

PARISH COUNCIL OF BENENDEN

**Minutes of the Ordinary Parish Council Meeting held on Monday 20th November 2023, 7pm, Quinlan Centre
Benenden Hospital**

Present	Cllrs Beveridge, Cochrane, Cruse, Driver, Grant, Hagan, Lewis, Presgrave and Thomas.	
In Attendance	Cllrs Dawlings. C Levett, Clerk.	
Item		Action Responsibility
1. APOLOGIES	Apologies were received from Cllr Warne.	
2. DECLARATION OF INTERESTS	No declarations of interest.	
3. MINUTES OF PREVIOUS MEETING	The Parish Council minutes from the meeting held on 16 th October were unanimously approved as a correct record of the meeting.	
4. REPORTS BY COUNTY/ BOROUGH COUNCILLORS	<p>Cllr Dawlings reported :</p> <ul style="list-style-type: none"> • Overview and Scrutiny Committee to meet with South East Water following issues last Christmas and over the summer and the lack of water supply. The main issues are lack of communication with elected members and customers, and lack of resilience in the water supply. • Work is being carried out on how to adjust committee structures when the number of councillors reduces to 39 from 40. It is possible that some cabinet advisory boards might merge and some committees may reduce in number. <p>Cllr Warne had advised :</p> <ul style="list-style-type: none"> • The West Kent Rural Grants which is open for applications from community groups and small businesses https://tunbridgewells.gov.uk/business-portal/business-support-and-grants/west-kent-rural-grant-scheme. • Scheme is funded by the government's Rural England Prosperity Fund. Grants of £2,000 to £24,999 are available for the 2024/25 financial year. Funding is for capital projects and match funding is required. Application deadlines are January, February and April 2024. 	
5. REPORTS BY CHAIR AND PARISH COUNCILLORS	<ul style="list-style-type: none"> • Cllr Thomas will be attending the KALC Area Committee meeting on 23rd November and the Parish Chairs' meeting on 12th December. • <u>Weald Schools</u> <ul style="list-style-type: none"> ○ Cranbrook and Sissinghurst Parish Council is leading the initiative for a non-selective, technical based school in Cranbrook. ○ To achieve a new school in Cranbrook, 125 children a year will need to attend. ○ C&SPC has asked local parishes to provided details of new housing numbers and numbers of bedrooms for the period 2013 to 2025. Although it was noted that the Local Education Authority carries out this exercise to establish school places. ○ It was suggested that the Chair of C&SPC asks TW Planning (and Maidstone and Ashford Borough Councils) for these figures. ○ It was suggested that a case is made to the LEA for an additional secondary school in Cranbrook rather than elsewhere in the wider area or an increase in form entry classes in existing schools. ○ There is no shortage of pupil places in the wider area. The issue is the size of the area and the shortage of spaces in the immediate area around Cranbrook, impacting on travel and social costs and pupil absenteeism. ○ It was agreed that BPC would support C&SPC. 	
6. PLANNING	<p><u>a. Applications</u></p> <ul style="list-style-type: none"> • 23/02866/FULL 23/02867/LBC Tile Barn House, Standen Street Internal and external alterations to listed barn to bring it into residential use and to connect it to existing oast house ○ 22/01120/FULL & 22/01121/LBC, BPC supported application for residential use of listed barn and connection to Oast house subject to works being satisfactory to CO. TWBC approved. ○ Current application to amend previous approved applications : Listed barn links with C19 stable block, to be used as kitchen; Omission of structural internal frame to provide first and second floor within Listed barn, accommodation only on ground floor; Insulations details changed; Re-design to link as more solid structure with some glazing, rather than fully glazed; Omission of roof lights in older barn, replacement with sun pipes; Roof lights lean-to of barn and old stables; Changes to fenestration on west elevation; Minor internal changes. 	

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.

- Less intrusive to Listed barn than previously approved applications.
 - Conservation Officer has commented and in support of the works.
- The Parish Council unanimously agreed to support this application.**
- **23/02824/FULL 2 Pullington Cottages.** Demolition of existing conservatory, replacement single storey rear extension, two storey side extension. Erection of 1.8m closeboard fence
 - SITE CONSTRAINTS: Parish Wide BNDP Policies; Inside LBD1; Agricultural Land Classification Grade 3; AONB.
