

Draft Minutes

Minutes of the Hever Parish Council Meeting held on Monday 12th January in Hever Village Hall which commenced at 7.30 pm. The Planning Meeting commenced at 7.00 pm

Present: Councillor Angela Haydon (AH) Chair, Councillor Hilary Jones (HJ), Councillor Nick Roberts (NR), Councillor Nick Pepper (NP), Councillor Phil Lindsay (PL), Councillor Joanna Wade (JW)

Also Present: Rachael Turner, Clerk & RFO and District Councillor Barnett. 1 Member of Public (MOP) attended.

Absent: Councillor Rick Brookes-Smith (RBS) Councillor Duncan Leslie (DL) Councillor Mark Thomas, Councillor Stephen Lark (SL)

- 1) Apologies for absence were received and approved from Cllr Stephen Lark and Cllr Mark Thomas.
- 2) Public Forum – The MOP present asked what the situation was with the development at Pootings. It was confirmed it was with SDC and the hearing was coming up.
- 3) Declarations of interests were received from Cllr Wade in respect of the Grant Application for Hever Bellringers and also the Grant Application for Hever Parish Lunches. Cllr Lindsay declare an interest in the Grant Application for Hever Bellringers.
- 4) County Councillor Report. County Councillor Mayall sent his apologies for absence through Cllr Barnett who gave a report and confirmed discussions had taken place with Highways regarding the development of entrances on How Green Lane. At this time Highways will not take any action, however, they will review if the entrances start to be used.

The KCC budget has been published with a 3.99% increase in Council Tax. KCC had achieved £100 million in savings and there will be no cuts to services.

- 5) District Councillor Report. District Councillor Barnett was asked if KCC had responded on the classification of How Green Lane. Cllr Barnett will follow up as no response had been received and commented SDC had seen an application for the verges but it was withdrawn.

Cllr Barnett reported:

- a) a request to reduce the speed limit to 30mph near the Wheatsheaf in Bough Beech had been received.
- b) The Conservatives were a minority but the largest group in SDC.
- c) CIL bids are now open

- d) News was still awaited on the bus route from Cowden to Edenbridge/Four Elms/Sevenoaks

Cllr Barnett left the meeting at 7.55 pm

- 6) Minutes of the Hever Parish Council Meeting held on the 4th November 2025 were duly approved and signed by Cllr Haydon.
- 7) *Planning: Please see Planning Meeting Minutes
- 8) Finance
- a) The Bank reconciliation was approved by all and signed by Cllr Haydon
 - b) Payment for items of expenditure, including ratification of items made between meetings, was approved.
 - c) The proposed 26-27 Budget was unanimously approved.
Proposed: Cllr Wade, Seconded: Cllr Pepper. Approved by all
 - d) The Precept request to be submitted to SDC of £54,000 for 26-27 was approved
Proposed: Cllr Haydon, Seconded: Cllr Jones. Approved by all
 - e) Completion of CIL report for 2024-2025, which is on the website and notified to SDC, was duly noted. Clerk confirmed 8k of CIL monies were held.
- 9) Updated Financial Regulations and Risk Management Matrix were approved and adopted.
Proposed: Cllr Haydon, Seconded: Cllr Jones. Approved by all.
- 10) Four Elms Pond update – there was a December tidy up and the pond is looking good. The duck house on the pond will need some maintenance when the weather is better.
Now the final invoice for the repairs following the accident at the pond had been received, Clerk will request reimbursement from the insurer.
- 11) The request for funding of £810 for works to remove oak tree stump in Hever on land not owned by HPC was considered. The applicant had retracted the request to replace fencing prior to the meeting. Councillors strongly suggested the applicant should request three quotes for the works and agreed to contribute £200 which would be payable upon completion of the works. Spend would be under Open Spaces Act 1906 s.9. Clerk to inform applicant.
- 12) Gatwick update – CAGNE update received confirming the noise consultation closes 20th January 2026 : <https://www.gov.uk/government/consultations/changes-to-the-air-navigation-directions>

The MOP left 8.15 pm

- 13) Grant Applications:
- a) *Hever Bellringers Application for £570 for replacement ropes was considered. As Cllr Wade and Cllr Lindsay had declared an interest in this they gave information on the application but abstained from participating in the discussion or decision process. A grant of £300, payable under S.137, was approved and suggested that further funding could be sought elsewhere, such as a special collection in Church, or an appeal publicised in The Link Magazine.

