

Minutes

The Hever Parish Council meeting was held in Four Elms Village Hall on Tuesday 1st July 2025, commencing at 7.30 pm. The Planning Meeting commenced at 7.00 pm

Present: Councillor Angela Haydon (AH) Chair, Councillor Hilary Jones (HJ), Councillor Joanna Wade (JW), Councillor Nick Roberts (NR), Councillor Mark Thomas (MT), Councillor Nick Pepper (NP), and Councillor Phil Lindsay (PL) Councillor Stephen Lark (SL) and Councillor Rick Brookes-Smith (RBS)

Also Present: Rachael Turner, Clerk & RFO, District Councillor Barnett, County Councillor Mayall and 1 member of the public (MOP).

Absent: Councillor Duncan Leslie

- 1) Apologies for absence received and approved from Cllr Leslie.
- 2) Nothing was raised in the Public Forum.
- 3) Declarations of interests – Cllr Roberts confirmed he is a member of Edenbridge Voluntary Transport Services for a which a Grant Application is on the agenda to be discussed.
- 4) Report from County Councillor Mayall. Cllr Mayall introduced himself to those present as it was his first HPC meeting. He has attended several KCC committee meetings as well as other local Parish Council meetings. Cllr Haydon brought current local concerns to his attention, including the development of four entrance gateways that had appeared in recent months on How Green Lane. It was confirmed that, having reported them to SDC Planning, it was a matter for Highways as they led directly on to a road. Cllr Haydon raised concerns that Highways had confirmed How Green Lane is an unclassified road and have asked KCC for clarification on this as it is a busy road, used for diversions and buses. Cllr Haydon confirmed any support Cllr Mayall could give on persuing this would be appreciated.

Clerk to forward the email sent regarding the gateways to Cllr Mayall.

Four Elms Crossroads safety issues were also brought to Cllr Mayalls attention with the recent accidents. An update will be reported on later in the meeting and any support Cllr Mayall could give in urging KCC to put measures in place to reduce the risk of accidents would be appreciated.

- 5) Report from District Councillor Barnett. Cllr Barnett reported there were leadership challenges at the SDC AGM and some members left and formed West Kent Independents. This meant the Conservatives have lost overall control of the Council. The next full SDC Council meeting is on 22nd July. Cllr Barnett is also chairing the forthcoming CIL Spending Board where a substantial amount of funds will be distributed to projects across the District.
- 6) Minutes of the Annual Meeting, held on the 6th May 2025, were duly approved and signed.
- 7) Planning: Please see Planning Meeting Minutes
- 8) Finance
 - a) Bank reconciliation prepared by the RFO, was approval by all and signed by member of FEC (SL).
 - b) Payment of items of expenditure, including ratification of items made between meetings was duly approved. Cllr Lark confirmed he'd had sight of the invoices prior to signing.
 - c) The Internal Audit report for 2024-2025 from Mulberry was considered, duly noted and the following actions agreed:
 - i. Internal Audit will be an agenda item for discussion and any agreed action minuted. Implemented.
 - ii. The missing Register of Interests for one Councillor on the SDC website has been resent to SDC for uploading to their website. The Clerk confirmed this had also previously been sent to SDC.
 - iii. Ensure accompanying documentation is posted with the agenda. Clerk will post documentation on the same day as the agenda is published.
 - iv. Review Finance Regulations and ensure payment sheet is displayed in line with these. The Finance Regulations are due to be reviewed this year. Clerk will add the payment sheet at the end of the minutes as well as having them in the meeting pack which is accessible to all on the website.
 - v. Introduce risk matrix. Clerk to compile Risk Matrix during 25-26 year.
- 9) To receive update reports on:
 - a) Pond –Cllr Roberts confirmed the pond was busier with visitors now the weather was better. Unfortunately, some people had started camping and left tents there. The debris and tents they left has been removed and disposed of.