 - SITE HISTORY: 04/00634/FULL Porch and retrospective conservatory - approved.
 - LISTED BUILDINGS IN PROXIMITY: None in proximity.
 - GENERAL COMMENTS: *Existing:* Ground Floor: kitchen, bathroom, living room, conservatory. 1st Floor: 3 beds, wc with ladder from landing to 2nd floor (roof space) marked as store, contains one roof light. *Proposed:* Ground Floor: replace existing conservatory with single storey flat roof rear extension to extend living space. Internal remodelling. Side extension to accommodate hall, wc and study. 1st Floor: remodel to accommodate bathroom on 1st floor. Side extension to provide 2 beds. 2nd Floor (roof space): bed and ensuite in existing roof space, existing roof light to remain, storage in new side extension roof space and addition of single roof light.
 - No trees or hedges to be removed or pruned to facilitate development per application form. However, plans show that frontage hedge to main road and running around corner of property and the plan states 'Erection of 1.8m close boarded fence with new hedgerow planting behind.'
- The Parish Council unanimously objects to** the fencing proposal of a 1.8m high close boarded fence fronting the corner of the junction of Pullington Cottages/Benenden Road. The application form states that no hedges will be removed as part of the proposal, but the Proposed Block Plan appears to indicate that the hedge will be removed and replaced with a close boarded fence with new hedging on the garden side ie behind the fence with the fence facing the road junction. Such a proposal does not comply with BNDP Policies LE1 Protect and Enhance the Countryside; LE4 Trees, Woodland and Hedgerow and the presumption in favour of the retention and enhancement of existing trees, woodland and hedgerows; BD1 General Design Policy; BD4 Landscaping b) relating to plot boundaries and the avoidance of solid fencing, and c) the existing rural streetscape. The Parish Council requests that the hedge is retained and an open style of fencing, such as post and rail with stock wire behind it on the garden side, is used in this location. The property is located opposite the Beacon Field wildflower meadow and the character and appearance of the junction of Pullington Cottages/Benenden Road is of green hedging within a rural area.
- However, **the Parish Council does support** the replacement of the conservatory with a single storey rear extension and the two-storey side extension and requests that any exterior lighting proposals must comply with BNDP Policy BD5 Dark Skies.
- **23/02825/TPO Orchard Cottage, Mill Street.** Trees: RED OAK (T1) - Reduce lateral branches growing towards house by 2 meters back to previous points; OAK (T2) - Works Crown lift over garden to a height of 4.5 meters
 - SITE CONSTRAINTS: Benenden Parish Wide NDP Policies; AONB; TPOs
 - SITE HISTORY: 05/01068/FULL Two storey rear extension, single storey side extension and alterations to driveway - approved. 10/02466/HOUSE Increase in size of approved single storey side extension and front storm porch area, fenestration alterations and weatherboarding of garage (Amendments to 05/01068) - approved. 13/00376/SUB Condition 3 of 10/02466/HOUSE - Detail of finish of weatherboarding - approved. 18/01237/TPO Trees: Red Oak (T1) - Reduce branches by 2.5m to 3m over building - approved. 18/01900/TPO Trees: T12 (Oak) - Trim branches back to boundary - Status: lesser.
 - LISTED BUILDINGS IN PROXIMITY: Weavers, Weavers Cottage and Mill Street Cottage Grade II. None affected.
 - FROM TREE SURGEON: T1 Red Oak - remove overhanging branches from building to prevent leaves and acorns falling onto roof and allow more light into garden. T2 Oak - Crown lifting lower branches over garden to let more light into garden and lift canopy line giving ability to walk under tree.
 - Comments: Not within Iden Green Conservation Area. Trees need to be managed.
- The Parish Council unanimously agreed to support this application** subject to the works being satisfactory to TWBC Tree Officer.