- b) *Hever Lunches Application for £350 was considered. The group has a shortfall of around £25 each month plus equipment needed to be purchased. Cllr Wade had declared an interest in this and gave information and confirmed typically around 24 people from across the parish attend and all were welcomed. The monthly Lunches are advertised in The Link Magazine. A grant of £200, payable under S.137, was approved.
- c) *Hever School mosaic art project Application, looking for up to £950 was considered. A grant of £500, payable under S.137, was approved.
- d) *Four Elms School laptop project, looking for funding of up to 6.5k. As computer equipment is deemed essential for the curriculum a Parish Council unfortunately cannot fund it. Clerk has informed the school that HPC could consider supporting a non-curriculum project.

14) Caretaker works:

- a) Tree works – Hever closed churchyard – completed
- b) Four Elms Field tree works – completed
- c) Four Elms play area - broken equipment (play kitchen) has been removed
- d) Hever notice board – on Caretaker list to refurbish and Clerk to ask for progress on the Hever station notice board that was vandalised

15) Environment

- a) A request has been received from a resident to borrow thermal camera. Cllr Thomas to arrange.
- b) Community Litter Pick to be held on Saturday 28th March.

16) Public Footpaths update

- a) Clerk to chase up PROW regarding the footpath repairs at Chippens Bank. Cllr Wade reported the surface was very bad, particularly with the wet weather. The stile is dangerously loose now too.
- b) Cllr Lindsay reported the footpath at Newhouse Farm Lane was still blocked. Clerk to follow up with Cllr Lindsay.

17) The Clerk reported the following:

- a) Four Elms Playground – three companies have been out to survey the play area and are putting together proposals. Suggestion has been made to possibly extend the play area by moving the front fence out further to allow space for new equipment for younger children. The current space at the back corner of the playground is very limited and would restrict what equipment could safely be installed there. Moving the fence forward would not impinge on the area used to play games and football. Proposals to be circulated to Councillors for review and consideration at the March meeting once received.
- b) Change of HPC bank accounts from Nat West to Unity Trust update. This is now complete and the system and dual authorisation of transactions is working well.
- c) Website and email update – website build is in progress and the site will be circulated for review shortly. New email addresses will be issued soon too.

Cllr Pepper confirmed only a few people had signed up for the Hever WhatsApp Community Announcements. Cllr Wade suggested including the details and QR code on the Parish Assembly flyers to encourage people to sign up. Cllr Wade is now able to publish announcements on the WhatsApp group too.

- 18) Items for information only and correspondence
- a) Dates for Hever School events on the Hever Field were approved:
 - i. Friday 15 May - May Picnic
 - ii. Saturday 20 June - Hever School Fete
- 19) Items for noting or inclusion on future agenda at the discretion of the Chairman.
- a) How Green Lane – there are concerns for safety due to ice on the bends and several accidents have happened there. Could Highways put warning signs up and should there be signage, such as chevrons for the bends? Clerk to report to Highways and establish any potential cost to HPC.
 - b) The request for a reduction of speed limit in Four Elms up to the garden centre/café was raised. Clerk to ask Highways for an update.
 - c) Treacherous conditions, both with cars sliding and people falling over on the route to and from Hever Station during the icy weather. Could this be gritted by Highways in the future? Clerk to enquire.
 - d) The date of the March meeting has been changed to Tuesday 24th March.

Date of next meeting –Tuesday 24th March 2026 7.30 pm Full Council, Planning 7.00 pm in Four Elms Village Hall.

