day Celebration events 6th June. Invitations have kindly been hand delivered to households by Councillors. Ticket sales to date are slow. Clerk to re-publicise on social media and email. The Beacon will be lit on the day to mark the occasion.

- 16) The Parish Assembly will be held on Monday 20th May in Four Elms Village Hall at 7.00 pm. Councillors were encouraged to attend as it is run by HPC for the community so a good opportunity to meet electors.

- 17) Items for noting or inclusion on future agenda at the discretion of the Chair.
 - a) Footpaths
 - b) Environment
 - c) Infrared cameras, recycling, cameras to watch for fly-tipping

Date of next meeting – Parish Assembly Monday 20th May 2024 in Four Elms Village Hall – 7.00 pm.

Hever Parish Council Meeting – Monday 8th July in Four Elms Village Hall - Planning Meeting at 7.00 pm and full Council at 7.30 pm.

Meeting Closed 8.05 pm

HEVER PARISH COUNCIL PLANNING COMMITTEE – MINUTES

1st May 2024, Hever Village Hall, 8.15 pm

Present: Councillor Nick Roberts (NR) Chair, Councillor Mark Thomas (MT), Councillor Phil Lindsay, Councillor Hilary Jones (HJ), Councillor Angela Haydon (AH)

Discussed and view agreed at the meeting:

SDC Ref.	Address	Summary of application
24/00892/AGRNOT	Land East Of Owls Court Five Fields Lane Four Elms	A 80' x 35' steel portal framed farm barn
HPC Comment: NA info only		
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 Green house and associated landscaping.
HPC Comment: No objection subject to the development not contravening planning guidelines with regards to scale, bulk and height		
23/02105/FUL - Amended 24/00221/DETAIL	Medhurst Row Farm Prettypans Lane Edenbridge Kent TN8 6LX	Change of use from agricultural use to two-bedroom dwelling house. I previously wrote to you about the application received by the Council for this site. The application has now been amended, and a summary of the main changes is set out below; The applicant has provided a remedial method statement. Further letter sent to confirm this relates to 24/00221/DETAIL and no consultation required
HPC Comment: NA info		
24/00758/FUL	Land South West Of New House Farm Bungalow Newhouse Farm Lane Hever Kent TN8 7EQ	Construction of a new stable block with associated landscaping, and new access
HPC Comment: Hever Parish Council object to this application. The proposed welfare facility & toilet within the plan suggests human occupancy on this very small Green Belt agricultural plot, contrary to LT2 of SDC policy. In addition, we feel that the size and permanence of this proposed structure will have		

an impact on the openness of the Green Belt. If the application was for an equine structure being built purely to accommodate a horse HPC would have no objection		
24/00719/FUL	The Stables North West Of Log Cabin Pigdown Plantation Pigdown Lane Hever Kent TN8 7LX	Conversion of existing L shaped stable building to provide a one bedroom dwelling with associated amenity space
HPC Comment: TBC		
24/00951/HOUSE	1 Keepers Cottages Pigdown Lane Hever Kent TN8 7LU	Erection of a 40sqm ancillary domestic outbuilding for use as a home gym. Removal of hardstanding and an outbuilding.
HPC Comment: TBC		

Planning Enforcement:

Clerk to email Planning Enforcement again to request update as to status of enquiries regarding unauthorised continuing development at Hever Stud.

Other Matters:

Clerk to arrange Planning Training for Cllr Jones.

Meeting closed 8.30 pm

Views Submitted since last meeting:

SDC Ref.	Address	Summary of application
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. Amendment: amended elevations and floor plans.
HPC Comment: Object		

24/00016/FUL	Open View How Green Lane Hever Kent TN8 7PS	Development: Demolition of two storage buildings with sub-division of land with conversion of garage into a 2 Bedroom Dwelling. Amendment: The existing garage plans were labelled as proposed on both the drawing itself and on public access. Both have now been updated.
HPC Comment: No further comment		
24/00449/FUL	The Hollies How Green Lane Hever Kent TN8 7NN	Oak framed car port for three cars
HPC Comment: No objection, however noted the car port will be partly constructed outside the residential curtilage and subsequent incursion into Green Belt land.		
24/00447/HOUSE	Little Warren Farm Hever Lane Hever Kent TN8 7ET	Single storey extensions to rear and front; front porch.
HPC Comment: No objection, however, subject to both current applications (24/00447/HOUSE and 24/00334 FUL) not exceeding 50% of original footprint on the site.		

Decisions received from SDC since last meeting:

Ref	Address	Details of application
23/03317/HOUSE	Willow Cottage How Green Lane Hever Edenbridge Kent TN8 7NN	Development: New roller shutter door for existing open forestry store.
Decision: Refused		

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.
Decision: Granted		
23/02378/HOUSE	Elylands Stick Hill Edenbridge Kent TN8 5NL	Alterations to fenestration, alterations to previously approved extension and internal works .Some internal works have been removed. Feb 24: Works to first floor removed from plans.
Decision: Granted		
24/00016/FUL	Open View How Green Lane Hever Kent TN8 7PS	Development: Demolition of two storage buildings with sub-division of land with conversion of garage into a 2 Bedroom Dwelling. Amendment: The existing garage plans were labelled as proposed on both the drawing itself and on public access. Both have now been updated.
Decision: Refused		
23/03709/HOUSE - Amended	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 Green house and associated landscaping.
Decision: Granted		