

**PARISH COUNCIL OF BENENDEN**

**Ordinary Meeting of the Council will be held on Monday 20<sup>th</sup> April 2020, 7pm**

**Join Zoom Meeting : <https://zoom.us/j/92989995671?pwd=NjhXbzJ2bVA4TUVML0V3S011V1RuUT09>**

**Meeting ID: 929 8999 5671 Password: 1pUySy**

**AGENDA**

1. Apologies
2. Standing Orders – Remote Meetings
3. Declarations of Interest in items on the Agenda
4. Minutes of the Meeting held on 16<sup>th</sup> March 2020
5. Matters Arising and Outstanding Items
6. Covid-19/Benenden Action Team
7. Reports by County/Borough Councillors
8. Reports by Chair and Parish Council Representatives
9. Neighbourhood Development Plan
10. Planning
  - 19 03536 FULL Cranden Diamonds, Cranbrook Road. Revised details
  - 20 00708 FULL Land Adjacent To Bankside Dingleden. Replacement of agricultural building for use as Storage & Workshops (Retrospective)
  - 20 00749 FULL Freshwater, Cranbrook Road Demolition of garage and erection of Victorian style greenhouse potting shed; addition of hardstanding; erection of brick boundary wall
  - 20 00871 FULL Hengist House, Rolvenden Road Variation of Condition 2 (Approved Plans) of 17 02968 FULL (Conversion of loft space, front and rear extensions and conversion of garden store into annex) - Changes to rear extension
  - 20 00892 FULL 4 Medway Cottages Woodcock Lane Erection of two storey side extension and single storey rear extension
  - 20 00670 FULL Land Adjoining Columbanus, Parkfield Crescent, Iden Green Minor Material Amendment in Relation to 18/03282/FULL - Amendments to the window sizes; Removal of windows to the dormers with the addition of rooflights; Removal of Juliette balconies; Removal of Masonry chimney with a replacement by stainless steel twin flue; External render change to brick; Steel post added to the corner of the storm porch and above garage on plot 2; Removal of French doors on ground floor of all houses; Slight increase in dormer size to align with the ground floor below, with reasonable internal head height and the correct wall thickness drawn in plan; Plot 3 garage moved to create two open spaces; Redesign of parking spaces; Patio areas added to the rear of each plot.; LPG gas tanks added to each dwelling; Heights of all houses have been made equal; Photovoltaic panels for solar hot water confirmed; New hedgerow added in site layout plan
11. Highways and Transportation
12. Resourcing/Finance
  - a. Monthly Finance
  - b. Annual Audit
  - c. Clerk's Appraisal
  - d. Parish Reserve Fund
  - e. British Red Cross Donation Request
13. Correspondence
14. Parishioners' Questions
15. Items for future consideration

C Levett, Clerk to the Council, 15<sup>th</sup> April 2019

**Date of Next Meeting: 18<sup>th</sup> May 2020 tbc**

### ITEM 1. APOLOGIES

None received.

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### ITEM 2. STANDING ORDERS – REMOTE MEETINGS

Separate attachment.

Parish Councillors have unanimously agreed the addendum to the Parish Council's Standing Orders and remote meeting protocol and procedure enabling remote meetings to be held.

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### ITEM 3. DECLARATIONS OF INTEREST

No declarations of interest.

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### ITEM 4. MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> MARCH

Separate attachment.

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### ITEM 5. MATTERS ARISING AND OUTSTANDING ITEMS

- **Benenden Village Trust Office Licence** : Cllr Dawlings reported the Parish Council's thoughts back to the Trust. Further discussion regarding this has been put on hold.
- **Parish Councillor Vacancy** : There was no call for a by-election. Waiting to hear from TWBC about co-option during current period.
- **Tree Planting** : Cllr Thomas had included a piece in the Village Magazine and had invited suggestions from parishioners. One request has been received for planting in Leybourne Dell.

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### ITEM 6. COVID-19/BENENDEN ACTION TEAM

See attachment.

Cllr Thomas and the Clerk are in constant contact with TWBC, KCC, KALC and other bodies, and sharing information with BAT. Information is also posted on the Parish Council website and Facebook page and on Nextdoor.

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### ITEM 7. REPORTS BY COUNTY/BOROUGH COUNCILLORS

No reports received.

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## ITEM 8. REPORTS BY CHAIR AND PARISH COUNCIL REPRESENTATIVES

Nothing to report.

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## ITEM 9. NEIGHBOURHOOD DEVELOPMENT PLAN

The Regulation 14 Consultation is complete and all inputs received during the consultation period have been published on the NDP website.

