

PARISH COUNCIL OF BENENDEN

Minutes of the Ordinary Meeting of the Parish Council held on Monday 19th October 2020, 7pm remote meeting via Zoom

Present	Cllrs Beveridge, Cochrane, Cruse, Driver, Grant, Lewis, Skeet and Thomas	
In Attendance	Cllrs Dawlings and Holden; C Levett, Clerk.	
Item		Action Responsibility
1. APOLOGIES	Apologies were received from Cllr Warne.	
2. DECLARATION OF INTERESTS	No declarations of interest received.	
3. MINUTES OF PREVIOUS MEETING	The Parish Council minutes from the meeting held on 21 st September 2020 were unanimously approved as a correct record of the meeting.	
4. MATTERS ARISING AND OUTSTANDING ITEMS	<p>a. Village Hall/Public Toilets/Community Hub : BVT is carrying out a village consultation and an article is being published in the Village Magazine. Cllr Beveridge advised that a meeting between BVT and Players’ representatives is taking place as The Players are concerned about the impact on changing room facilities. The current move of village archives to storage space at the Village Hall has not yet been completed. The space allocated has been taken by others and the new space is not ideal. Cllr Lewis and the Clerk continue to try to resolve.</p> <p>b. Primary School Footpath and Parking : Cllr Lewis attended a meeting with representatives from the School, the PCC, Diocese, KCC and BVT regarding surfacing the footpath between the new school, along the south side of the Glebe and through the Churchyard. Cllrs Dawlings and Holden to discuss surfaces and costs with KCC Public Rights Of Way Team. Costs could be met by the school, PROW, the Church and Members Fund. Cllr Dawlings confirmed that BVT is agreeable to a new surfaced path from the Village Hall to the playground and to the Glebe. A key issue to all of this is parking at school drop-off and pick-up times and frustrations that the school has an expensive purpose-built car park with no real attempt being made to resolve the issue using this space.</p> <p>c. Football Coaching on the Green : Cllr Thomas has asked David Commander if the PCC was approached about permission to use the Green.</p> <p>d. Land Bequest : The Clerk has written to Thomson Snell and Passmore to ask for confirmation regarding a parcel of land to be used as allotments that it believes has been bequeathed to the Parish Council.</p> <p>e. Tree Planting Scheme : The Clerk has submitted the grant application form on behalf of BVT but has yet to have this confirmed as agreed. Cllr Holden to follow up.</p>	<p style="text-align: center;">JL/CL</p> <p style="text-align: center;">SH</p>
5. COVID 19/ BENENDEN ACTION TEAM	<p>Update received from Guy Hagan – full report circulated.</p> <p>BAT’s two key elements are the Need and the Action.</p> <p>Action is relatively easy. BAT has an excellent volunteer base (currently 109 people from the village) willing and able to assist in so many ways. There have been so many positive acts of kindness by so many people and ways sought to help people in need, and this will continue.</p> <p>Identifying need is more challenging and will be approached indirectly and subtly.</p>	
6. REPORTS BY COUNTY/ BOROUGH COUNCILLORS	<p>Cllr Warne :</p> <ul style="list-style-type: none"> • Working on the Cranbrook and Sissinghurst Neighbourhood Plan Regulation 14 Consultation, which is now underway. Planning for virtual engagement events during the consultation period. <p>Cllr Dawlings :</p> <ul style="list-style-type: none"> • TWBC Community Heroes Initiative : The Clerk has submitted nominations. 	

Chairman..... Date.....

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These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions taken at the meeting.

