

MINUTES OF AN ORDINARY MEETING OF BENENDEN PARISH COUNCIL HELD ON MONDAY 25 MARCH 2013 AT 8.00 P.M. IN THE IDEN GREEN PAVILION

PRESENT: Cllrs. K. Barker, Mrs. J. Beattie, Mrs. L. Butler-Graham, G. Reynolds & G. Walden

ALSO PRESENT: Mrs K Bell (Clerk) &, Ms A. Thompson (ERHA), Ms. S. Lewis (TWBC, Affordable Housing Officer) & approximately 25 residents,

APOLOGIES: Cllr. Ms. E. North (unwell)

058/013 Cllr. Reynolds opened the meeting and welcomed all present.

059/013 **Declarations of Interests or lobbying:** There were none.

060/013 **Urgent Items: Iden Green Development**

Cllr. Reynolds welcomed Ms Thompson representing the ERHA to the meeting. Ms. Thompson whilst understanding that there was some concern from residents regarding the proposed small affordable housing development the homes were urgently needed and that she was looking forward to working with residents the PC and the HMT to deliver the project and that as Planning Permission had been obtained she was keen for the conveyancing between the ERHA and the HMT to be completed as soon as possible. Ms. Thompson also advised that to her knowledge the site selection process had been carried out correctly and that the ERHA was keen to proceed especially in view of the fact that in September 2012 the PC had confirmed its agreement to the sale of the land but she did understand that the new council wished to ensure that the site selection process was carried out correctly and that the views of residents were taken into account.

With regard to the site selection process Ms Thompson advised that this was initially a desk top study where a list of possible sites was drawn up and some 32 possibilities identified and discussed with the Parish Council. The majority of sites were discounted as being unsuitable on either planning or highways grounds and a shortlist of possible sites was agreed and Landowners contacted. Eventually it was agreed that the only suitable, available site was that at Iden Green.

Ms. Lewis the Affordable Homes Officer from TWBC was welcomed to the meeting. Ms. Lewis stated that although it had been difficult to identify suitable sites in Benenden they site at Iden Green had been identified in a site selection exercise carried out by the Parish Council, Housing and Planning Policy and a sequential approach had been adopted which involved looking at all possible sites, assessing which were the most suitable and then identifying those which were actually available.

061/013 **Minutes:** The minutes of the meeting held on 18 February 2013 were **APPROVED** and signed by the Chairman as a true record of the proceedings.

062/013 **Update on any action identified in the minutes of the meeting held on 18 February 2013 and not covered on the agenda**

062.013.1 **Minute 055/013.3 - Neighbourhood Planning:** An invitation had been received from Hawkhurst PC for a PC representative to attend a meeting on 05 April 2013 to discuss the possibility of forming a group to proceed with a Neighbourhood Development Plan. Whilst it was regrettable that no representative from BPC was available to

attend the meeting Hawkhurst PC would be advised that the PC remained interested.

063/013

Correspondence from Residents: Attention was drawn to the following

- An email had been received from a resident who had expressed concern regarding footpaths. The query had been referred to KCC PROW.
- Letters had been received from a resident advising that she would no longer be undertaking the following voluntary duties; litter clearing of the recreation ground and the Benenden Tree Warden. The resident had been thanked for her work.
- Letters had been received from residents at Cherryfields concerned at the proposed sale of land by TWBC.
- Emails had been received from residents of Iden Green concerned with the proposed sale of HMT land to ERHA for the affordable housing development.
- A petition containing 58 signatures of residents opposed to the sale of land in Iden Green was presented to the PC.

064/013

Questions from Residents: Residents expressed concern at the proposed sale of the land in Iden Green for a small affordable housing development. Cllr. Reynolds advised that if the sale of the land proceeded the vendor would be the HMT and that prior to any conveyancing the PC and HMT would be ascertaining whether or not the site selection process was carried out correctly and that further discussions would be held with residents, Vyvyan Harmsworth and Lord Rothermere. Cllr Reynolds also advised that affordable housing was needed within the village, it would be a great shame if it did not proceed and that planning permission had been granted for the development to take place on the land earmarked for the purpose at Iden Green then allotments would be provided.

