

PARISH COUNCIL OF BENENDEN

Ordinary Meeting of the Council will be held on Monday 20th July 2020,
Remote Meeting, 7pm

Parishioners should submit any questions to the Parish Clerk by email, clerk@benendenparishcouncil.org, by 4pm on Friday 17th July.

Parishioners wishing to attend the meeting should email the Clerk for access to the meeting.

AGENDA

1. Apologies
2. Declarations of Interest in items on the Agenda
3. Minutes of the Meeting held on 15th June 2020
4. Matters Arising and Outstanding Items
 - a. Public Toilets
 - b. Parish Office
 - i. Refurbishment
 - ii. Future Plans
 - c. Primary School Footpath and Parking
 - d. Overgrown Hedges/Cars Parked On Pavements
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 00866 FULL 5 Cherryfields
 - 20 01407 LBC The Old Barn, Nineveh Lane
 - 20 01466 FULL Moorlands, Woodcock Lane
 - 20 01500 LBC Pypmne Manor, Pypmne Road
 - 20 01516 FULL Wickets, The Green
 - 20 01685 FULL Brewers Shaw, New Pond Road
 - 2001360 TPO Goddards Green Barn, Goddards Green Road
 - b. Other Planning Matters
 - 20 00039 FULL Land Off Hinksden Road
 - Notice of Planning Appeal - 20/00169/FULL Land West Of Pent House, Rolvenden Road
10. Highways and Transportation
11. Resourcing/Finance
 - a. Monthly Finance
 - b. Insurance Renewal
12. Correspondence
 - a. Parking Issues Near The Bull
 - b. Primary School Update From Chair Of Governors
 - c. Buglife – Bee Lines
13. Parishioners' Questions
14. Items for future consideration

C Levett, Clerk to the Council, 15th July 2020

Date of Next Meeting: 21st September 2020 details tbc

1. APOLOGIES

Apologies received from Cllr Cruse.

2. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

No declarations of interest.

3. MINUTES OF THE MEETING HELD ON 15TH JUNE 2020

Separate attachment.

• MATTERS ARISING AND OUTSTANDING ITEMS

- Public Toilets : The toilets are now open again in line with government guidance with clear and visible posters in place. All touch points (locks, flushes, seats etc) are disinfected daily.
- Parish Office Refurbishment : The refurbishment by Benenden Village Trust is due to start at the beginning of August, including redecorating, new carpet, repair/replace window, office fittings. The Clerk is looking at new furniture.
- Parish Office Future Plans : Benenden Village Trust is considering the feasibility of re-siting the public toilets in the Village Hall and converting the existing toilet building into a community office for the Parish Council and BVT, with the possibility of a small meeting room and a facility to store and display village archive. *Separate paper attached.*
- Primary School Footpath and Parking. *Separate paper attached.*
- Overgrown Hedges/Cars Parked On Pavements : A parishioner has complained about overgrown hedges and parked cars causing hazards when walking to and from Walkhurst Road and the Shop.

4. COVID-19/BENENDEN ACTION TEAM

Report from Benenden Action Team :

BAT is still looking to try to roll out the community cupboard food bank idea over the coming weeks, putting the skeleton of this in place.

The parish is still receiving occasional referrals from TWBC/KCC but their involvement is being wound down at the end of July.

5. REPORTS BY COUNTY/BOROUGH COUNCILLORS

Cllr Dawlings reported the following :

Benenden Village Trust (CL)

- AGM : BVT has taken the decision to conduct its AGM business remotely. 3rd August CL will circulate the Trust's year-end financial statements and reports to all Members and publish on the website, and Members will be invited to stand as Trustees. Members will be asked to submit their expression of interest and to raise any questions regarding accounts or any other activity by 28th August. Voting papers will be sent out on 9th September with answers to any questions submitted and responses to comments and suggestions received. Remote voting on AGM items and election of Trustees to take place between 11th and 25th September, followed by a

validation exercise. The new Board will be in place 1st October and the new Chair will be elected by the new board of Trustees. The result of the AGM votes will be announced to Members by email and on the website.

- Playgrounds : the Trust reviewed issues raised by both Covid-19 and Safety Inspections for the playgrounds and satisfied itself that reopening the Benenden play area had been correctly managed and that Iden Green would remain closed pending a satisfactory safety report and subsequent repairs or replacements. Cllr Lewis has gathered an eager team to plan new equipment.
- School traffic/parking/footpaths : reported elsewhere on the agenda.