	<ul style="list-style-type: none"> • Civic Amenity Vehicle : This is still not currently operating. Cllr Dawlings to follow up. <p>Cllr Holden:</p> <ul style="list-style-type: none"> • Re-opening of Leisure Centres : Financial assistance from TWBC was previously reported by Cllr Dawlings. Following complaints that bookings could only be made online this has now been resolved and a telephone booking system is in place. • KCC 5 year plan : This was due to be rolled out from March but due to the impact of Covid and loss of income, budget assessments need to be made and an interim plan developed. • Planning White Paper : County Councillors and MPs have written opposing the changes. The Borough Council and Parish Council have responded. 	TD
7. REPORTS BY CHAIR AND PARISH COUNCILLORS	The Clerk continues to attend bi-weekly KALC Covid meetings.	
8. NEIGHBOURHOOD DEVELOPMENT PLAN	<p>a. <u>Regulation 15</u> : The formal Regulation 15 Benenden Neighbourhood Development Plan and supporting documents were submitted to TWBC on 2nd October. The TWBC 6-week consultation begins on 30th October. Cllr Thomas thanked all those involved, especially Cllrs Beveridge and Grant and Paul Tolhurst. Cllr Grant also commended Cllr Thomas for her input.</p> <p>b. <u>Cranbrook & Sissinghurst Neighbourhood Development Plan Pre-Submission Consultation Regulation 14</u> : As a statutory consultation body the Parish Council has been asked its views. Electronic copies can be viewed from the website http://cranbrookandsissinghurstndp.co.uk/ The closing date for representations is 12:00 on Friday 11th December. Cllrs to look at for discussion at the November Parish Council meeting.</p>	ALL
9. PLANNING	<p>a. Applications – reported by Cllr Grant.</p> <p>20 00565 FULL Eaglesden, Mill Street, Iden Green Demolition and re-build of boot room; renovation of existing barn; erection of carport with studio gym above; loft conversion; insertion of roof lights.</p> <p>A revised planning application following on from 19/02700/LBC Orangery to rear, seating area/steps/wall to rear; existing boot room to be demolished and re-built; internal remodelling; loft conversion; addition of roof lights and erection of a car port with room above, which the Parish Council supported subject to the Conservation Officer’s opinion. The application was withdrawn by the applicant on advice from the Conservation Officer who had significant concerns about the extensive proposals and the impact on the historic fabric of the building. The revised application has the same proposals but the orangery to the rear and associated seating area/steps/wall is excluded.</p> <p>The Parish Council unanimously agreed to support this application subject to the Conservation Officer’s opinion.</p> <p>20 02385 FULL Bayeaux, Goddards Green Road. Removal of existing conservatory and porch; Single storey extension to form gym space and exercise pool; Single storey extension to kitchen; internal alterations.</p> <p>Internal alterations are to improve the flow, and the levelling of all floors on the ground floor is proposed to assist the applicant (disabled), with the enlargement of the kitchen from its present galley status to enable easier movement and access. The gym and pool are required to assist the applicant. The materials to be used will match the existing. The property is not visible from the road and the extension is to the rear of the property. Neighbour will not be affected. It is a large plot and the intended works will not overcrowd or overdevelop it.</p> <p>The Parish Council unanimously agreed to support this application.</p>	

20 02621 FULL Collingwood Grange, The Green Single storey staff changing room.

Application for an additional building sited in the car park to enable staff to shower and change before entering the Grange, and required to protect residents from Covid. Constructed of stained timber boarding to match other outbuildings nearby with aluminium windows and a flat felt roof. The building is tucked away from the main entrance and the Arcadian areas. The Conservation Officer has stated that the proposal is discreet and justified due to Covid restrictions and will not affect the appearance and character of the Conservation Area.

The Parish Council unanimously agreed to support this application.

20 02637 FULL 3 Victoria Cottages, Walkhurst Road Conversion of room above double garage to form 1 bed annex.

Shower room at one end with combined living and kitchen area at the other end. Existing 3 dormer windows facing north over the garden. 3 rooflights proposed to southern aspect of the roof to allow more light to enter the living space. Roofline of the building to be extended over the stairway, providing shelter when entering the annexe. No increase in floor space, only the change of use of the existing space. Single bedroom annexe for use by a family member. Upgrade to the glass of the existing dormer windows to meet current requirements and these will have no glazing bars. Window to the new shower room will be amended and have obscure glass installed. Permission for this building was granted in 1989. As the building already exists as a 1.5 storey with dormer windows, the conversion would not affect the location or landscape, trees or hedgerows, etc. Pre-app advice was sought.

