



To all Members of Pembury Parish Council

Cllrs Barrett, Birch, Brooks, Gautam, Hall, Reilly, Snow, Stratton, Weaver & Webster

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 8 April 2024** at **7:15pm** at the Parish Office Meeting Room, Lower Green Recreation Ground, Pembury.

H Munro

Helen Munro
Parish Clerk

Date of Issue: 2 April 2024

Members of the Public and Press are welcome to attend.

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence from Parish Councillors.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests. None

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

3. **CHAIR'S ANNOUNCEMENTS.** To receive announcements
4. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee. For further information please see [our website](#)

5. **MINUTES.** To receive and approve the minutes of the meetings held on 4 March, 15 March and 25 March 2024 for signature.
6. **COMMITTEE & WORKING GROUP MINUTES.** To note draft minutes of Committees for adoption and receive verbal report and update from Committee Chairs:
 - a. Planning & Highways Committee – 18 March 2024

7. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.** To receive reports.
9. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
10. **COMMITTEE CHAIR.** To appoint a new Chair to the Planning & Highways Committee.
11. **PLANNING APPLICATIONS.** To consider response to Tunbridge Wells Borough Council:
 - a. **24/00431/FULL – Downingbury Farm, Maidstone Road** – Conversion of cold store and stables into 2no. dwellings with associated parking and landscaping.
12. **APPEAL AGAINST ENFORCMENT NOTICES.** To consider response to the Planning Inspectorate.
 - a. **Planning Appeal Reference APP/M2270/C/24/3339249** Land At Redwings Lane Pembury Tunbridge Wells Appeal against Enforcement Notice JS/T019044/A - Without planning permission the material change of use of land from agriculture to a mixed use of agriculture, equestrian and the stationing of two caravans in residential use including a timber lean to, a portable toilet along with the associated storage of vehicle trailers, two storage containers, domestic vehicles and the construction of a timber framed building and hard gravel surface – ref: 23/02302/FULL - the Ranch UK, Redwings Lane.
 - b. **Planning Appeal Reference APP/M2270/C/24/3339251** Land At Redwings Lane Pembury Tunbridge Wells Appeal against Enforcement Notice JS/T019044/A - Without planning permission the material change of use of land from agriculture to a mixed use of agriculture, equestrian and the stationing of two caravans in residential use including a timber lean to, a portable toilet along with the associated storage of vehicle trailers, two storage containers, domestic vehicles and the construction of a timber framed building and hard gravel surface – ref: 23/02303/FULL – the Ranch UK, Redwings Lane.
13. **LOCATION OF FULL COUNCIL MEETINGS.** To consider location of future Full Council meetings.
14. **PARISH COUNCILLOR RECRUITMENT.** To consider ideas to recruit new councillors.
15. **FINANCIAL INFORMATION.** To receive and approve the Accounts for Payment.

16. **RISKS.** To consider any new risks affecting the Council and actions required.
17. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
18. **FUTURE MEETINGS.**
 - a. Annual Parish Meeting – Thursday 25 April 2024 at 7:15pm at Pembury Village Hall.
 - b. Full Council – Annual Parish Council Meeting – Monday 13 May 2024 at 7:15pm – location to be agreed.
19. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, to consider excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.
20. **LEGAL MATTERS.**
 - a. To receive update.
 - b. To agree next steps.
21. **HR MATTERS.** To consider staff terms and conditions and agree next steps.



Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **4 March 2024** at 7.15pm.

Councillors Present:

Cllr K Brooks (Chair)	Cllr D Reilly
Cllr N Stratton (Vice-Chair)	Cllr C Snow
Cllr M Barrett	Cllr M Weaver
Cllr A Birch	Cllr J Webster
Cllr G Hall	

Apologies:

Cllr V Gautam

Officers Present:

H Munro (Clerk)	Y Allen (Deputy Clerk)
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Others present:

Borough Cllr D Hayward	County/Borough Cllr P Barrington King
Borough Cllr P Roberts	Borough Cllr H Patterson, Mayor of Tunbridge Wells Borough Council

23/466. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr V Gautam. The apologies and reason were accepted.

23/467. **DECLARATIONS OF INTEREST.** There were none.

23/468. **CHAIR'S ANNOUNCEMENTS.**

- The Chair reminded everyone about the litter pick which was taking place on 23 March at 10.30am.
- The Chair would be attending a Kent Association of Local Councils meeting and would report back at the next Full Council meeting.

23/469. **OPEN SESSION.** No members of the public were present.

23/470. **MINUTES.** It was **RESOLVED** that the minutes of 5 February 2024 be approved, and they were signed by the Chair as an accurate record.

23/471. **COMMITTEE MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committee:

- a. Planning & Highways – 19 February 2024

23/472. **CLERK'S REPORT.** The following report was noted:

- a. Appeal against Enforcement Notice – The Meadows, Past Heap Farm. An update from the Planning Inspector is awaited.
- b. Trees to be planted in Belfield Road. The landowner has agreed in principle to allow tree planting in the verge.
- c. Hastings Road Gateway. A rough cost of £3,000 for a replacement gateway has been provided by Kent County Council. This high cost has been queried.
- d. Urgent work to memorials. The contractor has been appointed to undertake all work in Lower Green Cemetery before the end of the financial year end. This work is within budget. Other work approved will be scheduled in the new financial year.
- e. Water meter reading. The Clerk reported that an incorrect water meter reading had resulted in a very high bill. This matter was being urgently investigated.
- f. Streetlighting in Pembury. All streetlights owned by the Parish Council had been converted to LEDs. A number of problematic columns had been discovered during the process and this would be reported on at the next Planning & Highways Committee meeting.

