

PARISH COUNCIL OF BENENDEN

Minutes of the Ordinary Parish Council Meeting held on Monday 19th June 2023, 7pm, Iden Green Pavilion

Present	Cllrs Cochrane, Driver, Grant, Hagan, Lewis, Presgrave and Thomas	
In Attendance	Cllr Warne; C Levett – Clerk.	
Item		Action Responsibility
1. APOLOGIES	Apologies were received from Cllrs Beveridge and Cruse.	
2. DECLARATION OF INTERESTS	No declarations of interest.	
3. MINUTES OF PREVIOUS MEETING	The Parish Council minutes from the meeting held on 15 th May were unanimously approved as a correct record of the meeting.	
4. REPORTS BY COUNTY/ BOROUGH COUNCILLORS	<p>Cllr Warne reported :</p> <ul style="list-style-type: none"> • SE Water – there was a lack of communication regarding the water issues. Water shortages are likely to be ongoing. • Residents survey is now open https://tunbridgewells.gov.uk/news/2023/june/residents-survey-opens. Information from the survey will help to form TWBC’s future priorities. Drop-in session on 28th June 12noon – 2pm at Benenden Village Hall. • Change to recycling bin collection day from July. The contractor is trying to be more efficient and use less carbon and the best way to achieve this is to change the rounds. • Change to consultation period for draft budget from 6 to 4 weeks so that this coincides better with other committee/advisory board meetings and so that consultation responses can be better considered. BPC unanimously agreed to this change. 	
5. REPORTS BY CHAIR AND PARISH COUNCILLORS	<p>Cllr Thomas attended Parish Chairmen’s Group Meeting.</p> <ul style="list-style-type: none"> • Boundary Changes - the Goudhurst split still seems unclear. Cllr Thomas will check the map. • Carlos Hone advised that the Local Plan has been pushed back for another 2 months. <p>Cllr Thomas will attend the TW KALC Area meeting which takes place on 27th June.</p>	
6. PLANNING	<p><u>6a. Planning Applications</u></p> <ul style="list-style-type: none"> • 23/01223/FULL Culpeppers, Coldharbour Road Proposed replacement dwelling (resubmission of 22/03419/FULL) <ul style="list-style-type: none"> ➤ Revisited after refused apps for 8 dwellings 22/02043/OUT and replacement 2 storey with 2 storey car barn under 22/03419/FULL. ➤ APPLICATION FORM INFO: Applicant has entered no details for walls, roof, windows and doors, boundary treatments, vehicle access and hard-standing, and lighting — applicant has stated ‘To be conditioned’. ➤ PLANNING, D&A STATEMENT INFO: Replacement dwelling, 1½ storey 4 bed, on same footprint as existing dwelling, including replacement garage. Built of similar bricks and clay tile roof as surrounding properties. Existing access, drive and parking areas will remain and dwelling and garage will be out of road due to existing mature hedgerow. No trees on site will be removed or destroyed during demolition and construction. Biodiversity not affected as same footprints being used. Additional tree planting and wild meadow planting will be incorporated and a wildlife tower. 4 bed family dwelling and garage on 2 floors. Various measures to be incorporated: Air source/ground source heat pumps, PV panels to roofs, Log burners, High levels of insulation. Proposal in character with area in terms of form and scale. ➤ COMMENT: proposed scheme is acceptable in planning terms and will be in keeping with the surrounding property, and not be harmful to the AONB or IG Conservation Area. <p>Benenden Parish Council unanimously agreed to support this application and, if granted, requests lighting conditions to comply with BD5.</p> <ul style="list-style-type: none"> • 23/01134/FULL Woodstock, Goddards Green Road Erection of porch, Conversion of loft into living accommodation with dormer windows and associated fenestration, Installation of 4 no. rooflights on front elevation, Replacement of existing rooflights to rear elevation, Removal of existing chimney, Addition of fenestration and doors, Formation of raised decking with balustrade 	

Chairman..... Date.....

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These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.