The Parish Council unanimously agreed to support this application but seek a condition that the accommodation must remain as ancillary to the main dwellinghouse.

20 02661 FULL Shepherds Hey, Dingledden Proposed replacement dwelling.

Small site — 400 sqm. Currently has a post-war bungalow sited originally towards the front of the plot and almost central to allow for car parking to the RHS, and has been extended to the rear LHS and the rear. Vacant, overgrown and derelict. The layout drawings showing the existing bungalow suggests that it is a 5-bed property. The original bungalow would probably have been 2-bed with dining room and living room. In 1983 a planning application was submitted to raise the ridge line for loft conversion but this was withdrawn by the applicant. Access to the property is via a farm track, owned by and leading to the working farm known as Trafford Farm, it is a single lane track off Dingledden Lane. Note that the left turn from the track into the plot is very tight and possibly only negotiable by a very small car. Also of note is that leaving the property to join Dingledden Lane from the track is restricted to a right turn only because of the angle of the track to the lane and a bank. At present there is hardstanding for 2 cars to the RHS of the bungalow — tandem parking only — and this is replicated in the proposed layout.

The proposed building occupies broadly the same footprint of the existing bungalow, but brings the LHS into line with the front of the proposed cottage, with a hipped roof at the LHS which reduces the bulk from the Dingledden Cottage view. The dormer windows to the front are acceptable, but the rear elevation is of concern as there are two dormers (the middle one being the bathroom), the RHS is a bedroom and on the LHS is a gable end with a large window. The proposed roof height is 0.5m higher than the existing bungalow, dormers are necessary to front and rear to gain head-height within the roof. However, the rear windows will overlook The Old Coach House (formerly known as The Barn).

	<p>The computer-generated image of the ‘cottage’ is misleading in that there will not be hardstanding to the front of the property.</p> <p>Pre-app advice was sought and TWBC responded : Supportive of principle, design and massing, advised the proposed unit to be moved slightly away from the north boundary, advised possible small hip to north roof.</p> <p>The Parish Council unanimously agreed to object to this application on the grounds of:</p> <ol style="list-style-type: none"> 1. Height, bulk, scale and mass within the plot 2. Difficult access and egress (the latter restricted to a right turn only onto Dingledden Lane) 3. Tandem parking for only two cars, in this rural location cars will be a necessity and a 4-bed family home may well require more than 2 cars. Policy BD6 of the BNDP requires 2.5 <u>independently</u> accessible parking spaces for a 4+ bed house. No turning space and additional parking cannot be achieved in the immediate vicinity due to the narrow lanes. 4. The rear dormer windows will cause a loss of privacy to The Old Coach House and Trafford Farm Cottage. Currently not overlooked by the bungalow, with only the roof being visible. 5. We support the replacement of this dwelling in principle, but a more suitable replacement dwelling on this plot would be a 3-bed chalet-style bungalow with rooflights in the rear elevation and dormer windows to the front. Housing need in the parish is for 2-3 bed homes. <p>If TWBC is minded to approve this application, the Parish Council requests that to mitigate the privacy of neighbours that the rear dormer windows shown in the elevation drawings are narrowed from 3 panes to 2 panes and that the gable window is narrowed from 4 panes to 3 panes; thereby retaining the width of the dormers but reducing the amount of glass.</p> <p>b. Other Planning Matters</p> <ul style="list-style-type: none"> ❖ Lower Standen Farm Planning applications 20/02423/FULL for construction of a new single-storey rear and side extension and 20/02239/FULL for conversion of stables and new pool house. The Parish Council had agreed to withdraw its support for this application, as it believes that the information stated in the Design and Access Statement supporting this application is inaccurate. This relates specifically to the comments stated in 5.1 concerning use of the house for “direct family members” of the applicant. The Parish Council has been informed that the house is not used by the applicant as their main residence, but is a very large holiday let. In the Parish Council’s opinion this constitutes a change of use of this property from Class C3 to a sue generis use, as large groups of paying guests will be staying at one time, with all the associated comings and goings, vehicular movements and parking, and the noise and general disturbance inevitably associated with such a use. TWBC confirmed that it had updated comments to the file for the extension 20/02423/FULL, but unfortunately, the decision for the pool house application (20/02239/FULL) had been approved. ❖ TWBC response to the “Changes to the Planning System” White Paper consultation circulated. ❖ Town Planning Reforms – parishioner communication circulated and noted. 	
10. HIGHWAYS & TRANSPORT	<p>a. <u>Highways Improvement Plan</u> : Cllrs Beveridge and Driver and Paul Tolhurst met with Fiona Paine, Schemes Project Manager, KCC Highways on 1st October. Fiona will consider the suggestions made for improvements and make proposals, but 20mph zones are not suitable for The Street or Iden Green, as street lighting and traffic calming measures would be needed, and these are not acceptable, and average speeds need to be below 28 mph. Consideration of 20mph at the Hospital may still be possible. A possible positive idea is to remove the central white lines through Iden Green, which introduces uncertainty and can reduce speed. Options including coloured tarmac and refreshing signage at the crossroads</p>	

