

MINUTES A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD AT 7.30pm ON
MONDAY 1st NOVEMBER 2021 at MATFIELD PAVILION

Present: Councillors L. Butler (Chair) presided, J. Buttery (Deputy Chair), E. Akenhead, C. Churchill, J. Spencer, C. Miconnet, A. Stout, A. Wells. C. Brooks (Clerk)

In attendance: Cllr Sarah Hamilton (KCC), Cllr Alan McDermott (TWBC)

1. To accept apologies for absence

The Council accepted apologies from Cllr Warner for health reasons.

2. To approve the Minutes of the last meeting

Minutes of the Planning meeting of 19th October 2021 were approved as an accurate record and were duly signed by the Chair.

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

None.

4. To adjourn to allow public participation

None.

5. Borough and County Councillors – to receive information

Cllr McDermott (TWBC) advised that the Borough's Local Plan has now been submitted to the Inspector and a response is anticipated in March/April 2022.

Cllr Hamilton (KCC) was asked to enquire, on behalf of a resident, whether spring bulbs could be planted in the flower bed at the base of the Brenchley Oak.

6. Planning

1. Neighbourhood Development Plan - Consideration of documents for Regulation 15 submission

Cllr Butler outlined that TWBC will be arranging a six-week public consultation, with digital versions of the documents available on the TWBC website. The Council considered the draft and supplementary documents, which had not changed much since the Regulation 14 Document was approved.

Following the consultation, the Neighbourhood Plan and any comments received will be sent to an independent Examiner. At that stage it is likely that the Examiner will suggest a number of amendments before the NP can go to referendum, requiring a further revision of the documents. Cllr Buttery would provide some minor comments to Cllr Butler to finalise the document.

RESOLVED to submit Regulation 15 Neighbourhood Development Plan and supporting documents to the Borough Council

2. Planning Applications

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| 21/03329 Maycotts, The Green, Matfield, Kent, TN12 7JU | Rear single storey extension to existing dwelling. External / internal alterations, replacement and repairs to existing dwelling. Demolition of existing garage. Timber pergola on masonry footings. Hard and soft landscaping. Demolition of existing outbuilding. Replacement studio outbuilding. RESOLVED TO RECOMMEND: APPROVE The Parish Council notes that this application follows on from permitted application 21/00801. The parish council would defer to any recommendations of the Conservation Officer on the proposed changes to the listed building itself. As regards the proposed changes to the outbuilding, the parish council recommends that, as in 21/00801, the permission should be subject to a condition that the outbuilding must remain as ancillary accommodation to the main house and not become a separate dwelling. |
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| <p>21/03405 Sunnyside, Cryals Road, Matfield, Kent, TN12 7LN</p> | <p>Single storey side extension and internal alterations. Addition of dormers to already converted loft space.</p> <p>RESOLVED TO RECOMMEND: APPROVE</p> <p>This site is in an elevated position in the High Weald AONB, well outside the Limits to Built development. The parish council has some concerns about the appearance of the roof extension on the second floor, which will raise the roofline, and about the “dormer windows” which appear to be casement windows that do not match the existing sash windows of the house. A further concern is the light spillage in this dark skies area from the three rooflights proposed in the ground floor extension. The parish council therefore requests conditions requiring automatic shutters or blinds to limit light spillage from the new rooflights, and requiring the preservation of the tall hedge and trees within the site that partially shield the property from view.</p> |
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7. Mowing Contract – to appoint contractor

The Council considered quotes received from the current contractor Capel GroundCare, Landscape Service and Green Oak.

Areas that are usually mowed 16 times per year will be reduced to 12. The Council agreed that new frequencies would be trialled for the first year with extra mows requested if found to be needed, and with a review at the end of 2022.

The Clerk was asked to ensure that monthly reporting of the dates that areas are mowed are provided by the contractor

RESOLVED to enter a contract for mowing in the Parish with Landscape Services for one year from January 2022.

8. Phone and Broadband Contract – to consider

Cllr Buttery commented on the quotes received for the provision of Broadband and phone for staff and at the Pavilion. The RFO had researched options and provided various costings for different elements including the mobile phone which is used as the main PC line, with calls being diverted to it. Cllrs commented on the possibility of greater savings possible regarding the mobile phone SIM and best reception quality and Cllr Buttery would ensure this was clarified with the agreed supplier to ensure value for money by separating the SIM aspect of the contract. Cllr Churchill did not feel able to vote in this matter.

RESOLVED to enter a contract with Cloud Voice and Data for the provision of Broadband and telephone services to the Council for a period of three years.