23/473. **REPORT OF COUNTY/BOROUGH COUNCILLORS.**

- a. Reports were received and the following were noted:
 - Budgetary discussions were still ongoing at Kent County Council (KCC).
 - Discussions were being held with KCC about replacement gateways.
 - The 'call in' of the Cornford Court application was noted.
 - The new HD CCTV camera on the High Street had been used during an investigation.
 - A consultation on the Royal Tunbridge Wells 2040 Vision had begun.
- b. Local Plan update. The Local Plan Consultation period had been extended for six weeks as engagement with all Statutory Bodies had not taken place.

The Chair thanked the Borough Councillors for their hard work for the village.

Pembury's County/Borough Councillors left the meeting at 7.27pm.

23/474. **EXTERNAL BODIES.**

- Almshouses. The Vice Chair reported that a new surveyor had been appointed for the Almshouses. Renovation and decoration work had been

discussed and is to be carried out.

An independent Trustee and a Treasurer were being sought.

- Pavilion Management Committee. A very positive meeting had been held.

23/475. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.** The following was considered:

Events Working Group

- a. It was **RESOLVED** to approve the purchase of additional equipment for the PA system at a cost of £293. There was enough money in the budget for approximately half of the cost. £150 would be vired from the Christmas Carol / Light Switch on budget into an earmarked reserve.

23/476. **MOTION FROM CLLR WEBSTER.** It was **RESOLVED** to hold a nature photography competition in the lead up to the Great Big Green Week which was 16 – 24 June. There would be three categories: Ages 5-12; 13-18 and over 18s and photographs of nature in Pembury had to be taken during the three week period before 16 June. It was **RESOLVED** to award a £15 Amazon voucher for winners of each category. Money for the prizes would be vired from the Neighbourhood Development Plan budget.

The Mayor left the meeting at 8.01pm.

23/477. **INDEPENDENT ADVISORY GROUP TO KENT POLICE.** An invitation to a meeting had been received and it was **RESOLVED** that Cllr Webster would attend on 19 March 2024.

23/478. **MEETING WITH DEVELOPER OF PE2 ON 7 FEBRUARY 2024.**

- a. Minutes of the meeting were noted.
- b. It was noted that a public exhibition had been held on 27 February 2024.

23/479. **INSURANCE RENEWAL 2024.** Three quotes had been received but amounts for motor and cyber insurance were still awaited. It was **RESOLVED** to delegate the final decision on which company to appoint to the Clerk in consultation with Cllr Stratton. As the renewal date was before the next Full Council meeting, it was **RESOLVED** to pay the invoice before the next meeting.

23/480. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to approve the Accounts for Payment for February 2024 of £30,514.56. A transfer from NatWest to Unity Bank of £15,000 was

approved by **RESOLUTION**. Approved payments are listed in Appendix 1.

b. It was **RESOLVED** to authorise the disposal of the Harry mower.

23/481. **RISKS**. There were none.

23/482. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS**. There were none.

23/483. **FUTURE MEETINGS**. The following dates were noted:

a. Full Council – Monday 8 April 2024 at 7.15pm at Pembury Baptist Church Hall.

b. Annual Parish Meeting – Thursday 25 April 2024 at 7.15pm at Pembury Village Hall. It was **RESOLVED** that there would be a short formal part to the evening to approve the minutes from 2023. Afterwards members of the public would be encouraged to engage with councillors and raise any matters of concern. There would be display boards showing examples of work carried out by the Parish Council during the previous year.

23/484. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting at 8.12pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/485. **LEGAL MATTERS**.

a. A letter and advice were noted.

b. It was **RESOLVED** to seek legal advice. It was **RESOLVED** to delegate a response to the letter to the Clerk in consultation with Cllr Stratton.

23/486. **ENFORCEMENT ACTION**. An update was noted. It was **RESOLVED** to copy Greg Clark MP into further correspondence and ask that this matter be escalated.

There being no other business, the meeting closed at 8.55pm

Signed: _____ Date: _____

Chair

Appendix 1
Accounts for payment

Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
02/168	Kent County Council	Twitten signs contribution (grant funded)	1,260.00
			1,260.00
ACCOUNTS FOR PAYMENT BY BACS - MARCH 2024			
03/169	HMRC	Tax/NI	2,693.79
03/170	Kent Pension Fund	Pensions	2,817.72
03/171	Pimms Christmas Trees	Christmas Tree supply	260.00
03/172	One Ten electrical	Replacement ceiling light and socket - Depot	116.91
03/173	Screwfix	Grounds maintenance supplies	21.22
03/174	KALC	Annual planning conference Cllr Barrett	84.00
03/175	Greenbarnes	Pin board to burial ground notice board	136.88
03/176	Tivoli	Dog bin empties - February	151.20
03/177	The Living Forest	Work to trees (Old Church & The Coppice)	716.40
03/178	Kidmans	Grounds maintenance equipment servicing & supplies	342.38
03/179	Wicksteed	Parts for playground repairs	189.77
03/180	Streetlight	Replace remaining streetlights with LEDs	11,340.00
03/181	Sevenoaks District Council	Renew premises licence	70.00
03/182	Wise Stonecraft	Grave digging	400.00
03/183	Bright Sparks	Electrical testing - office and depot	368.40
03/184	Heliocentrix	IT services February 2024	194.99
			19,903.66
DEBIT CARD - FEBRUARY 2024			
DC 02/79	Amazon	Office cable tidy	25.99
DC 02/80	Amazon	Road pins	94.75
DC 02/81	DVLA	Vehicle Tax for grounds maintenance truck	320.00
DC 02/82	SJ Osborne	Padlocks	29.48
DC 02/83	Amazon	Blue roll	17.46
DC 02/84	Amazon	Toilet rolls	22.99
DC 02/85	Amazon	Adaptor for meeting room laptop	10.98
			521.65
DIRECT DEBITS - FEBRUARY 2024			
DD 02/147	Wex	Fuel Charges	48.94
DD 02/148	SLCC	Training H Munro	36.00
DD 02/149	KCC	Photocopying Charges	47.29
DD 02/150	BT	Telephone & Broadband	77.57
DD 02/151	Castle Water	Water - Lower Green Cemetery	7.19
DD 02/152	Castle Water	Water - Lower Green Rec	46.30
DD 02/153	Castle Water	Water - Pembury Burial Grounds	10.55
DD 02/154	Wex	Fuel Charges	1.80
DD 02/155	ICO	Annual Data subscription	35.00
DD 02/156	Sage	Payroll support	15.60
DD 02/157	Wex	Fuel Charges	50.14
DD 02/158	SSE	Electricity - Unmetered Supply	174.82
DD 02/159	Veolia	Waste charges	62.14
DD 02/160	O2	Mobile phone charges	102.58
			715.92

