



FAWKHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall on Thursday 21 October at 7.30 pm to transact the following business.

Grace Champion
Clerk to Fawkham Parish Council

Members of the Parish Council:
Cllr Laura Evans (Chair), Cllr Duncan Harker, Cllr Maxine Fothergill, Cllr Lucie Sleeman, one vacancy

Parish Council Meeting Agenda

1. **Apologies for Absence:**

Noted: Cllr D.Harker gave his apologies as he was unwell.

2. **Declarations of Interest for items relating to the Agenda:**

Councillors to make any declarations that may be required by virtue of the Parish Council's adopted Code of Conduct.

Cllr Evans noted that a case on the Planning Enforcement item is a neighbour.

3. **Members of the Public:**

The Council's meetings are open to the public, however, only the first half hour is given for members of the public to raise any matters and partake in discussions. There are no further opportunities for members of the public to speak during the full Parish Council meeting. At the end of the agenda items the public will be asked to leave if the council will be discussing confidential matters.

Noted: Apologies were received from District Cllr Faye Parkin due to other commitments and District Cllr Lynda Harrison after the meeting due to traffic.

4. **Planning applications:**

Appeal Ref: APP/G2245/W/21/3276040

SDC Ref: SE/21/00845/FUL

Land to the Rear Of Hurstgrove Castle Hill Hartley KENT DA3 7BQ

Proposal: to discuss appeal lodged and decide if FPC would like to submit further comments.

Resolved: It was agreed by all not to submit any additional comments on this appeal.

SE/21/03283/LDCPR

Speedgate House, Speedgate Fawkham, KENT DA3 8NJ

Erection of an outbuilding (Granny annex)

Consultation Expiry Date: Not available

Resolved: The application was discussed and it was agreed by all that FPC only have an objection to this if it goes against SDC policy or if this building is visually intrusive/ visible from Valley Road/causes harm to the openness of the green belt. FPC also request that this building remains ancillary to the main house at all times and that permitted development rights are removed from this development.

Fawkham Manor Hospital, Manor Lane Fawkham, KENT DA3 8ND:

- SE/21/03090/DETAIL - Details pursuant to condition 3 (Demolition and Construction Traffic Management Plan) subject to 21/00695/FUL – Consultation Deadline: Monday 18 October 2021.
- SE/21/03174/DETAIL - Details pursuant to condition 4 (Construction Traffic Management Plan) subject to 21/00695/FUL – Consultation Deadline: Monday 18 October 2021.

Noted: FPC responded with their comments and objections on this item prior to the FPC meeting to adhere to the consultation deadline. It was resolved that these comments submitted be ratified at this meeting.

- SE/21/03175/DETAIL - Details pursuant to condition 5 (control of noise, vibration and dust scheme) subject to 21/00695/FUL - Consultation Deadline: Monday 18 October 2021.
- SE/21/03176/DETAIL - Details pursuant to condition 6 (control of noise, vibration and dust scheme) subject to 21/00695/FUL - Consultation Deadline: Monday 18 October 2021.
- 21/03279/LBCALTL and 21/03278/DETAIL- Details pursuant to condition 29 (chimney) of 21/00695/FUL.: Chimneys. Consultation Deadline: Monday 08 November 2021
- SE/21/03262/DETAIL - Details pursuant to condition 8 (electric charging points) of 21/00695/FUL - Consultation Deadline: Not available.
- SE/21/03263/DETAIL - Details pursuant to condition 12 (loft void and ecological enhancements) of 21/00695/FUL. – Consultation Deadline – Thursday 28 October 2021.
- SE/21/03264/DETAIL - Details pursuant to condition 24 (external materials) of 21/00695/FUL. – Consultation Deadline – Wednesday 27 October 2021.
- 21/03273/DETAIL - Details pursuant to condition 13 (Tree and Hedgerow Protection Measures) of 21/00695/FUL. – Consultation Deadline – Thursday 28 October 2021.
- SE/21/03274/DETAIL - Details pursuant to condition 14 (hard and soft landscaping) of 21/00695/FUL. – Consultation Deadline – Thursday 28 October 2021.