Recent accidents at the Four Elms Crossroads– these had caused damage to the pond area including fencing posts and rails, the lifebuoy post and the bin. The force was so hard the concrete bases will need replacing. The finger post has remained standing.

Safety concerns were raised as there were members of the public at the pond at the time of the accident and it was lucky nobody there was hurt. Should we consider moving the wooden bench? Should we consider more substantial barriers or moving the wooden bench? Clerk to raise with Highways. Risk assessment to be carried out.

Clerk has submitted an insurance claim for the damage to property caused and requested quotes for repairs from 3 companies.

- b) Gatwick update from Cllr Lark. The 9th June was the deadline for further comments on the Gatwick expansion plan. HPC submitted further comments objecting to the plans. Residents were informed of the opportunity to comment and were encouraged to do so. The outcome is now awaited and is expected in the Autumn.

10) Grant Application:

The Grant Application from Edenbridge Voluntary Transport Service, for a contribution of £1,500 to purchase a lap top and funding towards journeys, was considered and unanimously approved. Cllr Roberts had declared an interest and abstained from discussion on the item.

11) Highways Update:

Following the recent accidents at Four Elms Crossroads the Clerk had informed KCC Highways. Highways have responded and confirmed:

- a) Confirmed site is already classed as a crash cluster site
- b) Awaiting Police report to see if they will carry out a Safety Engineering Report
- c) Improvement works are scheduled and will be carried out around mid- August as follows:
 - i. Existing 'STOP' signs at the B269 Pootings Road and B2027 Bough Beech Road to be replaced with yellow-backed stop signs
 - ii. 'SLOW' road markings to be installed adjacent to the two existing advanced stop signs (with 100 and 150 yard plates) on the B2027 Bough Beech Road
- d) KCC are looking into running a social media campaign regarding using satnavs and the need to stay aware of road signs and the highway code.
- e) There is a road sign on Pootings covered with tree growth. Clerk to report to Highways

The updated Highways Improvement Plan has been submitted to KCC

- 12) Four Elms Playground. A request has been received for play equipment to be installed that is suitable for younger audience. In addition, the current equipment is aging and some now needs removing. It looks uninspiring! It was agreed the Clerk is to obtain quotes and will also engage with Wellyboots as a local pre-school to gauge ideas for age-suited equipment.

- 13) To discuss potential exposure of parts of parish not within the National Landscape Area and consider joining Chiddingstone and Leigh to undertake a Character Area Assessment.

It was agreed this should be explored. Clerk to obtain dates and circulate to see who is available to attend.

- 14) Local Government Reorganisation Survey – consider response. Cllr Haydon and Cllr Jones to compile draft response, complete survey and return by 21st July.

- 15) Caretaker works – to receive an update from the Clerk
- a) Churchyard grass cutting – positive feedback has been received and Clerk has conveyed thanks to the contractor
 - b) Pest control is ongoing at Four Elms Pond and Hever shed as there is evidence of rodent activity
 - c) Annual safety inspection to be scheduled for Hever Field and Four Elms play area.
- 16) Environment – Next Litter Pick will be in September. The next Saturday Freighter is the 19th July.

Banners for bulk refuse have been ordered to improve visibility rather than just signs. These will be displayed in all three villages. If successful Clerk will order litter pick banners too.

