

MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD ON MONDAY 4TH APRIL AT 7.30PM AT MATFIELD PAVILION

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

In attendance: Cllr Alan McDermott (TWBC), 2 members of the public

1. To accept apologies for absence

The Council accepted apologies from Cllr Wells who is on holiday and Cllr Butler who is unwell. In the absence of the Chair, per the Council's Standing Orders, Cllr Buttery, as Deputy Chair, chaired the meeting.

2. To approve the Minutes of the last meeting

The Minutes of the meeting of 7th March were approved as an accurate record and were duly signed by the Chair of the meeting.

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

Cllr Churchill declared a perception of bias interest in planning application 22/00115 and did not vote on the matter

Cllr Akenhead declared a perception of bias interest in planning application 21/03759 and did not vote on the matter

4. To adjourn to allow public participation.

Steve MacMillan spoke to outline his connection to the parish and interests in the activities of the Parish Council.

Tom Mobbs outlined interests in the parish activities.

5. Chair's Announcements

Annual Meeting of the Council - Cllr Buttery reminded the Council that the next meeting will be the Annual Meeting of the Council on Tuesday 3rd May. At this meeting the Council elects a Chair and Deputy Chair and also allocates Committee and other responsibilities. Cllr Butler had advised her intention not to seek re-election as Chair of the Parish Council at the AM.

Litter signs – 10 signs have been put up following the litter pick and these were seen as a positive step. The Council gave thanks to Sarah Thorpe and volunteers for their excellent efforts with this scheme.

Ukraine – TWBC is leading on co-ordinating the various organisations responding to challenges and also providing facilities, logistics, general support, safeguarding and other items that will rise over the next few weeks. Information would be posted on the Parish Council's Facebook page.

Toilet Management Contract update – TWBC had not provided a draft lease in sufficient time for this to be agreed before the 1st April and therefore would retain responsibility for the Toilet blocks, with the Parish Council having entered into the cleaning contract only. TWBC had been asked to progress straight to a transfer of title, without the need for an interim lease, and this would be provided to the Council for consideration on receipt.

6. Borough and County Councillor – update

TWBC – Cllr McDermott advised that William Benson (Chief Executive of TWBC) is also Chair of the Kent Chief Executives Committee on Ukraine and therefore any local queries can be directed to him.

With regard to the Borough's Local plan, Cllr McDermott advised that the Inspector had completed meetings on the Duty to Cooperate, particularly with Tonbridge and Malling BC, and that a decision on the matter should be this week. He was questioned about the continued lack of a 5-year housing supply in the Borough.

7. Planning

1. Planning Applications

Application	Detail
<p>21/03530/FULL Land Adj York Villas, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7LF</p>	<p>Change of use of the land and the erection of 4 dwellings with associated hard and soft landscaping. Creation of new access onto Maidstone Road. (Amendment to previous planning application 20/02102/FULL)</p> <p>RESOLVED TO RECOMMEND: REFUSE</p> <p>The PC requests that this application is considered under 4.8 (d) category Y of the TW’s Agreement 2020.</p> <ol style="list-style-type: none"> 1. This site lies outside Limits Built Development – Core Strategy 2010 states building outside the LBD should not generally be allowed. 2. This site lies within the high Weald Area of Outstanding Beauty (AONB) NPPF (paragraph 172) states “Great weight should be given to conserving and enhancing landscape and scenic beauty in Areas of Outstanding National Beauty, which have the highest status of protection. 3. The proposal would involve the removal of the tall hedgerow at the front of the site, replacing it with a post and rail fence and a new low hedge over which the new housing and the main parking area would be highly visible. The existing hedgerow is important in the landscape approach to the village and its loss would be detrimental to the AONB landscape. 4. This site with proposal of 4 new dwellings with only 8 parking bays together with new access is not selected in TWBC’s Draft Local Plan. 5. There is already a significant contribution of several sites of new housing in Matfield selected in TWBC’s Pre-submission Draft Local Plan. There would be considerable additional strain on sustainability due to cumulative development in the village, the application is contrary to Policy STR 1 – Development Strategy and Policy STR 5 – Infrastructure and Connectivity of TWBC’s Pre-submission Local Plan. 6. The PC notes CPRE’s comments dated 11th September in the previously withdrawn application 20/02102/FULL. 7. The PC notes KCC Highways and Transportation, Margaret Parker’s comments dated 21st September on previously withdrawn application 20/02101/FULL, especially noting that no Road Safety Audit has been provided and her summing up on the safety of the proposed new access onto the B2160. The PC also notes KCC Highways and Transportation’s letter dated 23rd March 2022 covering this application. 8. The PC feels this new development is unsustainable. Any dwellings built on this site will rely on private cars. 9. This proposed ribbon development site on the B2160 road with a 50mph limit would be a distance from local facilities with no safe footpath crossing point shown to link up with footpath on opposite side of the road to assist with walking to the village centre. 10. The PC notes the letter from Southern Water dated 22.03.2022 highlighting lack of detail with regards to means of disposal of foul drainage on this site.