CONFIDENTIAL SALARIES -FEBRUARY 2024			
CS 02/11			8,113.33
TOTAL EXTERNAL PAYMENTS			30,514.56
Internal Payments - March 2024			
Chq 5073	Pembury Parish Council	Funds for Unity Bank Account	£ 15,000.00
TOTAL INTERNAL PAYMENTS			£ 15,000.00

Minutes of the **EXTRAORDINARY FULL COUNCIL** meeting held at the Parish Office Meeting Room, Lower Green Recreation Ground on Friday **15 March 2024** at 10:30am.



Councillors Present:

Cllr K Brooks (Chair)	Cllr D Reilly
Cllr N Stratton (Vice-Chair)	Cllr M Weaver
Cllr G Hall	Cllr J Webster

Apologies:

Cllr A Birch	Cllr C Snow
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Absent

Cllr M Barrett	Cllr V Gautam
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Officers Present:

H Munro (Clerk)

23/487. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Birch and Snow. The apologies and reason were accepted.

23/488. **DECLARATIONS OF INTEREST.** Cllr Reilly declared an interest in item 23/491. b.

23/489. **CHAIR'S ANNOUNCEMENTS.** There were none.

23/490. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting at 10:33am for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/491. **HR MATTERS.**

- a. Following the resignation of the Deputy Clerk, the proposed office reorganisation was discussed in detail. It was **RESOLVED** that Assistant Clerk and Administration Officer roles be created to replace the Deputy Clerk role. The Assistant Clerk to work 25 hours per week and the Administration Officer 15 hours per week subject to review once staff were in post.

Full terms and conditions including pension to be considered at a future meeting. Cllr Stratton to undertake research into options.

- b. It was **RESOLVED** that temporary office cover would be arranged. Additional cover to begin at the earliest opportunity. The contractual arrangements to be delegated to the Clerk in consultation with all councillors by email.

- c. It was **RESOLVED** that the recruitment and selection for the Assistant Clerk and Administration Officer be delegated to the Clerk in consultation with all councillors by email.

Interviews to be arranged in the week commencing 29 April. Cllrs Brooks, Stratton and the Clerk to undertake interviews.

- d. It was **RESOLVED** that IT and office equipment up to £2,000 be delegated to the Clerk.

There being no other business, the meeting closed at 11:57

Signed: _____ Date: _____
Chair

Minutes of the **EXTRAORDINARY FULL COUNCIL** meeting held at the Parish Office Meeting Room, Lower Green Recreation Ground on Monday **25 March 2024** at 6:00pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr M Weaver
Cllr M Barrett	Cllr J Webster
Cllr D Reilly	

Apologies:

Cllr G Hall	Cllr C Snow
Cllr N Stratton (Vice-Chair)	

Absent:

Cllr A Birch	Cllr V Gautam
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Officers Present:

H Munro (Clerk)

- 23/513. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs Hall, Snow and Stratton. The apologies and reasons were accepted.
- 23/514. **DECLARATIONS OF INTEREST.** There were none.
- 23/515. **CHAIR'S ANNOUNCEMENTS.** There were none.
- 23/516. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting at 6:03pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.
- 23/517. **LEGAL MATTERS.**
- a. An update was received and discussed.
 - b. A response was agreed by **RESOLUTION.**

There being no other business, the meeting closed at 18:50

Signed: _____ Date: _____
Chair

Minutes of the meeting of the **PLANNING AND HIGHWAYS COMMITTEE** held at the Parish Council office on Monday **18 March 2024** at 3.30pm.



Councillors Present:

Cllr G Hall (Chair)

Cllr M Barrett

Cllr D Reilly (Vice Chair)

Cllr J Webster

Absent:

Cllr V Gautam

Officers Present:

H Munro (Clerk)

Y Allen (Deputy Clerk)

Others Present:

Claire Stewart (Locum)

23/492. **APOLOGIES FOR ABSENCE.** There were none. Cllr Gautam was not in attendance.

23/493. **DECLARATIONS OF INTEREST.** There were none.

23/494. **MINUTES.** It was **RESOLVED** that the minutes of the meeting held on **19 February 2024** be approved and they were signed by the Chair as an accurate record.

23/495. **CHAIRMAN'S ANNOUNCEMENTS.**

- The Chair had arranged to speak to children at Pembury School about potential housing development in the village following the receipt of letters from some of them on this issue.
- The Chair would be stepping down as Chair but would remain as a member of the Committee.
- He thanked the Deputy Clerk for her work with the Planning and Highways Committee as this was her last meeting before leaving her position.

23/496. **OPEN SESSION.** No-one was present.