- **23/02832/REM Land At Standen Street.** Approval of Reserved Matters (appearance, landscaping & layout) following 23/01591/FULL - Erection of five dwellings; and submission of details in relation to Condition 9 - (Landscaping); Condition 10 - (Parking); Condition 12 - (Refuse Storage); Condition 13 - (Levels, Survey & Cross-sections) of 19/00362/OUT
 - Key Points from D&A Statement:
 - ❖ PLANNING HISTORY : Outline for construction of five dwellings under 19/00362/OUT approved. Matters of access and scale determined at outline stage. Matters of layout, landscaping and appearance reserved; Application 23/01591/FULL to vary approved plans in respect of Condition 3 of outline permission amended Plots 3 & 4 to become 2 storey houses and Plot 5 to become 1.5 storey chalet approved - BPC objected, but may have supported or made no comment if pre-app proposals had been known; Pre-app enquiry made to establish appropriate manner to deal with proposed layout through reserved matters. TWBC acknowledged that siting of Plot 5 towards north-west corner of site would facilitate improvements to parking and landscaping arrangements and noted move building further away from canopy of large tree.
 - ❖ PROPOSED DEVELOPMENT: Five dwellings to be laid out around internal access road. Plots 1 & 2 2-storey dwellings set either side of entrance to site. Plots 3 & 4 pair of semi-detached, 2 storey dwellings to south side of access road. Plot 5 detached 1.5 storey dwelling northern end of access facing south into site (Complies with Policy BD3); Each dwelling served by two off-street, independently accessible car parking spaces in form of driveways and car ports. Visitor parking proposed at northern end of site (Complies with Policy BD6); Each dwelling has own private residential curtilage, for appropriate refuse storage, contained principally by hedging and post and rail fencing. Small element of close boarded fencing incorporated for suitable security and privacy (Complies with Policy BD4 b); Trees and hedgerows retained, supported by native additional native planting (Complies with Policy BD4 Landscaping); Each dwelling served by air source heat pump (Complies with Policy BD8).
 - ❖ BNDP : Refers to general requirements and quotes specific BNDP Policies: BD1 General Design, BD2 General Appearance, BD3 Layout, BD4 Landscaping, BD5 Dark Skies (though does not state requirements for lighting), BD6 Parking, BD8 Materials and Technology; Ref to BD6 parking - policy makes point that garages discounted as car parking spaces. Layout provides for each house to be served by 2 off-street parking spaces. 2 visitor spaces also proposed. Open car ports proposed and overtly counted as suitable parking spaces. Use of car ports between houses provides visual cohesion across development and supported in design terms.
 - ❖ EXTERNAL FINISHES: Walls: IBSTOCK multi red Stock Facing Bricks; Cladding: Stained Black feather edge weatherboarding; Roof: Acme "Antique" clay tiles; Windows: Matt Black timber; Rainwater goods: Black UVPC; Timber posts to car ports and porches - stained black.
 - ❖ DRIVES: White chipping (10-15mm aggregate) on Cellpave 40 interlocking paving grid. [NOTE: Proposed Landscape Plan refers to granite chippings on cellular matting to provide permeable 'paving' to drives and parking areas.
 - ❖ PAVING: Indian sandstone paving patios and paths.
 - ❖ EXTERNAL LIGHTING: 2 no. Knightsbridge - single fixed wall downlighters - Black 1P65 WALL 1LBK - one each side of front entrance door (underneath porches) - Condition 16 - Refer to Kent Sussex Ecology Report dated September 2023.
 - ❖ ACCESS ROAD: Tegular Permeable Paving Marshalls 60 Charcoal.
 - ❖ ARBORICULTURAL REPORT : States T2 Oak and T10 Oak are good established trees, prominent to road. Reference to TPOs on two oak trees is not mentioned. Documents received from TWBC last year reveal that provisional order took effect July 2022. BPC has not received confirmation of the Order. The Clerk has contacted TWBC Tree Officer who says that it appears these were never confirmed. The Clerk is pursuing.
 - ❖ TECHNICAL NOTE : Transport and Planning for Sightlines Report to discharge Condition 4.
- The Parish Council unanimously agreed to support this application**, noting that the revised layout is an improvement on the Outline layout and that the BNDP has been considered and the key points of design have been met. However, the external lighting does not comply with BD5 and BPC insists that it should.
- The D&A Statement refers to provision of two low level downlighters either side of the front door for security purposes and considers that this as an 'entirely proportionate approach whilst suitably

preserving character of area'. However, this is a dark skies area, is intrinsically dark, and it is unnecessary to have two lights at each front door, a single light would be more appropriate and proportionate and would give sufficient illumination to allow safe access. BD5 d) sets out that all lighting must be time limited and only low level (height and wattage), and as per Kent Sussex Ecology Report at Para 2.7, must be operated by movement sensors.