Planning

Land off Hinksden Lane : reported to the Planning Department and the Enforcement Officer will visit.

TWBC

- Small Business Grants : following a few appeals TWBC has £171,750 to pay out. The plan now is to invite some small business from the hospitality sector to apply for these funds. Grants totalling £27.329 million have been paid to 2,077 small businesses in the Borough. This has been a very major exercise.
- Overall Financial Position : The Council's main sources of income are from Council Tax (budget £8.5 million) and Fees & Charges (budget £21.4 million). Income from fees and charges has been dramatically affected by the Covid-19 lockdown. The Council's shortfall in April was about £1 million (this has been covered by Government funding) with a similar shortfall in May. The shortfall reduced in June with more businesses opening up and is being monitored very closely. The latest announcement from Government is that, rather than fully compensate Local Authorities for losses during the Covid-19 lockdown, the Government will cover 75% of lost income in the current year with Authorities needing to cover the other 25%. TWBC continues to lobby for a fairer/better settlement - and Councils in a weaker financial position than TWBC may continue to threaten issuing section 114 notices (effectively announcing they are not able to finance the provision of statutory services). In the short-term TWBC will be able to cover the likely shortfall from reserves but for next year will need to plan how to balance the budget with reduced income.
- Finance Department and the draft Audit Report indicates an unqualified Audit Report from the 10th consecutive year.
- The opening up of more shops in towns on 15th June and bars and restaurants on 4th July seemed to occur with few problems.
- First online Full Council meeting held on 8th July. Four main items were addressed. First, the appointment of a new Mayor (Joy Podbury) and Deputy Mayor (Chris Woodward) - the mayor-making would normally have been held after the May elections (postponed to May 2021). Mayors are invited and show interest in a large number of operations substantially run by volunteers. Second, the priorities of the Community Safety Partnership were approved. Third, the changed political balance of the Council and the number of places on politically balanced committees that are allocated to each political group was agreed. This is normal after elections but this time was prompted by the death of a Councillor (with the seat held vacant as by-elections are presently not permitted) and a Councillor changing political party. Finally, a cross-party motion thanking everyone who had helped those affected by the Covid-19 pandemic was approved. Large online meetings are good for briefings and keeping Councillors informed but not necessarily good for debate or taking votes.

Cllr Warne reported the following :

TWBC

- **Planning Policy Working Group** : In response to the Reg.18 consultation comments from last autumn the planning policy department is making suggested revisions to the draft Local Plan, which the officer team then bring to the member group for discussion and, hopefully, approval. There have been a couple of meetings which have so far looked at the Vision and Objectives, and the main Development Strategy and the Strategic Policies (Chapters 2, 3 and 4 of the Local Plan). Proposed site allocations will be considered next. Cllr Warne is happy to highlight any Parish Council concerns.
- **Planning Committee** : Early July meeting was cancelled. Meeting scheduled to look at two proposals in Horsmonden (one of which is for a development of 49 houses on the edge of the village) and one in Speldhurst.
- **Members Briefing Sessions** : Regular members updates from William Benson, CEO, and briefing sessions from officers via the Skype for Business Platform. These have included Finance, Environmental Health, the Council Tax Reduction Scheme, and the Amelia Scott. An update on the Local Plan is scheduled.
- **Audit & Governance** : Meeting scheduled to look at last year's audits, the risk register and the council's code of conduct and complaints procedures.

Cranbrook & Sissinghurst PC

- **Meetings** : All Parish Council meetings have been held using the Zoom platform. The Chairman, Cllr Kim Fletcher, has also hosted regular informal meetings for councillors on a Thursday evening.
- **Neighbourhood Plan** : After an interlude of a few months, where the Steering Group members were concentrating on helping with the community response to the health crisis, meetings have now resumed. The draft plan has undergone some revisions, following a high-level review from AECOM last year, and in response to increasing concerns about the climate crisis, as well as more recent concerns following the health crisis. The draft plan is now nearly ready for the Reg.14 Consultation, aiming to start in early October 2020. Following government guidelines, this will be a "virtual" consultation, as now face-to-face events cannot be undertaken. This will include extensive publicity and a hard copy of the draft plan will be available in the Parish Office.

6. REPORTS BY CHAIR AND PARISH COUNCIL REPRESENTATIVES

KALC TW Area meetings are now taking place every other week remotely.