23/497. **CLERK'S REPORT.** The following report was noted:

- a. Section 106. A response from the Kent Highway Services Engagement Officer has been received. Further detail to be requested.
- b. Speeding in the village. Another 30mph banner is awaited from Kent Highway Services.

- c. Responding to planning applications. Following a query with the planning department about how best to respond to planning applications, a principal planning officer confirmed that there was no need to write out policies in full. A reference to individual policy numbers would suffice.
- d. Defibrillator. Following a query about how to identify the defibrillator outside the chemist in the event of an emergency, it was suggested that the postcode and 'What3words' were put on the outside of the cabinet.

23/498. **PLANNING APPLICATIONS.** The following were considered and it was **RESOLVED** to submit the following responses to Tunbridge Wells Borough Council (TWBC):

a. **24/00447/FULL** **Howfield Farm, Chalket Lane**

Variation of Condition 2 of 23/01267/FULL – Alteration to approved drawings to replace rooflights with dormer windows on west elevation.

No objection

b. **24/00470/FULL** **12 Knights Ridge**

Single-storey rear extension; side extension to garage; first floor front extension and associated alterations to fenestration.

No objection but ensure that consideration is given to all policies in Pembury's Neighbourhood Development Plan (NDP).

c. **24/00472/FULL** **1 Horse Pasture Cottages**

Single-storey rear extension.

No objection

d. **23/03376/FULL** **Land South of Redwings Lane**

Change of use of land to equestrian and erection of 2-bay stable block with store.

Strongly object for the following reason:

Points 152-6 'Proposals affecting the Green Belt' and points 182-183 'Conserving and Enhancing the Natural Environment' of the revised NPPF and Policy ED6 'Commercial and Private Recreation (including Equestrian) Uses in the Countryside' of the Emerging Submission Local Plan refers. These references confirm that great weight should be given to conserving and enhancing the rural landscape character and scenic

beauty of the High Weald AONB and Green Belt and to refuse inappropriate development except in 'Very Special Circumstances'. PPC consider the potential harm to the Green Belt by reason of inappropriateness is NOT outweighed by any 'Very Special Circumstances'

The proposal contravenes the following:

- Policy ED6 in the emerging Local Plan
- Policy ED8 in the emerging Local Plan
- Paragraph 176 of the National Planning Policy Framework
- Policy 3(a) + (b) NDP
- NDP Policy 5(c): Character and Design of Development
- NDP Policy 10(a): Managing the environmental impact of development
- NDP Policy 11: Locally significant views
- NDP Policy 12: Dark Skies
- NDP Policy 13(a): Improving walking, cycling and equestrian opportunities
- Support the concerns of South East Water as the site is over an aquifer which risks pollution of the water supply.
- Support the concerns of the Environment Agency regarding Groundwater vulnerability

There are concerns about:

- The welfare of animals
- Lack of manure, chemical or water storage
- No mention of an exercise area for horses
- No mention of increased traffic movements
- Lack of car parking
- No mention of the Public Right of Way on the site
- No mention of protected species

A full Environmental Impact Assessment is required.

If TWBC is minded to approve the application, Pembury Parish Council will ask for it to be 'called in'.

It was **RESOLVED** that the detailed response to be submitted to TWBC would be delegated to the Clerk in conjunction with Cllr Reilly.

e. **24/00558/FULL** **30 Henwoods Mount**

Single-storey extension.

No objection but query whether any provision has been made for surface water drainage.

f. **24/00684/REM** **Land East of Kingstanding Way,
Tunbridge Wells**

Approval of Reserved Matters (Access, Appearance, Landscaping, Layout, Scale) including details for Condition 2; Condition 6; Condition 39; Condition 41 pursuant to 23/03103/FULL for Variation of Conditions 3 and 4 of 22/02789/FULL – to allow the redistribution of B1 and B8 uses.

No comment

e. **24/00690/REM** **Land East of Kingstanding Way,
Tunbridge Wells**

Approval of Reserved Matters (Access, Appearance, Landscaping, Layout, Scale) including details for Condition 2; Condition 6; Condition 39; Condition 41 pursuant to 22/02789/FULL for the Amendment to approved application 19/02267/OUT (Alteration to conditions 2 and 3) to allow redistribution of B1 and B8 uses.

No comment

23/499. **OTHER APPLICATIONS.** The following was noted:

a. **24/00635/TCA** **Postilions, 2 Hastings Road**

Trees in a Conservation Area Notification: BEECH (A) – Removal of branches growing over garage and into lawn in front of Church; SWEET CHESTNUT (B) – Removal of one branch growing across garden; HORSE CHESTNUT (C) – Removal of 3 branches growing over garden; 2 FLOWERING CHERRIES (D) – Removal of lower branches.

23/500. **LATE PLANNING APPLICATIONS.** It was **RESOLVED** to consider the following application at the next Full Council meeting:

a. **24/00431/FULL** **Downingbury Farm, Maidstone Road**

Conversion of cold store and stables into 2 no. dwellings with associated parking and landscaping.

23/501. **OTHER LATE APPLICATIONS.** The following application was noted.

b. **24/00639/SUB** **Tunbridge Wells Hospital, Tonbridge Road**

Submission of details in relation to Condition 15 – travel plan; Condition 16 – parking strategy 21/00797 FULL.

23/502. **DECISIONS.** The following decision was noted:

a. **23/03185/FULL** **Friars Hatch, Romford Road**

Erection of 2-storey extension to rear elevation **GRANTED**
(amendment from approved application 23/00820/FULL)

23/503. **LATE PLANNING DECISIONS.** There were none.

23/504. **LOCAL PLAN.** There was no update.

23/505. **PROPOSED TELECOMMUNICATIONS UPGRADE AT NOTCUTTS.** The information was noted.