	<p>was also discussed. It was advised that Quiet Lane Status has been withdrawn across Kent.</p> <p>b. <u>Signage on Walkhurst Road</u> : Cllr Cruse contacted James Pronger, Development Agreements Project Manager, KCC Highways, regarding the issue of excess signage, size and siting of signs on Walkhurst Road erected by Wedgewood Homes. James Pronger advised that he had attended a road safety audit stage 3 meeting and the signage requirements were discussed. He is awaiting the final report but verbally it was discussed as to what signs could be removed and what signs are required to remain, the works to the signs will be taking place shortly and the recommendations will be followed. There will be some reduction on the amount of the current signage.</p>																																																																																															
<p>11. RESOURCING / FINANCE</p>	<p>a. Monthly Finance</p> <p>Brought forward 80132.95</p> <p>Income</p> <table border="1" data-bbox="432 607 1353 683"> <thead> <tr> <th>Payee</th> <th>Reference</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>TWBC</td> <td>Precept</td> <td>20175.00</td> </tr> </tbody> </table> <p>TOTAL 20175.00</p> <p>Expenditure</p> <table border="1" data-bbox="261 763 1353 1279"> <thead> <tr> <th>DD</th> <th>Supplier</th> <th>Reference</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>DD</td> <td>John Lewis</td> <td>Broadband</td> <td>9.75</td> </tr> <tr> <td>CHARGE</td> <td>Unity Bank</td> <td>Service Charge</td> <td>22.20</td> </tr> <tr> <td>BACS</td> <td>C Levett</td> <td>Clerk's Salary</td> <td>1024.52</td> </tr> <tr> <td>BACS</td> <td>M Patrick</td> <td>War Memorial</td> <td>50.00</td> </tr> <tr> <td>BACS</td> <td>Thompsett Landscaping</td> <td>Grounds Maintenance</td> <td>348.00</td> </tr> <tr> <td>BACS</td> <td>edf Energy</td> <td>Public Toilets</td> <td>39.83</td> </tr> <tr> <td>BACS</td> <td>Tenterden Twilight</td> <td>Public Toilets August</td> <td>450.28</td> </tr> <tr> <td>BACS</td> <td>Zoom Video Communications</td> <td>Remote Meetings</td> <td>14.39</td> </tr> <tr> <td>BACS</td> <td>BT</td> <td>Office Telephone</td> <td>108.15</td> </tr> <tr> <td>BACS</td> <td>HMRC</td> <td>Q2 Employer Contributions</td> <td>272.43</td> </tr> <tr> <td>CQ 300012</td> <td>Royal British Legion</td> <td>Poppy Wreath</td> <td>19.70</td> </tr> <tr> <td>CQ 300013</td> <td>Came&Company</td> <td>Annual Insurance Premium</td> <td>679.40</td> </tr> </tbody> </table> <p>TOTAL 3038.65</p> <p>Reconciled with bank statement 036 30th September 2020 97269.30</p> <p>September 2020 Payments</p> <table border="1" data-bbox="261 1391 1353 1753"> <tbody> <tr> <td>DD</td> <td>John Lewis</td> <td>Broadband</td> <td>9.75</td> </tr> <tr> <td>BACS</td> <td>C Levett</td> <td>Clerk's Salary</td> <td>947.32</td> </tr> <tr> <td>BACS</td> <td>Thompsett Landscaping</td> <td>Grounds Maintenance</td> <td>258.00</td> </tr> <tr> <td>BACS</td> <td>edf Energy</td> <td>Public