	<p>11. The PC notes that the area shown within the red line in the site location plan (drawing no. 080v1-Location) and the preliminary ecological appraisal both include a large area of land, including a tennis court, that is not shown in the site layout plan (drawing no. 2019-080-SP01 Rev C). Nor does the area within the red line of the site location plan accord with the area shown in the revised planning statement dated 10 October 2021. The precise area to be covered by this application needs to be more clearly defined.</p> <p>12. The PC notes that although this is a FULL application, no information is given about the use to be made of the land behind the fenced gardens of the proposed new houses, or about the proposed use of the additional land included within the red line of the site location plan. If TWBC is minded to approve this application, permitted development rights should be removed in order to protect the AONB landscape and prevent further suburbanisation of this site.</p>
22/00510/FULL 1 Moatlands Farm, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	<p>Erection of two single storey extensions</p> <p>RESOLVED TO RECOMMEND: APPROVE</p> <p>the PC is concerned about the bulk of the two proposed extensions at the front of this dwelling close to Watermans Lane and notes the conditions suggested by the Conservation Officer.</p>
22/00609/FULL Seymour Cottage , The Green, Matfield, Tonbridge, TN12 7JU	<p>Removal of conservatory, ground floor extension to rear of property.</p> <p>RESOLVED TO RECOMMEND: APPROVE</p>
22/00644/FULL Warren End, Petteridge Lane, Matfield, Tonbridge, TN12 7LP	<p>Extension to the existing agricultural building and hardstanding.</p> <p>RESOLVED TO RECOMMEND: NEUTRAL</p> <p>the PC is concerned about this proposed large steel building on a small plot of agricultural land. If this application should be granted by TWBC, the PC requests that Condition 4 of past application 18/03010/FULL is included – this is in order to protect the character and appearance of the countryside by preventing the proliferation of unnecessary buildings in the countryside.</p>
22/00115/FULL Sandhole Cottage, Beech Lane, Matfield, Tonbridge, TN12 7HG	<p>Change of use of outbuilding to holiday accommodation.</p> <p>RESOLVED TO RECOMMEND: APPROVE</p> <p>the PC would like to see a condition whereby the access remains unchanged, and this barn does not become a separated dwelling from the ownership of Sandhole Cottage.</p>
21/03759 Land Rear Of, 5 - 19 Chestnut Lane, Matfield, Tonbridge, Kent	<p>Outline (Access not reserved) - Erection of 22 dwellings, access and landscaping.</p> <p>RESOLVED TO RECOMMEND: REFUSE</p> <p>The PC requests that this application is considered under 4.8 (d) category Y of the Tunbridge Wells Agreement 2020.</p> <p>The comments below are made in connection with Amendments of the above application dated 16th March. Please note the PC's earlier comments dated 13th December 2021 which remain relevant.</p> <p>Vehicular Access4444</p>

The vehicular access proposed in the original outline planning application was not supported by KCC. A new access point to the development site is being proposed 25m west of the junction of Chestnut Lane and Wish Court, with a visibility splay of 43m to the east (30mph zone) and 56m to the west (60mph zone) of the access. A visibility splay of 215m would normally be required for the access but local speed has been assumed at the 85th percentile of a speed survey carried out in January 2022, reducing the requirement to 99m. If TWBC is minded to approve the application, the PC suggests a planning condition to move the 30mph limit sign to the west of the access point. This would site the access point within a 30mph zone and improve traffic and pedestrian safety.

Removal of a large section of hedging and trees on Chestnut Lane.

An RSA Stage 1 was carried out in February 2022, which highlighted that a large section of the roadside hedge/trees would need to be removed or cut back to provide a new access point. The Parish Council does not support the removal of this important gateway hedge to the village.

Pedestrian Safety

There is only a footway on the north side of Chestnut Lane as far as Wish Court. The application does not indicate a safe crossing point from the southern side of Chestnut Lane, which should provide clear visibility of westbound traffic, particularly if cars are parked in the layby to the east on Chestnut Lane.

Parking Spaces and the Kent Design Guide Parking Standards

The PC has already expressed concern about an adequate provision of parking spaces to prevent parking on nearby roads. Kent Highways has emphasised the requirements of Table 1 in its Kent Design Guide Parking Standards, which should be in place in Spring 2022. The new Parking Standards for rural areas will require 50 car parking spaces to be provided for the proposed housing mix, excluding garages but including open front car ports/barns. Kent Highways has also highlighted the need to conform to the minimum sizes for car parking spaces, garages, car ports and barns in Table 8 of the Parking Standards.