23/506. **STREET LIGHTING ISSUES.** A further report was awaited prioritising the works required with costs. It was **RESOLVED** to defer this until the next meeting.

23/507. **PARKING ISSUE AT PENNS YARD.** An email had been received requesting double yellow lines at the entrance to Penns Yard. It was **RESOLVED** to send a response explaining the difficulties in implementing double yellow lines.

23/508. **RISKS.** There were none.

23/509. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.

23/510. **FUTURE MEETINGS** – Monday **22 April 2024** at 3.30pm at the Parish meeting room.

23/511. **CLOSED SESSION.** Pursuant to section 1(2) of the Public bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and the press from the meeting at 4.56pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/512. **ENFORCEMENT.** An update was given and it was **RESOLVED** to wait for further information about the most recent application for the site before sending a letter to Greg Clark MP to demand action.

There being no other business, the meeting closed at 5.03pm.

Signed: _____ Date: _____
Chair

Report to: Full Council
Date of meeting: 8 April 2024
By: Clerk
Subject: Clerk's Report

Decision/s Required: To note update.

Update on outstanding actions from previous meetings not elsewhere on the agenda

1. Appeal against Enforcement Notice – The Meadows, Past Heap Farm

An update from the Planning Inspector is awaited.

2. Trees to be planted in Belfield Road

The landowner has agreed in principle to allow tree planting in the verge. A public consultation is currently taking place for all nearby residents. No objections have been received.

3. Urgent work to memorials

The contractor has been appointed to undertake all work in Lower Green Cemetery. A date to be agreed.

4. Additional Equipment for PA System

Funds have been allocated to an earmarked reserve. The equipment to be purchased in due course.

5. Photographic Competition

The competition advertising will begin shortly.

Items to note

6. Vandalism / Damage

There has been recent anti-social behaviour in Lower Green recreation Ground. Wood was set light to in a shopping trolley on 2 occasions. On another, a fire was set on the table tennis tables and one of the fruit trees was pulled out and its stake set fire to. The tree has been replanted and the stake is still useable.

Reports of thefts from allotment sheds have been received. Tenants have been encouraged to report this to the police. Another allotment gate padlock is broken. This could be linked to the break-ins.

7. Other / Urgent actions taken

Nothing to report.

Project Name	Update
Full Council	
Annual Parish Meeting	Work to begin on posters and information shortly.
Finance & HR Committee	
Banking and investments	Research into additional bank accounts to be considered at the next committee meeting.
Final Internal Audit	Scheduled on 24 May 2024.
Planning & Highways Committee	
TWBC Local Plan	The public consultation was extended to end on 12 April 2024. An update to be reported in due course.
Enforcement	An appeal against enforcement notices has been submitted to the Planning Inspectorate for The Ranch, Redwings Lane. Responses to be agreed at the April Full Council meeting.
Streetlight replacement LEDs	An application to UK Power Network to be made to change the basis of electricity charging. Quotes to repair some of the columns is being considered at the next committee meeting.
Open Spaces Committee	
Burials	There were three burials in March and four are booked for April.
Headstone Inspections	Downsview have completed repair work (two urgent) in Lower Green Cemetery in 2023/24. The remainder of the work to be scheduled in the next financial year.
Old Church Paving	Work has been completed.
Trees	A planning application for work to Parish Council owned trees with a TPO and/or in the conservation area have been approved. Works have been scheduled in weeks commencing 29 April and 15 May in the new financial year once approval received.
Allotments	Four vacant plots have been let. There are now no more plots available to let so a waiting list will be set up for all new enquiries. The grounds maintenance team will review possible new plots and bring them up to standard over the coming months.

Project Name	Update	
Dog bins	In principle agreement to have a dog bin on the corner of Henwood Green Road and Henwood Crescent has been confirmed. To be actioned.	
Lower Green Rec repairs and maintenance work	A contractor has been appointed for the remaining work and parts are awaited. Quotes for repairs to playground wet pour surface are being obtained for presentation to the next committee meeting.	
Improvements to recreation ground	Future improvements to be discussed at the next committee meeting.	
Climbing Frame in LG Rec	To be discussed at the next committee meeting.	
Litter picks	The litter pick on 23/03/2024 was well attended. Other litter picks are scheduled on 15/06/2024 and 28/09/2024.	
Headstone Inspections	Headstone inspections of the remainder at Old Church need to be carried out.	
Working Groups		
Climate & Environmental Action Working Group	The next meeting is scheduled on 10/04/2024. The twitten signage grant has been paid. In principle approval to allow tree planting on the large verge in Belfield Road has been given. To be actioned. A photographic competition to be run leading up to the Great Big Green Week (8-16 June). Advertising to begin after Easter.	
Community Events WG	The next meeting is scheduled on 09/04/2024. Work is progressing well on Pembury in the Park.	
PVN WG	Work on the summer edition to begin mid-April. As the Deputy Clerk will have left, work for this edition to be undertaken by Cllr Brooks and other Working group members.	
Section 106 WG	A response from the Head of Planning is still awaited. A Working Group meeting to be arranged once advice has been received.	
Communications		
Social Media	Facebook followers: Increase: 1.5% 23/02/2024 – 976 02/04/2024 – 991	Instagram followers: Increase: 1.5% 23/02/2024 – 251 02/04/2024 – 255

Project Name	Update
Office	
Enquiries from the public / residents	We have received 47 enquiries from members of the public that are either completed or ongoing since previously reported. 91.5% of enquiries were made via email/website contact form, 6.5% by phone and 2% in person (0% of which were map sales).
Electrical inspection	An inspection took place at the office and depot and their report highlighted some remedial work needed. This work has been completed and the inspection certificates issued.
General Grounds Maintenance	
Winter tasks	The winter tasks have now been completed and grounds maintenance staff have reverted to their normal duties.
Grounds equipment servicing	All servicing work has been completed.
Floral displays	Hanging basket plants have been ordered and a licence submitted to KCC. The hanging baskets to be installed at the end of May.
Projects on hold / delayed	
Lower Green Recreation Ground	Skate Park
Tree planting	A request for new trees to be planted in the Coppice to be considered.
White lines on sleeping policemen – LG Rec	Work to refresh white lines on sleeping policemen to be scheduled in Spring.
Shipping Container:	Options for replacement storage to be explored.
Archiving	Further work is required.
New telephone system	Quotes needed to move to digital telephones.
Solar Panels	Climate & Environmental Action Working Group to review again later in 2024.