Members were advised that guidance had been received from the Charity Commission and that Trustees of the HMT had agreed to support the sale of land at the junction of Standen Street and Woodcock Lane, to enable a small 6 unit Affordable Housing development. The Charity Commission had confirmed that the Trustees did not require consent to sell the Vere Sidney Harmsworth Allotment field and therefore the HMT could dispose of the land if it was believed that it was expedient in the interests of the charity and that the requirements of s117 of the Charities Act 2011 were complied with in that the HMT must obtain and consider a written report from a qualified surveyor; advertise the disposal unless the surveyor recommends not to and to decide that the HMT was satisfied that the proposed terms of sale were the best that could reasonably be obtained in the circumstances of the disposal and that the disposal was not to a connected person. It was noted that the proceeds of sale of the land would be permanently endowed and the Charity Commission had been advised that the HMT would hope to use the proceeds to maintain or improve other Harmsworth Memorial Trust assets. It was likely therefore that the HMT would be able to rely on the statutory power to spend the sale proceeds.

065/013 Planning

065/013.1

Minutes: The minutes of the meeting held on 07 March 2013 were **RECEIVED AND NOTED**

065/013.2

Planning Applications for Consideration: There were none.

065/013.3

Benenden Hospital Redevelopment: Cllr. Barker reported that he had attended a meeting at TWBC on 14 March 2013 when approval for the redevelopment had been granted. Cllr Barker stated that no mention had been made of affordable housing until he spoke at the meeting. TWBC would have stipulated that a financial contribution be made by the planning

applicant towards affordable housing within the borough, which would not necessarily have benefitted residents of Benenden. However after much discussion the planning applicant agreed to the provision of 8 affordable homes within the residential development of which two would be shared ownership. The PC was delighted with the outcome for Benenden.

066/013 Parish Council Election: TWBC had advised that because an election had been requested by ten or more residents a new election had been arranged to fill the remaining three vacancies. It was noted that the deadline for the receipt of nomination papers was 05 April 2013 and that if the election was contested it would be held on 02 May 2013.

067/013 Parish Council Website: Cllrs. Mrs. Butler-Graham reported that four quotations had been obtained for member's consideration with details as follows:

| | |
|-------------|--------|
| Quotation A | £1,800 |
| Quotation B | £1,200 |
| Vision ICT | £925 |
| SOSWEB | £750 |

Following a discussion, it was proposed by Cllr. Mrs Butler-Graham seconded by Cllr. Reynolds and:

RESOLVED: That the commission would be awarded to SOSWEB.

It was further:

RESOLVED: That the PC's domain name would be benendenparishcouncil.org.

It was further:

RESOLVED: That Cllr. Barker would assist Cllr. Mrs. Butler-Graham with the maintenance of the website.

068/013 2013 Annual Assembly: Attention was drawn to the following:

- Ann Barnes, Kent Police Commissioner was unable to attend the meeting.
- Keith Harrison the Chief Executive of ACRK had accepted an invitation to attend the meeting. It was noted that he would be the main Guest Speaker and that he would talk about the Parish Plan.
- The 2013 APM would be held in the Village Hall on 29 April 2013 at 8.00 p.m.

069/013 Parish Plan – Report of Meeting held on 23 February 2013: The notes of the meeting were **RECEIVED AND NOTED**. Cllr. Reynolds was delighted to report that working parties had been formed and that good progress was being made. Members were advised that a resident had expressed the opinion that the notes were incomplete it was noted that the notes were a summary of the meeting and not a verbatim report.

070/013 Parish Plan - Printing of Information Booklets: It was reported that the Steering Group had asked the Parish Council to consider turning the slide presentation into a 16 page booklet and that a quotation had been received for member's consideration with details as follows:

| | |
|---|---------|
| 400 A5 16 page booklet in colour | £195.20 |
| 400 A5 16-page booklet in black and white | £75.84 |

Following a discussion, it was:

RESOLVED: That the matter would not be pursued on the grounds that it was an unnecessary expense given that significant progress had been made and steering groups formed.

**071/013 BVHMC
071/013.1**

Rent for Community Office: It was reported that having liaised with the BVHMC the payment demand had been reduced from £1,200 p.a. to £500 p.a. Following a discussion, it was:

RESOLVED: That the PC was content to pay £500 p.a. provided that it was for the exclusive use of the office. The matter would be discussed further by the HMT and the BVHMC who would issue in due course a revised invoice.

