

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD AT 7.30PM ON
MONDAY 1st MARCH 2021, VIA ZOOM**

Present: Councillors L. Butler (Chair) presided, A. de Guingand (Vice Chair), G. Stevenson, K. Sparkhall, G. Warner, C. Brooks (Clerk), P. Horn (RFO)

In attendance: Cllr S. Hamilton (KCC), Cllr A. McDermott (TWBC), A. Wells (Non-Voting Member), E. Izzard (Non-Voting Member), J. Buttery (Non-Voting Member), R. Harrild (Non-Voting Member), Stephen Baughen (TWBC Head of Planning), Suzi Rich (PWCAC)

8 members of the public

1. Election of a Chairman of the Parish Council and Declaration of Acceptance of Office

Following the resignation of Cllr Stevenson as Chair, the Clerk asked Cllr Sparkhall to preside and he requested nominations for Chair.

Cllr de Guingand nominated Cllr Butler and was seconded by Cllr Warner. There were no further nominations and Cllr Butler was therefore elected as Chair of the Parish Council. Cllr Sparkhall invited Cllr Butler to take the Chair. A Declaration of Acceptance of Office shall be signed at the next opportunity.

2. Election of a Vice Chairman of the Parish Council and Declaration of Acceptance of Office

Cllr Butler requested nominations for Vice-Chair.

Cllr Stevenson nominated Cllr de Guingand and was seconded by Cllr Sparkhall. There were no further nominations and Cllr de Guingand was therefore elected. A Declaration of Acceptance of Office shall be signed at the next opportunity

3. To accept apologies for absence.

None.

4. To approve the Minutes of the last meeting

The minutes of the meeting of 1st February were approved and would be duly signed by the Chair at the next opportunity.

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

None.

6. To adjourn to allow public participation

Darran Solley provided information regarding the planning application at Kingsmead.

Catherine Farley outlined concerns regarding the exemption of material related to Cooksfield.

Richard Beale provided information regarding the outstanding funding required for the repair of the clock at All Saints Church.

Elizabeth Akenhead asked the Council to ensure that concerns about the likely effects on the parish roads of the extra traffic from developments at Paddock Wood were raised with TWBC.

7. Draft Local Plan – presentation by Steve Baughen, TWBC Head of Planning

A number of questions were posed to Mr Baughen broadly regarding the Draft Local Plan, Affordable Housing, the housing mix in the Borough Council's consideration of development sites, infrastructure around new developments particularly around Paddock Wood, mitigation of traffic pressures as a planning consideration and energy efficiency.

8. Paddock Wood Community Advice Centre – Suzi Rich presentation

Suzi Rich outlined how PWCAC have responded to Covid restrictions and that the service will be available for face to face advice from 12th April. She confirmed that PWCAC saw 533 individual clients in the year and had 17 new clients from this parish. Suzi advised that there are now new premises with three meeting rooms and further room to expand and that PWCAC is looking for new volunteers. The Council expressed their support for the good work that the service provides.

9. Borough and County Councillors – to receive information

Cllr McDermott (TWBC) advised that the draft Local Plan was approved recently and will now progress to the next stage. He confirmed that TWBC's budget was also passed and there will not be any cuts to services in the next financial year.

Sarah Hamilton (KCC)

The Clerk raised concerns on behalf of a resident at the impact of diversion routes around Kippings Cross and other areas of the parish.

10. Policy for Pre-Application Meetings with Developers – to consider draft for adoption

The draft policy was discussed.

RESOLVED to adopt the Policy for Pre-Application Meetings with Developers

11. PC Elections

1. Confirmation of leaflet and distribution

The Clerk confirmed that the promotional leaflet is being printed and posted this week. It will also be on the website and Facebook page and noticeboards. A1/A3 posters will be put up on the poster boards, the colours would be finalised by Cllr Butler.

2. Confirmation of the response/information pack to prospective candidates

The Clerk had provided a draft email and three documents concerning the role of a Parish Council and Parish Councillor and the current activities of BMPC which will form the response sent to any interested applicants.

3. Confirmation of Informal Q&A session

Details of the event, to be held on 22nd March, would be agreed by the Clerk, Chair and other attendees.

12. Traffic

1. Highways Improvement Plan – to discuss revisions

Revisions were discussed, as drafted by the Road Safety Initiative group, with some additional locations for speed restrictions and other amendments.

RESOLVED that the Highways Improvement Plan, as amended, be adopted

2. Kent County Council Road Safety Strategy Consultation – to discuss Council response

It was agreed that Cllr Stevenson would submit a response to this consultation on behalf of the Parish Council.

13. Planning and Development

1. Neighbourhood Development Plan

Cllr Sparkhall advised that amendments are being made to the NDP, as identified following the "health check" and it is hoped that the revised NDP will be presented to the PC in May.

2. Paygate Cottage Listing Application

Rose Harrild outlined that Historic England had declined the request to list Paygate Cottage she had subsequently submitted an application to TWBC for local listing, no response had yet been received.

