

Brabourne Parish Council
Minutes of the Parish Council Meeting
Held on Monday 24th July 2023 at 7.30pm at the Village Hall

To be actioned by

	<p>Those Present: Cllr Harbottle (Chairman), Cllr Spokes (Vice-Chairman), Cllr Atkins, Cllr Edmed, Cllr Smith and Mrs Block (Clerk).</p> <p>In attendance: Cllr Betty (Borough Councillor) and 4 members of the public.</p> <p>The Chairman welcomed everyone to the meeting.</p>	
1.	To receive any Apologies for absence	
	There were no apologies received.	
2.	To receive declarations of interest (Disclosable Pecuniary Interests and Other Significant Interests). The nature as well as the existence of any such interest must be declared.	
	<p>Cllr Atkins declared an interest in planning application PA/2023/1181 due to the proximity of his home to the application site.</p> <p>Cllr Spokes declared a personal interest in the payment of the Litter Picker.</p>	
3.	To approve the Minutes of the meeting held on 22nd May 2023	
	<p>Resolved: that the Minutes of the Meeting of the Parish Council held on 22nd May 2023 be approved and confirmed as a true record.</p> <p>The minutes were duly signed.</p>	
4.	To discuss any Matters Arising	
	<p>Stour Downs Foodbank: The application by the Parish Council for £1000 to the Helping Hands grant fund for the Stour Downs Foodbank was successful and the monies have been received. Provision of the funding was discussed.</p> <p>Resolved: that £1000 be given to the Stour Downs Foodbank via Rev. Chris Carnaby-Denyer (Vicar), with delegated authority to the Clerk to determine the nature of the payment; that this funding supersedes all previously agreed funding for the Foodbank.</p> <p>Book Swap: It was reported that a resident who uses the book swap had communicated with Cllr Smith to say that they were unhappy with the state of the phone box book swap, with books that were not novels having been left in a heap. A discussion was had regarding what could be done.</p> <p>Resolved: that the Parish Council communicates with residents regarding the existence of the book swap and how it is intended to be used.</p>	
5.	To receive the Borough Councillor's report	
	<p>A copy of the Borough Councillor's report had been circulated to Councillors.</p> <p>The Borough Councillor added that the leaders of several Borough and District Councils have written a joint letter to the Prime Minister regarding the Stodmarsh Nutrient Neutrality issue.</p>	
6.	Planning Report	
	<p>a) To receive the report of the Planning Committee</p> <p>A copy of the Planning Committee Report had been circulated to Councillors, and a copy is available in Appendix 1 of these minutes.</p>	