- 9 Constraints which now includes BNDP.
 - Previous app 19/03227/FULL - demolition of existing dwelling and replacement plus 2-storey car barn. BPC objected to front facade of proposed dwelling and roofing pitches/dormers detail too busy/fussy. BPC objected to car barn and suggested only single storey. TWBC refused the application.
 - Proposal to remodel existing dwelling, 3-bed bungalow with rooms in roof space with roof lights on south side.
 - Footprint remains same and first floor roof space provides 2 beds, each with en-suite and dormer windows to south side to provide height. Three dormers, 2 of which full height with Juliet balconies. Wall between ground floor beds 1 & 2 removed. Remodelling will increase property to 4-bed. Roof lights added to front (north elevation).
 - Front porch constructed of oak columns and beams with roof tiles to match existing.
 - Proposal retains existing dwelling and remodels interior and exterior of building. Added fenestration and front porch will improve appearance of property.
- Benenden Parish Council unanimously agreed to support this application** and requests lighting conditions to comply with BD5.
- **23/01210/LBC The Potting Shed, Hole Park, Benenden Road, Rolvenden** Listed Building Consent - Extension to existing dwelling, removal of sheds, installation of solar panels (refers 23/00285/FULL)
 - 23/00285/FULL BPC supported this application and TWBC approved.
 - Following granting of application, TWBC Conservation Officer has determined, in agreement with Ashford BC, that the kitchen garden and potting shed are curtilage listed structures to Hole Park, and so LBC now submitted.
 - TWBC CO supports this complementary listed building consent application. No further details are required as conditions have been attached to the planning permission.
- Benenden Parish Council unanimously agreed to support this application.**
- **23/01290/FULL Cattsford Farm, Dingledden** Erection of new rural dwelling ancillary to the existing forestry contractor's business
 - Cattsford Farm operates as a forestry yard and has an open cattle shed with hay storage – BPC supported and TWBC approved. Mobile home on site occupied by owner's family. D&A Statement explains, as do other witness statements, why residential presence on site required.
 - Proposal to replace mobile home with 4-bed, 2 storey detached dwelling
 - Gable ends of local reclaimed brick to first floor, white weatherboard to roof, roof of Kent Peg Tiles in multi-coloured clay finish. Timber window frames painted white.
 - Mobile home will be removed from site upon completion of the house.
 - No trees or hedges affected, no change in the existing 3 car parking spaces.
 - Pre-app not sought.
 - External lighting is not mentioned but there is a comment about light provided from lights within the house and a well-lit yard will bring extra protection to those living locally.
- Benenden Parish Council unanimously agreed to support this application** but raises concerns about any well-lit yard and house in a remote location in the countryside with a dark skies policy and requests lighting conditions to comply with BD5.
- **23/01345/FULL Barnhill, Dingledden Farm Road** Single storey side extension and new front porch
 - D&A STATEMENT: BPC supported previous approved permission under 21/02862/FULL. No ground floor cloakroom, small kitchen small, laundry machines in shed. Small utility/cloakroom within house would have been provided under 21/02862/FULL. To improve living accommodation, proposed to make front porch originally permitted under slightly larger and enclosed to store coats and boots etc. Front porch would provide more welcoming appearance to cottage.
 - FOOTPRINT : Existing 66.75 sqm. Proposed footprint 76.2 sqm Gain of 9.5 sqm.
 - COMMENTS: Interior wall between kitchen and dining room removed. Enclosed Porch at front 2m x 1.7m. Side Extension 3.34m x 1.79m. Walls to extension and porch - Facing Brick to match existing, Roofing: clay tiles to match existing. Complies with relevant LP and NDP policies.
- Benenden Parish Council unanimously agreed to support this application.**