3. Affordable Housing

This item was deferred to a following meeting to allow for a response from the TWBC Housing Manager regarding how local residents can access the 18 Affordable Homes on the Fernham development.

4. Confirmation of response issued to Planning Application 20/03306/REM

The Council noted the response submitted, as finalised by the Planning Committee.

5. Planning Applications

<p>20/03852 Oast Meadow, Horsmonden Road, Brenchley, Tonbridge, Kent, TN12 7AT</p>	<p>Demolition of existing 2 storey detached dwelling, attached garage, attached barn, stables and outbuildings; construction of replacement 2 storey dwelling and garage RESOLVED TO RECOMMEND: REFUSE</p> <p>The PC recommends REFUSE to this application, but solely on what is considered an excessive increase in the floor-space of the new build compared to what's currently on site. The PC understands that the existing house comprises 146m2 and the existing outbuildings 102m2 (Total 248m2). The proposal is for new house, pool room and garage totalling 431m2. This is a 73% increase in floor-space.</p> <p>The PC is of the view the new proposed buildings appear aesthetically attractive and more sympathetic with the surroundings than the existing house, but do feel it's too significant an increase in floor-space of built structures for this rural location outside the LBD.</p>
<p>20/03675/LBC Pippins, Geddes Hill, Matfield, Tonbridge, Kent, TN12 7DU</p>	<p>Listed Building Consent: Restoration and conversion of historic garden buildings to create 1no. dwelling and subterranean extension to vine house RESOLVED TO RECOMMEND: APPROVE</p>
<p>20/03893 1 Hillcrest, Hastings Road, Matfield, Tonbridge, Kent,</p>	<p>Install 2.4m high closeboard fence behind existing conifer hedge RESOLVED TO RECOMMEND: APPROVE</p>
<p>21/00092 Matfield Gate , Sophurst Lane, Matfield, Tonbridge, TN12 7LH</p>	<p>Demolition of ground floor extensions, single storey rear and side extension, replacement of pebbledash with render; Demolition of existing garage & tree and erection of new garage; New home office; New tennis court RESOLVED TO RECOMMEND: APPROVE the PC questions the curtilage of the garden for the tennis court and the heavily wooded area towards the South East boundary.</p>
<p>20/03263 Kingswood, Pearsons Green Road, Brenchley</p>	<p>Demolition of existing outbuildings; Single storey extension RESOLVED TO RECOMMEND: APPROVE the PC questions the visibility splays for the access.</p>
<p>21/00101 Peelers Cottage , Brenchley Road, Brenchley</p>	<p>Proposed two storey extension RESOLVED TO RECOMMEND: NEUTRAL the "need for control" of the size of this property has been stipulated by past officers.</p>
<p>20/03833 Trevereux, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BT</p>	<p>Loft Conversion to include infill section of roof, new flat roof, raised ridge and new windows including rooflights. RESOLVED TO RECOMMEND: APPROVE</p>
<p>21/00119 4 Swingle Swangle Cottages, Brenchley Road, Matfield</p>	<p>Erection of single storey detached outbuilding in rear garden; single storey rear extension; realignment of existing staircase and internal alterations; changes to fenestration. RESOLVED TO RECOMMEND: APPROVE if the Conservation Officer, Debbie Maltby gives consent for this application.</p>

20/03546 The Forge , High Street, Brenchley	Erection of glass and steel self supporting canopy over the front entrance RESOLVED TO RECOMMEND: REFUSE the PC would like a more modest canopy which is in keeping with the Grade II* Listed Old Palace opposite and would like to receive comments from the Principal Conservation Officer.
20/03715 1 Crittenden Cottages Crittenden Road, Matfield	Variation of Condition of 1 (Occupancy) of SW/6/49/17 (KCC Application) RESOLVED TO RECOMMEND: APPROVE
21/00184 Lordships Stables, Marle Place Road, Brenchley, Tonbridge, Kent, TN12 7HS	Change of use of the land for the extension of an existing gypsy / traveller site for 2 additional static caravans for use by the same family; Associated and soft landscaping RESOLVED TO RECOMMEND: REFUSE 1. The site lies outside LBD and within AONB 2. Retrospective application 20/01504/FULL was granted in January '20 noting condition (3) "No more than one static caravan, as defined in the Caravan Sites and Control of Development Act 1960 and the Caravan Sites Act 1968 shall be stationed on the site at any time and shall only be stationed in the position shown on the approved plans. Reason – "In the interests of visual amenity and to prevent overdevelopment of the site". This current mobile home is positioned close to equestrian buildings but the proposed mobile homes are on a green field presently used for grazing horses. 3. The supporting documents dated 10th Dec '20 state the application is for "2 additional mobile homes and 2 touring caravans" being different to this application. 4. These homes surely cannot be classed as static caravans as per the application– they are 20m x 6.8m respectively and are more like lodges – there are no plans for the internal living and no details of accompanying paraphernalia. 5. On 14th September '20 the PC was advised by TWBC that there would be three new pitches at Cinderhill Wood. One has been accounted for, but there will be two vacant for use in the future. 6. If TWBC is minded to grant permission for these homes, maybe they could be sited within the farmyard, close to the buildings and not out in the open field.