Toilets</td> <td>38.47</td> </tr> <tr> <td>BACS</td> <td>Tenterden Twilight</td> <td>Public Toilets August</td> <td>328.00</td> </tr> <tr> <td>BACS</td> <td>Zoom Video Communications</td> <td>Remote Meetings</td> <td>14.39</td> </tr> <tr> <td>BACS</td> <td>TP Jones & Co</td> <td>Payroll Q2</td> <td>57.60</td> </tr> <tr> <td>BACS</td> <td>Paul Leek</td> <td>NDP – Domain Renewal/Linux</td> <td>153.44</td> </tr> <tr> <td>BACS</td> <td>Graham Beveridge</td> <td>Neighbourhood Plan/Adobe</td> <td>151.68</td> </tr> </tbody> </table> <p>TOTAL 1958.65</p> <p>b. Committee Meeting The Clerk to organise a Resourcing Committee meeting to start giving consideration to the 2021/22 budget and precept.</p>	Payee	Reference	Amount	TWBC	Precept	20175.00	DD	Supplier	Reference	Amount	DD	John Lewis	Broadband	9.75	CHARGE	Unity Bank	Service Charge	22.20	BACS	C Levett	Clerk's Salary	1024.52	BACS	M Patrick	War Memorial	50.00	BACS	Thompsett Landscaping	Grounds Maintenance	348.00	BACS	edf Energy	Public Toilets	39.83	BACS	Tenterden Twilight	Public Toilets August	450.28	BACS	Zoom Video Communications	Remote Meetings	14.39	BACS	BT	Office Telephone	108.15	BACS	HMRC	Q2 Employer Contributions	272.43	CQ 300012	Royal British Legion	Poppy Wreath	19.70	CQ 300013	Came&Company	Annual Insurance Premium	679.40	DD	John Lewis	Broadband	9.75	BACS	C Levett	Clerk's Salary	947.32	BACS	Thompsett Landscaping	Grounds Maintenance	258.00	BACS	edf Energy	Public Toilets	38.47	BACS	Tenterden Twilight	Public Toilets August	328.00	BACS	Zoom Video Communications	Remote Meetings	14.39	BACS	TP Jones & Co	Payroll Q2	57.60	BACS	Paul Leek	NDP – Domain Renewal/Linux	153.44	BACS	Graham Beveridge	Neighbourhood Plan/Adobe	151.68	<p>CL</p>
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<p>12. CORRESPONDENCE AND</p>	<p>a. <u>Crib Service and Nativity Scene</u> : Communication from Revd David Commander. It is intended, due to Covid restrictions and the impact on Christmas services and celebrations, that an</p>																																																																																															

PARISHIONERS' QUESTIONS	<p>outdoor event will be held at the top of the Green. Life-size nativity characters will be used to create the nativity scene as the story is told. The figures will then be moved to the bottom of the Green for the Twelve Days of Christmas. The Parish Council unanimously supported this idea.</p> <p>b. <u>Christmas Tree</u> Cllr Thomas additionally suggested that a Christmas should be placed on the Green. This was unanimously agreed. Cllr Thomas to approach Hole Park regarding a tree.</p> <p>c. <u>Michael Patrick</u> The Parish Council was saddened to hear of the death of Michael Patrick and remembered, amongst other things, his work in maintaining the War Memorial green to the high standard that he did.</p>	NT
DATE OF NEXT MEETING	Monday 16 th November 7pm, remote details to be confirmed.	
	The meeting closed at 8.50 pm	

Clerk to the Parish Council, 20th October 2020