Resolved: all in agreement that the comments circulated prior to the meeting would be sent on to planning. FPC considers that the hard and soft landscaping plans submitted to discharge this condition bear very little re-semblance to the landscaping proposed in the Design and Access Statement submitted with the application.

- SE/21/03275/DETAIL - Details pursuant to condition 17 (Risk of Crime) of 21/00695/FUL. – Consultation Deadline – Thursday 28 October 2021.

- SE/21/03278/DETAIL - Details pursuant to condition 29 (chimney) of 21/00695/FUL. Consultation Deadline: Thursday 28 October 2021
- SE/21/03279/DETAIL - Details pursuant to condition 7 (chimneys) of 21/00696/LBCALT. Consultation Deadline: Mon 08 Nov 2021

Resolved: all in agreement that the comments circulated prior to the meeting would be sent on to planning. Comments to be sent:

“This states that no repairs are required, just light cleaning. There are 9 chimney stacks and currently numbers 1,5,6 and 7 are missing chimney pots. The Heritage Statement submitted with the application 21/00696/LBCALT stated at 5.8 that “chimney pots are to be added to those stacks which lack them”. We note that the Victorian Society in their comments upon consultation said “We welcome the proposed reinstatement of the lost chimney pots”. FPC therefore requests that this condition is not discharged until plans have been submitted to add chimney pots, to match those on the stacks which do have them.”

- SE/21/03280/DETAIL - Details pursuant to condition 28 (rainwater) of 21/00695/FUL. - Consultation Deadline: Thursday 28 October 2021
- SE/21/03287/DETAIL - Details pursuant to condition 25 (rooflights) of 21/00695/FUL. - Consultation Deadline: Thursday 28 October 2021
- SE/21/03338/DETAIL - Details pursuant to condition 26 (windows) of 21/00695/FUL. Consultation Deadline: Thursday 28 October 2021
- SE/21/03339/DETAIL - Details pursuant to condition 3 (rooflights) of 21/00696/LBCALT. Consultation Deadline: Monday 08 November 2021
- SE/21/03340/DETAIL - Details pursuant to condition 4 (windows) of 21/00696/LBCALT. Consultation Deadline: Monday 08 November 2021
- SE/21/03341/DETAIL - Details pursuant to condition 6 (rainwater) of 21/00696/LBCALT. - Consultation Deadline: Monday 08 November 2021
- SE/21/03324/DETAIL - Details pursuant to condition 19 (infiltration - surface water) subject to 21/00695/FU - Consultation Deadline: Tuesday 02 November 2021
- SE/21/03391/DETAIL - Details pursuant to condition 19 (surface water drainage scheme) subject to 21/00695/FUL - Tuesday 02 November 2021

Noted: Cllr L. Evans raised the subject of CIL in relation to the Fawkham Manor development and the amount calculated for this development in comparison to other sites in Fawkham. It was agreed by all to question the calculation of this with the planning officer for the site.

5. Planning updates:

21/02410/DETAIL

Former Annexe Fawkham Manor Farm Manor Lane Fawkham KENT DA3 8ND

Approval of Details

Details pursuant to condition 4 (ecological enhancements) of 21/01054/FUL.

Granted
Noted

21/02480/DETAIL

Former Annexe Fawkham Manor Farm Manor Lane Fawkham KENT DA3 8ND
Approval of Details
Details pursuant to condition 5 (electric vehicle charging point) of 21/01054/FUL.
Granted
Noted

21/02481/DETAIL

Former Annexe Fawkham Manor Farm Manor Lane Fawkham KENT DA3 8ND
Approval of Details
Details pursuant to condition 6 (tree protection measures) of 21/01054/FUL.
Granted
Noted

21/02482/DETAIL

Former Annexe Fawkham Manor Farm Manor Lane Fawkham KENT DA3 8ND
Approval of Details
Details pursuant to condition 7 (tree protection method statement) of 21/01054/FUL.
Granted
Noted

21/02490/LDCEX

Fawkham Hall Scudders Farm Valley Road Fawkham KENT DA3 8LX
Lawful Development Certificate Existing
Confirmation that existing residential use and associated building works is lawful.
Granted
Noted

