

Agenda

Members of Hever Parish Council are hereby summoned, and members of the Public are invited to attend, the Meeting of the Parish Council that will be held in **Hever Village Hall on Tuesday 4th November 2025** commencing at **7.30 pm** for the transaction of business as set out below. The **Planning Meeting will commence at 7.00 pm.**

Signed: Rachael, Clerk & RFO Dated 28th October 2025 *are attachments

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

There will be up to 15 minutes at point 2 of the Agenda to hear questions or comments of the public present to draw the attention of the Parish Council to any matter. Thereafter comments may be made, or questions raised, at the discretion of the Chair.

Please contact the Clerk in advance of the meeting if further factual information is required on an item on the Agenda.

- 1) To receive apologies for absence and resolve to approve reasons given.
- 2) Public Forum.
- 3) To receive declarations of interests - Members are reminded to declare any interest on any item on this agenda at this point, or at any point during the meeting, in accordance with Hever Parish Council's Code of Conduct.
- 4) To hear report from County Councillor Mayall
- 5) To hear report from District Councillor Barnett
- 6) To approve and sign minutes of the Hever Parish Council Meeting held on the 1st July 2025.
- 7) *Planning: Please see Planning Meeting Agenda
- 8) Finance
 - a) *Bank reconciliation prepared by the RFO, for approval by all and signed by member of FEC (SL).
 - b) *To resolve to approve for payment items of expenditure to include ratification of items made between meetings. (ALL)
 - c) *To note proposed 26-27 Budget and FEC Meeting minutes from October 25
 - d) To note receipt of second part of Precept from SDC
 - e) *To receive draft updated Financial Regulations
 - f) * To receive draft updated Risk Management Matrix

- 9) Four Elms Pond update
- 10) Gatwick update. Following approval of additional runway, options to escalate concerns. To consider request from CAGNE for support and further funding.
- 11) To consider request for a memorial for the late Richard Bennett.
- 12) Grant Applications – None received
- 13) *Local Plan Update – consider consultation response
- 14) Caretaker works – to receive an update from the Clerk
- 15) Environment
- 16) Public Footpaths update
- 17) *Technology – to consider new email and website provider
- 18) To receive report from Clerk outlining any actions taken since the previous meeting and any other updates.
 - a) Four Elms Playground
 - b) Change of HPC bank accounts from Nat West to Unity Trust update
 - c) Bus stop request
- 19) Dates for 2026 HPC Meetings
 - Monday 12 January
 - Tuesday 3 March
 - Wednesday 6 May (Annual Meeting of HPC)
 - Monday 18 May (Parish Assembly)
 - Thursday 9 July
 - Monday 14 September
 - Tuesday 10 November
- 20) Items for information only and correspondence
- 21) Items for noting or inclusion on future agenda at the discretion of the Chairman.

Date of next meeting – Monday 12th January 2026 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 – AGENDA
TUESDAY 4TH NOVEMBER, HVER VILLAGE HALL, 7pm

Please note: Sevenoaks District Council (www.sevenoaks.gov.uk) is the planning authority. HPC is a consultee on some applications. Any member of the public can comment directly to SDC on a planning application.

See: <http://hever.org/what-powers-does-hever-parish-council-have-in-planning-applications>

HPC Councillors have the responsibility as individual committee members to have studied application documents prior to the meeting to enable input and worthwhile discussion to form a consensus.

Minutes will be recorded as decisions / comments submitted to SDC.

If a Councillor has declared an interest in an item on the agenda, they will be asked to leave the room for the duration of the agenda item and then invited back in again.

Hever Parish Council choose to have a public forum (at the beginning of every Agenda) as the parish council hugely value residents' views and opinions.

CURRENT PLANNING – To consider the applications and to resolve to agree recommendations.

A list of recent applications (received since the previous meeting) is provided separately. Any planning notifications received between Agenda issue and meeting day may be considered.

PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate. A list of notifications (received since the previous meeting) is provided separately on request or can be found on SDC website.