- 17) Public Footpaths update
- a) Chippens Bank – Clerk has chased up to find when the resurfacing works will be. They show as scheduled on the reporting tool
 - b) SR264 – blocked access to footpath from Newhouse Farm Lane has been reported
 - c) Chippens bank style – dangerous and unusually high check if can be replaced with gate. Is there any regulations on height or style of style.
- 18) Community Engagement
- a) Communication. It was agreed that a public Communities WhatsApp group would be beneficial in reaching those who perhaps don't use Facebook or email or the website. Clerk to work with Cllr Pepper on this. Clerk is also setting up Instagram as a further platform for communication
 - b) Parish survey. The last full survey was 2013. It would be good to re-run this with appropriate questions. Add to September agenda for further discussion.
- 19) Clerk report outlining any actions taken since the previous meeting and any other updates.
- a) Trees – Surveys had been carried out by the schools. The outcome highlights the need for attention for some trees in Four Elms Field and Hever Field. Clerk has subsequently requested quotes from 3 tree surgeons
 - b) Four Elms Field Charity – Clerk to schedule meeting for late September with interested parties to propose that Hever Parish Council is appointed as sole trustee.
 - c) Change of HPC bank accounts from Nat West to Unity Trust update – application forms have now been completed and submitted.
- 20) Items for information only and correspondence
- a) Family Fun Day is on Monday 18th August in Four Elms Field 10.00 – 1.30. Cricket Club have kindly confirmed their Clubhouse toilet facilities can be used. Clerk to purchase refreshments.
- 21) Items for noting or inclusion on future agenda at the discretion of the Chairman.

Resilience Plan – this has been focussing on communication, identifying resources and vulnerable people. Looking to hold a community meeting to encourage involvement of the public and for local people with useful tools to volunteer their resources in an emergency.

Meeting closed 9pm

Date of next meeting – Thursday 4th September 7.30 pm Full Council, Planning 7.00 pm in Hever Village Hall.

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 of meeting held on Tuesday 1st July, Hever Village Hall, 7pm

Councillor Nick Roberts (NR) , Chair, Councillor Angela Haydon (AH), Councillor Hilary Jones (HJ), Councillor Mark Thomas (MT), Councillor Nick Pepper (NP) and Councillor Rick Brookes-Smith (RBS)

Also Present: Rachael Turner, Clerk & RFO, District Councillor Barnett and 1 member of the public (MOP).

Apologies D Leslie

Discussed and view agreed at the meeting:

SDC Ref.	Address	Summary of application
mendment 25/01468/MMA ref: 23/00874/FUL	- Land North Of Furnace House Farm Roodlands Lane Four Elms Edenbridge Kent TN8	5/5/23 Amended Application: The applicant has provided a desktop archaeological assessment following the comments from KCC Archaeology. Development: Partial demolition of barn. Replace with erection of new dwelling with a car port. Associated access and landscaping 13.6.25 - Amendment to 23/00874/FUL to reduce the ridge height and volume of the building in order to minimise the impact on the locale. To allow enhanced layout of the photo-voltaic array on the southern facing roof to overcome shading issues, and increase generation capacity. To orient the building so it faces further away from Furnace House Farm. To allow integrated window shading using a roof overhang and balconies rather than separate brises soleils attached to the elevations. No further comment to make
25/00746/HOUSE	How Green East How Green Lane Hever Kent TN8 7NN	Garage with lean-to. 6/25 application invalid - Floor plans do not match the elevations. The overhang of the lean-to appears to be the same length as the garage, whereas the elevations show this be shorter 23/6/25 Proposal Updated and revised plans received

		No comment to make
25/01551/FUL	Land Adjoining 1 Keepers Cottages Pigdown Lane Hever Kent TN8 7LU	Development: Demolition of existing stables and erection of a new 3-bed dwelling with associated parking, ev charger and amenity. Further discussion required.

Other: Planning Enforcement:

Hever Stud/Land West of Hever Road/ Hever Hotel

HPC members attended the recent Hever Stud Appeal at the SDC offices. Despite all the concerns raised and submitted it was shocking to hear the Appeal was successful and the Enforcement Notice quashed.

Appeal: The following appeal was submitted but has now been withdrawn.

25/00023/RFLDCE	Land West of Hever Road, Hever, Kent	Appeal against refusal of: Demolition of existing Building for Residential Use and relocation of similar construction building in better location for same residential use.
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The Clerk has been in contact with SDC Planning who have agreed to deliver some training to HPC. Clerk is to do a survey to establish preferred days/times.