	<ul style="list-style-type: none"> ● 23/01327/FULL Bankside Farm Buildings, Standen Street Change of use and conversion of existing redundant agricultural buildings into 3 no. dwellings with associated landscaping ➤ SITE CONSTRAINTS: High Pressure Gas Pipeline 110m buffer; Benenden Parish Wide NDP Policies; Benenden LE1 Panoramic Views; Apps or Equivalent Only (inc Reserved Matters) to consult with KCC on major planning; AONB - EN19; AONB Border- EN19; Outside LBD - STR1; Agricultural Land Classification Grade 3; Outside LBD1; AONB ➤ SITE HISTORY: 03/00687/AGRIC Article 3 Submission - Open two-sided barn - Prior approval not required. ➤ LISTED BUILDINGS IN PROXIMITY: None in proximity. ➤ D&A STATEMENT INFO: 2 x 3-bed and 1 x 4-bed. Removal of existing dilapidated lean-to buildings and sheds results in c.20% reduction in footprint of buildings on site. Landscape & Biodiversity measures create significant biodiversity net gain on site. Removal of large areas of existing hard standing and introduction of new permeable surface area. 325+linear meters of new native hedging, 25+ native trees to be planted. 140 sqm of sedum roof. Existing access from lane. ➤ PRoW: WC297 to west of site and WC298 to east of site. View towards site from both PRoW improved. ➤ GENERAL COMMENTS: Will enhance landscape of this location in Standen Street. ➤ PROPOSAL COMPLIES WITH: BNDP HS3 b) Windfall sites outside LBD, Landscape and Environment Policies, and Design Policies. <p>Benenden Parish Council unanimously agreed to support this application and requests lighting conditions to comply with BD5.</p> <p><u>6b. Other Planning Matters</u></p> <ul style="list-style-type: none"> ● Benton Farm -Objections to planning application-Benton Hoppers ➤ Following the agreed BPC response in May to the solicitors acting on behalf of the owners of Benton Farm a further email had been received with a copy the objections lodged by their clients with TWBC. These were circulated in full to Parish Councillors ahead of the meeting. ➤ The objections listed the way in which it is believed that the application fails to meet various policies. The solicitor also suggested that BPC had changed its approach towards planning applications, and asked BPC to explain its reasons for supporting the application. ➤ BPC unanimously agreed its response to the solicitor confirming that its approach had not changed and clarified again that it is not within the remit of BPC to approve or refuse planning applications, and this is done by the local planning authority. BPC also confirms that it fully evaluates all planning applications transparently, fairly and equally with impartiality and consistency. Examples were given which contradict the claims of the solicitor and how BPC takes into account comments made by, for example, the Borough's Landscape and Biodiversity Officer. BPC listed its reasons for supporting the application and how it complies with various policies. ➤ Note : TWBC has now granted permission. <ul style="list-style-type: none"> ● Hospital Site Proposals <p>Received from Bob Andrews, Benenden Health : the position of Benenden Health remains as set out in its letter on 13th April and suggests that BPC liaises directly with Esquire in connection with all comments and observations which BPC has in connection with the intended development.</p>	
7. HIGHWAYS, FOOTPATHS & TRANSPORT	<p><u>a. Highways Improvement Plan</u></p> <p>Cllr Driver has requested updates from KCC Highways, but received no response, following the meeting in April to discuss the HIP and the following items which had been raised :</p> <ul style="list-style-type: none"> ➤ Concerns regarding traffic overshooting Benenden crossroads ➤ Proposals for a speed limit reduction along the B2086 ➤ Request that the Highways Engineer respond to the concerns and request if proposed speed limit reduction could be brought forward if local funding was made available ➤ Vehicle activated sign in Mill Street - traffic survey request <p><u>b. Pavement Parking</u> : Cllr Thomas has posted letters to residents in The Street requesting that vehicles do not park on the pavement.</p> <p><u>c. No Parking Signs</u> : Cllr Hagan has spoken to the Bull and they have asked that the signs are not put up until after refurbishment works have been completed.</p>	

a. Monthly Finance

TRANSACTIONS FROM 1st May 2023

Brought forward **71548.30**

Income

Payee	Reference	Amount
B&IG WI	Copying	3.60
Donation	Wells	100.00

TOTAL **103.60**

Expenditure

Supplier	Reference	Amount
DD NEST	Pension	77.81
DD NEST	Pension	77.81
DD NEST	Pension	77.81
DD CF Corporate Finance	Copier Lease	180.00
BACS C Levett	Clerk's Salary	1081.24
BACS C Levett	Telephone	31.56
BACS J Lewis	Annual Assembly Refreshments	31.00
BACS Iden Signs	Banner	108.00
BACS Tompsett Landscaping	Grounds Maintenance	297.31
BACS Iden Signs	No Parking Signs	36.00