21/01579/HOUSE

Trinity House Valley Road Fawkham
Brick wall(s) to the north and northwestern side of the dwelling with retaining wall to the rear and fencing to the site frontage.
Granted
Noted

21/02312/HOUSE

1 Fairview Fawkham Green Road Fawkham
New front porch and single storey rear extension
Refused
Noted

6. Proposed diversion of Public Footpath SD163 (part) at Cross House, Fawkham, Highways Act 1980 – Section 119
Consultation Deadline: October 22nd

Proposal: discussion and agreement of PC response to KCC's consultation.

Resolved: The proposal was discussed and it was agreed by all that this diversion does not change the security aspect of the footpath for the Owner as the public can still access the land from anywhere along section D to B. The fencing in on both sides from C to D would

be substantially less convenient to the public, both from the point of restricting openness of the Green Belt/countryside views and also from a safety point of view.

7. **Approve Minutes:**

Proposal: to approve as a correct record the minutes of the Parish Council Meetings held on Thursday 16th September 2021, as attached.

Resolved: It was proposed through the Chair that the minutes be approved, and signed by the Chair, seconded by Cllr M.Fothergill and Cllr L.Sleeman.

8. **Matters Arising:**

Matters arising relating to the Minutes, not on this agenda.

Noted: Further discussion on the footway in Baldwins' Green Conservation Area would be moved to the next PC meeting.

Noted: Christmas Lights - Clerk to check and if they do not work to order one new string.

Noted: Cllr L. Evans informed the PC that the war memorial is looking great and all send their thanks to the resident who has volunteered to maintain this.

Noted: Cllr L. Evans informed the PC that Baldwin's Green has been sown with wildflower seeds with the help of volunteers. Cllr L.Evans updated parishioners via the FB page and the post received over 60 likes.

Noted: The Clerk informed the PC that the defibrillators at the Rising Sun and Speedgate are now registered with SECamb.

9. **Finance Approval:**

Expenditure and Income - details to be tabled. Approval of cheques and payments.

Fawkham Parish Council 21st October 2021 Payment List			
Date	Cheque No./Online payment	Payee/For	Amount
21/10/21	ONLINE	Emorsgate Seeds FPC Projects	£29.50
21/10/21	ONLINE	Survey Monkey Annual Plan	£368.03
21/10/21	ONLINE	SDC Dog Bins	£28.08
21/10/21	ONLINE	Clerk in Training KALC	£60.00
21/10/21	ONLINE	The Dynammic Councillor KALC	£60.00
21/10/21	ONLINE	KCC Feasibility Report	£591.66
21/10/21	ONLINE	Clerk expenses Ink cartridge	£25.00
21/10/21	ONLINE	L.Evans repayment - Kent Wildlife Trust	£168.00
21/10/21	ONLINE	FVH Hiring Agreement - FPC meetings	£264.00
21/10/21	ONLINE	Clerk Salary - G. Champion	£374.73
21/10/21	ONLINE	Clerk Tax - G. Champion	£93.60
21/10/21	ONLINE	Remembrance Wreath - donation and cost	£67.00

21/10/21	ONLINE	Allan Clark - School Fence Install	£172.00
		Total	£2301.60

Resolved: Expenditure and Income reviewed, invoices reviewed and approved by all. Online payments will be approved and authorised as per FPC financial regulations.

10. Local Plan update:

- Sevenoaks District Settlement Hierarchy – 2021 Update and Audit
- What makes Sevenoaks District special? – SDC survey

Proposal: to discuss the above and decide next steps.

Sevenoaks District Settlement Hierarchy – 2021 Update and Audit:

Resolved: Cllr L.Evans explained to the PC the SDC Settlement Hierarchy and its purpose in relation to the neighbourhood plan and how the points work. The list was reviewed and agreed by all. Updated table to be emailed to SDC by 5th November.

Noted: Cllr M.Fothergill informed the PC of a letter she had received from SDC calling for sites for potential development. She also updated Members following her attendance as Cllr at the Development and Conservation Advisory Committee meeting.,

Noted: Cllr L.Evans informed the PC that a greenbelt assessment will be carried out for Fawkham as part of the neighbourhood plan.