	<p>b) To receive any outstanding applications and agree a response. PA/2023/1181: Land adjacent to Hillview, Manor Pound Lane Cllr Atkins did not take part in the discussion nor vote on this item due to his previously declared interest.</p> <p>The Chairman explained that the site lies outside the village envelope but would likely still be considered as being on the edge of the Brabourne Lees/Smeeth settlement under the Local Development Plan. Cllr Spokes reported that the previous application on this site had been supported, it is within and does not extend the Bircholt Forstal built environ and is not detrimental to the local aesthetic. Cllr Smith raised no objection to the application. It was noted that the proposed dwelling would sit between other housing, although it was further noted that the plot appears to be smaller than the surrounding plots. The proposals must not have a detrimental effect on the residential amenity of the neighbouring properties.</p> <p>Resolved: that the Parish Council makes a general comment on the application.</p> <p>OTH/2023/1270 - Abbottsfield, Lees Road, Beech tree The Parish Council discussed this application. Assuming the reduction is suitable to the health of both trees, the Parish Council raises no objection.</p> <p>Resolved: that the Parish Council makes a general comment on the application.</p>																					
7.	Financial Matters																					
	<p>To approve the following financial documents:</p> <p>a) To agree payments in accordance with the Budget</p> <table><tr><td>John Moreton Prize</td><td>£50.00</td></tr><tr><td>B & S Allotments – repayment</td><td>£7.50</td></tr><tr><td>David Ansley (Litter picker)</td><td>£302.18</td></tr><tr><td>CPRE</td><td>£36.00</td></tr><tr><td>HMRC</td><td>£42.80</td></tr><tr><td>ICO</td><td>£40.00</td></tr><tr><td>Tracey Block (June salary)</td><td>£602.58</td></tr><tr><td>Tracey Block (July salary)</td><td>£585.30</td></tr><tr><td>KALC Training</td><td>£72.00</td></tr><tr><td>Foodbank Grant</td><td>£1000.00</td></tr></table> <p>b) To note the Financial Position of the Parish Council for the beginning of the new Financial Year up to 30 June 2023. There is currently £46,290.31 in the bank.</p> <p>The Clerk was asked to ensure that the savings account interest is benefitting the Council as best as possible.</p>	John Moreton Prize	£50.00	B & S Allotments – repayment	£7.50	David Ansley (Litter picker)	£302.18	CPRE	£36.00	HMRC	£42.80	ICO	£40.00	Tracey Block (June salary)	£602.58	Tracey Block (July salary)	£585.30	KALC Training	£72.00	Foodbank Grant	£1000.00	
John Moreton Prize	£50.00																					
B & S Allotments – repayment	£7.50																					
David Ansley (Litter picker)	£302.18																					
CPRE	£36.00																					
HMRC	£42.80																					
ICO	£40.00																					
Tracey Block (June salary)	£602.58																					
Tracey Block (July salary)	£585.30																					
KALC Training	£72.00																					
Foodbank Grant	£1000.00																					
8.	The Warren																					
	<p>a) To consider and agree action over the Open Space Management Plan for The Warren</p> <p>Initial thoughts regarding the Open Space Management Plan for the Warren had been shared previously by Cllr Atkins. The Parish Council needs to decide what the Plan should contain and to consult relevant stakeholders. There was a discussion regarding the Warren, including views that it should evolve organically, to consider no new benches or trees and only replace what is currently there, that ownership issues of furniture and other items already present may need addressing. The Warren is a community resource and the recent Community Event was very successful.</p>																					

	<p>Resolved: to prepare an Open Space Management Plan and consult relevant stakeholders including residents, the Village Caretaker and Smeeth Parish Council.</p> <p>b) Warren damage The damage caused by people parking on the warren and driving on the edge of the Warren is going to take time to resolve.</p> <p>Resolved: that delegated authority be given to the Clerk to spend up to £5000 on repairing the damage to The Warren.</p> <p>c) To decide next actions re: the bench on The Warren The memorial bench on the Warren to the right of the Outdoor gym has been irreparably damaged. After some discussion, it was agreed to purchase a Glasdon Stanford Bench that would act as a more robust replacement.</p> <p>Resolved: that the Parish Council purchases a Glasdon Stanford Bench for £1333.80 as a replacement bench.</p>	
9.	Allocation of s.106 monies from development at Clovelly, Canterbury Road.	
	<p>The Parish Council has been made aware quite suddenly that there are some s.106 monies available. There is a tight time scale for the spending of this money. The Parish Council agreed to allocate the monies as follows:</p> <ul style="list-style-type: none"> - Natural Green Space funding for the provision of or improvements to informal/natural green space and associated facilities and maintenance thereof: £759. <p>There was a discussion regarding whether this money could be spent on a bench for the allotments, as opposed to the replacement bench on The Warren. The allotments are currently unavailable to residents unless they are an allotment holder. It was, therefore, decided that this was not appropriate for s.106 funding but funds towards a bench at the allotments could be considered at the next meeting.</p> <p>Resolved: that the Parish Council allocates the £759 for the replacement bench on The Warren. [This was approved by 4 Councillors whilst 1 Councillor abstained]</p> <ul style="list-style-type: none"> - Outdoor sports pitches contribution towards maintenance of outdoor sports pitches and associated facilities: £326 <p>Resolved: that the Parish Council allocates the £326 to the Playing Field Association for upkeep of the sports pitch.</p>	
10.	To receive an update on the Highways Improvement Plan	
	The latest drawing of the gateways had been received and the Parish Council requested confirmation as to the 2 arrows on the latest drawing and requested a perspective of the Brabourne side of the sign.	
11.	To receive an update on the following:	
	<p>a) Allotments The allotment members have been busy making compost bins out of pallets.</p> <p>b) Caretaker Scheme The review meeting of the scheme concluded that the scheme is working well, the contingency is adequate and there is to be a workload review in 2025/26. The appraisal is to be undertaken on Wednesday.</p> <p>c) Community Led Plan The grant application to fund the wilding project was unsuccessful but is due to be resubmitted. Other funds will be sought. Some of the footpaths have been cleared and kissing gates installed. The pond is sludging up and is due to be cleared, although</p>	

