

**MINUTES OF THE ANNUAL MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD AT  
7.30PM ON MONDAY 24<sup>th</sup> MAY 2021, at MATFIELD PAVILION**

**Present:** Councillors L. Butler (Chair) presided, J. Buttery (Deputy Chair), E. Akenhead, C. Churchill, C. Miconnet, A. Stout, G. Warner, A. Wells. C. Brooks (Clerk), P. Horn (RFO)

**In attendance:** 2 members of the public

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

Cllr Butler welcomed the new Council requested nominations for Chair. Cllr Warner nominated Cllr Butler and this was seconded by Cllr Buttery.

There being only one nomination Cllr Butler was duly elected as Chair of the Parish Council and signed a Declaration of Acceptance of Office which was countersigned by the Clerk.

**2. Election of a Vice (Deputy) Chairman of the Parish Council and Declaration of Acceptance of Office**

Cllr Butler nominated Cllr Buttery as Deputy Chair and this was seconded by Cllr Churchill. There being no further nominations, Cllr Buttery was duly elected as Deputy Chair of the Parish Council and signed a Declaration of Acceptance of Office which was countersigned by the Clerk.

**3. Declarations of acceptance of office of all Councillors.**

All six remaining Councillors signed their Declaration of Acceptance of Office forms and these were countersigned by the Clerk.

**4. To accept apologies for absence**

None.

**5. To approve the Minutes of the last meeting**

Minutes of the meeting of 4<sup>th</sup> May, and those of the Closed Session of the same date, were approved as an accurate record and were duly signed by the Chair.

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

Cllr Wells declared an interest in the item relating to the Samaritans request for a donation and did not participate in the discussion.

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

Mr and Mrs Farley, as neighbours of the property at Cooksfield, briefly outlined their interest in the matter being discussed later in the Agenda.

**8. Co-option of a new Member of the Parish Council – to note procedure**

The Chair confirmed that in order to appoint within 35 days of the 6<sup>th</sup> May election (i.e. 24<sup>th</sup> June), without Casual Vacancy notice and to allow for increased time for applications, the Council had agreed to advertise the remaining vacancy for a Parish Councillor. The Clerk outlined that the procedure in the Council's Co-Option Procedure would be used and that the closing date for applications was 11<sup>th</sup> June with a meeting of 22<sup>nd</sup> June confirmed as the Co-Option date.

**9. Adoption of the Code of Conduct**

A document with suggested amendments, created by the previous Council, was discussed. Cllr Akenhead raised some queries concerning cross-references to the Standing Orders and the Chair would incorporate these, on receipt of guidance that the Clerk had requested from the Monitoring Officer. The Code would be reconsidered at the next meeting of the Council, with the current Code remaining in place until that time.

**10. Adoption of the Financial Regulations**

A document with suggested amendments, created by the previous Council, was discussed.

**RESOLVED to adopt the Financial Regulations as presented**

**11. Adoption of the Standing Orders**

A document with suggested amendments, created by the previous Council, was discussed.

**RESOLVED to adopt the Standing Orders as presented**

**12. To appoint Committees and responsibilities**

A list of current Committees and areas for Councillor responsibility and supervision, was discussed.

The following Standing Committee memberships were agreed, Chairs and Terms of Reference being agreed at the first meeting:

Finance Committee:

Cllr Buttery, Cllr Stout and Cllr Wells.

Policy and Management Committee:

Cllr Butler, Cllr Buttery, Cllr Churchill and Cllr Wells

Planning Committee:

Cllr Warner, Cllr Akenhead and Cllr Miconnet (an additional member in rotation would be considered)

**Other Groups and responsibilities:**

Employment Panel:

Cllr Butler, Cllr Buttery and Cllr Akenhead

NDP Steering Group:

Cllr Butler and Cllr Akenhead

Road Safety Initiative (Working Group):

Cllr Churchill, community representatives

Christmas (Working Group):

Cllr Buttery, community representatives

Data Protection Officer:

Cllr Buttery

Health and Safety Officer:

Cllr Butler

Police Liaison Officer

Cllr Warner

Allotments:

Cllr Butler and Cllr Miconnet

**13. Council Meeting Dates**

The Council discussed meeting dates and a list of confirmed and provisional dates would be circulated by the Clerk.

