



Rachael Turner, Clerk and RFO  
Hever Parish Council  
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## Minutes

**Attendees:** Councillor Angela Haydon (AH) Chair, Councillor Stephen Lark (SL) Vice Chair, Councillor Nick Roberts (NR), Councillor Philp Lindsay (PL), Councillor Duncan Leslie (DL), Councillor Mark Thomas (MT) and Councillor Joanna Wade (JW)

**Also in Attendance:** Rachael Turner (Clerk and RFO), District Councillor James Barnett, PC Harry Kemp and 1 member of the public.

The meeting was held in Markbeech Village Hall on Thursday 9<sup>th</sup> November 2023 and commenced at 7.30 pm. The Planning Meeting commenced at 7.00 pm.

- 1) Apologies received and approved from Cllr Rick Brookes-Smith and County Cllr McArthur.
- 2) Public Forum.  
PC Harry Kemp introduced himself as the Beat Officer for the West Division which covered the Parish of Hever, the surrounding villages and Edenbridge. Whilst his role covers a large area, he asked if Councillors could please let the Clerk know of any concerns or presence required within the Parish. PC Kemp reported there had only been 3 reports of crime made since September and asked if there were concerns anyone would like to raise. It was noted that in the school holidays there were concerns regarding anti-social behaviour around the Four Elms pond by some young people.

PC Kemp highlighted the importance of reporting all crimes, including rural thefts and fly-tipping. Residents should be encouraged to implement crime prevention such as good quality CCTV, trackers on vehicles and farm machinery and use Faraday boxes to prevent key cloning and report all crimes. Leaflets were distributed on My Community Voice and all present were advised to sign up to receive Police updates and information

The member of public present introduced herself as Hilary Jones who was possibly interested in becoming a Councillor and was welcomed to the meeting by Cllr Haydon.

District Councillor Barnett reported the Gatwick Consultation had reopened and encouraged everyone to submit a response if they hadn't already done so. On

the community transport front, several volunteers had stepped forward and progress made with a potential bus and driver being available. Discussions were also taking place with a local taxi company. This could result in a service through the villages from Cowden to Sevenoaks on a Saturday. Grant funding is currently available for community transport.

Cllr Haydon thanked all parties for attending. PC Kemp left the meeting.

- 3) No declarations of interests received
- 4) The minutes of the 14<sup>th</sup> September 2023 meeting were approved as a true record of the meeting and signed by Cllr Haydon.
- 5) \*Planning: Views agreed and submitted by the Planning Committee were ratified.
- 6) Finance. Cllrs had received the FEC Minutes.
  - a) \*Bank reconciliation prepared by the RFO, was approved by all and signed by member of FEC (SL).
  - b) \*Payment for items of expenditure, including ratification of items made between meetings, was duly approved.
  - c) \*Budget proposed by the FEC for 24-25  
RT reported the mid-year forecast was roughly on budget. This should result in approximately 18k contingency to carry forward, plus 9.3k in earmarked reserves and 5.4k in CIL monies  
FEC proposed a budget of £54k for 24-25 and Precept of £52k. Clerk/RFO assumed 3% inflation for 24-25.

Full Council to consider and then to resolve to approve in January meeting when further information on Council Tax increase details should be available.

- d) Approved appointing Mulberry & Co as internal auditors for the 23-24 accounting year.
  - e) To note the FEC have carried out the Clerk's annual Appraisal and salary review.
- 7) To receive update reports on:
  - a) Four Elms Pond - Working Party on Sunday 19<sup>th</sup> November 9.00 am (NR).  
Cllr Roberts confirmed volunteers would be welcome to help with the Working Party. The risk Assessment is ready and Clerk to publicise and source gloves and hi-vis safety wear.

There are trees that require pruning back on the bank of the pond. Cllr Roberts is organising for 3 quotes to be submitted to the Clerk.

- b) Gatwick – Northern Runway Consultation (SL). Cllr Lark confirmed that due to system issues this closed early so has been reopened until 19<sup>th</sup> November.

Clerk to publicise to encourage those who missed the opportunity to register comments to do so.

- c) Footpaths - Footpath survey update (EDR). There was no update from Cllr de Ryckman and he was not present. It is understood there are at least three public footpaths in the area that are in need of surface works. Cllr Lark is to meet the Clerk to confirm the areas. The Clerk will then contact contractors to gather quotes for the works and also speak to PROW team to gain advice on next steps.

Clerk is in process of reporting issues with footpaths in Hever (by bus stop) and also Four Elms (by field). Issues can be reported by individuals too via KCC PROW team.

- 8) To consider Grant Applications received from:
  - a) \*We Are Beams – A charity who offer support to families of disabled children who are looking for £1000 to help with running costs. This was considered and felt further information was required. Clerk is to seek clarity on the area covered and whether the Charity has received referrals from those who live within the Parish. Carry forward to next meeting.
  - b) \*Hever School – A grant application was received requesting the following:
    - i. Supporting KS2 Pupil Premium Pupils to attend school show trip - £602
    - ii. Recitation Competition Prize Sponsor - £120-150
    - iii. Maypole Dancing Gift Sponsor - £100.
    - iv. End of Year Awards - £250

Full Council considered the application and agreed support should be given. Cllr Haydon proposed that with the limited Grant budget an award of £250 for the End of Year Awards plus a further £250 for the school to spend as needed, totalling a grant of £500. Cllr Lindsay seconded this and a vote confirmed approval.