The NDP team, Cllrs Beveridge and Grant are now amending the Regulation 14 Draft Plan, and this is continuing remotely. This includes assessing new sites that have come forward. Once all the changes have been made the 'Regulation 15 Draft Plan' will be sent for a 'health check' to expert consultants, Intelligent Plans, a government sponsored organisation, and this will be undertaken free of charge. They are expecting delivery of the Regulation 15 Plan and all supporting documents by 1<sup>st</sup> June. TWBC will then check it complies with planning regulations. After any further changes are made the Regulation 15 Draft Plan will be formally submitted to TWBC and from there on they take responsibility for taking the process forward.

TWBC will publicise the plan (known as Regulation 16) for a further 6 week consultation period, giving all stakeholders a chance to study the revised plan, and to make representations. Once these representations have been given further consideration, TWBC will arrange for an independent examination to take place. This will consider whether the neighbourhood plan meets the basic conditions and other legal requirements. If successful at the examination stage, with modifications if necessary, TWBC will arrange for the NDP referendum to take place.

Locality/TWBC have advised that at the moment there are to be no referenda until 31 May 2021, but it has been confirmed that the NDP plan will carry more weight now once through the independent examination stage.

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## ITEM 10. PLANNING

### APPLICATIONS

- **20 00749 FULL Freshwater, Cranbrook Road.** Demolition of garage and erection of Victorian style greenhouse/potting shed; addition of hardstanding; erection of brick boundary wall.

Cllr Grant : This property has a lengthy planning history with most applications being approved (though, the consent for a 2 bay oak framed garage appears not to have been implemented). Existing single garage to be demolished and replaced with a Victorian style greenhouse and potting shed. The hedge fronting the lane is to be removed and replaced with a 2.4m high brick wall and a new hedge planted in front of it on the lane side. The garden of the property is large and is well screened and tree-covered (until the hedge is taken out!). Within the garden to the north of the house is a detached barn that has been renovated and used (with consent) as a holiday let/B&B. Neither the house or the barn are listed buildings.

Cllr Thomas : I can confirm that the two-bay garage has been built and is fully operational. The wall is the only controversial part of the application as you say. But I would think that a wall is a more attractive option to a close boarded fence with hedging to screen, which is what they have at the moment. This isn't the part of the hedging along the main road, just the bit that runs along the Mounts Farm track to the east of the property.

Cllr Grant: Agree that a wall with hedge screening is preferable to a close boarded fence and its location along the track is ok.

**Propose to support.**

- **19 03536 FULL Cranden Diamonds, Cranbrook Road.** Proposed research and development building - revised details concerning this application. Amended red line on the site location plan (drawing 2).

Cllr Grant : This is an amendment to the application for the proposed R&D building on the greenfield part of the Cranden Diamonds site — no details of the application have been altered other than — Amended red line on the site location plan (the line marks the site boundary of Cranden Diamonds) — this has no bearing at all on the Parish Council's recommendation for refusal of the application.

**Propose to object.** The amendment bears no relation to the principle of the proposed building and additional car parking being created on a greenfield part of the site. The Parish Council continues to object to this application and requests that it is refused on the grounds previously stated.

- **20 00670 FULL Land Adjoining Columbanus, Parkfield Crescent, Iden Green.** Minor Material Amendment in Relation to 18/03282/FULL - Amendments to the window sizes; Removal of windows to the dormers with the addition of rooflights; Removal of Juliette balconies; Removal of Masonry chimney with a replacement by stainless steel twin flue; External render change to brick; Steel post added to the corner of the storm porch and above garage on plot 2; Removal of French doors on ground floor of all houses; Slight increase in dormer size to align with the ground floor below, with reasonable internal head height and the correct wall thickness drawn in plan; Plot 3 garage moved to create two open spaces; Redesign of parking spaces; Patio areas added to the rear of each plot.; LPG gas tanks added to each dwelling; Heights of all houses have been made equal; Photovoltaic panels for solar hot water confirmed; New hedgerow added in site layout plan.

**Propose to support.**

- **20 00708 FULL Land Adjacent To Bankside Dingleeden.** Replacement of agricultural building for use as Storage & Workshops (Retrospective).

Cllr Grant : Building is shorter in length and width but 'marginally' higher than the original mishmash of 'tagged together' buildings — covers less ground than before. The D&A statement (a single page) offers no justification for the need of the building — sums up with 'it will remain in agricultural use and will be used in connection with Sovereign Forestry Contractors as a store and workshop'. Aside from the fact that this is a retrospective application, and the shed should not have been replaced without consent, the completed new building is not incongruous with the setting, the landscape and as an agricultural/forestry building. During the build, it was noted that the rear wall of the building facing into the field, had large window frames set along the length. The photos of the old building, shown in the application documents, shows that this is not a new design — the former shed had

similar fenestration along that wall. The Grade II Listed 'Cattsford' may well have its view slightly impaired by the increased height of the new shed, but the impact of the shed on the setting of the listed building causes less than significant harm. The colour of the new shed and its roof is also acceptable as an agricultural building in the rural landscape and the AONB.