BPC therefore requests that only one light at each front entrance door is permitted.
BPC also requests that the driveway chippings are more in keeping with the area rather than white granite chippings.

- **23/02847/TPO Nightingale Barn, Goddards Green Road.** Trees: MATURE OAK - reduce branches on roof line of barn by 1-2metres, reduce large over-extended horizontal 24ft branch on left of tree by 4 metres
- SITE CONSTRAINTS: Parish Wide BNDP Policies; AONB; TPOs; Outside LBD
- SITE HISTORY: 89/00015/FULL Conversion to dwelling - refused. 98/00627/FULL Two storey extension and new vehicular access - approved. 13/02791/FULL Change of use of redundant barn to single dwelling and change of use of stable block to holiday let, including addition of 2 dormer windows - refused. 13/02858/FULL Conservatory to east elevation - approved. 14/506694/FULL Barn conversion to provide single residential dwelling – withdrawn by applicant. 15/505326/FULL Conversion of barn to residential annexe, ancillary to main dwelling - approved. 22/00309/SUB Submission of details in relation to Condition 5 (External Lighting) and Condition 6 (Roof Details/Tiles) of 15/505326/FULL – withdrawn by applicant. 22/00332/SUB Submission of details in relation to Condition 6 (Roofing Tiles) with application 15/505326/FULL - approved. 22/00337/SUB Submission of details in relation to Condition 5 (External Lighting) for application 15/505326/FULL - approved. (BPC supported). 23/00929/FULL Change of use of detached annex to form a separate residential dwelling with amenity garden, existing parking and access, and existing home office/studio; Erection of new boundary fence with hedge - approved (BPC supported). Property formerly part of Hoads Brook to which the applications listed above apply.
- LISTED BUILDINGS IN PROXIMITY: No Listed Buildings in immediate vicinity.
- APPLICATION FORM INFO: 5013/2015/TPO/032/2013 Mature oak to rear of Barn.
- GENERAL COMMENTS: Recommendation is to reduce over extended end of the branch by 4 metres (13 feet) leaving the branch at 11 metres (36 feet) long.
- FROM TREE SURGEON : Overextended branch to east of tree and property is currently 15.6m (51 feet). Extends beyond tree canopy, making tree unbalanced, long and thick and holds a lot of weight.

The Parish Council unanimously agreed to support this application subject to the works being satisfactory to TWBC Tree Officer.

- **23/02937/LBC Yew Tree House, Walkhurst Road.** Internal alterations including: enlargement of existing bathroom, removal of existing partition walls and closing up of doorways, creation of x2 new bathrooms, insertion of partition walls, install two roof lights in front roof plane.
- SITE CONSTRAINTS: Grade II Listed Buildings; Parish Wide BNDP Policies; Benenden Conservation Area; AONB
- SITE HISTORY: 82/00814/OUT Outline - Three dwellings on adj land - refused. 85/01395/FULL Change of Use from agricultural land to residential – approved. 88/02027/LBC Link extension between house and hobbies room - approved. 89/01788/OUT Outline — Three pairs of semi-detached houses and six garages – refused. 90/00519/FULL & 90/00526/LBC Single storey side extension - approved. 09/02381/LBC Addition of two dormers to front elevation, lower chimneys and inset new access stair to second floor (new roof light over) and new bath/wc on second floor (loft) - refused. 10/02502/LBC Addition of two dormers to front elevation, insertion of new access stair from first floor to second floor (new roof light over) and new bathroom/wc on second floor - approved. 15/506420/LBC Reduction in height of three chimneys to 1.6m above eaves - refused and dismissed on appeal. 22/03102/TCA Tree in Conservation Area Notification - Felling and crown reductions - no objections.
- LISTED BUILDINGS IN PROXIMITY: Subject property Grade II Listed and within its curtilage Grade II Listed Former Oasthouse. Other Listed buildings within the Benenden Conservation Area.
- APPLICATION FORM INFO: Roof lights will be Conservation style. Pre-app advice not sought.