Meeting closed at 9.00 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
MINUTES
MONDAY 12TH JANUARY - HEVER VILLAGE HALL, 7pm

Present: Councillor Nick Roberts (Chair), Councillor Angela Haydon (AH), Councillor Hilary Jones (HJ), (NR), Councillor Nick Pepper (NP)

Also present: Rachael Turner, Clerk & RFO and District Councillor Barnett. 9 Members of Public (MOP) attended.

Discussed and view agreed at the meeting:

| | | |
|---|--|--|
| 25/03118/LDCPR | Four Elms Stores, Four Elms Road, Four Elms, TN8 6NL | Change of use to hand carwash and addition of perspex screen |
| View agreed: HPC believe that under planning law, if the site were to change the nature of business to a carwash facility, then a change of use application to another Class designation, would be necessary and therefore an LDC cannot be permitted. In any event HPC would strongly object if an application to change use to a carwash was submitted. | | |
| Residents are encouraged to submit their comments to SDC regarding this. | | |

A MOP asked about registering the Four Elms Stores site as a Community Asset.

25/03241/OUT, Land South Of Phillippines Close, Edenbridge development. Whilst this is outside of Hever Parish it will impact the area and many objections have been lodged, including from Edenbridge Town Council and Hever Residents Association. HPC also object. Comments can be made until 21st Jan

Other: Planning Enforcement:

Land West of Hever Road/ Hever Stud

Appeals:

| | | |
|---------------|--|--|
| 25/00054/ENF | Meadow View, Uckfield Lane, Hever, TN8 7LL | Appeal against issue of Enforcement Notice for: Without Planning Permission - The unauthorised erection of a pergola |
| 26/00001/RFCO | Land West of Hever Road, Hever, Kent | Details pursuant to condition 2 (hard and soft landscaping and lighting) of appeal decision APP/G2245/C/24/3352309 Appeal Type: Refusal of Planning Condition. Case Officer Sean Mitchell |

Views Submitted since last meeting:

| SDC Ref. | Address | Summary of application | |
|----------------|--|--|--|
| 25/03280/LDCEX | The Dyehurst Stud Dyehurst Lane Hever Kent TN8 7LB | Confirmation that use of land as residential garden land associated with the Dyehurst Stud is lawful | |

Decisions received from SDC since last meeting:

| Ref | Address | Details of application & Decision |
|--------------|--|---|
| 25/02218/FUL | Land West Of Hever Road Hever Kent | Demolition of existing stables and building for residential use and construction of a new American Barn style stable block within the footprint of the demolished existing stables and residential building. Decision: Granted |

Planning meeting closed 7.35 pm

Payments List

| Payment Date | to whom paid/received from | particulars of payment | Gross | Vat | Net |
|--------------|--------------------------------|--|------------|---------|------------|
| 27/10/2025 | The Sign Shed | Playground signs *2 for Four Elms play area | £ 95.71 | £ 15.95 | £ 79.76 |
| 27/10/2025 | Dropbox (reimburse RT) | Dropbox subs 1 year 21/10/25-21/10/26 | £ 95.88 | £ 15.98 | £ 79.90 |
| 30/10/2025 | APF Trees & Garden Maintenance | Oaks raised over Hever Shed | £ 216.00 | £ 36.00 | £ 180.00 |
| 27/10/2025 | Streetlights | Street light maintenance contract 25-26 2 of 2 | £ 64.87 | £ 10.81 | £ 54.06 |
| 30/10/2025 | Mulberry Webdesign | 1 year website hosting | £ 195.00 | £ - | £ 195.00 |
| 30/10/2025 | Rachael Turner | Clerk pay Oct 25 | £ 1,304.01 | £ - | £ 1,304.01 |
| 30/10/2025 | HMRC Cumbernauld | Tax and NI Clerk Oct 25 | £ 271.66 | £ - | £ 271.66 |
| 30/10/2025 | KCC Pension | Pension Oct 25 Rturner LGPS | £ 501.07 | £ - | £ 501.07 |

