

**MINUTES OF THE ANNUAL MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON
TUESDAY 7th MAY 2019 AT MATFIELD PAVILION AT 7.30pm**

Present:

Councillors C. Woodley (Chairman) presided, R. Wickham (Vice Chairman), J. Grant, A. de Guingand, Mrs. G. Warner, K. Sparkhall, Ms. C. Brooks (Clerk).

In Attendance

Alan McDermott Borough Councillor. Sarah Hamilton County Councillor 2 members of the public

1. Election of Chairman and Vice Chairman

The Chairman stood down and the Chair was taken temporarily by Cllr. de Guingand. Cllr. Wickham nominated Cllr. Woodley for Chairman, this was seconded by Cllr. Grant; Cllr. Woodley was duly re-elected as Chairman. Cllr. de Guingand stood down and Cllr. Woodley resumed the Chair.

Cllr. Grant nominated Cllr. Wickham as Vice-Chairman, seconded by Cllr. de Guingand. Cllr. Wickham was re-elected to the post.

2. Acceptance of Office

Cllrs. C. Woodley and R. Wickham duly signed a Declaration of Acceptance of Office, which were witnessed by the Clerk.

3. To accept apologies for absence

The Council accepted apologies from Cllr. Mrs. Butler and Cllr. Batty.

4. To approve Minutes of the last meeting

Minutes of the extraordinary meeting of 11th April were agreed and duly signed by the Chairman.

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

Cllr. De Guingand declared an interest in item 10 on the Agenda.

6. To adjourn to allow public participation

Emma Keep requested an update on progress taken by the Council regarding the unregistered land outside Cherrytrees and the Wheelwright Arms.

Cllr. Stevenson outlined that he would be discussing the relevant paperwork regarding establishing rights to the area outside Cherrytrees, with a solicitor, prior to the next Council meeting and that there were ongoing queries being raised with KCC concerning its highways rights over the land in front of the Wheelwright Arms.

7. Chairman's Announcements

None

8. Allocation of responsibilities and Committee membership

The following roles were agreed:

Finance Committee

C. Woodley (Chair)
R. Wickham
A. De Guingand
D. Batty
C. Brooks (Clerk)

Planning Committee

Mrs. G. Warner (Chair)
J. Grant (standby Chair)
D. Batty (standby Chair)
Two others in rotation

Policy and Management Group

C. Woodley (Chair)
R. Wickham
Mrs. L. Butler
K. Sparkhall
A. de Guingand
G. Stevenson
C. Brooks (Clerk)

Neighbourhood Development Plan Steering Group

C. Woodley (Chair)
K. Sparkhall
Mrs. L. Butler

VE-DAY 75th Anniversary Celebrations

C. Woodley
J. Grant

Health and Safety Officer

Mrs. L. Butler

Brenchley Memorial Hall

J. Grant

Matfield Village Hall

Mrs. N. Marriott (non-Cllr. representative by resolution of the PC)

Teise Catchment Improvement Group

A. de Guingand

Public Rights of Way and Countryside

J. Grant

Tree Warden

R. Wickham

Scout Hut

K. Sparkhall

Traffic and Road Safety Initiative

R. Wickham
G. Stevenson
J. Grant

Police

Mrs. G. Warner

Webmaster

I. McEwan (non-councillor by resolution of the Parish Council)

9. Reports and recommendations from Committees and other groups

9.1 Finance Committee

Draft Minutes of the meeting of 24th April were circulated.

RECOMMENDATION: that the Financial Regulations be re-adopted without amendment.

RESOLVED to adopt the Financial Regulations without amendment.

9.2 Policy and Management Committee

Draft Minutes of the meeting of 26th February were circulated.

RECOMMENDATION: that the following Draft New Policies are adopted:

1. Complaints Procedure

RESOLVED to adopt the Complaints Procedure as drafted

2. Grants Policy

RESOLVED to adopt the Grants Policy as drafted

3. Data Protection and Document Retention Policy

RESOLVED to adopt the Data Protection and Document Retention Policy as drafted

4. Section 106 Funding Policy

It was agreed that the NDP Steering Group would be tasked with considering applications via this policy until the date of the policy review in May 2020.

RESOLVED to adopt the Section 106 Funding Policy as drafted

5. Health and Safety Policy

RESOLVED to adopt the Health and Safety Policy as drafted.