14. Clerk's report

1. Summerford Lane

The Council discussed responses from all six residents of Summerford Lane regarding the cost of repairing potholes. It was agreed that the Council would amend their contribution to 50% of the lowest quote and that the 5 residents who had agreed to contribute would divide the remaining 50%. The Clerk would agree details with residents.

2. Correspondence

Brenchley Archive – the Council agreed to a suggestion from Brenchley Archive that the PC donation of £1,000 (the second of a three-year funding agreement) be delayed by one year.

Mr and Mrs Farley – the Council reiterated the reasons, discussed and resolved at the meeting of 4th January, for exempted the publication of information related to a survey of PC land at Cooksfield and agreed that Cllr Stevenson would respond to Mr and Mrs Farley.

Richard Beale – the Council further discussed the request for a contribution to the repair of the clock at All Saints Church and agreed that whilst no donation would be made at present, the matter could be reconsidered at a future meeting.

Paws and Claws- the Council discussed and agreed to the request that dog waste bags be attached to a post on Matfield Green on the condition that these were replenished and would be removed at the Council's discretion.

15. RFO's Report

1. Matfield Pavilion Licence fees

The RFO advised that Matfield Green Cricket Club intend to play on April 10th, which is within the Government guidelines for outdoor sport. It was agreed that they would therefore be invoiced for their annual use of Matfield Pavilion to which they would have Covid-compliant access.

The Guides had also advised that they plan to use the Pavilion, once per fortnight from 6.30-9pm on Fridays as soon as Covid restrictions permitted. It was agreed that they would be invoiced for the 2021-22 year also.

2. S.106 Funding Application – Castle Hill Cricket Club

The Council discussed an application from Castle Hill Cricket Club for the release of funding from the amount currently held by TWBC for Youth and Adult Recreation. The Council agreed to forward the application to TWBC for 50% of the amount (£1669) requested, as match funding. The Clerk will contact TWBC to ensure that the project meets the requirement and on receipt of a receipted invoice will pass the funds to CHCC.

3. Accounts payable in March for February 2021 Invoices

1848 HMRC	Tax and NI February 2021	£602.40
1849 Capel GroundCare	Mowing Matfield War Memorial 2021	£964.97
	Matfield Green mowing 1st Quarter 2021	
1850 KALC	S137 payments- Chairmanship training - J. Buttery	£120.00
	Green Agenda training A.Wells	
1851 KCC	Contribution to management of Cinderhill	£1500.00
1852 ACRK	2021/22 membership	£80.00
1864 Flag Consultancy	Repairs to flagpole at Jack Verrall Gardens	£510.00
Credit Card Payments made		
1853 Zoom	Annual Zoom licence to Feb 2022	£143.88
1854 Amazon	Silk flowers, table cloth, Pen and condolence book	£68.74
1863 Lloyds	Multipay card fees	£3.00
Standing Orders and Direct Debits		
1855 SO C Brooks	Salary February 2021	£1798.67
1856 P Horn	Salary February 2021	£499.62
1857 SO Capel Ground Care	Mowing Contract Jan 2019-Dec 2021	£796.00
1858 DD Smart Pension	Pension February 2021	£317.59
1859 DD EDF Energy	Pavilion Electricity	£77.00
1860 DD Castle Water	Pavilion Water	£4.00
1861 DD Castle Water	Pond Water	£4.00
1862 SO Microshade	Monthly data and application service	£124.30

The RFO having provided invoices for scrutiny these accounts were approved and would be authorised for payment by Cllr Sparkhall and Cllr Butler.

16. Meetings attended, and reports by Councillors

Cllr Stevenson had hosted the Road Safety Initiative group meeting (via Zoom) on 22nd February. Cllr Butler and Cllr Warner had attended a meeting organised by Rural Kent on the 'Kent Guide to Developing Homes in Rural Communities'.

17. **To be advised of urgent Business as may be previously notified**
18. **Date of next meeting**
Full Council Meeting, via Zoom, 7.30pm, Tuesday 6 April 2021
19. **Closed Session - to approve a motion to exclude the public from this agenda item as containing information of commercial sensitivity regarding a survey on land owned by the Parish Council.**

Cllr. Butler moved a motion, seconded by Cllr. Stevenson, to exclude the public from this agenda item, due to its confidential nature. The justification for a closed session, and as resolved by the Council on 4th January 2021, being that it contains items of exempt information pursuant to

Schedule 12a of the LGA 1972 as amended by the Local Government (Access to information) (Variation) Order 2006

Part 1, item 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

and

Part 3, item 11: "financial or business affairs" includes contemplated, as well as past or current, activities.

The motion was unanimously agreed to thus exclude the public.