Hever Parish Council Pond Account Payments and Receipts (412)				
From 2nd April 2025 to 30th May 2025			Amount Received	Amount Paid
02/04/2025	Damian Gravely	Pond contractor		100
02/05/2025	Damian Gravely	Pond contractor		100
09/05/2025	DAC Beechcroft CLA	Reclaim of policy excess made on insurance claim for Four Elms Pond following accident	200	
		TOTAL	200	200

Payment Date	To whom paid/received from	Particulars of payment for main HPC Account ending 548	Amount paid (gross)	VAT Paid	Amount paid (net of VAT)	Total expenditure (reconciles with statement)
30/04/2025	Sevenoaks District Council	Bulk refuse freighter 15 3 25	£ 436.50	£ 72.75	£ 363.75	
30/04/2025	Rachael Turner	Clerk pay April 25	£ 1,304.21	£ -	£ 1,304.21	
30/04/2025	HMRC Cumbernauld	Tax and NI clerk April 25	£ 271.46	£ -	£ 271.46	
30/04/2025	KCC Pension	Pension Apr 25 R Turner LGPS	£ 501.07	£ -	£ 501.07	
30/04/2025	John Lewis (reimburse RT)	New laptop Acer Aspire 5 15.6" screen 16GB	£ 549.99	£ 91.66	£ 458.32	
30/04/2025	Amazon (reimburse RT)		£ 79.97	£ 13.33	£ 66.64	
30/04/2025	Roger Lyon RL Computer solutions	PC support on site and new pc configuration 16 4 25	£ 370.00	£ -	£ 370.00	
15/05/2025	Four Elms Village Hall	Hall hire meetings 11/4 and 6/5	£ 42.00	£ -	£ 42.00	
15/05/2025	Kent Association of Local Councils (KALC)	KALC membership 25-26	£ 714.60	£ 119.10	£ 595.50	
15/05/2025	Streetlights	Street light maintenance contract 25-26 1 of 2	£ 64.87	£ 10.81	£ 54.06	
15/05/2025	Sevenoaks District Council	Bulk refuse freighter 3 5 25	£ 458.32	£ 76.39	£ 381.93	
15/05/2025	Mulberry Local Authority Services	Internal audit fees 24-25 year	£ 253.50	£ 42.25	£ 211.25	
15/05/2025	SureKill Pest Control	Pest control services - pond and shed	£ 70.00	£ -	£ 70.00	
15/05/2025	Zurich Municipal	Insurance from 1/6/25 to 31/5/25	£ 827.07		£ 827.07	
15/05/2025	Vistaprint (reimburse RT)	Parish Assembly signs x 8	£ 115.22	£ 19.20	£ 96.02	£ 6,058.78
16/04/2025	Microsoft (reimburse RT)	Microsoft 365 Personal subscription 25-26	£ 84.99	£ 14.16	£ 70.83	
29/05/2025	Rachael Turner	Clerk May 25 Pay	£ 1,304.01	£ -	£ 1,304.01	
29/05/2025	HMRC Cumbernauld	Tax and NI clerk May 25	£ 271.66	£ -	£ 271.66	
29/05/2025	KCC Pension	Pension May 25 R Turner LGPS	£ 501.07	£ -	£ 501.07	
29/05/2025	DAC Beechcroft Claims	Zurich insurance recovery re Four Elms Pond accident	£ 34.74	£ 34.74	£ -	
04/06/2025	CAGNE	Grant under s137 towards costs of objecting to Gatwick Airport expansion, as agreed at May 25 meeting point 11	£ 2,000.00	£ -	£ 2,000.00	
04/06/2025	Hever Countryside Services Allan Agate	Hever Field cuts in May plus pesticide treatment around benches and trees	£ 426.00	£ 71.00	£ 355.00	£ 4,622.47
		TOTAL	£ 10,681.25	£ 565.39	£ 10,115.85	£ 10,681.25