071/013.2 Photocopier: Following a discussion, it was:
RESOLVED: That subject to the agreement of the BVHMC the Parish Council would take over the contract for the photocopier and that use of the machine would be afforded free of charge to the BVHMC.

071/013.3 Committee Members: Cllrs. Ms. North and Walden would join Cllr. Barker on the BVHMC.

071/013.4 Resignation of Committee Members: It was reported that the Secretary and Treasurer had resigned and that it was hoped that community spirited individuals would come forward and take on the roles. Following a discussion, it was:

RESOLVED: That if no one came forward then provided the accounts for the period up to 31 March 2013 had been completed and audited and with the Clerks agreement the Parish Council would consider that the duties which had been undertaken by the Secretary and Treasurer be performed by the Parish Clerk.

072/013 Insurance: Members were advised that the Clerk had recently met with the insurers; attention was drawn to the following:

- All was in order with regard to the cover in respect of the buildings & contents.
- At no additional premium, additional cover in respect of the VH had been arranged.
- The insurers remained of the opinion that should an insurable event occur whilst the Parish Council had nonexclusive use of the Community Office then there was a risk that they would not meet any arising insurance claim. The insurers remained of the opinion that in order to minimise risk the PC needed to retain a greater degree of control and that that there should be a formal agreement to this effect between the PC and BVHMC.
- The insurance was due for renewal and three options had been put forward by the insurers Came & Company for the consideration of the Parish Council; they were as follows:

Option 1 Premium £4,560.50

Came & Company were offering the opportunity to renew the policy this year with a 16 month period of cover meaning that the next renewal date would be 01.08.2014. The additional 4 months cover would be provided free of charge on the basis that the Parish Council would sign a new 3 year long-term agreement.

Option 2 Premium £4,560.50

Standard long term agreement allowing the Parish Council to fix rates apart from index linking by extending the long term agreement whilst keeping the current renewal date. This offer would include a 5% discount off the annual renewal

Option 3 Premium £4,800.53

Standard premium

Following a discussion, it was:

RESOLVED: That provided no other insurer could offer cheaper and comparable insurance that option 1 be accepted. It was noted that the Parish Councils insurance renewal date was 01 April 2013.

073/013

2013 Provisional Meeting Dates: The following provisional dates were **NOTED:**

| Date | Venue |
|--|---------------------|
| 29 April 2013 (Annual Parish Meeting) | Village Hall |
| 28 May 2013 (Annual Meeting of the PC) | Memorial Hall |
| 24 June 2013 | Iden Green Pavilion |
| 29 July 2013 | Memorial Hall |
| August | No meeting |
| 30 September 2013 | Memorial Hall |
| 28 October 2013 | Iden Green Pavilion |
| 18 November 2013 | Memorial Hall |
| 16 December 2013 | Iden Green Pavilion |

It was noted that the Memorial Hall had been reserved by the PCC on the third e months which is when the PC was due to meet. The PC had therefore reserved the fourth Monday in the affected months. Following a discussion, it was:

RESOLVED: That the meeting dates be confirmed.

It was further

RESOLVED: That Cllr. Mrs. Beattie would liaise with the PCC in order to ascertain whether they could rearrange their meeting dates.

It was further

RESOLVED: That a revised schedule would include the dates of monthly Planning Meeting which were usually held at 11.30 a.m. on the first Thursday in each month excluding August.

074/013

TWBC: Non Performing Property and Land Assets: It was reported that during 2013/2014 TWBC would be considering the selling off of non-performing land and property assets and the following sites had been identified within Benenden:

- Land and Garages, Leybourne Dell, Benenden
- Land at Cherryfields, Benenden

It was noted that feasibility studies were to be undertaken and subject to the outcome of those studies the recommendation for disposal with or without planning permission would be made to the Portfolio Holder for Finance and Governance. It was further noted that the feasibility studies would include an analysis of the land title, the physical site, planning status and likely grant of planning permission and marketing and disposal if the seeking of planning permission would not be viable. TWBC had advised that all disposals would be in accordance with their Constitution and Local Government Legislation and that the Parish Council would be informed if it was TWBC's intention to dispose of the assets. Members were advised that TWBC had been notified that the Parish Council was concerned with the future of the Land at Cherryfields and might be interested in taking over the maintenance of the land and/or the possible acquisition of the land. Members had been further advised that TWBC had been asked to consult with and meet the residents adjacent to both sites.