	<ul style="list-style-type: none"> ○ COMMENTS: Proposal affects internal fabric of Listed building involving removal and replacement of internal partition walls on first and second floors. Two roof lights of Conservation/heritage type to be added to roof plane - there are existing dormer windows and roof lights within roof. Only CO can assess whether works are harmful to Listed Building. <p>The Parish Council unanimously agreed to support this application subject to the works being satisfactory to the Conservation Officer.</p> <ul style="list-style-type: none"> ● 23/02955/FULL and 23/02956/LBC The Cottage, Iden Green Road. Replace existing staircase in lounge and replace front door <ul style="list-style-type: none"> ○ SITE CONSTRAINTS: Parish Wide BNDP Policies; IG Conservation Area; AONB; Listed Building Grade II. ○ SITE HISTORY: 74/00699 Change of use from shop to residential and extension – approved; 91/00141/FULL Two-storey extension – approved; 99/00363/PARTA Part A - Single Storey Extension – approved; 99/00365/LBC - rear single storey extension – approved; 99/00363/PARTB Part B- Detached single garage - withdrawn by applicant; Part A (see 99/00363/PARTA - granted) Part B (see 99/00363/PARTB - withdrawn. Status Part Permitted Part Refused; 03/02753/TREECA Trees in Conservation Area Notification: birch raise brown by 2-3m over road and balance other side – approved; 08/04145/FULL Demolish existing car port and erect replacement garage – approved; 09/01359/SUB Condition 2 of 08/04145/FULL - Details and samples of materials and finishes – approved; 09/02270/LBC Remove existing kitchen and fit new kitchen in dining room; Create new window; Replace window in existing kitchen with new door; Replace window and door in utility with French doors – approved; 11/00292/HOUSE Single storey side extension and single storey rear extension – approved; 11/00293/LBC Single storey side extension and single storey rear extension – approved. Conditions of consent discharged; 17/01948/FULL Proposed demolition of existing garage and erection of replacement office/studio and post and rail fence – approved; 22/01149/TCA Trees in a Conservation Area notification: cherry remove to stump; smaller oak reduce height by 25%; larger oak reduce stems over cottage by 25% - no objection; 22/01442/HEDGE Hedgerow Removal Notification: Remove 2m of hedgerow - withdrawn by applicant. ○ LISTED BUILDINGS IN PROXIMITY: Subject property Grade II Listed; Cotton Cottage, Lilac Cottage, Coveney Cottages Grade II. ○ APPLICATION FORM INFO: Replace existing dangerous staircase. Existing materials: wood unfinished. Proposed materials: Oak. Pre-app advice not sought. ○ COMMENT : Replacement only of existing staircase and front door. Decision rests with CO. There are no details for the replacement front door and the Parish Council seeks this information before being able to make a comment. ● 23/03022/FULL Holly Cottage, Iden Green Road. Demolition of existing outbuilding, utility and porch and construction of new two storey side extension. ○ SITE CONSTRAINTS: Parish Wide BNDP Policies; Benenden LE1 Views; Iden Green Conservation Area; AONB; Inside LBD1; Outside LBD1; Agricultural Land Classification Grade 3; Outside LBD – Submission Local Plan 2021 ○ SITE HISTORY: No previous applications. ○ LISTED BUILDINGS IN PROXIMITY: None in immediate proximity. Nearest Listed I/G Well and Oak Cottage. ○ PLANNING STATEMENT INFO: Parking Provision: ‘allows for multiple off-street parking within curtilage or in designated parking spaces.’ Application form states proposal does not affect existing car parking arrangements. NOTE: property currently has only one parking space. Effect of two-storey extension to side will reduce parking area to size of one small car. ○ Currently 2 bed semi-detached cottage, extension will provide an additional bedroom with ensuite and office. ○ External materials will match existing. <p>The Parish Council unanimously agreed to support this application with request for lighting conditions to comply with BD5.</p> <p>b. <u>Other Planning Matters</u></p> <p>i. <u>Benenden Hospital Site Development – Esquire Developments</u></p> <p>Esquire has advised :</p>	
