

PARISH COUNCIL OF BENENDEN

**Ordinary Meeting of the Council will be held on Monday 15th June 2020,
Remote Meeting, 7pm**

Zoom <https://us02web.zoom.us/j/87172664235?pwd=UzZHcENPYXZvYmN4Qkp5eC8rZHZydz09>
2nd meeting if required <https://us02web.zoom.us/j/89512462799?pwd=aG5WNFVIQy9sNTFaN1hYNlI3OU1HUT09>

Parishioners should submit any questions to the Parish Clerk by email, clerk@benendenparishcouncil.org, by 4pm on Friday 12th June

AGENDA

1. Apologies
2. Declarations of Interest in items on the Agenda
3. Minutes of the Meeting held on 18th May 2020
4. Matters Arising and Outstanding Items
 - a. Public Toilets
 - b. Parish Office/Archives
5. Covid-19/Benenden Action Team
6. Reports by County/Borough Councillors
7. Reports by Chair and Parish Council Representatives
8. Neighbourhood Development Plan
9. Planning
 - a. Applications
 - 20 01215 FULL Beacon Mill Cottage Rolvenden Road Conversion of an agricultural building into a residential dwelling and associated change of use of land to residential curtilage
 - 20 01265 FULL Land Adjacent To 2 Hague Cottages, Coldharbour Road Change of use of land from agricultural to residential, the construction of a pair of semi-detached dwellings and the demolition of the existing garage
 - 20/01267/FULL Netters Hall Attwaters Lane Hawkhurst Variation of Condition 2 (Approved Plans) of Planning Permission 19/02905/FULL
 - b. Other Planning Matters
 - 0023 2020 Tree Preservation Order Land To The North West Of Broughton House
 - Parkfield Crescent Delivery Lorries
 - Parishioner Concerns regarding Primary School Design and Outstanding Works
 - Parishioner Concerns Raised Regarding Planning Application 20/01089/OUT and EIA Screening Opinion 20/01177/ENVSCR Land Northwest of Broughton House
10. Highways and Transportation
 - Speeding
 - Duck Crossing
11. Resourcing/Finance
 - a. Monthly Finance
 - b. Annual Audit
12. Correspondence
 - a. Community Food Project
13. Parishioners' Questions
14. Items for future consideration
15. Confidential Item : Clerk's Appraisal

C Levett, Clerk to the Council, 8th June 2020

Date of Next Meeting: 20th July 2020 tbc

1. APOLOGIES

No apologies received.

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Cllr Thomas has declared an interest in Planning Applications 20 01215 FULL Beacon Mill Cottage Rolvenden Road and 20 01265 FULL Land Adjacent To 2 Hague Cottages, Coldharbour Road.

3. MINUTES OF THE MEETING HELD ON 18TH MAY 2020

Separate attachment.

4. MATTERS ARISING AND OUTSTANDING ITEMS

- **Public Toilets** The Clerk has been asked about the re-opening of the public toilets by Tenterden Twilight as it is a popular stop for mobile workers, bin men, taxi drivers, bus drivers, tradespeople etc. Tenterden Twilight advises that where they are cleaning they are taking sensible prevention measures. Disinfecting any surface that could reasonably be touched, such as door locks, toilet chains/ flush handles, seats, sinks, taps anything that could be used or touched. Most toilets are being cleaned once a day. There does not appear to be any specific guidance from government beyond how to conduct daily life and hygiene.
- **Parish Office/Archives** David Harmsworth had responded to a notification on Nextdoor regarding scrapbooks with press cuttings about the village which a parishioner would like to donate to the village, and has asked if the Parish Council would like to add this to its archives. Cllr Thomas has indicated that the Parish Council will find space in the office, once it has been refurbished and refitted. The Parish Council needs to discuss where these sort of items can be kept safely, whilst allowing access to them by the parishioners. The Clerk advised that space in the office is still limited, especially having moved items from the Hall eaves to the office. Benenden Village Trust had put on hold any discussion regarding the refurbishment and licence agreement.

5. COVID-19/BENENDEN ACTION TEAM

Report from Benenden Action Team :

BAT continues to provide a 'comfort blanket' around the village. The need for prescription pickup and food delivery has reduced as lock down has eased and there are mixed views from friends, family, volunteers and the media.

The next few months are seen as being critical as furlough stops for many, and the real prospect that some companies will reduce personnel or go out of business. People need to get back to their own new normal and this means so many things to different people.

The last 3 months have been reviewed and views for BAT going forward considered, and those involved are keen to maintain the presence of BAT.

The worries of home schooling are high on the list of concerns. Children have had to adjust and a need to service their needs is currently being explored by BAT. The teen demographic is feeling the

pressure and this is something BAT will be exploring over the next 2 months with various initiatives and ideas being considered.