7. NEIGHBOURHOOD DEVELOPMENT PLAN

Report from Paul Tolhurst, Chair Benenden NDP Steering Group : The Health Check has been completed and the feedback is useful. The Group is liaising with TWBC on some of the suggestions from the Health Check. The Steering Committee will meet, probably for the last time, at end July or early August after which all decisions will come to the Parish Council.

9. PLANNING

a. Applications

- **20 00866 FULL 5 Cherryfields**. Removal of flat roof dormer including walls and cheeks; rebuild to include pitched roof with gable end and the addition of one velux window.

CLlr Grant : The existing dormer has a flat roof, and this proposal is to replace the dormer with a pitched roof and to add a velux window (no larger than 600 x 900mm in the existing roof. Timber framed construction of dormer, externally finished with a mix of timber cladding and tile hung detail. Note that pre-app advice was obtained from TWBC which stated that there would be no significant harm to the street scene and similar materials to be adopted as much as possible.

Propose to support.

- **20 01407 LBC The Old Barn, Nineveh Lane.** Installation of wood burning stove and flue into the living room, flue to go out through roof.

CLlr Grant : The subject property is Listed Grade II hence the LBC application. 20m NW of this property is the Listed Grade II The Forest. PRoW WC364 passes from north/west/south of the subject property — the flue in the roof may be visible from the PRoW, but as one expects to see flues and chimneys in the countryside, this is not an issue. No harmful impact on either the subject property or the nearby Listed property (IMHO).

Propose to support. Subject to the Conservation Officer's opinion/recommendations.

- **20 01466 FULL Moorlands, Woodcock Lane.** Erection of a single garage storage area.

CLlrs Beveridge, Grant and Thomas visited the site.

Propose to object :

Moorlands is a large property (originally a small dilapidated bungalow) with a double garage and office over, filling the plot from side to side. It sits between the PRoW and the Grade II Listed Woodcock Inn on one side and a pair of semi-detached cottages on the other side. The cottages occupy a more forward position in relation to the lane, with the pub more forward still, right on the lane. Moorlands was built back from the lane in the same position as the former bungalow. The introduction of a building in the front right hand corner of the plot would be visually intrusive, dominant and harm the appearance and character of the rural lane. Although not stated in the application the removal of a silver birch tree is likely to accommodate the garage.

- **20 01500 LBC Pypne Manor, Pypne Road.** Change to external materials used for new addition; Replacement of C20th front door GD1 with new oak door to detail; reuse C20th salvaged door leaf at internal door opposite; Replacement of north door GD2 with new part-glazed door in painted hardwood to detail; reuse salvaged door leaf within uncovered historic internal door opening; Exposure of medieval west wall of house; Removal of C20th fireplace surround in ground floor G3; Proposed plaster finish to C20th fireplace in study G13; Levelling first floor bathroom floor; Additional section of weatherboard over-cladding for northwest return of C18th range; Additional removable handrail to staircase matching existing details; Change from single to double dormer window first floor master bathroom F11 (south elevation); Infill section to eastern bay of sliding doors (south elevation new range) to allow doors to open as a pair; Proposed fireplace & chimney at new range omitted.

Propose to support subject to Conservation Officer's recommendations.

- **20 01516 FULL Wickets, The Green.** Erection of single storey rear extension.

Cllr Grant : Within Conservation Area, next to village green, inside LBD1, within AONB. Proposal is to extend the existing kitchen on the east elevation of the building. Brick external walls with a flat roof set behind a perimeter wall. 14.28 sqm. Small relative to the size of the house and is subservient to it. Lawns and paths will be reinstated after construction, no additional landscaping is proposed. Materials to match the existing house. Stock brick, painted timber, grey fibreglass roofing or similar. Not visible from the Green or the road frontage and not visible from the rear of the property. Proposal does not affect the Listed Buildings or the Conservation Area. No harmful impact. A previous application for the erection of attached single storey garden room (19/01317/FULL) was supported by the BPC and TWBC approved it.

Propose to support.

- **20 01685 FULL Brewers Shaw, New Pond Road.** Creation of a hard surfaced court for private use, with surrounding fence and associated landscaping.

Cllrs Grant and Thomas visited the site :

A comment has been made to the case officer about the tennis court appearing to be sited outside the residential curtilage of the property, and that it would destroy part of the kitchen garden, would be a significant and material change destroying activities which are permitted and traditionally associated with large country houses.