- 9) Roads
  - a) Four Elms Crossroads – Highways Feedback  
Recent ATC survey results unfortunately do not indicate anything different is required according to Highways. Clerk is to chase up when the proposed markings refresh will take place.
  - b) Traffic Speed Surveys  
The speed survey in Four Elms did not indicate it was suitable to reduce the speed limit to 20mph.

Clerk is to organise for Councillors to meet to discuss highways and to review the Highways Improvement Plan.

- 10) To consider funding swathe cuts across the Parish to allow for 2 cuts per year rather than the 1 now provided by KCC with costs estimated at £1800 pa. Duly approved. Clerk to confirm cut times are nature friendly.

- 11) Meeting dates for 2024 were approved:  
Thursday 11th Jan (Markbeece)  
Tuesday 5th March (Hever)  
Wednesday 1st May AGM (Hever)  
Monday 20th May Parish Assembly (Four Elms)  
Monday 8th July (Four Elms)  
Thursday 12th Sept (Markbeece)  
Thursday 7th Nov (Hever)

Clerk to book halls and send meeting invites to Councillors and add to the website calendar.

- 12) To consider any applicants for the Councillor vacancy, Four Elms Ward, and to Co-Opt. – Carry forward to January meeting.
- 13) To consider running Parish in Bloom. This could be something to bring different areas of the community together, such as schools, businesses and private homes in the Parish. HPC could look at planting bulbs in/around the Hever and Four Elms Fields. Cllr Thomas to contact Hever Horticultural Society to see if they would be interested supporting a group. District Cllr Barnett expressed interest in the idea. To be revisited at next meeting.
- 14) A remembrance event for D-Day 80 Anniversary on Thursday 6 June 2024 was considered, possibly with an event at the castle? Cllr Leslie to look into availability. The beacon could be lit. Clerk to circulate information to Cllrs.
- 15) The purchase of new Christmas Lights for Hever, battery powered lights for Four Elms and potential site and lights for Markbeece was considered.
- a) The Hever lights (on the oak tree) need replacing – These would cost £380 and HRA would contribute. The lights will stay up permanently and Alan HCS has kindly offered to take down old lights and install new free of charge. It was agreed that HPC would contribute £190 towards the lights.
  - b) Willerby Landscapes are kindly supplying the Christmas tree for Four Elms again this year. Lighting is an issue this time as there is no electricity. Clerk is looking at options with Willerby's, which are likely to be around £150 and should be long lasting.
  - c) A location in Markbeece to display some Christmas lights was considered. There is an oak tree in Markbeece by the junction that is prominent so may be suitable. Clerk to source some battery powered lights.
- 16) To consider what HPC can do to support the environment at a community level, such as; promote car share and support a community travel scheme, promote efficient use of resources, improved home insulation and offering water saving devices, protect and promote the natural environment including litter picking and Hedgehog Highways.

The following was agreed:

- a) Litter picks to be arranged twice a year, at the end of March and end of September. Dates to be confirmed at next meeting.
- b) Publish information on water saving devices. These could be made available and subsidised by HPC.
- c) Clerk to explore purchasing an infrared camera for residents to borrow to identify areas of heat loss in homes.
- d) Environment to be a standing item on the agenda for discussion at each meeting.

17) The Clerk reported the following:

- a) Caretaking duties and works outstanding at FE playground and Hever Field. Clerk to devise formal list for regular works and inspections. Notice board refurbishment has started.
- b) Defibrillator update – unsuccessful in bid for fully funded defib, however Clerk is now applying for match funding for the new device.
- c) Four Elms School and Four Elms Playing Field – New licence agreed.
- d) Four Elms Field Charity closure – A response has been received stating unable to close the charity due to technicality. Clerk to work with Cllr Wade to find a way forward.
- e) \*Annual Safety Inspection – Four Elms Playground and Hever gym trail – summary report of action required available. Mostly minor repairs. Clerk to ask Bobby / Mark to do works.
- f) Electric Vehicle Charging Point – site visit has taken place at Markbeech but unfortunately it does not meet the criteria for the KCC project, the same applies to other sites within the Parish. There are other options available for private businesses/landowners to apply for.
- g) Edenbridge Post Office Update – There are still two possible locations within Edenbridge but nothing has been finalised as yet.

18) Items for information only and correspondence

- a) The dates for Hever School to use the Hever Parish Field were agreed as follows:  
Maypole Celebration - Friday 17<sup>th</sup> May 2024  
Hever School Fete - Saturday 29<sup>th</sup> June 2024

19) Items for noting or inclusion on future agenda at the discretion of the Chairman.