There has been a constant want to volunteer in the parish, and although some have been quiet, they are all doing their bit locally, be it with neighbours, friends or close family.

Local charities that have been supported by the Church have been explored and Catching Lives stood out as an easy target for BAT to help in supporting. A group was put together to sort out all the generously donated clothing from all corners of the parish and Catching Lives has been supplied with a large amount of winter bedding and warm clothes for the coming winter, along with nearly a ton of recyclable clothing that has a value, when sold, that can be utilised on their needs.

The Benenden Fund has been a talking point for some weeks and BAT is looking to not do anything quickly with it, but instead really find out the needs of the Parish and Diocese (including Sandhurst) to see how best to utilise this amazing asset.

Members of the Team visited Goudhurst to look into the Food Bank process they have successfully launched and managed there, and this, in particular, is hoped to be something BAT may be able to replicate going forward. If we can create a community resource for free and subsidised food over the next couple of months, we are sure it will be of use. The logistics of a Community Cupboard will be worked through but the key is we have seen a need and can do something about it. We can quickly put a team together of like-minded individuals, with a clear goal and way to support those in need.

BAT will be kept as fluid as possible with the principle of being able to react to the changing needs of the community as quickly as possible, as being the key element of keeping BAT relevant to people in our community.

There are ideas popping up all the time from all corners of the Parish and if we can encourage a feeling of free thought and provide a platform to give things a go, that is an amazingly powerful wave to ride.

BAT is interested to hear the thoughts of the Parish Council and the work of others across the Borough.

6. REPORTS BY COUNTY/BOROUGH COUNCILLORS

7. REPORTS BY CHAIR AND PARISH COUNCIL REPRESENTATIVES

Weekly KALC TW Area meetings are still taking place remotely.

8. NEIGHBOURHOOD DEVELOPMENT PLAN

Report from Paul Tolhurst, Chair Benenden NDP Steering Group :

- The Regulation 15 draft health-check is underway.
- The Regulation 14 draft plan was published on 25 August 2019 and following the closure of the consultation period on 31 October 2019 the feedback review team have completed their work. Recommendations for changes to the plan have been carried through and the draft Regulation 15 plan has been completed. This involved significant work; Nicola Thomas, Peta Grant and

Graham Beveridge in particular must be congratulated for their considerable contribution to redrafting the plan.

- This Regulation 15 draft has now been passed to a set of independent checkers, paid for by 'Locality', the government sponsored organisation responsible for neighbourhood planning. They will perform a 'Health Check' on our Regulation 15 draft, to make sure it conforms with local and national planning regulations. They will offer suggestions for amendment if they spot any problems. This is not the formal Examination of our plan, which will be undertaken once the Regulation 15 plan is lodged with TWBC.
- Once the health-check is complete we will update the plan and expect to submit our formal Regulation 15 plan to TWBC in early August. They will undertake a review and once satisfied, will then arrange for the appointment of an independent examiner to assess our plan. The independent examiner will undertake a formal public consultation following which any required changes will be sent to TWBC and via them to the Parish Council.
- We still hope the final Parish referendum will take place this year, but the combination of complex bureaucracy and the COVID pandemic may delay us.

9. PLANNING

a. APPLICATIONS

- **20 01215 FULL Beacon Mill Cottage Rolvenden Road** Conversion of an agricultural building into a residential dwelling and associated change of use of land to residential curtilage.

Cllr Grant : Cllrs Beveridge and Grant made a site visit. This application complies with all relevant policies (similar to the Pullington Fold Farm application which the Parish Council supported and TWBC approved — originally for 2 beds, then came back for 3 beds once permission was received). The site is well-screened from the PRoW and from the neighbouring property (Beacon Mill Cottage). The proposal is for a modest 2 bed dwelling with voids, storage and a 'sleeping gallery' in the roof space. Of concern is the roofing material, which is to be galvanised steel — it is currently corrugated black onduline sheeting. Request black sheeting to better blend into the landscape. Currently has a floodlight to the front of the building pointing downward on a motion sensor. Request our usual lighting conditions.

Propose: support the application, with the requests for roofing and lighting above.

- **20 01265 FULL Land Adjacent To 2 Hague Cottages, Coldharbour Road** Change of use of land from agricultural to residential, the construction of a pair of semi-detached dwellings and the demolition of the existing garage.