TOTAL **1998.54**

Reconciled with bank statement 079 31st May 2023 **69653.36**

Approved June 2023 Payments :

Unity Trust Bank	Quarterly Charge	18.00
BACS C Levett	Clerk's Salary	1040.42
BACS C Levett	Telephone	31.56
BACS Iden Green Pavilion	Meetings and Refreshments	58.00
BACS A Durtnell	War Memorial	353.97
BACS Tompsett Landscaping	Grounds Maintenance	297.31
BACS EDF	Public Toilets	262.88
BACS Krystal Hosting Ltd	Parish Domain Annual Renewal	239.99
BACS ASL	Printing Charges	80.64
BACS HMRC	Employer Contributions Q1	226.00
BACS N Tolhurst/Memorial Hall	Allotment Meeting Hire	12.75
BACS D Buckett	Internal Audit	375.20

TOTAL **2996.72**

b. Church Clock

A request has been received for a contribution of £895 towards the cleaning of the clock movement. The Clerk shared communication from the PCC and the Clock Committee and gave a recap of previously made/agreed payments. The Parish Council unanimously agreed to this payment and the Finance Committee will discuss further at its meeting on 11th July with a view to having a written agreement on costs, with a maximum amount set aside for BPC contributions and an annual payment towards a clock fund.

Cllr Hagan advised that the Village Fete was a great success and that consideration should be given by the organisers to engage more with the village and publish how the monies raised are distributed.

c. Internal Audit The internal audit took place on 12th June. All areas were assessed as "low risk". The Finance Committee will discuss the report and any actions at its meeting on 11th July.

FINANCE
COMMITTEE

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	<p><u>d. 2022-23 Audit</u> Annual Governance and Accountability Return :</p> <p>i. <u>Annual Governance Statement</u> – The Parish Council unanimously agreed and approved the Annual Governance Statement.</p> <p>ii. <u>Annual Accounting Statements</u> - The Parish Council unanimously agreed and approved the Annual Accounting Statements.</p> <p>iii. The <u>Public Inspection</u> period for BPC accounts will be from 21st June to 1st August 2023.</p>	
<p>9. ENVIRONMENT & MAINTENANCE</p>	<p><u>a. Beacon Field Wildflower Meadow</u></p> <ul style="list-style-type: none"> • Last update from KCC was in April when confirmation of the financial contribution was awaited. The Clerk has asked if there has been any further progress but has received no response. • Cllr Driver reported that the yellow rattle is doing particularly well and improvements and progress made throughout the year can be seen. The Bumblebee Conservation Trust has been approached to ask what action should be taken next. • Cllr Thomas asked about mowing a footpath through the field but Cllr Driver said that in most places the footpath is still bare earth. <p><u>b. Parish Wells</u></p> <ul style="list-style-type: none"> • Fundraising ➤ A banner is now in place at Benenden Well ➤ Cllr Beveridge has organised a Race Night at the Bull on 18th July at 7pm ➤ The Sussex Lund grant programme is now open for 2023. Cllr Grant will look at the application process and pass on to Cllrs Beveridge and Lewis. ➤ Iden Green Pavilion Jazz and Blues : <ul style="list-style-type: none"> ○ IGP Trustees have agreed that this year’s open-air Summer Jazz and Blues event, to be held on 26th August, will be in support of Iden Green Well. BPC will run the event and be the named organisers with reference to the event being held in partnership with IGPT. ○ IGP Trustees will provide the kit required - marquee, boundary fencing and spiles, tables and chairs, BBQ, freezer and fridge, and the Pavilion itself at no cost. ○ Other costs would be approximately £700 and the event would expect to raise approximately £1,200. ○ Cllr Beveridge will be in charge of the entertainment and Cllr Lewis will be in charge of setting up, volunteers, logistics etc. Cllr Lewis will form a sub-committee to deal with this. ○ BPC has public liability insurance. ○ There is a very small risk that no profit will be made, and BPC unanimously agreed to go ahead with the event. <p><u>c. Village Asset/Maintenance Report</u> Cllr Hagan advised that quotes have been received :</p> <ul style="list-style-type: none"> • Babbs Lane roadsign - £2,444.62 + VAT • Flagpole - £4,734 + VAT. This includes new base and new timber. The Parish Council agreed that a temporary metal replacement should be considered. Cllr Hagan to look into. <p>The grass around Benenden Well needs mowing. The Clerk believes that this would normally be undertaken by KCC and will raise with them.</p> <p><u>d. Telephone Kiosks</u> : Cllr Hagan met with Victor Kellet who has volunteered to paint the Dingledden telephone box. Cllr Hagan will provide him with the required paint. Phil Robins has offered to consider refurbishment of the Iden Green or Benenden kiosk and Cllr Hagan will follow up.</p>	<p>PG GB/JL</p> <p>JL</p> <p>GH</p> <p>CL</p> <p>GH</p>
<p>10. VILLAGE ORGANISATIONS/ COMMUNITY</p>	<p><u>a. Allotments</u> : Cllrs Grant and Presgrave have attended meetings with the Start-up Group (SUG) to form the Benenden Allotment Association (BAA) and have received feedback on the documents from SUG.</p> <p>Key points:</p> <ol style="list-style-type: none"> 1. Tenancy from BPC to BAA to manage the allotment site is for a term of 15 years at a peppercorn rent per annum. 2. Under the tenancy from BPC to BAA there is only one covenant imposed on BPC - to maintain the new fence on the SW boundary. 	