Note that the greenhouse and tool shed (which will remain) was granted in 2009 to the previous owners of the property, and for the purposes of that application the thinking was that the area involved was within residential curtilage.

In 2011 when with an application to demolish and replace the house itself, the question of residential curtilage was raised and now puts the greenhouse and tool shed (which are ancillary to the house and have permission to be outside the residential curtilage) plus the kitchen garden plus an area containing children's play equipment, plus an area of grass containing a practice cricket net and skateboard ramps (of the large variety), are all on ancillary land.

Propose to object :

Within AONB. Outside residential curtilage. Intrusion in the landscape. Overdevelopment. The property is not listed, but it is considered to be a heritage asset. Heritage assets are the valued component of the historic environment. Brewers Shaw appears to date back to the mid eighteenth century. The property is present in the first edition of OS mapping (1867-1895), and shows ancient woodland to the south and east, ponds and excavations immediately to the south east are also shown. The layout and relationship of pond, cottages, woodland and field remains largely intact. TWBC Core Policy 14 (point 7) confirms the interrelationship between the natural and built features of the landscape will be preserved, enhanced and where necessary, restored; this being the principal determinant of the character of rural areas. The construction of a tennis court would be contrary to the protection of the rural landscape.

On a general note — tennis courts in private gardens do not require planning permission unless: The house is Listed; Permitted development rights have been removed; The house is in an AONB or national park; Significant civil engineering works are required; It would be more than 50% of the garden; It is not in the garden.

- **20 01360 TPO Goddards Green Barn, Goddards Green Road.** OAK Crown raise to a height of 5.5

metres and remove dead wood.

Propose to support.

b. Other Planning Matters

- 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.

Cllr Cochrane advised of concerns raised by parishioners regarding possible breaches of conditions.

- Notice of Planning Appeal - 20/00169/FULL Land West Of Pent House, Rolvenden Road. Proposed development of a single chalet bungalow.

The Parish Council had objected to this application on the following grounds : The site is outside the LBD and within the High Weald AONB; The site is located on the "ridge top" of the village - recognised as a significant feature of the unique landscape of the High Weald. The site is currently an open field, providing a visual break from the settlement of the village and open countryside. The High Weald Landscape Trail runs south of the site, therefore the proposed dwelling will compromise the current openness and tranquillity experienced by walkers along the trail. The proposed dwelling is not innovative and is very much an "executive home". Although the proposed materials are vernacular, the proposal will not add any architectural interest to the area. The application is therefore in conflict with NPPF 2019 paragraph 11 b); saved policies EN1 and EN25 of the TWBC LP 2006, Core Policies 4 and 14 of the TWBC Core Strategy 2010.

TWBC refused Planning Permission for the following Reason: The construction of a dwelling along with the associated domestic paraphernalia and alterations to land levels associated with this residential use is not appropriate in this highly sensitive location, as it adversely affects the rural landscape and causes significant harm to the character of the countryside and in particular the landscape and scenic beauty of the High Weald Area of Outstanding Natural Beauty. It would not therefore comprise sustainable development. It is thereby in conflict with the National Planning Policy Framework 2012, saved policies LBD1, EN1 and EN25 of the Tunbridge Wells Local Plan 2006, Core Policies 4, 5, 14 of the Tunbridge Wells Core Strategy 2010 and the Landscape Character Assessment.

Any comments and/or representations received in relation to this application have already been forwarded to the Planning Inspectorate and will be considered by the Inspector when deciding the appeal.

Propose the Parish Council makes no further comment.

- Parkfield Crescent Lorries

Following the complaint made to the last meeting and the obvious damage which is being caused, Cllr Grant checked the permission for the 3 houses at Parkfield Crescent (18/03282/FULL), there is no Construction Management Plan (CMP) for the development. Cllr Grant spoke to the Compliance Officer about this and the subject in general. A CMP would not cover the size of lorries used to deliver to construction sites. If access is tight/difficult, one expects that the supplier would adjust the size of the lorries making the deliveries. Whilst a restriction cannot be covered by a CMP, the Parish Council can seek conditions in its comments on future applications where this would be a problem.

There is nothing that can be done formally to force the suppliers to use smaller lorries, but the Compliance Office will approach the agent and bring the issues to their attention.

10. HIGHWAYS AND TRANSPORTATION

Nothing to report.

