

**MINUTES OF A MEETING OF BRENCHLEY PARISH COUNCIL ON TUESDAY 3<sup>rd</sup> APRIL 2018 IN  
MATFIELD PAVILION AT 7.30pm**

Present:

Councillors C. Woodley (Chairman) presided, R. Wickham (Vice Chairman), K. Sparkhall, D. Batty, Mrs. G. Warner, Mrs. L. Butler, Mrs. N. Marriott, Ms C. Brooks (Clerk)

**1. To accept apologies for absence**

The Council accepted apologies from Cllr. de Guingand who is away on holiday.

**2. To approve Minutes of the previous meeting**

Minutes of the Meeting of 5<sup>th</sup> March 2018 were approved and duly signed by the Chairman.

**3. To record declarations of interest in any item on the Agenda**

Members are reminded that if any have a *prejudicial* interest in an agenda item, this should be declared at the start of the meeting.

*Personal* interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.

None.

**4. To adjourn to allow public participation**

At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Members of the public are not permitted to participate in the meeting after this agenda item without prior invitation from the Chairman.

No members of the public were present.

**5. Chairman's Announcements**

Cllr. Woodley noted the recent litter pick led by Sarah Thorpe, and the Council expressed thanks to her and the other volunteers for organising the event. Thanks were also expressed to TWBC for having disposed of the litter.

**6. Matfield Green Byelaws**

The Clerk had circulated draft new byelaws for Matfield Green (including the Drying Ground) emanating from the Model Set 2 provided by DCLG. Cllr. Mrs. Marriott clarified that the byelaws are put in place to protect The Green and its surroundings from damage, and to protect other users and residents from nuisance, annoyance or danger. Councillors made some comments regarding amendments and these would be incorporated, and a revised draft brought back to the Council. The Byelaws should cover all areas of land owned by the Parish Council unless a particular area is used for a specific purpose, such as the play area at the Recreation Ground.

Cllr. Batty expressed concern regarding the enforcement of byelaws and he will provide a suggested form of words. It was suggested that a log should be kept, to record any infringements of the byelaws, and that they should be reviewed every 3 years.

A section on dogs will be added as this is not covered by the DCLG template but by DEFRA.

**7. Licence for use of Matfield Green**

Cllr. Mrs. Marriott had drafted a licence for Mr Watson to be permitted to park on Matfield Green on an occasional basis. which was discussed together with a plan showing the affected area.

**RESOLVED for the Clerk to offer Mr Watson the licence to park on Matfield Green on an occasional basis.**

## **8. Planning and Development**

### **8.1 NPPF**

Cllr Marriott advised that this is an entirely revised document rather than a supplement, it was published in November and there is provision in it that any Local Plan will have to take account of this revised NPPF. Cllr. Woodley will incorporate Cllr. Marriott's previously circulated notes in a response to the consultation on the NPPF which is due by 10<sup>th</sup> May.

### **8.2 Neighbourhood Development Plan**

Cllr Sparkhall provided an update following the Design Forum and final presentation held in March. The presentation is available on the NDP website. The report from the Design Forum will be provided by Fera in draft by 20<sup>th</sup> April with the final version issued by 27<sup>th</sup> April. The NDP SG will provide a report with recommendations to the Full Council meeting on 8<sup>th</sup> May.

