

MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD AT 7PM ON MONDAY 6TH JUNE 2022 AT MATFIELD PAVILION

Present: Councillors J. Buttery (Chair) presided, G. Warner, J. Spencer, A. Stout, E Akenhead, C. Brooks (Clerk), P. Horn (RFO)

In attendance: Cllr Steve McMillan (TWBC) part, Cllr Sarah Hamilton (KCC), part, 3 members of the public

1. To accept apologies for absence

The Council accepted apologies from Cllr Churchill who was on holiday and Cllrs Wells and Miconnet who were unwell.

2. To approve Minutes of the last meeting

Minutes of the Annual Meeting on 3rd May 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

Cllr Akenhead declared a perception of bias interest in planning application 22/01320 LBC and did not participate in the item.

4. To adjourn to allow public participation.

None.

5. Borough and County Councillor

Cllr Steve McMillan commented on the political balance of the new Borough Council Cabinet and that the Local Plan hearings are continuing.

He confirmed that he is seeking documentary evidence of the ownership of the footpath at Porters Wood, where concerns have been raised about safety of vehicular access.

6. Chair's Announcements

Jubilee events: Cllr Buttery Thanked Councillors and staff involved in the various Jubilee events. A very large crowd had enjoyed the Council's Beacon lighting event and the street party in Brenchley had been a particular success.

Co-Option: Cllr Buttery advised that no poll has been requested by electors of the Parish and therefore the Parish Council will proceed to advertising the vacancy. The closing date for applications will be Friday 24th June with the Co-Option intended for the PC meeting of 4th July.

7. Planning

1. Planning Applications

Application	Detail
22/01073/FULL Knowle Lodge , Knowle Road, Brenchley, Kent, TN12 7DW	Amendments to application 21/03696/FULL, additional ground floor extension, alterations to 1st floor layout RESOLVED TO RECOMMEND: REFUSE 1. The PC notes that there was an enlargement of 84% in the granted application 21/03696/FULL. If this application of extra extensions is granted by TWBC the additional volume of the new dwelling will exceed 84%. The PC is concerned about this additional volume. 2. If this application should be granted by TWBC, the PC requests that Permitted Development Rights are removed.

<p>22/01063/FULL Hodge Cottage, The Green, Matfield, TN12 7JU</p>	<p>Erection of a summerhouse in rear garden</p> <p>RESOLVED TO RECOMMEND: APPROVE</p>
<p>22/01142/FULL Land South Of Marle Place Road, Marle Place Road, Brenchley</p>	<p>Erection of agricultural/commercial building to be utilised for ice cream manufacturing in connection with soft fruit and soft fruit farm diversification</p> <p>RESOLVED TO RECOMMEND: REFUSE</p> <p>Please could this application be considered under Item 4.8 (d) category Y of the Tunbridge Wells Agreement 2020</p> <ol style="list-style-type: none"> 1. This agricultural field is outside LBD and within AONB. 2. This site is situated in an unsustainable location – there are no pavements or public transport, and vehicles will have to be used for every journey. 3. The PC feels this rural AONB site on a narrow lane is unsuited to B2 General Industrial use. It is noted the owner of this site already has permission for B2 use at nearby Chillwood Farm. 4. There are no designated parking bays for the 7/10 staff. It is noted in supporting documents that there would be 20 vehicle movements for staff and 3 deliveries of ingredients but there are no details of the size of the vehicles, hours of work etc. 5. There is no mention of any vehicle movements associated with outgoing deliveries to customers. The PC questions the size of vehicles and it noted that the 300 customers are offered a maximum 48-hour delivery service throughout London and the South East. 6. The plans accompanying this application are insufficiently detailed. There is a gateway shown on Marle Place Road but there are no details of the hardstanding, driveway, parking bays and turning of vehicles at this site. 7. There are no details of washroom, cooking, or rest area facilities in the accompanying statement for staff at the proposed B2 premises. 8. There are no details for the disposal of foul sewage or waste water at the site. 9. There are no details of the planting and harvesting of 15 tons of soft fruit at Chillwood Farm. It is noted that soft fruit is only a small part of Taywell Ice Cream’s range of flavours. 10. It is noted that the present site for the business venture in Maidstone Road, Paddock Wood has become unsuitable partly because the water pressure at the site is poor. It has been pointed out by neighbour comments that the water pressure in Marle Place Road is also poor. 11. The PC notes the accompanying statement but feels that this commercial building’s security would not be improved operating from a site with fewer other businesses operating. The PC notes that precedent is not a planning matter but is concerned that other businesses located on industrial sites in the area could relocate for the same reason to rural AONB sites. 12. The PC notes in the accompanying statement that “no neighbours will be affected by this commercial business”. The PC highlights Lordships to the North, High Tong and High Tong Lodge together with Flightshott House to the East and the houses of Baker’s Hill to the West.