- a) Four Elms War Memorial – maintenance clean required. Clerk to obtain quotes and explore funding options.
- b) Communications to go on agenda for next meeting.

Meeting closed 9.30 pm

Date of next meeting – Full Council Meeting Thursday 11th January 2024 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 9<sup>th</sup> November 2023, Markbeech Village Hall, 7pm**

**Attendees:** Councillor Nick Roberts (NR) Chair, Councillor Angela Haydon (AH), Councillor Philp Lindsay, Councillor Duncan Leslie, Councillor Mark Thomas (MT)

**Also in Attendance:** Rachael Turner (Clerk and RFO), District Councillor James Barnett, PC Harry Kemp and 1 member of the public.

**Discussed view agreed at the meeting:**

SDC Ref.	Address	Summary of application
23/02784/HOUSE & amendment	Terrys Barn Rectory Lane Hever Edenbridge Kent TN8 7LH	Conversion of the existing outbuilding stores to home office with rooflight. Construction of new link to main dwelling. Internal alterations. 4/10/23 Plans amended to match the previously approved application for listed building consent. <b>Bat Mitigation strategy</b>
View agreed: No further comment to make		
23/02494/LDCEX &	Land West Of High Stables Roodlands Lane Four Elms Kent	Field management and manure disposal 23/10/23 The description of works has been changed Confirmation that condition 5 of 03/00733/FUL has been breached for a period in excess of 10 years and is now lawful
View agreed: No objection		
23/02954/HOUSE	1 Five Fields Cottages Five Fields Lane Four Elms Edenbridge Kent TN8 6NA	Loft conversion with crown roof dormer on rear roof slope and Velux windows to the front
View agreed: No objection		

**Views Submitted since last meeting:**

23/02518/FUL	Fields Land North Of Lydens Lane, Lydens Lane, Hever, Edenbridge Kent TN8 7EP	Change of use of land for equestrian purposes and the formation of a sandschool
View submitted: Objection 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		
23/02715/HOUSE	2 Crouch Cottage Uckfield Lane Hever Edenbridge Kent TN8 7LQ	Small hip to gable on the single storey rear extension with rooflights. Alterations to fenestration.
View submitted: No objection		
23/02420/FUL	Little Warren Farm Hever Lane Hever Edenbridge Kent TN8 7ET	Detached annexe and extension of curtilage
View submitted: objected on the grounds the proposed annex would result in a new structure on Green Belt and within the High Weald Area of Outstanding Natural Beauty and therefore is inappropriate development.		
23/02738/HOUSE	Ingledene Roodlands Lane Four Elms Edenbridge Kent TN8 6PG	Re-building of existing Orangery with rear extension and new roof lantern. single storey extension. first floor rear extension with rooflights. Alterations to fenestrations.
View submitted: Subject to confirmation from SDC that the proposed works submitted as part of planning application 23/02738 do not exceed the 50% allowable increase from the original size of the property footprint, Hever Parish Council would have no objection to this application.		
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 <b>16/10/23 Amendment: A preliminary ecological appraisal has been submitted.</b>
View submitted: Reiterated objection to the application		

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
View submitted: Subject to the development not exceeding the 50% allowable increase from the original size of the property footprint, Hever Parish Council have no objection to this application		

**Decisions received from SDC since last meeting:**

Ref/Address		Details of application	Decision by SDC
22/03520/LDCEX	Mobile Home Land West Of Hever Road Hever Kent TN8 7NP	Confirmation of the existing use of the stable buildings and use for equestrian purposes as a Stud Farm. Erection of building and use for residential purposes in connection with Stud Farm are lawful. The applicant is asking for a formal legal determination from the Council as to whether a particular use or development is lawful under planning law. We can only consider matters of fact, such as the historic use of the site or property, rather than views about the possible impact.	Granted
22/03521/LDCEX	Land Between Hever Road And Ascot Cottage Hever Road Hever Edenbridge Kent	Confirmation of existing use of stable buildings and use for equestrian purposes as a Stud Farm are lawful. Erection of building and use for residential purposes in connection with Stud Farm are lawful.	Granted
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	Refused



23/02105/FUL + Amended App 24/9/23	Medhurst Row Farm Prettypmans Lane Edenbridge Kent TN8 6LX	Change of use from agricultural use to two bedroom dwelling house. Amended App: The applicant has provided plans showing the vegetation clearance around the building in response to the comments from KCC Ecology.	Change of use granted
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).	Application withdrawn

**Other: Planning Enforcement:**

Address	Details of concern
The Bower Farmhouse, Hever Road, Edenbridge, Kent TN8 7LE	Concerns have been raised by residents that there are extensive works going on at The Bower Farmhouse, Hever Road, Edenbridge, Kent TN8 7LE without prior planning permission being granted..
Fields Land North Of Lydens Lane, Lydens Lane, Hever, Edenbridge Kent TN8 7EP	Notified Planning Enforcement that works had started prior to permission being received. A MOP has concerns this is a business and not for personal use.