What makes Sevenoaks District special? – SDC survey:

Resolved: Cllr L.Evans reminded the PC that the SDC survey will be published to the public shortly. It was agreed that this would be shared to the FB page and the website inviting parishioners to add their favourite photos of Fawkham to make the post interactive. This will also be sent via email to the Fawkham Residents email group.

11. Co-option of new Parish Councillor:

Update and agreement of actions.

Noted: Cllr L. Evans informed the PC that the window for applying for the position will close on Monday and that one application had been received so far.

12. Fawkham Village Hall Hiring Agreement

Proposal: to sign a hiring agreement for the hire of the village hall for FPC monthly meeting and make a payment for the financial year (£264.00) and to cease the paid account with Zoom.

Resolved: Cllr L. Evans signed the Hiring Agreement on behalf of the PC and all agreed to the payment of £264.00.

13. Review of Budget

Proposal: to carry out half year review of budget: actual/forecast.

Resolved: Cllr L. Evans ran through the budget to date and what the forecast amounts were to be spent under each budget section. Cllr L.Evans informed the PC that she would like to move some money left over to the Neighbourhood Plan Budget. Cllr L.Sleeman also raised the option of asking for donations towards the Neighbourhood Plan.

Cllr L. Evans discussed the Clerk's salary and additional hours worked in relation to the remaining budget in this area. It was noted that a large portion of the Clerk's additional hours have been for the Village Hall and all agreed that in future the Village Hall account would pay for village hall additional hours. These will be paid quarterly at the same time as the Clerk's PC additional hours and this will be reviewed regularly.

Noted: a quote to fix the step of the school path and manhole covers has been requested.

14. Grounds Maintenance Contract

Proposal: to review the contract and requirements for 2022.

Resolved: the ground maintenance contract was reviewed and updated to reflect the changes to the area e.g. Baldwin's Green no longer needing a cut due to wild flower seeds being sown. Clerk to email updated maintenance contract to receive updated quote and to request that the increased prices start from April 2022 (instead of March) to tie in with when budget renews.

Noted: Cllr L. Sleeman raised that the path from the FVH car park to Fawkham Primary School currently has a lot of litter on it and suggested speaking with the headteacher to see if the pupils of the school could litter pick this area.

15. Remembrance Wreath. – donation and cost

Proposal: to purchase a wreath for the Remembrance service (£17.00) and make a donation of £50.00 to the Royal British Legion on behalf of the residents of Fawkham.

Resolved: all in agreement for payment of wreath and donation of £50.00 to the Royal British Legion.

Noted: Cllr L. Sleeman informed the PC that Rev. Elizabeth will be holding the remembrance service at 12:00 and the names of Fawkham's fallen would be read out during the service.

Noted: Cllr D. Harker to arrange for the knitted poppies to be put up at Baldwins Green. Cllr L. Evans and Clerk to put up knitted poppies on war memorial on 3 November.

Noted: Cllr L. Evans informed the PC that a post would be added to FB and the PC Website informing parishioners of the service taking place.

16. Survey Monkey

Proposal: to formally agree to pay survey monkey for an annual subscription (£384.00).

Resolved: all in agreement to pay the survey monkey annual subscription of £384.00.

17. Traffic survey:

Proposal: to formally agree to pay KCC invoice for the feasibility report and discuss next steps (£591.66).

Resolved: all in agreement to pay KCC invoice totalling to £591.66. Clerk to email to ask when the results of the report will be available.

18. Parish Training

Proposal: to formally agree to pay invoice for Clerk in Action Workshop (£60.00) and the Dynamic Councillor training session (£60.00) for Lucie Sleeman (Thursday 11 November).

Resolved: all in agreement for training invoices to be paid. The Clerk also informed the PC that revenue items such as these that have already been approved under the budget can be paid for without formal authorisation at meetings.

19. St Mary's Church

Proposal: to discuss and decide donation from FPC for flowers (£50.00).

Resolved: It was agreed by all that FPC will donate £50.00 to fund the provision of flowers at the church.