11. RESOURCING/FINANCE

a. Monthly Finance

Brought forward 86424.59

Income

Payee	Reference	Amount
		0.00

TOTAL 0.00

Expenditure

	Supplier	Reference	Amount
DD	John Lewis	Broadband	9.75
CHARGE	Unity Trust Bank	Service Charge	22.50
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 Bucket	Internal Audit	300.00
BACS	HMRC	Employer Contributions Q1	117.66

TOTAL 2300.57

Reconciled with bank statement 032 30th June 2020 **84124.02**

July 2020 Payments

DD	John Lewis	Broadband	9.75
BACS	C Levett	Clerk's Salary	981.09
BACS	M Patrick	War Memorial	60.00
BACS	Thompsett Landscaping	Grounds Maintenance	258.00
BACS	edf Energy	Public Toilets	38.72
BACS	Tenterden Twilight	Public Toilets	328.00
BACS	TP Jones & Co	Payroll Q1	57.60
BACS	Zoom Video Communications	Remote Meetings	14.39
BACS	Krystal Hosting Ltd	Parish Server	179.99

TOTAL 1927.54

b. Insurance

Insurance renewal is due on 1st August. Came & Co Local Council Brokers, has obtained the following quotes for comparison.

Insurer	Insurer Premium	Administration Fee
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Pen Underwriting Ltd	£629.40	£50.00
Hiscox	£1,184.09	£50.00
Ecclesiastical	£1,153.65	£50.00

The Parish Council paid £620 for 2019/20 and £570 for 2018/19. If the Parish Council agrees to a 3-year Long Term Agreement with Pen the premium will remain at £679.40 for 3 years. The Clerk confirmed that the Schedule meets the Parish Council's needs.

12. CORRESPONDENCE

- a. **Parking Issues Near The Bull.** A parishioner had raised concerns about parking as The Bull car park is now being used to accommodate customers rather than for parking, and had suggested a one-way system around The Green. The Parish Council felt that this would not alleviate any problems, and may increase parking problems. The Bull staff are being encouraged to park at the Village Hall rather than around The Green and Benenden Village Trust is working to ensure best use is made of car parking at the Hall.
- b. **Primary School Update** From Jo Hinde, Chair Of Governors, The 10:10 Primary Federation.

Dear Councillors,

As we draw to the end of the school year and the end of the first two terms since our Federation was formed on 1 April, I wanted to share with you some of what we've been up to.

We have:

- opened for keyworkers' children in both schools throughout lockdown
- launched Google based online learning to 95% of children learning from home in just 10 days
- welcomed back between 75%-95% of children in Year R, Year 1 and Year 6 in both schools
- following the retirement of the Assistant Headteacher at Benenden at Easter, revised the roles and responsibilities of the distributed leadership team and reviewed the hours that they spend on teaching and leading
- strengthened the distributed leadership team model with new roles and responsibilities across the federation (Head of Research & Quality of Education, Head of Personal Development and Wellbeing, Head of Behaviours & Attitudes and Federation Business Manager)
- agreed our strategic priorities for the next three years (Vision and Values, Centre of Excellence, Sustainability, Digital, Childhood Development)
- become a Google Leading Light school

Details of some recently put together showcasing our federation and our digital work can be found online :

- Welcome to the Federation for current parents
- Welcome to the Federation for new parents joining in Reception (in the absence of any transition meetings that we would normally be doing at this time of year)
- Lockdown Look Back on the last few months to serve as a reflection of the journey we have been on since lockdown started

I hope you find the above of interest. Thank you for your support of the federation. If your Councillors would be interested to learn more about the federation and the work of the schools Lindsay (our Executive Headteacher) or I would love to talk to you.

- c. **Buglife – Bee Lines**

Cllr Driver advised of the announcement by Buglife (the UK invertebrate conservation organisation) of a network of "Bee lines" i.e nationwide corridors linking existing (and potential) wildflower habitats with an aim to increase the numbers of pollinators such as bees, hoverflies and butterflies etc. The zoomable map <https://www.buglife.org.uk/our-work/b-lines/b-lines-south-of-england/> shows that Benenden is firmly within one of the proposed Bee Lines. This may mean that farmers and other landowners will be actively encouraged to plant wildflowers and manage their land more favourably for pollinators. More information here <https://www.buglife.org.uk/our-work/b-lines/>

13. PARISHIONERS' QUESTIONS

No questions received.

14. ITEMS FOR FUTURE CONSIDERATION

Date of Next Meeting: 20th July 2020 tbc