Cllr Grant : Cllrs Beveridge and Grant made a site visit. This site is located before the sharp left-hand bend on Coldharbour Road, opposite the tennis courts. One pair of semi-detached dwellings comprising 2.5 storeys, 4 beds, partly in and outside the Conservation Area, on scrubby agricultural land that hasn't been cultivated for the last 8-9 years, and is used for the storage of agricultural machinery. Sited next door to Hague Cottages (in the applicants' ownership), a pair of cottages Listed Grade II, though sadly the building is in a poor state of repair and requires some TLC. Access will be from the existing access to Hague Cottages, and will serve all 4 of the cottages. This positions the access road to the two new cottages within the site itself, preserves the ancient hedgerow fronting the plot to Coldharbour Road and limits the number of access points to the road. The other effect of this is that the site will be incapable of further development via that access (in theory). The height at 2.5 storeys is consistent with the adjoining Hague Cottages which has a dormer window in the side roof facing the new build. 2-3 bed homes are required in the parish, but so are 4 bed family

homes as identified by the Parish Plan 2015. The Conservation Officer has not yet commented on the impact of the proposal on the adjoining Listed Hague Cottages and Conservation Area, but her conclusion may be that the proposal would cause less than substantial harm. The proposal complies with the relevant policies and conforms to the requirements of the BNDP (Reg 14), though the BNDP currently carries no weight in decision-making. That said, the size, bulk, mass and scale, appearance, density, the character of surrounding buildings, boundary treatments, and so on, all comply with the BNDP. The proposal also complies with Windfall Policy HS7 as written in Reg 14 BNDP, of four houses or fewer — but again, no weight can be attached to this. We would like clarification on the subject of two trees located near the existing garage (dilapidated and to be removed to facilitate access) and what the intention is as regards pruning/limb removal to enable access for construction traffic. The application states that no trees will be removed. Of concern is the rear boundary to the site, currently not fenced, having no natural boundary and wide open to the large swathe of orchards and arable land (submitted under the Call for Sites as Site 437 West). This exact situation was stated by TWBC as 'being dangerous' to opening up the rest of the land to development, rather than it being confined to the small area. There is no specific policy that can protect us from this 'danger', even if the proposal as it stands is viable, and the remaining land would not be a desirable location for larger developments — were this to occur, we would have to argue/object on rural landscape setting grounds/AONB, etc. Overall, and a point to note, is that there are no grounds upon which to base a strong objection. If the Parish Council decides to support this application, I would suggest that we seek our usual condition regarding outdoor lighting, and that we ask for details to be submitted for the location of bin storage and an external storage shed for cycles/garden machinery for each cottage. The latter needs to be included in the layout plans to prevent the random placement of them by the occupiers.

- **20 01267 FULL Netters Hall Attwaters Lane Hawkhurst Variation of Condition 2** (Approved Plans) of Planning Permission 19/02905/FULL (Demolition of concrete portal frame barns and conversion of redundant dairy building to three bedroom dwelling plus erection of detached garage and store) - Change of roof material from zinc to natural slate roofing, addition of one further rooflight and the inclusion of a flue for a woodburning stove.

Cllr Grant : The roof of Netters Hall is of slate, as is a neighbouring building further east. The roof of the portal frame barns/redundant dairy is of grey corrugated sheet. The listed barn next to the dairy has peg tiles. Slate on the roof of the former dairy buildings would not give a vastly different appearance than at present. No objections to the additional rooflight or a flue.

Propose to support.

b. OTHER PLANNING MATTERS

- **0023 2020 TPO Land To The North West Of Broughton House, Rolvenden Road.** Applied to Woodland on both sides of Workhouse Gill, between Churchill House and Feofee Cottages
- **Parkfield Crescent** Cllr Grant has received a complaint about the size of the lorries delivering materials to the building site in Parkfield Crescent. A very large articulated lorry with a crane on one part and a trailer containing bricks attempted to make the turn into Parkfield Crescent — there were many attempts to manoeuvre this very large vehicle — and presumably many attempts to reverse back out from the site, as there is nowhere within the cul-de-sac for this size of vehicle to turn. Under consent for application 18/03282/FULL there is no mention of a construction management plan for the site, although that probably wouldn't restrict the size of vehicle anyway. As and when an application for a development on a single track lane, the Parish Council should be asking TWBC to impose a condition restricting the size of lorries delivering

construction materials or a condition that does not permit the use of articulated lorries. The lanes, grass verges and signage cannot cope with vehicles of this size.