Checklist for Development – Downingbury Farm

24/00431/FULL | Conversion of cold store and stables into 2 dwellings with associated parking and landscaping | Downingbury Farm Maidstone Road Pembury Tunbridge Wells Kent TN2 4AD

Subjective summary

This proposes the conversion of the redundant cold storage into 2 dwellings and the stable into one garage and one old garage into another, both to serve the residential properties. There is little effect on the rest of the "farm" buildings and dwellings and some improvement to the overall site with removal of some areas of concrete hardstanding and a number of rather poorly maintained lean to buildings and sheds.

It has been submitted following the applicants consulting TWBC for pre application advice. This advice is provided in Appendix 1 of the Planning Statement. The original proposal was for demolition of the old building and replacement with 3 dwellings. The applicant was advised that demolition would mean that the national planning guidance to encourage conversion of redundant agricultural buildings into homes would not apply. There is a strong preponderance in favour of development of redundant agricultural buildings in national planning policy.

The applicant appears to have taken steps to address the concerns of TWBC regarding the potential impact upon the setting of the heritage assets of Downingbury Farmhouse, Downingbury Oast and Downingbury Barn by designing the appearance of the conversions to concur with the homestead character of the other buildings on the wider site and by reducing the number of dwellings to two. The design has tried to be sympathetic to the neighbouring buildings in its external materials.

Retention of the outline of the cold storage building has been achieved, removal of some of the many 'lean to's' and sheds is likely to improve the overall appearance of the site. Being a conversion it is not clear how the 'green' policies of the NDP in Policy P4 will be met, although one would hope that the use of modern materials would achieve some of these. TWBC have requested that a Method Statement for the conversion be supplied.

Bat and crested newt surveys have been supplied and the Ecological Survey provides substantial detail regarding mitigation measures to protect biodiversity and wildlife on the site.

It should be noted that other parts of the farmland at Downingbury are allocated for development in the TWBC Draft Local Plan.

POLICY	OFFICER COMMENTS
<p>Policy P 7 - Business Development</p>	<p>The development is a conversion from commercial units to residential Not applicable, however 2 residential units might be expected to generate significantly less traffic than the current cold storage units. KCC Highways have raised no concerns</p>
<p>Policy P1 - Location of Development</p>	
<p>Is the development within the limits of the Built Development shown in the NDP or on a brownfield site?</p>	<p>The development is outside the LBD. The buildings are redundant agricultural buildings provision for conversion of such buildings is made in para 80 (c) of the NPPF which allows the re-use of redundant or disused buildings for residential use where these would enhance the immediate setting.</p>
<p>If the development is in the countryside, does it come within one of the exceptions set out in Policy 1 (B)?</p>	<p>The proposed development of the site is no more intensive than the current use. The proposed development leaves the height of the elevations unaltered. The buildings are centrally located on the site between the existing poly tunnels and farm buildings and will be situated fully on the footprint of the existing buildings, including the garages.</p>
<p>Does the proposal maintain or enhance the existing gaps between settlements?</p>	<p>The proposal has no effect upon existing gaps between settlements unless one counts the replacement of the cold storage units with residential as doing so.</p>
<p>What are the characteristics of the building line? And how has the building line, especially in respect to keeping some variation of the Hotch Potch, been respected in the proposals?</p>	<p>The hotch potch has been respected in that the proposed residential units will be agricultural in appearance in keeping with the immediate locality. New visible materials for the conversions where required have been selected to be in keeping with the character of the farmstead. Boundary treatments have been considered as discussed in the Design and Access statement.</p>
<p>Has the appropriateness of the boundary treatments been considered in the context of the site?</p>	<p>There is no change to the farmstead boundary but one area of concrete hardstanding will be replaced with allocated parking and a garden area. Additional boundaries as required within the site will consist of post and rail fencing or mixed species hedgerows to concur with the character of the surrounding countryside</p>

Policy P 6 - Conserving Heritage Assets	The buildings to be converted are not heritage assets however 3 buildings on the wider site are of High or Very High heritage significance, the proposed development does not affect the setting or appearance of these buildings.
Policy P2 - Meeting Local Housing Needs.	The development is for only 2 dwellings, one of 2 beds and one of 4 beds.
Policy P 3 - Character of Development	
In relation to the proposed development:	
Does it integrate with existing paths, streets, circulation networks and patterns of activity? Are the essential characteristics of the existing street pattern reflected in the proposal?	These are unaffected.
Does it reinforce or enhance the established settlement character of streets, greens, and other spaces?	These are unaffected.
Does it harmonise and enhance the existing settlement in terms of physical form, architecture and land use?	It enhances the appearance of the buildings proposed for conversion as the materials used for their exteriors will be marginally improved in appearance.
Does it relate well to local topography and landscape features, including prominent ridge lines and long-distance views?	Not affected.
Does it reflect, respect, and reinforce local architecture and historic distinctiveness and harmonise with adjacent properties?	Yes, retains the farmstead appearance.
Does it retain and incorporate important existing features into the development?	Yes, retains the farmstead appearance.
Does it respect surrounding buildings in terms of scale, height, form and massing?	Surrounding buildings are not affected as the dimensions of the buildings to be converted are not altered.
Does it adopt contextually appropriate materials and details in relation to adjacent buildings?	Materials have been selected to maintain the existing appearance of the buildings subject to conversion.
Does it ensure all components e.g., buildings, landscapes, access routes, parking and open space are well related to each other?	Unaffected.