Proposed pedestrian route to the south

The PC supports the safety and design comments of Kent Highways and Kent Police on the proposed through southern pedestrian route to the Avenue.

Surface Water flooding

Monson Engineering has utilised part of the reports on the nearby Rydon and Fernham sites but has ignored the extensive measures that were required on those sites to reduce the risk of surface water flooding. KCC Flood and Waste Water Management has also commented that further studies are needed.

The Monson Assessment proposes that surface water runoff from impervious areas could be disposed of via a single deep-bore soakaway. The runoff will be attenuated using an underground tank, sized for the 1 in a 100-year storm with a 40% allowance for

	<p>climate change. Its capacity has been calculated at 80m³, while seven rainwater gardens of individual capacity 3m³ will feature in the rear gardens of some of the homes.</p>
--	--

	<p>On the Rydon Homes development it was necessary to create four deep bore soakaways on the site and an open vegetated attenuation basin of 200 m³ capacity. On the Fernham Homes site a large attenuation basin has been created, with two deep bore soakaways and a long shallow drainage swale to the west of the site. In light of the extensive measures undertaken in the vicinity of the proposed site, the Parish Council questions the adequacy of a 80m³ underground attenuation tank and a single soakaway borehole.</p>
--	--

2. Examination of the TWBC Local Plan – to consider PC response

Cllr Akenhead outlined that the Hearings for Stage 2, with particular reference to the Brenchley and Matfield policy PSTR/BM1, are likely to be delayed.

It was agreed that Cllr Akenhead would draft the Parish Council's response which could be approved at the Annual Meeting of 3rd May if the deadline permitted, otherwise it would be circulated via email and submitted before then.

3. Regulation 14 Consultation of Paddock Wood NDP - to consider PC response

It was agreed that Cllr Akenhead would circulate a draft of the Parish Council's response via email to enable its submission by the deadline of 25 April.

8. Cinderhill – to receive reports

Cllr Akenhead had circulated a report from Kent High Weald Partnership, the stewards for the Council's area of leased land at Cinderhill, and information from the working party meeting 16th March.

A meeting with KHWP has been arranged for April 13th at which terms of a Service Level Agreement would be discussed as well as current issues such as the potential replacement of a field gate with a wider one to allow access by tractors and whether KHWP were able to complete a tree survey (see Agenda item below).

9. Matfield Pavilion - to consider quotes for painting front elevation

Three quotes for work to repaint the front apex of the Pavilion were discussed. **It was agreed** that protecting the fabric of the Pavilion, being the Council's most significant asset, was important but that refurbishment costs would be spread over the next few years.

RESOLVED to instruct Simply Decorating to undertake work to paint the Apex of the Pavilion and Clock tower, with necessary scaffolding.

10. Application for Memorial Bench on Matfield Green – to consider

The Council discussed an application for a memorial bench on Matfield Green, with reference to the relevant policy in place regarding this matter. Cllr Stout and the Clerk were delegated responsibility to agree the position of the bench, with the agreement of the cricket club.

RESOLVED to agree the siting of a Memorial Bench on Matfield Green.

11. Jubilee Event, Lighting of Beacon on 2nd June 2022 – update

The Clerk had drafted a risk assessment for the event which the Council reviewed, and Cllrs Buttery and Stout, in addition to the Clerk, would be marshalls for the event.

A bugler had been approached and provided with the music score and the Clerk was asked to liaise with the Choral Society to confirm their participation.

It was suggested that a loudspeaker and microphone could be provided and the logistics of this would be considered by Cllr Buttery and the Clerk. This would allow for Cllr Warner to present a reading, if this was deemed appropriate.

Cllr Warner advised that the planting of the 5 trees for the Queen's Green Canopy will be on 8th April at 11am along the footpath past the reservoir by Maynards Farm. **It was agreed** that she would provide costs for the Council to consider purchasing plaques for this area as well as confirmation of text for the other plaques for the beacon in due course.

12. Tree Survey – to consider quotes

The Council discussed two quotes received for the Council's Full Tree Survey, which would be on a 3-year cycle henceforth. The Allotment site is now included and Cooksfield, which had been undertaken last year, would be added next time. It was noted that the Brenchley Oak should not be included.

RESOLVED to instruct Treeworks to undertake a full Tree Survey.

13. Consultations – to confirm PC responses

1. Defra's consultation on the Government's proposals in response to the Landscapes Review.

The Council thanked Cllr Akenhead for her work in drafting the response. **It was agreed** that the Clerk would submit this by the deadline of 9 April.

2. Defra's consultation on biodiversity net gain regulations and implementation.

The Council thanked Cllr Miconnet for her work in drafting the response. **It was agreed** that the Clerk would submit this by the deadline of 5 April.