075/013 Changes to the Management of Public Rights of Way (PROW): Members were advised that changes had been made in PROW management. The most obvious being that the number of Area Officers had been reduced and there had been an increase in the number of staff dealing with the delivery of the maintenance responsibilities. It was noted that KCC PROW had an online reporting service which could be accessed on the website: http://www.kent.gov.uk/environment_and_planning/countryside_access.aspx. Members were advised that a request had been submitted to KCC PROW for 'kissing gates' on the village PROW's.

076/013 Kent Minerals & Waste Local Plan – Proposed Mineral Safeguarding Areas: Members were advised that KCC were in the process of producing a series of topic papers which would form the production of the new Kent Minerals and Waste Plan.

077/013 The Kent Men of the Trees: It was reported that the organisation was preparing to hold the annual competition where any village could have its trees examined by an experienced judge who would award points based on the following criteria:

- The quality of trees in public places and private gardens
- The conditions of any specimen trees
- Evidence of new planting and the suitability to the location
- General care of trees in the village
- Response to previous visits and any suggestions made by the judge

Following a discussion, it was:

RESOLVED: That BPC would be pleased to enter the village in the 2013 Competition.

078/013 Model Protocol on Communications: The Model Protocol with regard to Parish Council correspondence as prepared by the Clerk and copied to members was **APPROVED**. Following a discussion, it was:

RESOLVED: That members would consider the prospect of adopting a similar protocol for the website and on line communications at a future meeting.

It was further:

RESOLVED: That the Parish Council should have a bigger presence in the Parish Magazine and to this end it was agreed that the Parish Council would pay a full page of copy space at the cost of £155 p.a. It was noted that the copy space would be spread out within the magazine but would be the equivalent of one page.

079/013 Allocation of Responsibilities (Working Parties, Committees and Sub Committees): Following a discussion, it was:

RESOLVED: That the matter would receive full consideration as soon as there was a full complement of nine Parish Councillors. Hopefully this would be at the Annual Meeting of the Parish Council.

It was further:

RESOLVED: That the Working Groups Policy which had been prepared by the Clerk and copied to members be **NOTED**. Cllr. Reynolds would also discuss the policy at the next meeting of the TWBC Chairman's Meeting.

080/013 Groups & Organisations: Representatives who attended any meeting on behalf of the parish council were invited to give a brief summary; attention was drawn to the following:

080/013.1 TWBC KALC Area Committee: Cllr. Mrs Beattie reported that she had attended the meeting held on 27 February 2013. Her excellent report had been copied to members and was noted with interest.

080/013.2 Weald of Kent Protection Society: Cllr. Barker reported that on 13 March 2013 he had attended an interesting and informative meeting which took place at The Bull at Benenden and that he would be delighted to discuss the meeting and provide more information to anyone interested.

080/0133 TW Parish Chairman's Meeting: It was noted that the meeting which was to have taken place on 12 March 2013 had been cancelled and that the next meeting would be held on 10 April 2013.

081/013 Finance

081/013.1 Bank Reconciliation as at 28 February 2013: The information which had been prepared by the Clerk and copied to members was **APPROVED**. It was noted that the bank balances were current account £500.00 and

Reserve account £25,717.52. The bank statements were signed by Cllr. Reynolds.

081/013.2 Financial Transactions: The following transactions were **APPROVED RECEIPTS**

| | | |
|--------------|--------------------------------|----------------|
| HMT | SO — Clerk January 2013 salary | £100.00 |
| TOTAL | | £100.00 |

EXPENDITURE

| | | |
|--------------|--|------------------|
| DD | Waitrose Broadband (February 2013) | £18.99 |
| 729 | EDF Energy – Public Toilets | £70.00 |
| 730 | HMT – Reimbursement | £402.50 |
| 731 | Geerings of Ashford Ltd – Photocopier | £36.00 |
| 732 | Mrs K Bell - Clerks Salary £606.48 | |
| | - Postage/admin £30.60 | £637.08 |
| 733 | IG Pavilion Trust – Hall Hire | £11.00 |
| 734 | Mr R Payne (Public Toilets – Cleaning) | £245.00 |
| TOTAL | | £1,420.57 |