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	<ul style="list-style-type: none"> • TWBC accepts the mansard roof option on the Garland Crescent, as long as there is sufficient breaking up of the roof massing in the design. • The Primary School expressed concerns over the commitment of a new minibus. Esquire will consider offering a contribution towards the ongoing upkeep of the existing minibus assets with a view to modifying an existing minibus for disabled students if the school chose to. • Esquire had noted the request from BPC regarding upgrade to the public toilets. However BPC agreed that the most important need is community space, and this should be the focus. • A letter received from Benenden Hospital Society was circulated which confirmed that the chapel and pavilion on Society land are not suitable for a community space, and offered use of the Quinlan Centre, subject to further discussion about when this could be used. BPC rejected this offer as this is not giving community space and not acceptable. Cllr Thomas will respond to the Society, with copy to TWBC case officer. • The Society confirmed that the existing hospital coffee shop/café will be opened to residents and the wider public to purchase a limited range of everyday provisions during café hours. BPC to request more information. <p><u>ii. Cranden Diamonds – Access Babbs Lane</u></p> <ul style="list-style-type: none"> • BPC and parishioners had reported the issues to TWBC enforcement. • TWBC advised that the additional access gate is permitted development as a temporary measure and to facilitate plant machinery getting on and off the site while the initial development is taking place. The original gate has been there since at least 2009 and so this would not be enforceable as development is immune. The Local Planning Authority will be monitoring the site to check that the additional gate is removed. • Parishioners have continued to raise concerns about traffic hazards and the safety of road users. <p><u>iii. TWBC Updates on Local Plan and 5-year Housing Land Supply</u></p> <ul style="list-style-type: none"> • Following the Examination and Inspector’s comments it is recommended that Tudeley Village is deleted from the Plan with a reduction in the number of houses and the length of the Plan. This will need to be agreed by Full Council. • The current housing land supply is 4.29 years. 	<p>NT</p> <p>NT</p>																								
<p>7. HIGHWAYS, FOOTPATHS & TRANSPORT</p>	<p><u>a. Highways Improvement Plan</u></p> <ul style="list-style-type: none"> • Cllr Driver had re-sent his email to Cllr Holden, and chased again. Cllr Thomas will follow up. • Cllr Driver has reported the fingerpost sign at Babbs Lane to KCC Highways as being dilapidated. <p><u>b. Cherryfields flooding</u></p> <ul style="list-style-type: none"> • Cllr Hagan had raised concerns about the flooding at Cherryfields. • The Clerk had reported the most recent flooding and had also contacted Mark Hardcastle, KCC Highways Drainage Engineer, directly, and noted the flooding issues earlier in the year in the Street and New Pond Road and agreed actions by Highways. • Mark Hardcastle advised that the full system had been left working correctly. • It is thought the main problem at Cherryfields is that the gullies in the car park get blocked with leaves and other debris. • Blocked gullies can be reported through KCC Highways Report a Fault. <p><u>c. Road Closures</u></p> <ul style="list-style-type: none"> • The Parish Council has received complaints from parishioners about the number of road closures and how this impacts on travel, time, costs, business etc. • The Clerk has written to Cllr Holden. 	<p>NT</p>																								
<p>8. RESOURCING/ FINANCE</p>	<p><u>a. Monthly Finance</u></p> <p>TRANSACTIONS FROM 1st October 2023</p> <table border="0"> <tr> <td>Brought forward</td> <td></td> <td></td> <td style="text-align: right;">106119.23</td> </tr> <tr> <td>Income</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Payee</td> <td>Reference</td> <td>Amount</td> </tr> <tr> <td></td> <td>B&IG WI</td> <td>Copying</td> <td style="text-align: right;">1.80</td> </tr> <tr> <td></td> <td>Jazz and Blues</td> <td>Wells Fundraising</td> <td style="text-align: right;">1153.36</td> </tr> <tr> <td></td> <td>Donation</td> <td>Wells</td> <td style="text-align: right;">500.00</td> </tr> </table>	Brought forward			106119.23	Income					Payee	Reference	Amount		B&IG WI	Copying	1.80		Jazz and Blues	Wells Fundraising	1153.36		Donation	Wells	500.00	