	<p>3. The Application to erect a structure on an allotment plot is made by the plot holder to BAA. BAA must consult with BPC for approval.</p> <p>4. Tenancy from BAA to plot holder. This is the agreement between BAA and the ‘allotmenteer’.</p> <p>5. Allotment Tenancy - Terms and Conditions, which are attached to each tenancy and the tenant must abide by them. It has been agreed : (a) that no livestock to be kept on site (b) Bonfires - agreed necessary to dispose of waste generated from management of the site boundaries etc.</p> <p>6. Herbicides – a few SUG members had requested the use of artificial pesticides and asked this to be considered by BPC. The Parish Council agreed to stand by its ethos of not using herbicides and pesticides and that the site should remain organic.</p> <p>7. Where the words ‘site birthday’ are shown in the documents, this is to be the date that the first tenancy is granted.</p> <p>8. BAA has not yet decided the rent levels payable by the tenants.</p> <p>Site Access :</p> <ul style="list-style-type: none"> • The Parish Council agreed that the formation of access to the field is BPC responsibility rather than the responsibility of the Association and once created will be the responsibility of BAA to maintain. • A number of varying quotes have been received to carry out access work. Quotes will be sought using one specification to be considered by the Finance Committee at its meeting on 11th July. <p>Subject to the changes discussed and agreed BPC unanimously agreed the following documents :</p> <ul style="list-style-type: none"> • Tenancy from BPC To BAA • Tenancy BAA To Plot Holder Tenant • Allotment Tenancy Terms and Conditions • Application To Erect A Structure On Allotment <p><u>b. Public Toilets</u> : still awaiting revised quotes. Cllr Thomas will seek agreement from BVT for the proposed changes.</p>	<p>FINANCE COMMITTEE</p> <p>NT/CL</p>
<p>11. CORRESPONDENCE/ PARISHIONERS' QUESTIONS</p>	<p>a. <u>Harmsworth Court – Garden Waste</u> Email received from WKHA asking how to dispose of garden waste from a recent gardening day. The Clerk gave advice on how this could be disposed of, and has since established that there are garden waste bins for residents. WKHA also asked about engagement with BPC. It was suggested that Cllr Cruse might take on this role.</p> <p>b. <u>Bus Stop</u> Cllr Presgrave advised that there is a lot of ivy growing over the bus stop in The Street. Cllr Thomas will contact the owner of the house behind. The Parish Council can cut back the ivy if it chooses to.</p> <p>c. <u>Community Award</u> A letter has been received from Jane Dalton-Holmes thanking BPC for its nomination for the Award.</p>	<p>NT</p>
<p>DATE OF NEXT MEETING</p>	<p>Date of Next Meeting: Monday 17th July 2023, 7pm, Memorial Hall.</p>	
	<p>The meeting closed at 9pm.</p>	

C Levett, Clerk to Benenden Parish Council, 19th June 2023