081/013.3 Grass cutting at Iden Green: It was reported that a quotation for the sum of £1,239.79 had been received in respect of the following:

2 x monthly during the grass growing season - cutting the grass surrounding the pavilion
4 x To cut hedge and collect hedge cuttings around the above area and by the adjoining car park area

Following a discussion, it was:

RESOLVED: That the quotation would be considered by the HMT

081/013.4 2013 Try Angle Awards: It was reported that Integrated Youth Services was searching for young people aged 11–18 years whose efforts and achievements in school and their communities deserved recognition and the Parish Council had been asked to consider making a financial contribution towards this year's awards. Following a discussion, it was:

RESOLVED: That discussion of the matter be deferred and considered in April or May 2013.

081/13.5 Coronation of Queen Elizabeth 11: Information had been received from Norfolk China Ltd introducing the Council to a range of mugs commemorating the 60th Anniversary of the Coronation. Following a discussion, it was:

RESOLVED: That whilst the information had been received and noted with interest no action would be taken.

082/013 Correspondence: The following items had been received during the period 06 February 2013 and 11 March 2013 and were available for member's inspection in the Parish Office.

a. E-watch.co (Bulletins February/March 2013)

b. TWBC

(i) Press Releases:

- Kent Cracks Down on bogus Charities (Charity Bag Scam)
- Fighting for Kent: Freezing Council Tax Again
- Mayoress to take part in Tunbridge Wells Half Marathon

(ii) Licensing Tracker updates (February/March 2013)

(iii) Agendas in respect of the following meetings:

- Licensing Sub-Committee – 13.03.13, 26.02.13
- Eastern Area Planning Committee – 11.03.13
- Western Area Planning Committee – 06.03.13

- Finance & Governance Cabinet Advisory Board – 24.01.13
 - Planning & Transportation Cabinet Advisory Board – 23.01.13, 25.02.13
 - Full Council – 20.02.13
 - Cabinet – 21.02.13
 - Licensing Committee – 13.02.13
 - Overview & Scrutiny Committee – 13.02.13
 - Joint Eastern & Western Area Planning Committee – 14.03.13
- (iv) Consultation Issues:
- Car Parks
 - Transport Strategy
 - Draft Allocation Policy
- (v) Notice of intent to make key decisions: 04.02.13
- (vi) Assembly Halls Theatre: Promotional Poster
- (vii) Civic Amenity Timetable
- (viii) Appointment of Deputy Monitoring officers
- (ix) Invitations
- Chairman's Meeting – 12.03.13
 - Workshop on 03.04.13 for the Site Allocations DPD Consultation (Fwd. to members)
- (x) Decision Sheet for Cabinet – 21.02.13, 07.02.13, 28.02.13
- (xi) Cinema site update
- (xii) Boundary Commission for England: Notification of postponement of Parliamentary Constituency Review
- (xiii) Public Transport Forum
- 2013 Meeting Dates
 - Minutes – 28.11.12
- (xiv) Minutes in respect of the following meetings:
- Licensing Committee – 27.02.13
 - General Purposes Committee – 16.01.13
 - Cabinet – 17.01.13
 - Licensing Sub-Committee – 24.01.13, 31.01.13, 26.02.13
 - Western Area Planning Committee – 13.02.13
 - Eastern Area Planning Committee – 28.01.13, 18.02.13
 - Communities Cabinet Advisory Board – 22.01.13
 - Planning & Transportation Cabinet Advisory Board – 25.02.13
- c. Goods and service information received from the following: Rural Services Network, Kent Link News, Public Sector Sales Support (Interest Rates), Kent in Brief (Newsletter), Paxton Charities (Charities Accounting), Fields in Trust, Action Planning, Charity Choice, Kent Countryside Management Partnership, Sparse (Call for Evidence), Forum Business Media (New Charity Commission Safeguarding Strategy – 10 Minute Briefing), Aon (Changes to accounting disclosures for employers in the LGPS), Stackastage, Caffyns Vauxhall Ashford (Free Car Confidence and Self Protection Evening), Kent Can, Sovereign (Play equipment), Consort (Frozen Foods), EDF (Notification of Price Changes), CPRE, Bramatt Computing Ltd (Charity Framework Agreement), Subscriber CRM, Help4It, Changes to Charity CRB (DBS) Regulations, Director of Social Change, Telecomemail, Parish Online (Mapping), Charity Commission (News), Diane Malley (Payroll Services for Town and Parish Clerks), Learning at Work (Government Funded Qualifications), Dementia Conference (05.03.13), Littlethorpe (Bus Shelters), Tutor Care (Fire Marshall Training), BACS Newsletter, CPRE (News Bulletin), Nisbets, Online Playgrounds, Kent Electrical & Lighting Centre, Plantscape, Wicksteed Playscapes, Eibe, Clerks & Councils Direct (March 2013), Capita (Developing Commercialism in Local Government)
- d. Came & Company (Parish Council Insurers):
- (i) Parish Matters (Spring 2013)
 - (ii) Announcing new website members area Benenden Parish Magazine (March 2013)
- e. CPALC: Newsletter (07.02.13)
- f. Weald of Kent: Directory 2013/2014