	<p>ownership is unclear and needs to be confirmed. Some road signs are due to be cleaned. Potholes have been reported. A boot fair is to be held but requires planning. Calland woods need tidying. Two CLP members have put up chicken fencing at the school. The next meeting date is yet to be confirmed.</p> <p>d) KALC The details of the last meeting had been circulated to Councillors. There had been a question about whether the new administration will be taking forward the removal of streetlights. ACRK is due to begin working. There was update from Kent Police. Defibrillators need to be registered on The Circuit.</p> <p>e) Playing Field Association A consultation is being run on behalf of the PFA regarding what play equipment is desired.</p> <p>f) Village Hall The Hall is quiet at the moment.</p> <p>g) Other Village organisations that are present and wish to provide an update Nothing to report. Suggestion that Speed Watch report be circulated to Brabourne PC.</p>	
12.	Communications	
	<p>It was confirmed that the streetlights consultation response had been submitted.</p> <p>The Chairman advised that Parish Council communications, and associated matters such as data protection, are all issues that the Council needs to express a formal opinion on. The Chairman suggested setting up a working group to discuss these matters jointly with Smeeth Parish Council. Following a discussion, Cllrs Atkins and Harbottle agreed that they would be willing to be part of a working group.</p>	
13.	Parish Council vacancies	
	There are currently 2 vacancies and 2 people have expressed an interest. Pat Thornby and Charlotte Kershaw introduced themselves. The Parish Council will look to co-opt at the next meeting.	
14.	Open Session	
	The Borough Councillor explained that Aspire, the Borough Council landscaping contractors, had advised that a tree outside 15 The Warren needs to be removed because the roots are damaging the path and verge. Ashford Borough Council will replace the tree with 2 trees if an appropriate alternate location can be found.	
15.	Any Other Business	
	There was no other business.	
16.	Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council	
	<p>Monday 25th September 2023 at 7.30pm at the Village Hall Monday 27th November 2023 at 7.30pm at the Village Hall Monday 22nd January 2024 at 7.30pm at the Village Hall Monday 25th March 2024 at 7.30pm at the Village Hall Monday 27th May 2024 at 7.30pm at the Village Hall</p>	

The meeting closed at 10.00pm.

Appendix 1: Planning Committee Report for Parish Council meeting on 24 July 2023

New Applications (received after the last meeting)

OTH/2023/1270: Abbottsfield, Lees Road, Brabourne

Beech tree - Re pollard of 3 metres by 3 metres. Hornbeam - crown reduction of 1 metre by 1 metre. Due to both trees growing around a power line and overhanging a road.

To be discussed

PA/2023/1181: Land adjacent to Hillview, Manor Pound Lane, Brabourne

Proposed dwelling and associated parking.

To be discussed

PA/2023/1109: Stone Barn, Coomb Farm, Pilgrims Way, Brabourne

Listed Building Consent for proposed 3no. new roof windows, 1no new window to ground floor. Replacement front door, replacement 5no. ground floor casement windows with double glazed units, replacement 5no. first-floor casement windows with double-glazed units.

Parish Council: General Comment

PA/2023/1070: Coomb Farm, Shabani Oast, Pilgrims Way, Brabourne

Listed Building Consent to replace 10no wooden double glazed windows with new wooden double glazed windows.

Parish Council: General Comment | Decision: Permit

PA/2023/1068: Stone Barn, Coomb Farm, Pilgrims Way, Brabourne

Proposed 3no. roof windows.

Parish Council: General Comment

PA/2023/1059: Byways, Hampton Lane, Brabourne

Two-storey rear extension following the demolition of the existing rear single-storey extension and associated works.

Parish Council: General Comment

PA/2023/1045: Green Lane Cottage, Green Lane, Brabourne

Proposed front extension. Conversion of a door to a window and additional glazed panel to rear elevation. Changes to original fenestration and doors including associated works.

Parish Council: General Comment

PA/2023/1033: 2 Knatchbull Way, Brabourne Lees

Proposed single storey front porch extension, canopy and loft conversion including rear dormer roof extension.