**Propose to object.** The site is 'divorced' from the applicant's operational site (some 200m away) which comprises 3 large workshops/stores, and a mobile home for security purposes following numerous thefts. The new building may also invite thefts, and with that will be the requirement for a mobile home on this site for security. It makes no sense to site a workshop/store on a separate site away from the currently secure site along the lane. The application offers no justification or need for an additional workshop to carry out operations, and specifically does not offer an explanation for the spread of operations to another separate site. The Parish Council requests that TWBC seeks the opinion of its Rural Planning Consultant and Conservation Officer. Should TWBC be minded to approve this retrospective application, the Parish Council requests that a condition is imposed: that if it falls out of agricultural use within 10 years, the building should be removed, and a condition regarding outdoor lighting.

- **20 00871 FULL Hengist House, Rolvenden Road.** Variation of Condition 2 (Approved Plans) of 17 02968 FULL (Conversion of loft space, front and rear extensions and conversion of garden store into annex) - Changes to rear extension.

Cllr Grant : This application seeks to vary the approved drawings under ref. 17/02968/FULL Conversion of loft space, front and rear extensions and conversion of garden store into annex. The only matter that to consider under this application is the provision of a rear kitchen extension. The kitchen is to extend further to the rear (south) from the kitchen and approved boot room, almost to the new rear wall of the approved family room extension. The proposal almost squares-off the corner, but doesn't quite meet the new wall of the family room, retaining a slightly staggered form rather than an inline mass. A Juliet balcony will be placed at first floor level from the approved first floor extension (which is not being extended further to the rear) overlooking the flat roof area of the extended kitchen.

**Propose to support.**

- **20 00892 FULL 4 Medway Cottages Woodcock Lane.** Erection of two storey side extension and single storey rear extension.

Cllr Grant : Row of 4 pairs of semi-detached cottages, post WWII, originally 2-up, 2-down, with bathroom on ground floor to rear and a brick built shed/store behind, and, strangely, the first floor windows to the bedrooms are on the side elevation of each pair (except where side extensions have taken place. The pairs are staggered alternately. Of the 8 cottages, I think that only 4 remain in Housing Association ownership. The location plans do not show that no. 2 has been extended to the side, and a 2 storey side extension was added recently no. 5 — no. 5 is next to the subject property and the pair of 5 & 6 is set back from the pair of 3 & 4. The side and rear extension to no. 4 would therefore not affect no. 5. The extended side elevation will no longer have windows at first floor level. No. 5 extended side elevation has no windows at first floor level — an all round improvement to the original odd arrangement. The 2 bed cottages as originally built are small. The proposal achieves 3 beds (one on ground floor) and an office/study space on the first floor, as well as a bathroom on the first floor, with the ground floor bathroom altered to form a utility and wc. A complete remodelling of the original interior. The rear extension (single storey) extends only as far as the rear wall of the existing original brick-built shed/store line, so is stepped back from the new side extension, and does not extend towards the eastern boundary. The windows are to be white

Upvc double-glazed units with diamond lead lights. The existing windows (except for the inserted small window at first floor level to the front) are all leaded lights — very incongruous in the setting. The proposal complies with TWBC Alterations and Extensions SPD.

**Propose to support**, but object to the leaded light windows on the grounds that the style is out of keeping and character with the setting and the cottages. The extensions involves additional windows to front and rear, those at the front will be more numerous and dominant than those existing at present, and the Parish Council requests an alternative design/style at the submission of details stage.

## DECISIONS

- **20 00039 FULL Land Off Hinksden Road.** Erection of an agricultural building to be used for the storage of agricultural ,equipment and machinery, and creation of a farm track. Permission granted. To note : TWBC has applied a condition regarding external lighting and details of any external lighting scheme must be submitted prior to first occupation. TWBC has also applied a condition to the approval of this application re the use of the building for agricultural storage only. *(4) The hereby approved development shall only be used for agricultural storage and only in relation to the land identified within the red site outline on the site location plan. The building shall be used for no other purpose unless approved in writing by the Local Planning Authority. Should the use of the hereby approved building for the purposes of agriculture cease within 10 years from the date on which the development is subsequently completed then, unless otherwise the Local Planning Authority have otherwise agreed in writing, the building must be removed from the land and the land must, so far as is practicable, be restored to its condition before the development took place, or to such condition as may have been agreed in writing between the Local Planning Authority and the land owner/developer. Reason: In the interest of visual amenity and to protect the character and appearance of the countryside.*

The Parish Council to be vigilant to these conditions.

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## ITEM 11. HIGHWAYS AND TRANSPORTATION

The meeting on 23<sup>rd</sup> April with Fiona Paine, Highways Schemes Project Manager, to discuss the Highways Improvement Plan has been postponed.