<p>22/00855/FULL The Nurseries , Pralls Lane, Matfield, TN12 7DX</p>	<p>Proposed replacement of former farm office and garage with a detached single dwelling, together with car parking provision and landscaping.</p> <p>RESOLVED TO RECOMMEND: REFUSE</p> <p>The PC feels the following from Delegated Report for past granted application 21/02637/FULL is pertinent for this application: - “In terms of the difference between the conclusion on the current application and the previous (refused) application 20/00022/FULL which sought to erect a new dwelling, the harm from creating a new dwelling in an unsustainable location that would arise from any conversion of a rural building to residential use were outweighed by reusing an existing building and the compliance with LP Policy H13 and the exception allowed by para 80 of the NPPF insofar as it is related to rural conversions”.</p> <p>The PC notes that this proposed 4-bedroom two storey house would replace a 2-bedroom single storey rural conversion but would not be on the same footprint. The location is immediately adjacent to the AONB boundary, outside LBD and in an unsustainable location.</p>
<p>22/01105/FULL 2 Thistledown , Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EH</p>	<p>Erection of proposed garage, proposed rear extension with creation of partial lower ground floor. External and internal alterations.</p> <p>RESOLVED TO RECOMMEND: REFUSE</p> <ol style="list-style-type: none"> 1. The PC is unable to assess the volume increase of this dwelling and would like to see a Design and Access Statement with this application. 2. The PC is concerned about the length available (considerably less than the 7m KCC recommends) for the parking of two cars in the proposed garage building. <p>The PC is concerned that there may be insufficient parking space and vehicle turning area for a 4 bedroomed house with two home offices.</p>
<p>22/01082/FULL Kings Barn , Gedges Hill, Matfield, Tonbridge, Kent, TN12 7EA</p>	<p>Demolition of existing dwelling; Erection of replacement dwelling with associated hard and soft landscaping improvements; Biodiversity enhancements and Landscape master-planning.</p> <p>RESOLVED TO RECOMMEND: NEUTRAL</p> <ol style="list-style-type: none"> 1. The PC notes the quality of build in this proposed new house but is concerned that the new dwelling will be more intrusive in the landscape than which it replaces. 2. It is noted that weight can be given to fallback positions for development on this site but this is due to application 21/01363 being granted together with 2 extant permissions for lawful development in 2021. The PC is aware that precedent is not a planning matter but feels it should be considered with this application. 3. It is noted that this proposed house is not to be built on the same footprint of the existing dwelling and that the new roofline of the proposed house is higher than the granted 21/01363/FULL 4. The PC notes comments from Southern Water. “There are no public foul and surface water sewers in the area to serve this property”. There is also concern that public sewers run across the site. 5. If TWBC is considering approving this application, the PC requests that Permitted Development Rights are removed.

<p>22/01203/FULL 1 Burrs Hill Cottages , Horsmonden Road, Brenchley, Kent, TN12 7AT</p>	<p>Two storey side extension, single storey rear extension and enlarged loft room into new roof space.</p> <p>RESOLVED TO RECOMMEND: NEUTRAL</p> <p>1. The PC appreciates the clear 3D drawings but is uncertain of the volume increase of the proposed extensions. It would appear to be over 50%.</p> <p>2. The PC is concerned about the space available for the parking and turning of vehicles for a 4-bedroom house.</p>
<p>22/01174/FULL Glebe Place , Brenchley Road, Brenchley, Tonbridge, TN12 7NS</p>	<p>Demolition of part garage; re-construction of external walls to include new entrance and exit doors, reconstruction of entire roof.</p> <p>RESOLVED TO RECOMMEND: NEUTRAL</p>
<p>22/01320/LBC Crooke Barn , Crook Road, Brenchley, Tonbridge, Kent, TN12 7BE</p>	<p>Listed Building Consent for internal alteration and changes to fenestration - To convert the existing garage into a bedroom and en-suite bathroom, including replacing garage doors with infill wall and window, and forming a new window in the rear. Alteration of ground floor shower room to form utility room including altering window to form new door in rear elevation. Minor alterations to ground floor bedroom layout to create a master suite with dressing room and a coats cupboard from two existing bedrooms. There are no changes included in the proposals to the first floor or to the East and West elevations.</p> <p>RESOLVED TO RECOMMEND: APPROVE</p>

2. Community benefits at proposed development site in Matfield – for information

Cllr Akenhead gave a short update on discussions with suppliers regarding playground equipment, should the planning application be granted, the matter is still at the stage of asking for different designs and costs, and no further contact has been made with the developer.