- **Parishioner Concerns Raised Regarding Primary School Design and Outstanding Works** including Traffic Calming /Control measures, Public Footpaths and Landscaping
- **Parishioner Concerns Raised Regarding Planning Application 20/01089/OUT and EIA Screening Opinion 20/01177/ENVSCR Land Northwest of Broughton House**

10. HIGHWAYS AND TRANSPORTATION

Correspondence received from parishioners :

- **Speeding** I live at Pullington House on Rolvenden Road in Benenden and wish to raise the issue of speeding drivers entering and leaving the village. The Kent CC website directed me to my parish council in the first instance. My house is the last one in the village on the way out towards Rolvenden and is close to the point where the 30mph limit starts and ends. Having worked at home for the past 11 weeks (I sit at my desk overlooking the road all day), I am astonished by the number of cars, vans and lorries that ignore the speed limit in both directions. The majority who enter the village from the Rolvenden end appear to be travelling significantly faster than 30mph (maybe even as fast as 60mph), but equally the majority leaving the village seem to disregard the limit (I believe some are travelling at close to 50mph by the time they pass my house). This is dangerous for me and my family as we have to cross the road to get to the public footpaths, but it also isn't right for our village to be blighted by the danger and noise that speeding traffic represents. The relocated school makes that even more important. Is there any way some traffic calming measures can be implemented, such as narrowing the road or introducing a chicane? The chicane at the top of Lamberhurst is very effective at slowing vehicles down before they head downhill into the village - could chicanes be built at either end of Benenden village?
- **Mill street ducks crossing** I live on Mill street and was dismayed to find the body of another female mallard duck in the road last week, possibly leaving a clutch of eggs or even ducklings - given the time of year. I raised the matter with KCC, asking for ducks crossing signs in the approaches to the Wandle river crossing, at Wandle mill (where so many drivers reach top speeds), but they were unable to help, as there have been no reported incidents of this sort there. I wonder if the PC can address this problem?

11. RESOURCING/FINANCE

a. Monthly Finance

Brought forward			84018.40
Income			
	Payee	Reference	Amount
	HMRC	VAT Reclaim	4122.70
TOTAL			4122.70
Expenditure			
	Supplier	Reference	Amount
DD	John Lewis	Broadband	9.75
DD	CF Corporate Finance	Printer/Copier Lease	180.00
BACS	C Levett	Clerk's Salary	897.56

BACS	M Patrick	War Memorial	17.50
BACS	Thompsett Landscaping	Grounds Maintenance	129.00
BACS	edf Energy	Public Toilets	42.63
BACS	BT	Office Telephone	112.07
BACS	Tenterden Twilight	Public Toilets	328.00
TOTAL			1716.51
Reconciled with bank statement 031 31st May 2020			86424.59
June 2020 Payments			
DD	John Lewis	Broadband	9.75
BACS	C Levett	Clerk's Salary	897.56
BACS	M Patrick	War Memorial	117.90
BACS	Thompsett Landscaping	Grounds Maintenance	477.00
BACS	edf Energy	Public Toilets	30.20
BACS	Tenterden Twilight	Public Toilets	328.00
BACS	D Buckett	Internal Audit	300.00
BACS	HMRC	Employer Contributions Q1	117.66
TOTAL			2278.07

b. Annual Audit

(i) Internal Audit

The internal audit has been completed remotely. Report attached as a separate document. Full accounts and statement of accounts for the year ending 31st March had been circulated last month.

There are a number of actions, primarily for the Clerk to follow up:

- Update Standing Orders
- Publication of Policies and Procedures on separate page on the website
- Review of website content by a Parish Councillor
- Pension and appraisal follow-up
- Website functionality and Accessibility Regulations
- Parish Councillor email addresses

(ii) Annual Governance and Accountability Return 2019/20 (separate document attached)

The Parish Council must first consider and approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements

12. CORRESPONDENCE

Community Food Project : "I must say there is a great air of synchronicity about what I am about to propose. I have been thinking for a few months now, since this lockdown began about how at certain times, food became unavailable, toilet rolls etc. Flour and pasta have been a problem to get hold of and dried yeast. It made me think that as a community we need to have greater control over our food supply. Especially when bat was established. People needed food. To push this idea forward I was thinking about a community food project. I would just let you know a little bit about me. I have been a gardener for nearly 20 years now. I only take care of 4 gardens and they are big. I

have a team who help me with this. I specialise in all the aspects needed to create wonderful gardens from design, landscaping and most importantly plants. I would like to ask your help, to create a community food project and when I turned to the nearest copy of the Benenden magazine, april, I saw your page about the £1000 towards trees. This would be a long term project. It would need the help of local volunteers, people with skills, people who would like to learn new skills. It would need land owners who might have a section of garden they don't use or a farmer with a part of a field we could use. The main goals would be to start creating a supply of food for the local people involved and any excess could be sold in the local shop at a good price for local people. The second goal would be to create a seed bank which would be free to any local person who wanted to grow produce in their own gardens. I hope that this would bring people together, to forge relationships whilst we are being pushed apart by social distancing.

Let me know what you think. Thanks. Dan

13. PARISHIONERS' QUESTIONS

No questions received.

14. ITEMS FOR FUTURE CONSIDERATION

Date of Next Meeting: 20th July 2020 tbc