

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD AT 7.30PM  
ON TUESDAY 4<sup>th</sup> MAY 2021, VIA ZOOM**

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

**In attendance:** Cllr S. Hamilton (KCC), Cllr A. McDermott (TWBC), Cllr J. March (TWBC), A. Wells (Non-Voting Member), E. Izzard (Non-Voting Member), J. Buttery (Non-Voting Member), 5 members of the public

**1. To accept apologies for absence**

None.

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

The Minutes of the Planning meeting of 26<sup>th</sup> April were approved as an accurate record and would be duly signed by the Chair at the next opportunity.

**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**

**TWBC** – Cllr McDermott and Cllr March both expressed thanks to all Parish Councillors for their hard work, dedication and diligence and for representing the residents of the parish and wished them well for the future.

**KCC** – Cllr Hamilton thanked the Council for their collaboration over the past Council session, in particular Cllr Stevenson for his work on road safety issues, and wished the new Councillors well as they take up their role.

**6. Announcements from the Chair**

Cllr Butler commented on the last meeting of the current Council thanking all Councillors for their commitment to the Parish Council and to the community. She noted the nine years of service of Cllr Tony de Guingand, particularly on financial matters, Kevin Sparkhall on the Neighbourhood Plan and Graeme Stevenson on traffic issues.

She also thanked the Non-Voting Members, Jonathan Buttery, Ellie Izzard, Rose Harrild, Rory Mitchell and Amanda Wells for contributing to the various project and committee work.

**7. Traffic**

**1. Speedwatch Equipment**

Cllr Stevenson reiterated that the speedwatch equipment is being serviced and that new equipment would be considered at a later stage.

**2. EV charging point application re KCC**

The Clerk advised that registrations of interest had been submitted requesting KCC to consider siting EV Charging points in their car park on Brenchley Road and for points on Matfield Green.

TWBC have confirmed that, with regard to the points on Matfield Green, this should be considered permitted development in the conservation area. It was agreed that the Clerk would submit actual applications for the car park site and also for Matfield Green.

**8. To approve Audit and Accounts 2020-21**

The Clerk advised that following the Year End March 31<sup>st</sup>, 2021, and the Internal Audit on 20<sup>th</sup> April, the Internal Audit Report (Page 3) has been signed by our Internal Auditor. The VAT claim in the sum of £9568 has been submitted.

**1. Annual Governance Statement 2020-21**

The Clerk reminded Councillors that they must satisfy themselves that each of the nine statements in Section 1 (page 4) are agreed. The document would be signed in wet signatures by the Chairman and Clerk in due course, but with the date of PC approval of 4<sup>th</sup> May 2021.

**RESOLVED that the Chair and Clerk may sign and submit the Annual Governance Statement 2020-21**

**2. Accounting Statements 2020-21**

The Clerk reminded Councillors that they must satisfy themselves that the accounting statements in Section 2 (page 5) as presented are in accordance with the agreed accounts for the year, which include the detailed receipts and payments and bank reconciliations provided for scrutiny at this meeting. The document would be signed in wet signature by the Chairman and RFO in due course, but with the date of PC approval 4<sup>th</sup> May 2021.

**RESOLVED that the Chair and RFO may sign and submit the Accounting Statements for 2020-21 together with the Summary of receipts and payments.**

**9. Year End Internal Audit Report – to receive and note**

The Clerk advised that the report from Internal Audit with David Buckett on 20<sup>th</sup> April had been circulated, to be considered by the Finance Committee of the new Council at their first meeting. Only Risk Management has been highlighted for action by the new Council when the Committees have been established.

**10. Code of Conduct – to consider revision**

Cllr Butler had provided a new document with suggested amendments, incorporating some of the model templates, which was discussed. Further amendments would be made and the document would be considered for adoption by the new Council at their meeting of 24<sup>th</sup> May.

**11. Standing Orders – to consider revision**

Cllr Butler had provided a document with suggested amendments which was briefly discussed. Items that are statutory obligations have been put in bold so as to identify these more clearly. Further amendments would be made and the document would be considered for adoption by the new Council at their meeting of 24<sup>th</sup> May.