<p>If the proposal is a contemporary design, are the details and materials of a sufficiently high enough quality and does it relate specifically to the architectural characteristics and scale of the site?</p>	<p>Not applicable</p>
<p>Does it make sufficient provision for sustainable waste management (including facilities for kerbside collection, waste separation, and minimisation where appropriate) without adverse impact on the street scene, the local landscape or the amenities of neighbours? Has it been designed with maintenance and upkeep of utilities in mind?</p>	<p>TWBC Client services have indicated that each property will have one set of waste and recycling bins including separation which are to be accessibly placed upon the access lane on collection days.</p>
<p>Does it favour accessibility and connectivity? If not, why?</p>	<p>No, in that it is outside the Limits to Built Development and therefore not in a sustainable location, however the other buildings on the farmstead site with the exception of the farm shop are in residential use.</p>
<p>Are the new points of access appropriate in terms of patterns of movement? And do they conform to the statutory technical requirements?</p>	<p>There are no new points of access. The existing access lane will be used.</p>
<p>Buildings, Layout & Grouping</p>	
<p>What are the typical groupings of buildings?</p> <p>Building heights and roofline.</p>	<p>The grouping of buildings on the wider farmstead is unaltered.</p> <p>The roofline is unaltered in height but ridged concrete is replaced with corrugated metal.</p>
<p>Building Materials & Surface Treatment</p>	
<p>Do the proposed materials harmonise with and respect or enhance the distinctive materials used in the area, or adversely change its character?</p>	<p>Materials used have been selected to concur with the appearance of the current unconverted buildings and the farmstead character of the immediate environs,</p>
<p>Have the details of the windows, doors, eaves and roof been addressed in the context of the overall design?</p>	
<p>Are recycled materials, or those with high recycled content proposed?</p>	<p>No information is provided as to whether these materials have a recycled content or have low levels if embodied carbon.</p>
<p>Has the embodied carbon of the materials been considered and are there options which can reduce the embodied carbon of the design? For example, wood structures and concrete alternatives.</p>	

Policy P 4 - Energy Efficiency & Design	No information has been provided as the development is conversion of existing buildings.
Policy P 5 - Sewerage & Drainage Infrastructure.	No information is provided.
Policy P8 - Green & Blue Infrastructure and Biodiversity Net Gain.	Not applicable as conversion of existing buildings that does not require removal of trees. Proposal included additional native species hedgerow as part of landscaping.
Policy P9 - Local Green Spaces.	Not applicable
Policy P10 - Managing the Environmental Impact of Development.	No information is provided, other than additional tree on site and native species hedgerow as part of internal boundary treatment. No trees or woodland removed or damaged.
Policy P11 - Protection of Locally Significant Views.	Views unaffected
Policy 12 - Dark Skies	Details of external lighting have not been provided.
Policy P13 - Improving Walking, Cycling & Equestrian Opportunities	Existing PROW will not be affected as it is along access land and will remain so. PROW officer at KCC has raised no objection.
Policy P14 - Publicly Accessible Parking (And Parking Provision generally)	Number of parking spaces remains the same with the addition of garage spaces.
Policy P15 - Improving Opportunities for Community and Cultural Facilities, Sport & recreation.	Not applicable, as is a small development
Is any proposal, where relevant, consistent with Green Belt policy and contribute to the AONB and its setting?.	Does not affect the setting of the AONB
Does the proposal have significant harmful impact on amenities of surrounding residents and the local environment?	Does not appear to do so as conversion will lead to residential rather than agricultural building use.
Does the proposal have a significant adverse impact upon the local road network?	No.
Does the proposal have harmful impacts on the heritage aspects and setting of the facility?	The setting of the heritage assets on the wider site does not appear to have been compromised by the conversion of these agricultural buildings that are in appearance quite 'industrial' into residential buildings.

23/02303/FULL – the Ranch UK, Redwings Lane

Planning Appeal Reference APP/M2270/C/24/3339251

23/02302/FULL – the Ranch UK, Redwings Lane

Planning Appeal Reference APP/M2270/C/24/3339249

Pembury Parish Council **STRONGLY OBJECTS** to the above-referenced applications for the following reasons:

1. The application to grant retrospective consent for a traveller site (temporary or permanent) in the Green Belt is considered inappropriate development and should not be approved. The proposed site is located in an unsustainable location outside the Limits to Built Development settlement boundaries of Pembury which is contrary to the Pembury Neighbourhood Plan (PNP) policy P1A and B. It would fail to conserve and enhance the rural landscape character of the High Weald Area of Outstanding Natural Beauty as well as causing harm to the openness of the Green Belt. The applicant has not identified any needs that are unlikely to clearly outweigh harm to the Green Belt and any other harm so as to establish very special circumstances to grant approval.
2. The Council is able to demonstrate an up-to-date five-year supply of deliverable Gypsy and Traveller pitches within the Borough as at 1st April 2023 whilst additional capacity within existing sites has also been identified in the Emerging Local Plan. This is also contrary to PNP Policy P2A. A rural exception site policy is therefore not considered appropriate for this site.
3. The proposal is sited within Source Protection Zone 1 and 2 (Aquifer) which is sensitive to the risk of contamination. There is insufficient information to demonstrate that the risk of contamination of ground water from the waste and contaminated run-off arising from this development can be adequately managed. There are also insufficient details regarding waste disposal as the site is not served by a mains sewer.
4. The proposal is NOT accompanied by an integral landscaping scheme outlining boundary treatments, detailing access and parking facilities and confirming whether external lighting is needed. The site is a Dark Sky Zone, and the application needs to demonstrate that, if external lighting is needed, the night sky will be protected from light pollution in line with PNP Policy P12.
5. It is understood that the agricultural land in this application is classified Grade 2. Government guidance seeks to protect the "best and most versatile" agricultural land from significant, inappropriate or unsustainable development proposals and to promote the sustainable management of soils. The building of isolated permanent structures and associated hardstanding will make this difficult.
6. The locally significant views should be protected in line with PNP, Policy 11. The View 9 panoramic view is impacted by this development. The view takes in Kent

Collage, the Reservoir, Ancient Woodland, the Parish Church of St Peter's and across to the North Downs.

7. The proposal site is also located in a 'Designated Aquifer Protection Zone' in close proximity to Pembury Reservoir which is located to the NW of the development.
8. PPC support the concerns of the Environmental Agency regarding groundwater vulnerability in their Technical Note prepared for TWBC dated 25th October 2023 "The recent group of Planning Applications at land Off Redwings Lane, including land uses and activities, pose a risk to the groundwater environment. The risks include polluting run off from stables and the siting of mobile homes with their associated foul drainage and fuel storage requirements. The applications are located in SPZ1 associated with the springs, and above the spring collection system and other South East Water infrastructure, and as such are within the most groundwater vulnerable area. The number of applications across the wider site, which appear at times to have overlapping red line boundaries, has been significant. These applications have not provided sufficient information to assure us that proposed activities will be sufficiently protective of the groundwater environment. The applicants have demonstrated a lack of environmental awareness, in particular groundwater vulnerability, at this site and in the wider Pembury area".
9. PPC also supports the concerns of South East Water about the pollution risk to the water supply. They strongly objected to application 23/02303 confirming "... These applications are on land within Source Protection Zone (SPZ) 1 and 2 of our spring system that supplies our Pembury reservoir. SPZs are designated by the Environment Agency to provide additional protection to safeguard drinking water supplies through constraining the proximity of an activity that may impact upon drinking water abstractions... The springs that flow into Pembury reservoir are fed by the Tunbridge Wells Sands Formation which are unconfined, therefore any manure storage will have to be completely contained, there is also a risk of veterinary medicines, sewerage from the dwelling proposed, fuel oil storage and potentially any other chemical applied for weed control around the buildings and perimeter of the proposed developments at this location, which would pollute the underground water source, as well as direct surface run off into the reservoir, which caters for a population of approximately fifty thousand in the Tunbridge Wells and Pembury areas".

Pembury Parish Council

Our Ref:	Payee	Description	Total £
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ACCOUNTS FOR PAYMENT - PAID

03/185	Clear Councils	Insurance premium 2024-25	5,471.87
03/186	SKF Contractors	Old Church tarmac path	6,758.40
			12,230.27

ACCOUNTS FOR PAYMENT BY BACS - APRIL 2024

04/001	HMRC	Tax/NI	2,702.13
04/002	Kent Pension Fund	Pensions	2,822.94
04/003	BG Works	PVN spring edition printing	1,768.80
04/004	Alison Eardley	Professional planning advice	306.00
04/005	Kidmans	Grounds maintenance equipment servicing & supplies	1,651.01
04/006	B&Q	Bark for floral display	28.50
04/007	Bright Sparks	Remedial work to electrics at office & depot	207.12
04/008	Tivoli	Dog bin empties March 2024	151.20
04/009	Wise Stonecraft	Grave digging	1,200.00
04/010	Les Steward	Return allotment deposit	50.00
04/011	Downsview	Memorial repairs	1,140.00
04/012	New Dreams	Office cleaning - Jan, Feb and Mar	180.00
04/013	KCC	Hanging Baskets - licence	37.00
04/014	Southern Care Maintenance	Fire extinguisher maintenance	694.32
			12,939.02

DEBIT CARD - MARCH 2024

DC 03/86	Post Office	Postage	24.00
DC 03/87	Boon Trading (My Projector Lamps)	New lamp for projector	107.08
			131.08

DIRECT DEBITS - MARCH 2024

DD 03/161	Wex	Fuel Charges	21.60
DD 03/162	SSE	Unmetered Supply electricity	174.82
DD 03/163	SSE	Office electricity	404.34
DD 03/164	BT	Telephone & Broadband	77.57
DD 03/165	Wex	Fuel Charges	93.80
DD 03/166	Castle Water	Water - Woodside	12.19
DD 03/167	Castle Water	Water - Lower Green Cemetery	6.72
DD 03/168	Castle Water	Water - Pembury Burial Grounds	7.88
DD 03/169	Sage	Payroll support	15.60
DD 03/170	Castle Water	Water - allotments	2.47
DD 03/171	Castle Water	Water - Lower Green Rec	1,676.31
DD 03/172	Veolia	Waste charges	88.08
DD 03/173	O2	Mobile phone charges	102.10
			2,683.48

CONFIDENTIAL SALARIES -MARCH 2024

CS 03/12			8,125.43
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TOTAL EXTERNAL PAYMENTS**36,109.28****Internal Payments - April 2024**

Chq 5074	Pembury Parish Council	Funds for Unity Bank Account	£ 17,000.00
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TOTAL INTERNAL PAYMENTS**£ 17,000.00**