**14. Cooksfield**

The Council discussed the background and current status of the land at Cooksfield and Mr and Mrs Farley commented on the boundary between their title and that of the Parish Council. Cllr Butler and Cllr Wells would discuss forming a Working Group with members of the community to undertake further research on the Council's options for this land. They would report back to the council with recommendations for the use or disposal of the land.

**15. Weald PCN Patient Participation Group - to consider Parish Council representative.**

The Council discussed an approach by the Weald Primary Care Network who are forming a patient participation group with individual practice leads.

It was agreed that Cllr Churchill would join this group on behalf of the Parish Council and would report matters to the PC in due course.

**16. Planning**

**1. Parish Council response to the Draft TWBC Local Plan consultation**

The Council briefly discussed the Draft Local Plan and agreed that Cllr. Butler would email page references that were specific to the Parish and any further comments would be sent to Cllr Butler and Cllr Warner who would collate and submit the PC's response by the deadline of 4th June 2021.

**2. Report on meetings between members of the NDPDG and: the planning consultant for the site adjacent to Matfield Village Hall; members of the MVH Committee.**

Cllr Butler outlined that considerations of the facilities that should be provided in the area of the development site marked for community use in the TWBC Local Plan had been discussed. A meeting with TWBC on this was being sought to ensure that the conditions on a planning application would provide the needed community facilities in this area, as well as s106 contributions towards those facilities-

**3. Response to Consultation on Road Naming for the Fernham Homes Development**

Cllr Butler advised that TWBC had requested that only one name for the road at the development site be chosen and the Council discussed the merits of the six originally proposed.

**RESOLVED to recommend to TWBC that the road at the Fernham Homes Development Site in Matfield be named Homebush Green**

**4. Planning Applications**

21/01244 Cork Wood Cottage, Fairmans Lane, Brenchley, Tonbridge, Kent, TN12 7AL	Single-storey ancillary pool house and in ground swimming pool <b>RESOLVED TO RECOMMEND: APPROVE with condition that all extra development remains ancillary to the main dwelling. TWBC to consider removing PDR for this dwelling.</b>
21/01093 Scurrays, Petheridge Lane, Matfield, Tonbridge, Kent, TN12 7LT	First floor extension/adaptation of roof to create bedroom with front and rear windows; addition of new windows to ground floor kitchen and first floor landing; internal alterations; re-location of oil tank <b>RESOLVED TO RECOMMEND: APPROVE</b>
21/01275 Honeymeats, Brenchley Road, Brenchley, Tonbridge, Kent, TN12 7PB	Demolition of existing conservatory and lean-to; proposed single storey rear extension; changes to fenestration; landscaping; internal alterations <b>RESOLVED TO RECOMMEND: APPROVE</b>
21/01144 Tong Farm , Marle Place Road, Brenchley, Tonbridge, TN12 7HS	Demolition of existing buildings, and the development of 9 dwellings, new access and associated landscaping <b>RESOLVED TO RECOMMEND: REFUSE</b> <b>Please could this application be considered as an application under section "D" of 4.8 of the Tunbridge Wells Agreement – December 2020.</b> <b>1. This site lies outside of Limits to Built Development. Core Strategy 2010 states that building outside the LBD should not generally be allowed.</b> <b>2. This site lies within the High Weald Area of Outstanding Beauty. NPPF (paragraph 172) states "Great weight should be given to conserving and enhancing landscape and scenic beauty in Areas of Outstanding Natural Beauty, which have the highest status of protection".</b> <b>3. This site is not listed on TWBC's Brownfield Register. This is a complex site in that the utilitarian buildings have been unconnected with agriculture since around 2002. The PC appreciates the packing shed building carries no architectural or historic value and questions if TWBC would consider this building within AONB to be removed and land to be restored rather than being redeveloped. This would follow the aims and objectives of the Borough Landscape Character Area Assessment</b>

2017.

If this large and substantially brownfield AONB site is to be developed, creating what will effectively be a new hamlet in this relatively undeveloped part of the parish, then it should be developed at a density that makes best use of the brownfield land and that provides some affordable housing to help meet the need identified in the parish; it should be possible to design a scheme which provides at least 10 dwellings on this site. If a registered provider cannot be found who is willing to take on just one or two houses in this relatively isolated position, the affordable housing could presumably take the form of discounted market homes or starter/first homes.