| | | | | | |
|------------|--|--|--------------------|-----------------|--------------------|
| 14/11/2025 | Mandrake Services - Dave Andrews Magic Gardens | Map board, Hever churchyard grass cuts, clean bus stops, safety inspections, signage | £ 1,301.99 | £ - | £ 1,301.99 |
| 26/11/2025 | Rachael Turner | Clerk pay Nov 25 | £ 1,304.01 | £ - | £ 1,304.01 |
| 26/11/2025 | HMRC Cumbernauld | Tax and NI Clerk Nov 25 | £ 271.66 | £ - | £ 271.66 |
| 26/11/2025 | KCC Pension | Pension Nov 25 Rturner LGPS | £ 501.07 | £ - | £ 501.07 |
| 26/11/2025 | SureKill Pest Control | Pest control services - pond and shed | £ 70.00 | £ - | £ 70.00 |
| 16/12/2025 | Amazon (reimburse RT) | Printer HP OfficeJet Pro 972e | £ 149.99 | £ 25.00 | £ 124.99 |
| 16/12/2025 | Amazon (reimburse RT) | Ink for printer, hole punch and pens | £ 110.60 | £ 18.43 | £ 92.17 |
| 16/12/2025 | Amazon (reimburse RT) | A4 paper HP Office 5 reams | £ 21.97 | £ 3.66 | £ 18.31 |
| 16/12/2025 | Amazon (reimburse RT) | Litter pick hoops x 5 | £ 54.49 | £ 9.08 | £ 45.41 |
| 16/12/2025 | Amazon (reimburse RT) | Warning triangles for litter pick x 4 | £ 26.56 | £ 4.68 | £ 23.28 |
| 16/12/2025 | Rachael Turner | Clerk Expenses | £ 623.82 | £ - | £ 623.82 |
| 16/12/2025 | APF Trees & Garden Maintenance | Four Elms field tree works (as required per Tree Survey 25) | £ 1,488.00 | £ 248.00 | £ 1,240.00 |
| 16/12/2025 | Hever Countryside Services Allan Agate | Repairs to fencing at Four Elms Pond after accident. To be reimbursed by insurer | £ 696.00 | £ 116.00 | £ 580.00 |
| 16/12/2025 | RWE Rural Services | Hever churchyard tree surgery. Church have agreed to reimburse 50% of net cost | £ 456.00 | £ 76.00 | £ 380.00 |
| 16/12/2025 | Vision ICT | 65% of new website fee | £ 936.00 | £ 156.00 | £ 780.00 |
| 16/12/2025 | Mr Computing | Avast Antivirus Licence 1 year | £ 39.00 | £ 6.50 | £ 32.50 |
| 16/12/2025 | KALC | Finance Conference - Clerk | £ 84.00 | £ 14.00 | £ 70.00 |
| 31/12/2025 | Hever Village Hall | Hall Hire HPC Meeting 4/11/25 | £ 45.00 | £ - | £ 45.00 |
| 31/12/2025 | Rachael Turner | Clerk pay Dec 25 | £ 1,304.01 | £ - | £ 1,304.01 |
| 31/12/2025 | HMRC Cumbernauld | Tax and NI Clerk Dec 25 | £ 271.66 | £ - | £ 271.66 |
| 31/12/2025 | KCC Pension | Pension Dec 25 Rturner LGPS | £ 501.07 | £ - | £ 501.07 |
| 31/12/2025 | Mandrake Services - Dave Andrews Magic Gardens | Safety inspections x 2 Hever and Four Elms | £ 100.00 | £ - | £ 100.00 |
| 31/12/2025 | Unity Trust Bank | Service Charge Unity | £ 6.00 | £ - | £ 6.00 |
| | | TOTALS | £ 13,107.10 | £ 756.10 | £ 12,352.41 |
| | | | Gross payments | VAT | Net payments |