NOTE: Safety Officer named as Cllr. Mrs. Butler

Draft Revised Policies – to agree revision for adoption

1. Standing Orders

RESOLVED to adopt the Standing Orders as amended

Current Policies - to agree re-adoption

1. Code of Conduct

RESOLVED to re-adopt the Code of Conduct

2. Procedure for Co-Option

RESOLVED to re-adopt the Procedure for Co-Option

9.3 PWCAC

A report on use of the Council's grant from Suzi Rich, PWCAC Manager, was received and noted. The Council agreed that there was evidence that residents of the Parish did benefit from the service and that therefore the Council's grant was justified. It was agreed that Cllr. Woodley would circulate the other North East Quadrant parishes to encourage them to support this service.

9.4 Brenchley Archive

A report on the use of the Council's donation was received and noted. Cllr. Sparkhall commented that this was the final year of the 3-year support for the Archive, and that without the Council's support it would be difficult for the archive to continue to grow. Cllr. Woodley advised that a further commitment for the Council to support the archive long term would be considered by the Finance Committee when setting the budget for 2020-21.

10. Unregistered Land

Cllr. de Guingand left the room.

Cllr. Woodley outlined that he and the Clerk had met with Robert Marshall, one of the owners of the Wheelrights Arms, who was in contact with KCC Highways to clarify ownership of the car park, given that it is not within his title.

It was suggested that the Clerk obtain the Publicly Maintainable Highway boundary map, which will include a plan at a scale of 1:1250 showing the extent of the land maintained at public expense by the highway authority, from KCC @ £90, to include Cherrytrees, Wheelwright Arms, the area at Five Wents and the triangle at the junction of Petteridge Lane and Tibbs Court Road.

RESOLVED for the Clerk to apply for the Highways Boundary Map from Kent County Council

11. Cinderhill – to consider new lease

Heads of Terms for a new Lease of Cinderhill, which does not include the area previously deemed contaminated land, were discussed. It was agreed that Cllr, Stevenson would request that the rent increase be limited to £50.

RESOVLED for Cllr. Stevenson to continue to negotiate the new lease on those terms.

12. Planning and Development

12.1 Neighbourhood Development Plan

A report from the Steering Group was discussed. It was noted that work is in progress to compile the first draft of the NDP.

12.2 Responding to Planning applications

Cllr. Woodley had provided a discussion document outlining possible changes to the procedure for the Council to respond to Planning Applications. There was no consensus on the proposals, so it agreed that the current arrangements would continue to operate, with the addition that Cllr. Grant or Cllr. Batty would deputise for Cllr. Mrs. Warner as Planning Committee Lead, when necessary.

12.3 Selection of Planning Consultant

Quotes from Lindsay Frost and ASP Planning were discussed, and the Council accepted the terms outlined by Lindsay Frost to act as the Council’s external planning consultant. It was agreed that the outline planning application from Fernham Homes for the “Island Site” would be passed to him immediately for his comment.

The Clerk was asked to thank ASP Planning for their interest.

RESOLVED to engage Lindsay Frost as the Parish Council’s Planning Consultant.

12.4 To consider the following Planning Applications

<p>19/00506 Lymons Bank Barn, Gedges Hill, Matfield, Tonbridge, Kent, TN12 7EA</p>	<p>Two-storey front extension with Juliet balcony on south-east elevation</p> <p>PC RECOMMENDATION REFUSE</p> <p>We recommend REFUSE as this barn only received change of use from agricultural to dwelling in 2015 with condition that the external dimensions of the new development cannot extend beyond the external dimensions of the existing agricultural building. Outside LBD and standing well above the road, the PC is concerned about light pollution from proposed new windows in the extension. Please note previous comments made by Margaret Parker of Kent Highways on application 15/503219 are still appropriate.</p>
<p>18/03827 Millbrook House, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LT</p>	<p>Erection of a summer house and associated ground works</p> <p>PC RECOMMENDATION APPROVE</p>

12.5 Comments submitted

The following comments were recommended by the Planning Committee and were submitted on 17 April:

<p>19/00371 Chownings, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7JG</p>	<p>Proposed first-floor front extension; extension of existing side roof extension on south-western roof slope, and addition of 1no. side roof extension on north-eastern roof slope</p> <p>PC Recommendation: APPROVE We recommend APPROVE but noting the conditions on application 16/00523 and would point out that there was no application recorded in 2001 when the largest extension was carried out.</p>
<p>18/03937 Matfield Grove, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7LF</p>	<p>Change of use from residential to care home</p> <p>PC Recommendation: REFUSAL This application presently consists of only 3 documents and there is no design and access statement of how this new business will run i.e. parking for staff, adapting the house to become a new care home, fire exits etc. We recommend REFUSE for lack of information at this time.</p>
<p>19/00377 Kippings Cross Farm House, Hastings Road, Matfield, Tonbridge, Kent, TN12 7HB</p>	<p>Change of use from residential to 7-bed house of multiple occupancy</p> <p>PC Recommendation: APPROVAL Conservation Officer, Debbie Maltby, implies her approval for the extra bedroom does not cover any potential associated alterations that might take place to the building. She requests that the applicant confirms that no alterations are planned with this change of use.</p> <p>We therefore recommend APPROVAL as long as approval comes from The Conservation Officer.</p>