- g. Kent & Medway Networks: KCC Adult Social Care Consultation on 05.03.13
- h. Clerks & Councils Direct
- i. Ashford Borough Council: Chilmington Green Acres Area Action Plan – Revocation of Regional Strategy for SE England – Invitation to join
- j. Kent Police: Request for Council Contact information for police database
- k. Gravesham Borough Council: 2011 Census Open Atlas Project
- l. Action with Communities in Rural Kent
 - (i) Membership Renewal Information
 - (ii) Rural News (Issue 126, 21.02.13)
- m. KALC
 - (i) Letter from Chairman of NALC regarding his decision to retire
 - (ii) Learning & Development Update (February 2013) – Forwarded to members
 - (iii) Legal & Finance Conference 02.02.13
 - (iv) LGA/NALC Publication: Modelling Devolution – Working Together to Deliver Local Services
 - (v) Area Committee Meeting 27.02.13
 - (vi) Planning Conference – 23.03.13
 - (vii) Parish News (March 2013)
 - (viii) Neighbourhood Planning Edition 4
 - (ix) First Notice of Kent's first Speed Watch Mini Conference – 20.04.13
- n. Hawkhurst Parish Council: Neighbourhood Planning Meeting Invitation (Accepted)
- o. HM Revenue & Customs: PAYE Real Time Update
- p. NALC: Putting Communities First Conference
- q. KCC
 - (i) Filling on salt and grit bins – Benenden January 2013
 - (ii) Transport Integration Relocation
 - (iii) Film Office: Belgian travel program looking for private gardens open to the public
 - (iv) Public Notice: Expansion of St James CE Infant School & Junior School & St Marks CE Primary School
 - (v) Kent Minerals and Waste
 - Safeguarding Consultation: Invitation to Join
 - Local Plan: Proposed Mineral Safeguarding Areas
- r. Kent Link: AGM & Celebration Even – 13.03.13

083/013 Matters for Information

- 083/013.1 Planning Meeting 04.04.13:** Members were advised that Officers from TWBC would be attending the meeting to talk about the Tunbridge Wells agreement. A discussion then took place on the rescheduling of the meeting until 11 April 2013. A consensus of opinion was for the meeting to be re-scheduled. TWBC would be advised of the revised meeting date change and asked to attend either this or a future meeting.
- 083/013.2 English Rural Housing Association:** Invitation to attend a tree planting ceremony at Sunley Gardens, Godmersham, Canterbury to be attended by HRH The Princess Royal on Tuesday 16 April 2013 followed by afternoon

tea. The invitation would be declined on the grounds that no member present was able to attend.

083/013.3 Street Cruizer Youth Bus: Members were advised that with effect from April 2013 the Youth Bus would be visiting Benenden.

084/013 Matters for consideration in Private

084/013.1 Arnold Cole Trust – 2012 Beneficiaries: A list of the 2012 beneficiaries had been received and copied to members.

085/013 Date of Next Meeting: Confirmed as 29 April 2013 at 8.00 p.m. in the BVH (Annual Parish Meeting)

Signed: **Date:**

There being no additional business, the meeting closed at 21.30 hours. There then followed a short period of time in which to take residents questions.

Note: These minutes are not intended to provide a verbatim record of the meeting and contain only a summary of those matters discussed