**12. Cinderhill – to consider Grazing Licence and Agreement**

Cllr Warner outlined terms of a suggested Grazing Agreement for the use of sheep on the Parish Council's heathland at Cinderhill, under the management of Ian Johnstone of KHWP.

**RESOLVED that KHWP prepare a Grazing Licence Agreement for sheep at Cinderhill between 7<sup>th</sup> June 2021 and 9<sup>th</sup> July 2021, and that the Clerk sign this on behalf of the Parish Council**

**13. Planning and Development**

**1. Neighbourhood Development Plan – to approve the Draft Neighbourhood Plan**

Councillor Sparkhall advised that the Regulation 14 draft has been circulated to the Councillors and the Council's approval is sought to commission the 6 week public consultation to start on 17<sup>th</sup> May. Cllr Warner thanked the NDP Steering Group members for the huge amount of work on this document, which was supported by all.

**RESOLVED to approve the Regulation 14 Draft NDP to be presented to the public for consultation**

**2. TWBC Draft Local Plan consultation – to consider PC response**

Cllr Butler advised that some comments had been received from Cllrs and that these would be discussed at the meeting of the Council on 24<sup>th</sup> May, at which the form of response would be agreed.

**3. Fernham Development Road naming – to agree shortlist of six**

The Council discussed suggestions received from members of the public as well as their own suggestions for the naming of roads at the Fernham Homes Development site in Matfield. It was agreed that the following names would be suggested:

Homebush Green

Storr (Drive, Way, Close, Walk etc)

Sassoon  
Wickham  
Parkes  
Whitethorn

#### 4. Planning Applications

<p>21/00563/OUT Pembrol, Cryals Road, Matfield, Tonbridge, Kent, TN12 7HH</p>	<p>Outline planning permission (all matters reserved) for erection of 2 no. dwellings on land within the curtilage of existing dwelling; provision of shared access.</p> <p><b>RESOLVED TO RECOMMEND: REFUSE</b>  <b>this site was changed in 2019 to be incorporated within residential curtilage. It is outside LBD and in AONB with a TP11 A21 buffer constraint. The PC considers this site to be situated in an unsustainable position.</b></p>
<p>21/01026 Burrs Hill Farm, Horsmonden Road, Brenchley,</p>	<p>Provision of a new access track and entrance onto Horsmonden Road</p> <p><b>RESOLVED TO RECOMMEND: APPROVE</b>  <b>the PC recommends Condition 6 of application 19/03543 to be added. The PC questions if both accesses are required and would like to see original driveway through residential dwellings be closed off to farm traffic. To date there are no comments on access and visibility from Kent Highways for this route across orchard land onto Horsmonden Road.</b></p>
<p>21/00934 Raster Vision Ltd, Unit 1, Crundalls Farm, Gedges Hill, Matfield, Tonbridge, Kent,</p>	<p>Proposed replacement research, development and office building; Demolition and replacement of small outbuilding</p> <p><b>RESOLVED TO RECOMMEND: APPROVE</b>  <b>the PC would like to draw attention to the amount of new fenestration and possible light spillage.</b></p>

#### 5. Confirmation of Appeal submissions made

The following submissions were agreed by the Planning Committee via email and submitted by the Clerk on 26<sup>th</sup> April:

<p><b>APP/M2270/W/21/3267496</b></p> <p><b>20/01057 Former Brenchley Kennels The Knowle Knowle Road Brenchley Tonbridge Kent</b></p> <p>Demolition and removal of an existing dwellinghouse, other existing buildings and areas of hard-standings last used as part of a commercial dog kennels; replacement with 1 No. single storey dwellinghouse with associated landscaping, car parking facilities, partial infilling works to pond (retrospective) and creation of a new vehicular access</p>	<p><b>Brenchley and Matfield Parish Council is in agreement with the reasons for refusal by TWBC's Planning Officer as specified below:</b></p> <ol style="list-style-type: none"> <li>1) The proposal by reason of its design and distance from existing dwelling to be replaced would result in a replacement dwelling that would be significantly more obtrusive in the landscape than its predecessor. There is no clear landscape, access or local amenity benefit from the siting away from the footprint of the existing dwelling and the proposal would result in an unsympathetic change to the character of the site and have a significantly harmful impact on the landscape and rural character of the locality. It is therefore contrary to Policies EN1, EN25 and H10 of the Tunbridge Wells Borough Local Plan 2006, Core Policies 4, 5 and 14 of the Tunbridge Wells Borough Core Strategy 2010, and paragraphs 8, 79 and 170 of the National Planning Policy Framework 2019.</li> <li>2) The creation of the new access from Knowle Road by means of its loss of boundary treatment, changes in land levels and alteration to a historic landscape feature has urbanised the site and caused harm to its rural character. The development would not conserve or</li> </ol>
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(part retrospective)	<p>enhance the character of the rural landscape or the rural lane. As such this proposal would be contrary to the provisions of Policies LBD1, EN1 and EN25 of the Tunbridge Wells Borough Local Plan 2006, Policies 4 and 14 of the Tunbridge Wells Borough Core Strategy Development Plan Document 2010, paragraph 170 of the National Planning Policy Framework 2019 and the National Planning Practice Guidance.</p>
<p><b>APP/M2270/W/20/3264753</b></p> <p><b>20/02202/FULL – Tong Farm, Marle Place Road, Brenchley TN12 7HS.</b></p> <p>Demolition of existing buildings and the development of 5 dwellings, new accesses and associated landscaping.</p>	<p>Please note that on 10th February 2021 it is understood that three separate fires were started in the buildings at Tong Farm – 5 fire engines and a bulk water carrier attended. The photographs of Tong Farm taken from the Appeal Statement dated 29th March 2021 bear no resemblance to the building ruins and rubble which now occupy this site.</p> <p><b>Brenchley and Matfield Parish Council - REFUSE</b></p> <p>1. This site lies outside of Limits to Built Development. Core Strategy 2010 states that building outside the LBD should not generally be allowed.</p> <p>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”</p> <p>3. This site is not listed on TWBC’s Brownfield Register. Precedent is not part of the planning process, but the Tibbs Court development is quoted in this application. 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 rather than redeveloped.</p> <p>4. This site is less sustainable than the Tibbs Court development being more isolated and at least a mile from the village centre, with no public transport in the vicinity. Residents would be reliant on vehicles for day-to-day living. NPPF (paragraph 122) states any development must demonstrate its sustainability – “the scope to promote sustainable travel modes that limit future car use” – there are no paved footways or cycle tracks (Route 18 of the National Cycle Network follows the public highways in this parish).</p> <p>5. This is a complex site in that the utilitarian buildings have been unconnected with agriculture since around 2002. TWBC gave permission 16/500719 for the siting of 7 mobile homes behind the packhouse for 52 weeks of the year for farm workers in 2016. The application states these mobile homes will be removed, but there are no details where these mobile homes housing farm workers will be re-sited.</p> <p>6. The proposed buildings emulate an historic farmstead, and yet the roundel oast house 1897-1928 (destined to be demolished) is the last remaining feature of original farm buildings on this site. If the proposal is to be accepted by TWBC, the PC would favour the earlier drawings and designs in the D&amp;A statement whereby the oast roundel is given more space and respect. The PC would also favour less accesses into Marle Place Road than the three shown in the application plans. The linear design chosen to emulate an historic farmstead is rarely found in the High Weald AONB or in the South-East of England.</p> <p>7. The PC notes the lack of sustainable, and environmentally friendly build features within this application. More information should be given on energy efficiency and the specific building standards required to meet current Building Regulations. There is complete lack of detail provided in the D&amp;A statement on sustainable, energy conserving construction. The PC questions the amount of proposed sanitary ware and notes plot 1 having 3 beds with 3 baths and shower room downstairs, plot 4 with 4 beds but 4 bathrooms and 2 toilet cloakrooms downstairs and plot 5 with 5 beds but 5 bathrooms and 2 toilet cloakrooms downstairs. The PC notes that all waste from the 24 proposed toilets on the site is destined to be linked into the main sewer</p>

