



FAWKHAM PARISH COUNCIL

I hereby summon you to attend the Annual Council Meeting of Fawkham Parish Council to be held at Fawkham Village Hall, on Thursday 18th May 2023 at 7.30pm to transact the following business.

Grace Champion
Clerk to Fawkham Parish Council

Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr Will Johnstone, Cllr James Cherry & *two councillor vacancies*

Annual Council Meeting Agenda

1. Election of Chair for the Municipal Year 2023/24

The elected Chair will sign acceptance of that office.

2. Election of Vice-Chair for the Municipal Year 2023/24

The elected Vice-Chair will sign acceptance of that office.

3. Formal signing of acceptance of office forms by Councillors.

4. Apologies for Absence.

5. 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.

6. 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.

7. Councillor vacancies – update and next steps to be taken.

8. Annual Review of FPC Policies

Proposed: To review, amend if required, and accept the following documents for the year 2023/24:

- Standing Orders

- Financial Regulations
- Risk Assessment
- Asset Register

Proposed: to discuss and decide the approval of one of the following quotes for tree inspection and Christmas Tree tidy up on the village green: Alltreeconsultancy £204.00 (£170.00 ex VAT) and Lumberjack Tree Services £325.00.

Note: further quotes for the pot hole in the village hall car park to be obtained.

- Code of Conduct
- Document Retention Policy
- Social Media Policy
- Information and Data Protection Policy

Proposed: Data Protection and Freedom of Information Act. To review the procedure/s and requests made.

- Equality & Diversity Policy
- Antibullying & Harassment Policy
- Grievance Policy
- Disciplinary Policy
- Complaints Procedure
- Publication Scheme
- Delegated Authority to the Clerk

9. Annual review and approval of yearly subscriptions:

- CPRE
- KALC

10. FPC Insurance Renewal

Proposed: to agree the renewal of the FPC's insurance with BHIB which renews on 01 June 2023 at a total cost of £322.27.

11. Outside bodies and arrangements

Proposed: To appoint Parish Council Representatives to outside bodies and arrangements for reporting back:

- Brands Hatch Liaison Group - one
- CPRE - one
- Church liaison – one

12. Planning applications:

- **23/00980/FUL - Stables North East Of Brands Hatch Hotel Brands Hatch Road Fawkham Kent DA3 8PD - Demolition of existing stable block and replacement with 3no. bedroom dwelling with associated works**
Consultation Deadline: 10 May 2023.
- **SE/23/01184/LDCPR - 3 Calais Cottages, Three Gates Road, Fawkham, Longfield, Kent DA3 8NY - Loft conversion including mini-hip to gable extension. Installation of 3 front and 1 rear facing rooflights.**
Consultation Deadline: Unavailable

- **23/00547/FUL - Land Opposite Fawkham Village Hall Valley Road Fawkham Kent -**
Construction of a new vehicular and pedestrian access with fence, gate piers and associated landscaping. Relocation of existing fencing.
Consultation Deadline: 24 May 2023.
- **SE/23/01260/DETAIL - The Coach House Hillside, Valley Road Fawkham Longfield, Kent DA3 8EG:**
Details pursuant to condition 2 (external surfaces) of 20/01719/FUL
Details pursuant to condition 5 (electrical charging point) of 20/01719/FUL
Details pursuant to condition 6 (biodiversity) of 20/01719/FUL
Consultation Deadline: 01 June 2023.

12. Planning updates:

- **23/00477/CONVAR - Eureka Manor Lane Fawkham:** *Variation of condition 17 of 22/01464/FUL for 'Cessation of the existing use, clearance of the existing built development and the erection of 3no. detached dwellings with enhancements to the landscape and ancient woodland. Associated parking and landscaping.'* to read: *"Prior to any of the permitted dwellings reaching the damp proof course level the existing buildings shown on drawings 2272/30/001A, 2272/10/100A, 2272/30/002B and 2272/10/000B shall be demolished and all the resulting materials removed from the site. GRANTED*
- **23/00578/LDCEX - Carters Cottage Valley Road Fawkham Kent DA3 8NL:** *Confirmation that use of land as residential garden is lawful. GRANTED*
- **Land South of Fawkham Manor Farm (stables) Manor Lane Fawkham Kent DA3 8NH:**
 - 23/00679/DETAIL - *Details pursuant to condition 3 (soft landscaping) - 22/02421/FUL GRANTED*
 - 23/00798/DETAIL - *Details pursuant to condition 4 (drainage and parking) - 22/02421/FUL GRANTED*
 - 23/00799/DETAIL - *Details pursuant to condition 5 (storage and manure) - 22/02421/FUL REFUSED*

13. Approve Minutes:

Proposed: To approve as a correct record the minutes of the Parish Council Meeting held on Wednesday 19th April 2023, as attached.

14. Matters Arising:

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

15. Finance Approval

Expenditure and Income - details to be tabled.

Approval of cheques and payments

16. CIL

Update on ideas and quotes received.

- School footway fencing.

17. Neighbourhood Plan

Update.

Proposed: To review, amend if required, and accept the Terms of Reference of the Neighbourhood Plan Steering Group for the year 2023/24.

Proposed: to note the expenditure of £615 + VAT for the preparation of an initial design for parking at Small Grains, and to agree to transfer the remaining £442.90 from the Small Grains Maintenance budget and the leftover Coronation Budget to the Neighbourhood Plan budget to go towards this cost.

18. Community Events

- CPR Training: **proposed:** to discuss and agree a donation amount of £50.00 from the miscellaneous budget to be made to Sevenoaks CPR Charity who held the training. Feedback received on the training.
- Coronation Event: feedback on event and to note the final cost.
Proposed: to discuss and agree a donation amount of £50.00 from the coronation budget to be made to St Mary's Church who loaned FPC the gazebos for the coronation event.
- Summer SDC family day – portaloo funding query from SDC. **Proposed:** discuss and agree if FPC are able to contribute towards the cost of the toilets.

20. Flytipping/Waste near to Wilmay Copse
Discussion on next steps.

20. Chair and Councillors reports:
To note any items not listed on the agenda.

21. 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.

22. Agreement of dates, time and place for meetings for the forthcoming year 2023/2024:

Dates to be agreed:

15 June 2023

13 July 2023

24 August 2023

21 September 2023

19 October 2023

16 November 2023

14 December 2023

18 January 2024

15 February 2024

21 March 2024

18 April 2024

23. Confidential Item - Planning Enforcement:

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

G Champion

Signed G Champion, Clerk