### **8.3 To consider the following Planning applications**

<p>18/00531 The Knowle, Knowle Road Brenchley Tonbridge Kent</p>	<p>Erection of a two-storey rear extension, dormers to front, renovation of external walls, conversion of Oast including renovation of new cowls, new roof, 2no. rooflights, &amp; division of building to create new dwelling (Part retrospective)</p> <p>RESOLVED to recommend REFUSAL: The conversion into two large dwelling houses does not respect the integrity of this Oast house. There are also concerns about the demolition of part of this rural building without prior permission and note made that application 17/03913 LAWPRO was refused in January 2018.</p>
<p>18/00569 Bombazine Cottage Brenchley Road Matfield Tonbridge Kent</p>	<p>Erection of a single-storey side extension (Part retrospective)</p> <p>RESOLVED to recommend APPROVAL</p>
<p>18/00623 Moatlands Manor, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND</p>	<p>Conversion of existing stable block to form 3no. dwellings (Part-Retrospective)</p> <p>RESOLVED to recommend APPROVAL: Approval is recommended provided that the Borough is content with the lifting of the conditions applicable as a site of Potential Archaeological Importance, and that the development represents an acceptable re-use of an existing rural building.</p>
<p>18/00457 Seaton, Sophurst Lane, Matfield, Tonbridge, Kent, TN12 7LJ</p>	<p>Single-storey side/front extension and single storey rear extension. Creation of patio area to rear, with associated levelling works, and installation of paved area around the side/front extension</p> <p>RESOLVED to recommend APPROVAL</p>

18/00743 Chelsfield, Coppers Lane, Matfield, Tonbridge, TN12 7JE	Demolition of existing garage and store and erection of part two-storey and part single-storey side and rear extension (Minor layout and elevational changes to Planning Consent 15/509920/FULL)  RESOLVED to recommend APPROVAL
18/00580 and 18/00581 Little Crittenden, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EN	Demolition of a side extension and erection of a replacement single-storey side extension; erection of a two-storey rear extension; dormer window to the rear & 2No. roof lights to the East elevation & internal alterations  RESOLVED to recommend APPROVAL: Subject to Conservation Officer's comments and in particular in relation to the large doors on the west elevation.

## 9. To receive items for information

### 9.1 Decisions by TWBC

17/04192 Agricultural Barn, Tong Road, Brenchley, Tonbridge, Kent,	Conversion of a redundant barn to a residential dwelling PC Recommendation: Approve TWBC Decision: Granted
18/00120 Moatlands Oast, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Demolition of existing house and garage and erection of 2 No. 4-bedroom dwellings and detached garages PC Recommendation: Refuse TWBC Decision: Refused
18/00142 Poulhurst, Furnace Lane, Brenchley, Tonbridge, Kent, TN12 7BX	Construction of single-storey flat-roof infill extension within enclosed courtyard at rear PC Recommendation: Approve TWBC Decision: Granted
18/00119 Moatlands Oast, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Demolition of existing house and garage; Erection of a new six-bedroom dwelling and detached garage PC Recommendation: Refuse TWBC Decision: Refused
18/00141 Moatlands Manor, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Change of use from horse-paddock to a 25 x 45 metre outdoor riding arena for private use WITHDRAWN
17/03900 Burford Place, High Street, Brenchley, Tonbridge, Kent, TN12 7NQ	Part-demolition of boundary wall and provide insets on each side of existing driveway to both improve sight lines for vehicular egress and safety for users of public footpath PC Recommendation: Refuse TWBC Decision: Granted
17/03888 OS Plot 6244, Spout Lane, Brenchley, Tonbridge, Kent,	Erection of new country house and associated gate lodge for separate staff accommodation, landscape and ecological improvements and a new vehicular access PC Recommendation: Refuse TWBC Decision: Refused

18/00200 Heath Cottage, Brenchley Road, Brenchley, Tonbridge, Kent, TN12 7PB	Part two-storey rear extension with Juliette balcony to the side, and side roof-lights, first- floor rear/side-extension PC Recommendation: Neutral TWBC Decision: Granted
18/00011 and 18/00012 Pimms Cottage, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EQ	Single-storey rear extension and associated works with conversion of existing outbuilding to form annex PC Recommendation: Approve TWBC Decision: Granted

The Clerk advised that she had been in correspondence with TWBC concerning the enforcement of the EN21 Conservation Area in Brenchley, their response would be circulated.

The Clerk had also taken up concerns with Karen Fossett (Head of Planning) regarding the suggestion that the Parish Council would need to put in an FOI request in order to see correspondence relating to a planning application. No response had been received and it was agreed that the Clerk would give a deadline for such a response and forward the matter to William Benson (Chief Executive), should this not be forthcoming.

## 10. Clerk's Report

### 10.1 Minor Works

The Clerk provided a list of works carried out recently, this would be circulated as usual via BandMNews and on the website so that residents are aware.