3. KCC Bus Timetable Consultation

The Council thanked Cllr Churchill and Cllr Butler for their work in drafting the response. **It was agreed** that the Clerk would submit this by the deadline of 20 April.

All Consultation responses would be published on the website.

14. Clerk's and RFO's Report

1. Matfield Fête

The Council discussed a stand at the event which is on Saturday 2nd July and **it was agreed** that a rota for Councillors to man the stand between 12 noon and 4pm would be arranged. Cllr Churchill and the Clerk would produce an "Achievements of the Parish Council" flyer to be handed out on the day.

2. Insurance Claim – theft of lead from Pavilion roof

The Clerk advised that the claim has been submitted to the Council's insurers who had agreed to the work proceeding, a £100 excess had been applied. The work has been scheduled in April and it had been arranged that the scaffold would be removed the same day as the work completed.

3. Streetlights – to consider timings

The RFO had provided information on increased cost of electricity for the streetlights, of which there are 8 in total, in Chestnut Lane, Birch Close and Oakwood Road. **It was agreed** that turning off the lights altogether would require a local consultation to ascertain residents' views and that this would not be considered at present, though costs would be kept under review.

It was agreed that the remaining three mercury lamps would be replaced with LEDs when they failed.

RESOLVED to replace one failed bulb with an LED and to fit sensors to reduce the lighting hours to dusk to midnight to all 8 columns.

4. Accounts payable

2187	HMRC	Tax and NI March 2022	£813.13
2188	C. Brooks	Mileage & March Salary Balance (pay award)	£371.37
2189	P. Horn	March Salary Balance (pay award)	£110.21
2190	K.Twyman	March Cleaning of Pavilion (3rd and 17th)	£30.00
2191	Business Stream	Allotment Water charges to March 22	£15.76
2192	Business Stream	Pond Water Charges to March 22	£8.56
2193	David Izzard	JV Gardening March	£25.00

2194	Weald Trees	Strim Matfield Toilets area and Abandoned Allotment	£460.00
2195	Jonathan Buttery	Reimbursement re Gift for Terrys Butcher - oak tree	£71.84
2196	CVD	February phone calls and line rental	£60.04
2197	Besure	Fire Alarm Maintenance	£271.20
2198	EJP	Fire Extinguisher service	£72.00
2199	Furniture at Work	Shelving Unit for Pavilion	£196.80
2200	Garden Barber	Mow Allotment parking and trees April to Oct 22	£375.00
2201	KCC	Supply and Install SID Package	£10,807.12
2202	Weald Trees	Hedges cut at Allotments	£250.00
2203	Underdown landscapes	Replace posts on Matfield Green and war memorial	£675.43
2204	Knockout print	Take your litter home posters	£132.00
2205	Waste Way	Rec Litter Bin emptying Feb	£28.80

Credit Card Payments made

2206	Lloyds Bank Fees	Monthly Fee January	£3.00
2207	TSOhost	Annual Website Maintenance	£57.46

Standing Orders and Direct Debits

2208	SO C. Brooks	Salary March 2022	£1806.47
2209	SO Panetta Horn	Salary March 2022	£519.82
2210	DD Smart Pension	March 2022 Pension Payment	£384.79
2211	DD EDF Energy	Pavilion Electricity 9/2-9/3 2022	£159.77
2212	DD Microshade	March data and application service	£124.30
2213	DD Business Stream	March 22 Pavilion water and waste	£8.00
2214	DD Tower	Phone Equipment Leasing March 2022 36-month agreement ending December 2024	£30.02
2215	DD Smart Pension	March 2022 Pension admin fee	£18.00
2216	DD Grenke	Rental photocopier April to June	£122.40

The RFO having provided invoices for scrutiny the accounts were approved for payment and would be authorised by Cllr Churchill and Cllr Buttery.

5. Clerks/RFO's Annual Leave

It was agreed that the Clerk would carry over five days of annual leave to the new leave year and the RFO would carry over 5 hours. These hours would be taken in April and May.

15. Meetings attended and reports by Councillors

None.

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

Cllr Buttery commented on the receipt of the Outline planning application for a development at Matfield Village Hall, which had come in after the deadline for this Agenda. Cllr Akenhead advised that she had had a conversation with James Chapman, on behalf of the developer Clarendon Homes, and there were a number of queries related to the Parish Council's land and the developer contribution to a play area that remained to be discussed. **It was agreed** that Cllrs Akenhead, Buttery and Miconnet would meet with MVH representatives to discuss the matter. The Neighbourhood Plan Steering Group would be invited to contribute to the Council's response, which would be on the Agenda on 3rd May".

17. Date of next meeting:

Provisional Full Council Meeting, Tuesday 19th April 2022, 7.30pm, Matfield Pavilion

Annual Meeting of the Council, Tuesday 3rd May 2022, 7.30pm, Matfield Pavilion