20. Bank Mandate

To discuss: update on adding members/sorting members log in so that payments can be made with more efficiency.

Noted: it was discussed and agreed that new Parish Councillors would be added to the bank mandate once the new vacancy has been filled. Steps will be taken to ensure all Members can approve payments online.

21. **Community Events:**

To discuss:

- Christmas tree lights switch on - discuss and agree the date, time and format of this community event.

Proposal: to assign a budget of £50.00 for this event from the community events budget (subject to the half year budget review)

Resolved: It was agreed that the Christmas lights event will take place on Saturday 27th November at 16:30. Cllr L.Evans suggested selection boxes and mince pies to be purchased under the community events budget and any leftover boxes to be donated to the community cupboard. Clerk to speak to pub owner about warming mince pies and FB post for the event. All in agreement of £50.00 budget for the event.

- Time capsule

To discuss: way forward with this

Noted: It was discussed and agreed that this time capsule would be tied in with the Queen's Jubilee event in June 2022. Cllr L.Evans suggested that the location of the capsule be plotted instead of a plaque showing its location.

- Queen's Jubilee celebrations (June 2022) &- The Queens Green Canopy

To discuss: initial discussion and agreement of whether and how to celebrate this, including budget required.

Noted: Cllrs M.Fothergill and L.Sleeman agreed to take control of organising this event. Cllr M.Fothergill suggested working with the local schools for the event.

22. **Parish Noticeboard - change of location**

Proposal: to discuss and decide if Parish Noticeboard on the corner of Fawkham Green Road should be moved and, if yes, to decide on new location.

Resolved: Cllr L.Evans informed the PC that this was suggested by parishioners in October 2019. This was discussed and it was agreed that the best option would be to consider the cost of moving the noticeboard to the village green near Ruby Martin's bench so it is more accessible to all. Clerk to obtain quotes for doing this.

23. **Neighbourhood Plan**

Update.

Noted: Cllr L.Evans updated the PC on the outcome of the church fete. The Neighbourhood Plan had a stall at the church fete and overall there was a good response. Many Hartley residents attending and 20 surveys were completed on the day. 140 survey have now been completed with over 50% of those being completed by Fawkham residents.

Noted: Cllr L.Evans informed the PC that the Local Housing Needs survey would be posted by SDC to residents on 1 November and communication from the PC would be required.

Noted: A second leaflet will be prepared for delivery to all houses in the Parish between November and February (timing to be decided).

Noted: Cllr L.Evans informed the PC that there is still a vast amount of work to be done for the neighbourhood plan within a tight budget but we are working closely with Hartley to reduce costs where possible.

24. Parish in Bloom

To discuss: discussion regarding Fawkham re-entering Parish in Bloom.

Noted: Cllr M.Fothergill informed the PC of the advantages of Fawkham re-entering. Cllr M.Fothergill to look into costing, application dates and proposals for entering.

25. Chair and Councillors reports:

To note any items not listed on the agenda.

Noted: Cllr L.Evans informed the PC that due to the hard work of a resident, Thames Water have planned to do a regular maintenance programme of a section of Valley Road.

Noted: Cllr L.Evans informed the PC that Laura Trott MP returned to Fawkham for her second visit which focused on protecting the green belt, showing Laura rural Fawkham and the condition of the roads.

26. Open Forum for Councillors to raise matters to be placed on the next agenda: Members are asked to consider agenda items for the next meeting. The details of the agenda item will be sent to the Clerk by the Thursday (one week) before the published meeting. Late details cannot guarantee inclusion on the proposed agenda.

Noted: Cllr M.Fothergill requested for Parish in Bloom to be added to the next agenda.

27. Dates for the year 2021/2022:

Parish Council Meeting -

18th November 2021

16th December 2021

20th January 2022

17th February 2022

17th March 2022

21st April 2022

28. Confidential Item - Planning Enforcement:

Proposal: to review, update and agree actions for cases.

Noted: The Council resolved to hear the item in a confidential session due to the nature of the content. Cases were discussed and actions agreed.

Meeting closed at 22:30.