4. This site is less sustainable than the 9 dwellings development at Tibbs Court Farm, being more isolated and at least a mile from the village centre, with no public transport in the vicinity. Due to the location of the site and the nature of the routes to facilities, future residents are likely to use private cars for most trips, which does not support the move to low carbon future as required by the NPPF. The proposal therefore fails to comply with the National Planning Policy Framework 2019, saved policy LBD 1 of the Tunbridge Wells Local Plan 2006 and Core Policies 6, 13 and 14 of the Tunbridge Wells Core Strategy 2010.
5. It is noted that TWBC currently has 4.83 years of the required 5 year housing supply. The figures are calculated each April, and the figures for 2021/22 have not yet been published. The recorded figures are however a “snapshot in time” and there have already been several developed windfall sites within the parish.
6. The PC notes the lack of sustainable, and environmentally friendly build features with this application. It is noted on the plans that the site is to hold two large gas tanks even though the Government plans to ban gas boilers. More information should be given on energy efficiency and the specific building stands required to meet current Building Regulations. The PC notes the lack of wildlife within the Ecology Report, but this could be due to contaminants on the land and the PC questions the provision of net gain biodiversity as stated in NPPF 2019. The PC notes that all waste is destined to be linked into the main sewer in Marle Place Road. It is noted that water pressure is low in this rural part of the parish. The application does not propose any measures to treat and dispose of surface water but proposes to allow surface water to drain across the woodland into a ditch that is not shown the plans. The PC feels this is unacceptable and notes and supports the recommendation made by KCC Flood and Water.

It is noted that strictest conditions will be required to control contamination during demolition and possible construction to protect neighbouring residents and properties from pollution.

7. There is no mention of light spillage and pollution from

	<p>this new development. This area of AONB currently enjoys dark skies. The PC would like to preserve intrinsically dark skies as per Policy H10 TWBC Local Plan 2006.</p> <p>8. The PC notes that the trees and wildflower meadow planting on either side of the proposed access to the development could obscure the visibility splay and this may mean the proposed landscape plan needs to be revised. There should be a Landscape and Ecology Management Plan to ensure that the wooded and meadow areas will be properly monitored and managed.</p> <p>It is noted that TWBC has recently given permission 20/03726/AGRIC to erect a large steel agricultural building opposite the Tong Farm proposed entrance. This will be a farm machinery entrance and includes the crescent shaped layby for access.</p> <p>9. The KCC Development Contributions to Tunbridge Wells are noted, but the PC points out there are no contributions to Brenchley and Matfield Parish's primary school, doctors' surgery, village amenities or loss of local employment at this site.</p>
<p>21/01015 Highlands, Chantlers Hill, Paddock Wood, Tonbridge Kent</p>	<p>Conversion of two existing properties back into a single dwelling; removal of parts of existing building; provision of single storey side and rear extension; provision of two dormers to front roof slope and one to the Western roof elevation; installation of 2no. rooflights; changes to fenestration; associated hard and soft landscaping</p> <p><b>RESOLVED TO RECOMMEND: APPROVE</b>  <b>The PC would have appreciated a D&amp;A Statement with this application and notes the loss of needed 2/3 bedroom dwellings.</b></p>
<p>21/01065 Flightshott House, Marle Place Road, Brenchley, Tonbridge, Kent</p>	<p>Removal of existing conservatory and replace with proposed garden room; demolition of existing pool house and replace with new pool house; replacement of South elevation fenestration on main building; associated landscaping works.</p> <p><b>RESOLVED TO RECOMMEND: APPROVE</b></p>
<p>21/01311 Martins Maidstone Road Matfield Tonbridge Kent</p>	<p>Demolition of part of single storey rear wing and erection of a single storey rear extension</p> <p>Note: the application was discussed and a Recommendation of <b>APPROVE</b> was resolved however it was not listed on the Agenda as no consultation had been received, TWBC subsequently advised of their error.</p>

## 17. Clerk's report

### 1. Adoption of Risk Assessment for Matfield Pavilion

The Clerk provided a reviewed Risk Assessment for the re-opening of Matfield Pavilion, this had been seen by the Council's insurers and all users of the Pavilion are aware of the document.