9. Cinderhill

Cllr Akenhead commented on a report which had been circulated concerning the work being undertaken at Cinderhill on behalf of the Parish Council by Kent High Weald Partnership. This has not been reviewed for many years and Cllr Akenhead would obtain further information on activities, including those undertaken via the stewardship contract via the Rural Payment Agency, to ensure that all work carried out was with the prior agreement of the PC.

It was agreed that Cllr Akenhead, Cllr Warner and Cllr Miconnet would form a Working Party to progress this project and report back to the Council.

10. Traffic

Cllr Churchill commented on the response from KCC stating that due to financial constraints no further work would be undertaken on the speed issues at Petteridge. It was agreed that other priorities identified in the parish would take precedence, including a consideration of speeding in Castle Hill and the junction at the top of Pixot Hill. Cllr Churchill had received a new format of Highways Improvement Plan documentation and would seek to establish a working party to replace the Road Safety Initiative and comprising local interested parties and agencies, including adjacent parishes, to review the Council's HIP.

11. PWCAC 2020-21 report – to receive for information

The Council noted the report from the Paddock Wood Advice Centre who receive an annual grant from the Parish Council. Cllr Butler attended its AGM recently.

12. Litter signs

Cllr Churchill advised that litter picking signs stating "Litter has been removed from this area please don't add more" had been erected in some other parishes and might prove useful. It was agreed that the Clerk would ascertain whether these had had a positive impact before consideration would be given to purchasing some for our parish.

13. EV Charging Points – to consider

Cllr Wells advised that KCC had advised that the Council's application for two charging points at Matfield Pavilion had been approved and meetings were being held with their contractor, Connected Kerb, to consider some details of the installation including whether the posts would be attached to the pavilion building. The Council would consider the terms of the actual licence at its meeting on 16th November and Cllr Wells would be able to give clarity in order for this to be considered.

KCC had also advised that they would be progressing the two EV bays in their car park at the Brenchley Playground and that in order to provide sufficient space a small section of the fence, belonging to the Parish Council, would be moved back, to which the Council agreed.

14. Christmas

Cllr Buttery advised that the application for the licence to put lights in the Brenchley Oak had been refused, due to the poor health of the tree. There was discussion on the other options for the Carols event, which is not a PC event, including the Jack Verrall Gardens and Brenchley Memorial Hall Grounds, and Cllr Buttery had obtained the approval from Rev Paget at All Saints', to lights being put in the yew trees at the Church and the event being held in the vicinity of that area.

Cllr Buttery would report to the Council at its next meeting on the location and lights that would be purchased.

15. Safety issues at the Pavilion

The Council discussed concerns about the safety of staff working at Matfield Pavilion and agreed that the Clerk would obtain quotes for the installation of a personal alarm (panic button) as well as a burglar alarm.

16. Remembrance Sunday

It was agreed that Cllr Butler would lay the wreath at the Matfield War Memorial on behalf of the Parish Council and Cllr Buttery would do so at the Brenchley War Memorial.

17. Clerk's/RFO's report

The Clerk reminded the Council that that the pond cleanup is at 9.30am on Sunday 21st November.

1. Secondary Bank Account

Cllr Buttery outlined that the Finance Committee had previously discussed the requirements for a second bank account to spread the Council's risk as we are currently holding over £140k, the limit being £85k. There is no difference in rates paid as interest rates are so low and the products offered by the banks investigated appear to be almost identical. On that basis the ethical Bank Triodos was seen as the preferred option and it was agreed that the Finance Committee would agree with the RFO which particular account to select.

RESOLVED to open a savings account with Triodos.

2. Accounts payable

The RFO having provided invoices for scrutiny, there were some queries which would be addressed with the RFO. The Accounts were approved for payment on completion of this process and would be authorised by Cllr Miconnet and Cllr Buttery.

18. Meetings attended, and reports by Councillors

Cllr Butler had attended the TWBC Chairmen's group meeting at which several matters were discussed including the provision of online Planning training for councillors three times per year.

Cllrs Butler and Akenhead had attended a meeting and walk through of a proposed non-motorised route between Matfield and Brenchley with officers from TWBC and KCC. It was suggested that funding might be available for this from the Borough and County Councils, albeit it was dependant on the

agreement of landowners. Cllrs Akenhead and Butler would be working with David Goodridge of the NPSG to provide the information on the proposed route and landowners required by KCC PROW.

Cllr Churchill had attended a meeting in Goudhurst regarding highways matters,

19. To be advised of urgent business as may be previously notified

20. Date of next meeting:

Policy and Management Committee Meeting, Monday 8th November, 10.30am

Finance Committee Meeting, Tuesday 16th November, 11.00am

Planning Meeting, Tuesday 16th November, 7.30pm

Full Council Meeting, Monday 6th December, 7.30pm