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	<p>TOTAL 1655.16</p> <p>Expenditure</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Reference</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS Employee</td> <td>Staffing Costs</td> <td>1040.42</td> </tr> <tr> <td>BACS o2</td> <td>Telephone</td> <td>31.56</td> </tr> <tr> <td>BACS Tompsett Landscaping</td> <td>Grounds Maintenance</td> <td>297.31</td> </tr> <tr> <td>BACS Anthony Hicks</td> <td>Wells Restoration</td> <td>1536.00</td> </tr> <tr> <td>BACS EDF</td> <td>Public Toilets</td> <td>106.14</td> </tr> <tr> <td>BACS M C Contracting</td> <td>Allotment Grass/Hedges</td> <td>375.60</td> </tr> <tr> <td>BACS Mazars</td> <td>Auditor</td> <td>378.00</td> </tr> <tr> <td>BACS Everything Outside</td> <td>Allotment Access</td> <td>3240.00</td> </tr> <tr> <td>BACS HMRC</td> <td>Q2 Employer Contributions</td> <td>226.20</td> </tr> <tr> <td>BACS Memorial Hall</td> <td>Meeting Hire</td> <td>31.50</td> </tr> <tr> <td>BACS TP Jones</td> <td>Payroll Q2</td> <td>63.40</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>7326.13</td> </tr> </tbody> </table> <p>Reconciled with bank statement 086 31st October 2023 100448.26</p> <p>Approved November 2023 Payments</p> <table border="1"> <tbody> <tr> <td>DD Nest</td> <td>Pension</td> <td>155.62</td> </tr> <tr> <td>BACS Employee</td> <td>Staffing Costs</td> <td>1040.42</td> </tr> <tr> <td>BACS o2</td> <td>Telephone</td> <td>31.56</td> </tr> <tr> <td>BACS Tompsett Landscaping</td> <td>Grounds Maintenance</td> <td>390.91</td> </tr> <tr> <td>BACS EDF</td> <td>Public Toilets</td> <td>83.70</td> </tr> <tr> <td>BACS Benenden Magazine</td> <td>Jazz & Blues Advert</td> <td>64.80</td> </tr> <tr> <td>BACS Business Stream</td> <td>Public Toilets</td> <td>22.34</td> </tr> <tr> <td>BACS Peter Ellis</td> <td>Defibrillator Battery</td> <td>346.80</td> </tr> <tr> <td>BACS IG Pavilion</td> <td>Meeting Hire</td> <td>16.00</td> </tr> <tr> <td>BACS RBL</td> <td>Poppy Wreath</td> <td>20.00</td> </tr> <tr> <td>TOTAL</td> <td></td> <td>2172.15</td> </tr> </tbody> </table> <p><u>b. Iden Green Defibrillator</u></p> <ul style="list-style-type: none"> • The IG defibrillator was re-located from the telephone kiosk to the Congregational Church in November 2022, saving BPC the running costs that included a significant standing charge. • Cllr Lewis had reviewed the EDF costs for the year 2022-23, and after deducting the standard charge, lighting and VAT, recommended an annual contribution of £50. • This was unanimously agreed by the Parish Council. 	Supplier	Reference	Amount	BACS Employee	Staffing Costs	1040.42	BACS o2	Telephone	31.56	BACS Tompsett Landscaping	Grounds Maintenance	297.31	BACS Anthony Hicks	Wells Restoration	1536.00	BACS EDF	Public Toilets	106.14	BACS M C Contracting	Allotment Grass/Hedges	375.60	BACS Mazars	Auditor	378.00	BACS Everything Outside	Allotment Access	3240.00	BACS HMRC	Q2 Employer Contributions	226.20	BACS Memorial Hall	Meeting Hire	31.50	BACS TP Jones	Payroll Q2	63.40	TOTAL		7326.13	DD Nest	Pension	155.62	BACS Employee	Staffing Costs	1040.42	BACS o2	Telephone	31.56	BACS Tompsett Landscaping	Grounds Maintenance	390.91	BACS EDF	Public Toilets	83.70	BACS Benenden Magazine	Jazz & Blues Advert	64.80	BACS Business Stream	Public Toilets	22.34	BACS Peter Ellis	Defibrillator Battery	346.80	BACS IG Pavilion	Meeting Hire	16.00	BACS RBL	Poppy Wreath	20.00	TOTAL		2172.15	
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9. ENVIRONMENT & MAINTENANCE	<p><u>a. Beacon Field Wildflower Meadow</u></p> <ul style="list-style-type: none"> • An update from KCC Estates had been promised last month regarding a financial contribution but did not happen. The Clerk has chased again. • Cllr Dawlings offered to follow up. • Cllr Driver has planted native Primrose and Oxeye Daisy plants in the meadow. • Cllr Driver advised that Benenden School would like to involve pupil working parties. <p><u>b. Parish Wells</u></p> <ul style="list-style-type: none"> • Anthony Hicks has confirmed work scheduled for IG Well in March. <p><u>c. Village Asset/Maintenance Report</u></p> <p>An updated report had been circulated.</p> <ul style="list-style-type: none"> ○ The Green – Village Sign : A parishioner had highlighted the weathering of the Village Sign. Cllr Lewis to pass on details of the Iden Green sign work to Cllr Hagan. ○ Defibrillators : Peter Ellis carries out regular checks for the village. To be removed from the asset list. ○ Salt boxes : Cllr Driver has drawn up a list of the location of salt boxes in the parish. KCC Highways responsibility. Empty or damaged bins should be reported through KCC Highways Report a Fault. To be removed from the asset list. ○ Flagpole : Cllr Hagan has taken detailed photos and confirmed that it is rotten at the bottom 	<p>TD</p> <p>JL/GH</p>																																																																								

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.