To be discussed and view agreed at the meeting:

SDC Ref.	Address	Summary of application
25/02875/HOUSE	Whistlers Farm How Green Lane Hever Kent TN8 7PU	Internal alterations and replacement windows and doors to North wing.Existing store room converted to a guest suite. Internal alterations and new window and door to utility. Deadline: 10 th November
25/02876/LBCALT	Whistlers Farm How Green Lane Hever Kent TN8 7PU	Development: Conversion of existing rear North wing to a Kitchen/Dining room. Removal and replacement of modern internal finishes. Replacement windows and doors, new ceiling, wall linings and floor finishes. North Wing fireplace modern alterations to be removed and historic fireplace reinstated. 1No. internal opening to be re-opened between North Kitchen & Dining Room in location of historic opening. 1No. new internal opening between North Kitchen & existing Kitchen. Rear Utility Room & Rear Hallway modern finishes to be removed, with replacement new ceilings, wall linings & floor finishes, and associated replacement doors and windows. Conversion of existing North Store Room to a new Guest Bedroom connected to the house. Internal alterations in association with the Guest Bedroom to create a new En-Suite Shower Room and Lobby. Second floor loft room to be converted to an En-Suite Shower room to serve the existing Loft Bedroom. Replacement of existing flat roof light over Entrance Hallway with new roof light. Deadline: 10 th November
25/02548/LBCALT	Whistlers Farm How Green Lane Hever Kent TN8 7PU	Repairs to strengthen ceiling joists with less than 50mm bearing support to the first floor master bedroom. Repairs to comprise installation of new steel plates bolted to structural timbers to prevent further movement

Other: Planning Enforcement:

Land West of Hever Road/ Hever Stud – concerns have been raised with Planning Enforcement and Cllr Barnett, District Councillor, that development looks to be starting by the new gateways on How Green Lane. Enforcement are investigating.

Appeals: None received since last meeting

Views Submitted since last meeting: None

SDC Ref.	Address	Summary of application	HPC view submitted

Decisions received from SDC since last meeting:

Ref	Address	Details of application & Decision
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 8/25 - The red line on the site location plan has been amended as previously included neighbour land. GRANTED

Payments List

To whom paid	Particulars of payment	Gross	Vat	Net
Markbeech Village Hall	Hall hire HPC meeting 11 Sept 2.5 hours	£ 40.00	£ -	£ 40.00
Kent Association of Local Councils (KALC)	Social Media for Councils training - Clerk 1/7/25	£ 48.00	£ 8.00	£ 40.00
Sevenoaks District Council	Bulk refuse freighter 19 7 25	£ 458.32	£ 76.39	£ 381.93
Hever Countryside Services Allan Agate	Mowing Hever Playing Field	£ 174.00	£ 29.00	£ 145.00
Rachael Turner	Clerk Aug 25 pay	£ 1,304.01	£ -	£ 1,304.01
HMRC Cumbernauld	Tax and NI Clerk Aug 25	£ 271.66	£ -	£ 271.66
KCC Pension	Pension Aug 25 Rturner LGPS	£ 501.07	£ -	£ 501.07
The Map Centre Hereford	Parish Map for board in Hever	£ 80.00	£ -	£ 80.00
Rachael Turner	Clerk Sep 25 pay	£ 1,304.01	£ -	£ 1,304.01
KCC Pension	Pension Sept 25 R Turner LGPS	£ 501.07	£ -	£ 501.07
HMRC Cumbernauld	Tax and NI Clerk Sep 25	£ 271.66	£ -	£ 271.66
SureKill Pest Control	Pest control services - pond and shed	£ 70.00	£ -	£ 70.00
Vistaprint (reimburse RT)	Litter pick banners	£ 103.40	£ 17.25	£ 86.15
Digital Printing (reimburse RT)	Litter pick date stickers for banners	£ 29.94	£ 4.99	£ 24.95
Defib World	iPAD SP1 adult/child electrode pads	£ 72.19	£ 11.20	£ 60.99
APF Trees & Garden Maintenance	Fell Ash Tree at Hever Field	£ 216.00	£ 36.00	£ 180.00
KALC	Planning Crse Cllr Roberts	£ 60.00	£ 10.00	£ 50.00
KALC	Planning Crse Cllr Jones	£ 42.00	£ 7.00	£ 35.00
	TOTAL	£ 5,547.33	£199.83	£ 5,347.50