	<p>in Marle Place Road. It is noted that water pressure is low in this rural part of the parish.</p> <p>8. There is no mention of light spillage and pollution from 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><b>Brenchley and Matfield Parish Council is in agreement with the TWBC's Planning Officer's delegated report and reasons for refusal of application 20/02202/FULL dated 16th December 2020.</b></p>
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#### 14. Clerk's report

##### 1. Works update

###### 1. Brenchley Oak Christmas lights removal

Following an inspection by KCC and information on the Parish Council's responsibility for the lights (a licence is required), the Council agreed to a payment of £362 towards their removal, they will be retained and a decision on how to replace them will be made by the new Council.

###### 2. Posts on Green

Following the incursion on the Green in recent weeks the Clerk had obtained quotes for alternative security posts for consideration

**RESOLVED to erect two met post/wooden bollards on Matfield Green**

##### 2. New Council update

The Clerk confirmed that material for the Induction session was prepared and that this would take place on Saturday 15<sup>th</sup> May at 10.30am via Zoom.

#### 15. RFO's Report

##### 1. Accounts payable

The RFO had provided a summary regarding the Castle Water account at the allotments and the Clerk outlined some of the factors for consideration. It was noted that the tenants had not been asked for water payments for some years and that the plot fees were also still very low.

It was agreed that the Council would settle the water bill in full however the councillors wished to emphasize the generosity of the Council in settling the water bill. The allotment holders should be reminded that water charges will be made in line with the new agreements in the next financial year.

1894 HMRC	Tax and NI April 2021	£626.84
1895 C. Brooks	Overtime £41.61	
	Mileage £36.00	£77.61
1896 KALC	Annual subscription 2021-22	£1255.70
1897 J Beach Garden Barber	Installation of paths at allotments	£125.00
1898 Rialtas	End of Year Shutdown	£432.00
1899 P. Horn	Overtime £28.83	
	Expenses £31.98 (Toilet paper and Sanitizer)	£60.81
1900 KCC	Cinderhill visits 2021/22	£2600.00
1901 David Buckett	End of Year Audit	£352.00
1902 Katalin Twyman	Pavilion cleaning April 2021	£56.00
1903 BT	Quarterly phone and Broadband bill	£372.67
1904 Capital Cleaning	May 21 to April 22 emptying of hygiene bins	£132.04
1917 Castle water	Final bill for Allotments to 14 Mar 2021	£456.98
1918 KWHP	Transfer of RPA income re Cinderhill	£464.00

##### Credit Card Payments made

1905 Lloyds	Multipay card fees	£3.00
1906 Eventbrite	Training Course for J. Buttery	£38.93
1907 Everyday studios	Plaque for swing at rec.	£36.50
1908 Tso host	Website April 2021 -22	£39.96

**Standing Orders and Direct Debits**

1909 SO C Brooks	Salary April 2021	£1798.67
1910 SO P Horn	Salary April 2021	£499.62
1911 SO Capel Ground Care	Mowing Contract Jan 2019-Dec 2021	£796.00
1912 DD Smart Pension	Pension April 2021	£326.05
1913 DD EDF Energy	Pavilion Electricity	£77.00
1914 DD eon	Streetlights Electricity Jan-Mar 21	£169.70
1915 SO Grenke	Photocopier maintenance	£122.40
1916 SO Microshade	Monthly data and application service	£124.30

The RFO having provided invoices for scrutiny the accounts to be approved for payment and authorised by Cllr Butler and Cllr Sparkhall.

**16. Meetings attended, and reports by Councillors**

None.

**17. To be advised of urgent Business as may be previously notified**

None.

**18. Date of next meeting**

**Full Council Meeting (Annual Meeting), 7.30pm, Monday 24<sup>th</sup> May, venue tbc**

**19. Closed Session - to approve a motion to exclude the public from this agenda item as containing information of commercial sensitivity regarding a pre-application planning meeting relating to land owned by the Parish Council at Cooksfield.**

Cllr. Butler moved a motion, which was seconded by Cllr. Sparkhall 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 4<sup>th</sup> 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.**

**RESOLVED to thus exclude the public.**