	<p>and cracked part way up. Cllr Hagan to speak to Robin Dalton Holmes.</p> <ul style="list-style-type: none"> ○ Telephone Kiosks : The Benenden kiosk is almost complete. Cllr Hagan to ask Phil Robins if he would like to carry out work on the Iden Green kiosk. ○ Noticeboards : The Clerk had requested a quote, and will chase. ○ Bus stop : The bus stop in the Street is almost completed covered in ivy. Cllr Hagan to speak to the homeowner and ask that it is cut back. <p><u>d. Village Tidy</u></p> <ul style="list-style-type: none"> ● This took place on 18th November and, despite the weather, was attended by 17 people and an enormous amount of rubbish collected. ● A Route 18 sign was reported as fallen. 	<p>GH GH</p> <p>CL GH</p>
10. VILLAGE ORGANISATIONS/ COMMUNITY	<p><u>a. Allotments</u></p> <ul style="list-style-type: none"> ● Key Milestones: <ul style="list-style-type: none"> ○ The first full meeting of the Allotment Association has been held and the committee membership agreed. Nancy Tolhurst, Chair, Louise Johnson, Secretary, Jack Harlan, Treasurer, will continue in post, alongside Chris Heath. ○ Cllrs Beveridge and Grant have marked out the plots. Two of the smaller plots have been lost as the slope at the far end is impractical for a plot. ○ Members have been invited to sign the tenancy agreement and pay rent. ○ All plots have been allocated, with two people on the waiting list. ○ Start date for tenancy, and actual cultivation, agreed as 1st November 2023. ○ Association has joined the National Allotment Association. ● Next steps: <ul style="list-style-type: none"> ○ Potentially hire turf cutter and rotavator. ○ Commission SE Water to install water from mains to a stand-pipe and install 3 standpipes. ○ Secure boundary fence at bottom of field. ● Finances: <ul style="list-style-type: none"> ○ Grant application, for £3,600, underway for water, boundary fence, turf-cutter and rotavator hire. <p><u>b. Public Toilets</u></p> <ul style="list-style-type: none"> ● London County Contracts on schedule to commence work at the beginning of December. ● Unable to apply for Lottery Awards For All Funding due to timescales. ● The Clerk is looking at the West Kent Rural Grant. <p><u>c. KALC Community Award Scheme</u></p> <ul style="list-style-type: none"> ● The aim of the scheme is to acknowledge and give recognition to a person/group that has made a significant contribution to their local community. ● The Parish Council unanimously agreed to adopt the scheme and considered its nomination. ● Nominations to be submitted to KALC by 2nd February. <p><u>d. Poppy Wreath</u></p> <ul style="list-style-type: none"> ● Cllr Thomas commented that other village organisations have a wreath with a centre and the organisation's name. ● It was agreed that the Parish Council would have the same next year. 	<p>CL</p>
11. CORRESPONDENCE/ PARISHIONERS' QUESTIONS	<ul style="list-style-type: none"> ● Cllr Hagan reported that BAT is still being approached for assistance. 	
DATE OF NEXT MEETING	Date of Next Meeting: Monday 11 th December 2023, 7pm, Memorial Hall	
	The meeting closed at 8.45pm.	

C Levett, Clerk to Benenden Parish Councillor, 20th November 2023