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## ITEM 12. FINANCE/RESOURCING

### a. Monthly Finance

#### BENENDEN PARISH COUNCIL FINANCE REPORT – TRANSACTIONS FROM 1st March 2020

Brought forward 71185.28

#### Income

| Payee | Reference | Amount |
|-------|-----------|--------|
|       |           |        |

**TOTAL****0.00****Expenditure**

|      | Supplier              | Reference                   | Amount  |
|------|-----------------------|-----------------------------|---------|
| DD   | John Lewis            | Broadband                   | 9.75    |
| BACS | C Levett              | Clerk's Salary              | 888.60  |
| BACS | Tenterden Twilight    | Public Toilets              | 328.00  |
| BACS | Iden Green Pavilion   | Hall Hire                   | 28.00   |
| BACS | Benenden Village Hall | Hall Hire                   | 24.00   |
| BACS | HMRC                  | Employer's Contributions Q4 | 150.14  |
| BACS | Air Ambulance         | Donation                    | 250.00  |
| BACS | Iden Green Pavilion   | Hall Hire                   | 14.00   |
| BACS | Thompsett Landscaping | Grounds Maintenance         | 129.00  |
| BACS | Benenden PCC          | Village Magazine            | 1000.00 |
| BACS | edf energy            | Public Toilets              | 89.78   |
| FEE  | Unity Bank            | Service Charges             | 23.40   |

**TOTAL****2934.67**

Reconciled with bank statement 028 31st March 2020

**68250.61****April 2020 Payments for Approval**

|      |                    |                      |         |
|------|--------------------|----------------------|---------|
| DD   | John Lewis         | Broadband            | 9.75    |
| BACS | C Levett           | Clerk's Salary       | 888.60  |
| BACS | Tenterden Twilight | Public Toilets       | 430.13  |
| BACS | Groundwork UK      | NDP Grant Underspend | 3201.52 |
| BACS | Castle Water       | Public Toilets       | 114.58  |
| BACS | KALC               | Annual Subscription  | 843.07  |
| BACS | TP Jones & Co      | Payroll Q4           | 57.60   |
| BACS | ACRK               | Annual Subscription  | 80.00   |

**TOTAL****5625.25**

There was an underspend on the last NDP grant. This was because the approved amount for Michael Thornton was £4,495 against £1,400 actual expenditure. The grant application was submitted last July and the figure was based on the then proposal from Jim Boot and Michael Thornton. Jim's part of this proposal, and approved amount, was £1,225. His actual expenditure for the grant period was £1,301. It is not possible to move Jim's additional fees to Michael's part of the grant. The grant application has very specific budget headings and Groundwork is very strict on this. This makes very little difference to the predicted total spend for the NDP and still within the amounts budgeted for and to be met from reserves.

**b. Annual Audit**

The statutory audit deadlines for 2019/20 have been extended. The publication date for final, audited, accounts for local councils will move from 30 September to 30 November 2020

To give local councils more flexibility, the requirement for the public inspection period to include the first 10 working days of July has been removed. Instead, local councils must commence the public

inspection period on or before the first working day of September 2020. This means that draft accounts must be approved by 31 August 2020 at the latest or maybe approved earlier where possible.

The date scheduled for internal audit is 4<sup>th</sup> May although I have yet to hear from the internal auditor about any changed arrangements.

**c. Clerk's Appraisal**

Cllr Thomas to action.

**d. Parish Reserve Fund**

TWBC had suggested the Parish Reserve Fund is handed back to the parishes so that the parishes can, if they want/need to, use it for any "Hardship Fund" that may have been set up in the village during the current crisis. This will be divided between the parishes based on the Council Tax base, and Benenden's share will be £1,227. The funds do not have to be used now if not required, and can be kept in our own reserve fund if we want to.

Cllr Thomas proposed that the Parish Council accepts these funds and discuss further how these funds might be made use of. This was unanimously agreed.

**e. British Red Cross Donation Request**

A request has been received, through the Kent Association of Local Councils, for a donation to the British Red Cross. Separate attachment.

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**ITEM 13. CORRESPONDENCE**

No other correspondence received.

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**ITEM 14. PARISHIONERS' QUESTIONS**

- **Flag Flying** As there was a divided opinion last time I hoisted the Union Flag may I seek your guidance please? I had intended flying the flag on 21st April for the Queen's birthday as a mark of respect and St George's cross on 23rd April. It is not mandatory to fly the Union flag on public buildings this year but I feel we should on the flagpole and I will in my garden. As we cannot enter the church to fly the St George's flag I hope that as a mark of unity that is in order. Robin Dalton Holmes

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**ITEM 15. ITEMS FOR FUTURE CONSIDERATION**