### 10.2 GDPR

The Clerk had circulated a note showing the steps that have already been completed towards the PC becoming compliant with the GDPR, which must be completed by 25<sup>th</sup> May 2018.

The Clerk had obtained three quotes from bodies, all of whom were suggested by KALC, to act as the Data Protection Officer for the PC, and reiterated that the timeframe is fairly tight. She will be attending further training at TWBC on 12<sup>th</sup> April.

Quote details:

Satswana: £150 for the DPO Service; no quote provided for an initial review and template documents.

Microshade VSM: £325 in year one for DPO services and initial review (remote), £175 pa thereafter.

LCPAS: DPO service with an initial review visit would be £450.00. The following year the service could go down to the DPO only without a visit; £150 because we would already be compliant.

The Clerk advised that she had reviewed the detail of the offers and obtained guidance from the Data Controller at TWBC who advises that the service from LCPAS is fit for purpose; further clarification on some parts of the service had been provided and circulated. The Clerk felt that this quote provides the best value-for-money and recommended that they be engaged as the DPO.

**RESOLVED to appoint LCPAS (Local Council Public Advisory Service) as the Data Protection Officer for Brenchley Parish Council, and engage them for an initial review visit.**

### 10.3 Accounts Payable

#### Accounts already paid by exception in March 2018

1284	Feria Urbanism	NDP Consultancy	£8536.88
1285	Tina Middleton	NDP Name badges	£13.47

#### Accounts payable for March 2018

<del>1286</del>	<del>CLA</del>	<del>Membership 2018-19</del>	<del>£237.00</del>
1287	Samaritans	Agreed donation 2018-19	£250.00
1288	EJP Fire Protection	Extinguisher service	£65.40
1289	Earth Anchors	Matfield Noticeboard	£751.20
1290	Matfield Village Hall	NDP Design Forum	£415.00
1291	WKPS	Membership 2018-19	£25.00
1292	C Brooks	Part Salary Mar 2018	£640.19
1293	HMRC	Tax and NI Mar 2018	£558.94
1294	TWBC	Amenity Vehicle 2017-18	£996.74
DD	SmartPension	Pension Mar 2018	£125.10
DD	Grenke	Photocopier Lease Apr-Jun 18	£122.40
SO	C Brooks	Part salary Mar 2018	£1000.00

It was agreed that the membership of the CLA would not be continued and that this payment would not be authorised.

Payment of these accounts was approved; they would be authorised by Cllr. Mrs. Warner and Cllr. Grant.

### 11. Meetings attended, and reports by Councillors

Cllr. Wickham advised that he had had two meetings with residents regarding traffic and speeding issues and an approach is being made with KCC Highways for them to consider some improvements.

Cllr. Grant advised that the Trustees of Brenchley Memorial Hall would be writing to the PC to request their assistance in obtaining a resolution to the problem of the recycling bins on their land. The Trustees had received no response from TWBC to their numerous requests for the bins to be moved.

#### **RESOLVED that on receipt of a letter from the Trustees of BMH the Clerk would write to the Chief Executive of TWBC regarding recycling bins**

Cllr. Mrs. Marriott advised that she had attended the TWBC Parish Chairs' meeting on behalf of Cllr. Woodley, where various issues had been discussed. A report had been previously circulated.

On completion of this Agenda item Cllr. Mrs. Marriott stepped down as a member of Brenchley Parish Council after 12 years of service. Cllr. Woodley expressed the enormous gratitude of both himself and all the current Councillors for the great dedication that Mrs. Marriott had shown, particular regarding Policy and Planning issues. It was agreed by all that the knowledge and experience that Mrs. Marriott had given to the Council would be greatly missed.

### 12. To be advised or urgent Business as may be previously notified

None.

### 13. Date of next meeting

**Provisional Planning Meeting Monday 16<sup>th</sup> April 7.30pm on 2018  
Annual Meeting and Full Council Meeting 7.30pm on Tuesday 8<sup>th</sup> May 2018 at Matfield Pavilion**