12.6 Decisions by TWBC

<p>18/03602 Castle Hill Farm, Pearsons Green Road, Brenchley, Tonbridge, TN12 7DB</p>	<p>Change of use and conversion of former oast (including single-storey extension and roof extension to roundel oasts with addition of cowls), hopper huts (including single-storey link extension) and cookhouse, milking parlour (including single-storey link extension) into three dwellings with associated landscaping; upgrading of an existing farm access and track; and two-storey extension to farmhouse.</p> <p>PC Recommendation Approve TWBC Decision: Approved</p>
<p>18/03977 Tibbs Court Farm, Tibbs Court Lane, Brenchley, Tonbridge, Kent, TN12 7AW</p>	<p>Conversion of two existing buildings to office use and redevelopment of remainder of site to provide 9 dwellings (revised scheme).</p> <p>PC Recommendation Approve TWBC Decision: Refused</p>
<p>19/00358 Oak Lodge, Cryals Road, Matfield, Tonbridge, Kent, TN12 7LN</p>	<p>Erection of two single-storey extensions</p> <p>PC Recommendation Refuse TWBC Decision: Refused</p>

19/00260 Gedges Farm, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EJ	Erection of single-storey extension and new rear porch; conversion of existing garage to a garden store; new greenhouse/garden wall; raise existing garden wall and replacement of two gates PC Recommendation: None submitted TWBC Decision: Granted
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13. Clerk's Report

13.1 Minor Works

An update was circulated. With the application by Fernham Homes having been submitted Cllr. Sparkhall and the Clerk would commence work on the project to improve the allotments as provided for in the budget.

13.2 Correspondence

Maria Cook - Craigdene

Following the Council's request for the Clerk to obtain further quotes for playground items, the consultant has withdrawn from the Project. This would now be re-started by the Clerk and Cllr. Mrs. Butler.

RESOLVED for the Clerk to reimburse reasonable travelling costs to Maria Cook.

13.3 Accounts payable

1467 C Brooks	Part Salary April 2019	£756.97
1468 HMRC	Tax and NI April 2019	£641.68
1469 Streetlights	Replacement lantern with LED	£390.00
1470 EJP	Fire extinguisher service	£66.00
1471 Capital	Hygiene bin contract May 19-April 20	£126.92
1472 Knockout	APM Posters	£77.99
1473 Andrew Wilson	25% remainder of Website fee	£500.00
1474 EDF	Pavilion electricity Jan 19-Apr 19	£366.42
1475 Eon	Streetlight electricity Jan 19-Mar 19	£148.90
1477 Fence Guru	Posts on Matfield Green	£60.00
1478 David Izzard	Mowing Jack Verrall Gardens	£50.00

Multipay Card payments made

CC1476 BT	Phone and BB Feb 19-Apr 19	£356.40
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Standing orders and Direct Debits

SO C Brooks	Part Salary April 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension April 2019	£188.47

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

14. Meetings attended, and reports by Councillors

Meeting with Rt. Hon. Greg Clark MP on 5th April 2019

Notes from the meeting had been circulated.

RESOLVED for the Clerk to write to Greg Clark MP requesting that he contact Highways England again to press for the hash box on the roundabout at Kippings Cross, and a sign, to be completed as soon as possible.

RESOLVED for the Clerk to write to Greg Clark MP requesting that he contact Mike Whiting, KCC Cabinet Member for Planning, Highways, Transport and Waste, to request the urgent consideration of double yellow lines on the junction at Standing Cross.

Cllr. Mrs. Warner and Cllr. Woodley had attended a meeting with the Tenax Trust on 1st May. Notes from this meeting were being reviewed by the Tenax Trust and would be circulated to the Council when agreed by them.

Cllr. Wickham advised that t meeting of the Road Safety Initiative had been held on 30th April where a number of major issues had been discussed. Cllr Grant reiterated that data collection was imperative and that the RSI were continuing to compile a Highways Improvement Plan.

15. To be advised of urgent Business as may be previously notified

None

16. Date of next meeting

Provisional Planning Meeting Monday 20th May2019, 7.30pm Matfield Pavilion

Annual Parish Meeting Wednesday 29th May 2019, Brenchley Memorial Hall

Full Council Meeting Monday 3rd June 2019, 7.30pm Matfield Pavilion