**RESOLVED to adopt the Risk Assessment for Matfield Pavilion**

### 2. DPI forms

The Clerk clarified that DPI forms must be submitted to TWBC by 4<sup>th</sup> June and that any changes in circumstances during the year should be advised.

### 3. Dynamic Cllr training

The Clerk outlined that the first available session of the initial training for Councillors is offered on 10<sup>th</sup> July, via Zoom. Councillors would advise of their availability and subsequent sessions would be offered as well as specialist training such as in planning.

## 18. RFO's report

### 1. Bank Mandate

The RFO advised that completion of the bank mandate form, adding all Councillors to the Council's bank account, would be undertaken in the next few weeks with signatures obtained at the next Council meeting. Until this time Cllr Butler and Cllr Warner would be the only Cllrs with authority to approve payments.

### 2. Donation requests

A donation request from the Samaritans was discussed.

#### **RESOLVED to donate £250 to the Samaritans**

A donation request from West Kent Neighbourhood Watch was discussed.

#### **RESOLVED to donate £100 to West Kent Neighbourhood Watch, and to request that the newsletter is forwarded regularly or emailed for circulation to the Councillors/community.**

### 3. Standing Order and Direct Debit Annual summary

The RFO outlined the Council's annual list of Standing Orders and Direct Debits which the Council noted.

DD	Eon	Streetlights electricity	Quarterly No contract	Variable
DD	EDF	Pavilion Electricity	Monthly No Contract	£77.00
DD	Business Stream	Pond Water	Monthly	£3.00
		Allotments Water	Monthly	£3.00
		Pavilion Water and Waste	Monthly No contract	£8.00
DD	Grenke	Photocopier/ printer maintenance costs	Fixed until October 2022 Contract requires 3 months' notice Quarterly	£122.40
DD	Microshade	Computer Support and software	3 year contract expires in June 2023 Monthly	£124.30
DD	Smart Pension	Pension contribution	Monthly	Variable
SO	Chantal Brooks	Basic Salary	Monthly	£1798.67
SO	Panetta Horn	Basic Salary	Monthly	£499.62
SO	Capel Groundcare	Mowing Contract	3 year contract expires Dec. 2021 Monthly.	£796.00

### 4. Accounts payable

1919 HMRC	Tax and NI May 2021	£613.28
1920 C. Brooks	May Overtime 21.80	
	May Mileage 39.60	£61.40
1921 P.Horn	May Overtime	£17.30
1922 Capel Groundcare	Mowing Green 2nd Quarter	£868.94
1923 K. Twyman	May Cleaning of Pavilion	£84.00
1924 D. Izzard	April Maintenance of JV garden	£18.75
1937 S. Thorpe	Litter Pickers	£16.99
1938 Knockout Print	NDP leaflets and envelopes	£816.00
1939 Streetlights	Streetlights Maintenance	£263.75
1940 Unipar	Service of Sign equipment.	£384.00

#### **Credit Card Payments made**

1925 Lloyds	Multipay card fees May	£3.00
1926 Real Accessories Ltd	PPE Aprons	£6.99

1927 Peppy Group	Hand Sanitiser	£12.99
1928 Viaan Enterprise	Disposable Gloves	£12.49
1929 TSO Host	Annual Domain subscription	£49.99
1930 Ryman	Photocopier paper	£19.99

**Standing Orders and Direct Debits**

1931 SO C Brooks	Salary May 2021	£1798.67
1932 SO P Horn	Salary May 2021	£499.62
1933 SO Capel Ground Care	Mowing Contract Jan 2019-Dec 2021	£796.00
1934 DD Smart Pension	Pension May 2021	£321.83
1935 DD EDF Energy	Pavilion Electricity May 2021	£77.00
1936 SO Microshade	Monthly data and application service	£124.30
1939 DD Business Stream	May Pavilion water and waste	£8
1940 DD Business Stream	May Pond water	£3
1941 DD Business Stream	May Allotments water	£3

The RFO having provided invoices for scrutiny the accounts would be authorised by Cllrs Butler and Warner.

**19. Date of Next Meeting**

Full Meeting (Co-Option), Tuesday, 22<sup>nd</sup> June, 7.30pm, Matfield Pavilion