Parish Council: General Comment

PA/2023/0987: 4 The Lees Close, Brabourne

Proposed single-storey rear conservatory.

Parish Council: General Comment | Decision: Permit

PA/2023/0944: Bulltown Farmhouse, Bulltown Lane, Brabourne

Lawful Development Certificate - Existing - use of upper floor of detached garage building as holiday let.

Parish Council: No Comment

PA/2023/0887: 11 Mountbatten Way, Brabourne

Proposed garage conversion to create a home study and extension of existing driveway to accommodate [sic] 2no. cars.

Parish Council: General Comment | Decision: Permit

Decided Applications (except those received after the last meeting)

PA/2023/0692: Chaucer Court, Hampton Lane, Brabourne

Proposed loft conversion with new rear dormer window and 4no. new rooflights.

Parish Council: General Comment | Decision: Permit

PA/2023/0430: 2 The Willows, Lees Road, Brabourne

Replace existing septic [sic] tank with a new Klargester sewage treatment plant.

Parish Council: General Comment | Decision: Permit

PA/2023/0406: Noyna, Manor Pound Lane, Brabourne

Proposed garage following demolition of existing garage.

Parish Council: General Comment | Decision: Permit

PA/2023/0397: Land Adjacent to The Knoll, Lees Road, East Brabourne

Temporary change of use of the land for the stationing of a residential caravan on a concrete base, whilst building the new dwelling.

Parish Council: General Comment | Decision: Permit

PA/2023/0127: Little Foord, Bulltown Lane, Brabourne

Proposed extension to the existing garden room to form incidental accommodation/office and outdoor swimming pool.

Parish Council: General Comment | Decision: Withdrawn

PA/2022/3104: The Knoll, Lees Road, Brabourne

Proposed 4 bedroom bungalow.

Parish Council: General Comment | Decision: Permit

Awaited Applications (except those received after the last meeting)

PA/2023/0307: Burch Farmhouse, Quarrington Lane, Brabourne

Proposed open porch on the east (front) elevation, replacement extension to the west (rear) and garage and carport.

Parish Council: General Comment

PA/2022/3144: Abbottsfield, Lees Road, Brabourne

Proposed erection of a detached single-storey dwelling with associated infrastructure.

Parish Council: General Comment

22/01086/AS: Burch Farmhouse, Quarrington Lane, Brabourne

Listed Building Consent: Proposed porch on the east (front) elevation. Demolish the extension to the west (rear). Proposed extension to the west (rear) on the footprint of the existing extension. Extractor fans to bathroom and kitchen with 2no. [P]lain tile vents within pitched roof. Replace all windows with new double glazed painted timber units. Add cowls to the chimney pots. Addition of new boiler externally. Create an opening between the kitchen and the dining area. Additional sockets in the hallway and kitchen. Additional downlight style ceiling lights. Proposed garage and carport.

Parish Council: General Comment

22/00136/AS: Liberty Barn, Canterbury Road, Brabourne

Proposed erection of an off-grid residential dwelling (under paragraph 80 of the NPPF) utilising existing access. Alterations to existing barn, removal of stables and landscape enhancement works to wider site.

Parish Council: Support

21/02231/AS: Park Farm, Pound Lane, Brabourne

Change of use of land for the stationing of mobile camping pods in association with established yoga retreat business.

Parish Council: General comment

21/01916/AS: Bankside, Scots Lane, Brabourne

Change of use of 2 stable blocks into 2 one bedroom holiday lets.

Parish Council: General comment

21/01862/AS: Land at the Street and North of Court Lodge, Brabourne

Conversion and change of use to distillery (Sui Generis).

Parish Council: Object

21/01440/AS: Meadowside Farm, Scots Lane, Brabourne, TN25 6LP

Demolition of existing agricultural barn and erection of a log cabin to be used as a temporary residential accommodation.

Parish Council: Object

20/00955/AS: Missingham Farm, Pilgrims Way, Brabourne, TN25 5LU

Erection of two new build detached houses together with reconfiguration of adjoining equestrian enterprise (alternative scheme to that approved under 19/00819/AS).

Parish Council: Object | Reconsultation: Object | Reconsultation 2: General Comment