It was reiterated that the Council had recommended refusal of the application.

3. Enforcement Action request – for information

Cllr Buttery outlined that enforcement report had been submitted to TWBC on 22/00851/AGRI (Land At Gate House Farm, Fairmans, Lane Brenchley). A response had been received from TWBC Enforcement Officer Robert Campbell who is making enquiries on the matter. His swift response and attention to the matter was greatly appreciated.

4. Draft TWBC Local Plan Hearing Statements – for information

Cllr Akenhead outlined the draft response to the remaining matters statement to be submitted on behalf of the PC before 10th June. No amendments, other than some small typos, were made and the Clerk would submit the response on behalf of the Council.

Cllr Buttery extended the thanks of the whole Council to Cllr Akenhead for the huge amount of work she had done on this report.

8. Porters Wood

1. Changes to Pedestrian Accessway

Following issues raised by residents a request has been made to KCC to provide the specific planning permission granted for change of use from a pedestrian accessway to a “vehicle crossover”.

Cllr Hamilton advised that she had received confirmation from David Brazier, the Cabinet Member at KCC, advising that the length of pathway in question was in the ownership of KCC, as well as having highways rights over it.

Given that historical information from residents in the area shows that at one time it was in the ownership of TWBC, Cllr McMillan would seek to obtain evidence of any change from TWBC to KCC. The length and description of the "highway" from the end of the cul-de-sac along the path was discussed.

Cllr Hamilton commented that the permission granted is for two years and that after this an application could be made to designate it as a footpath, which currently was not in place, according to KCC records.

The Clerk would reiterate the Council's request for sight of the planning permission.

2. Enhancements to Porters Field

Cllr Spencer had provided a report on ideas for enhancing this area including the use of the s.106 funding of £1532 for Youth and Adult Recreation that the Council had previously designated for use at Porters Wood. The budget for 2022-23 for Porters Wood is £3,000, it was noted that there may be some expenditure required on trees which had recently been surveyed, with the report awaited.

Cllr Spencer had met with residents to learn what would appeal to them and a swing set or wooden climbing frame were considered most appropriate.

Cllr Hamilton suggested an application be made for use of her KCC Member's Grant to add to the s.106 funding and Council budget, this would provide a good total sum.

The Clerk advised that an enquiry had been made via the Council's solicitors to check on the Deeds that there is no restriction on what may be sited there.

It was agreed that Cllr Spencer would obtain three quotes for equipment for the Council to consider at the next meeting, by which time the full available funding should be clarified.

9. To approve Audit and Accounts 2021-22

The Chair advising that following the Year End March 31st 2022, and the Internal Audit on 19th April, the Internal Audit Report (Page 3) had been signed by our Internal Auditor. The VAT claim in the sum of £7,959.42 has been submitted by the RFO. The period for public rights scrutiny is 13th June to 22nd July.

1. Annual Governance Statement 2021-22

The RFO reminded Councillors that they must satisfy themselves that each of the nine statements in Section 1 (page 4) are agreed.

RESOLVED that the Chair and Clerk may sign and submit the Annual Governance Statement 2021-22

2. Accounting Statements 2021-22

Councillors had been reminded 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.

RESOLVED that the Chair and RFO may sign and submit the Accounting Statements for 2021-22 together with the Summary of receipts and payments.

10. Y/E Internal Audit Report – to receive and note

The Council noted the year end 31.3.22 internal audit report which had no adverse findings. This report will be considered by the Finance Committee at the meeting in July.

11. Finance Committee

1. To Approve Minutes of the meeting of 26th April 2022

The Minutes were approved as an accurate record and were signed by the Chair.

2. Recommendations:

a. RESOLVED That the Council approve the Terms of Reference for the Finance Committee

b. RESOLVED That the Council adopt the Financial Regulations as amended

c. RESOLVED That the Council approve the discontinuation of the Interim Internal Audit

12. Closure of St Luke's Churchyard

The Council discussed the formal application to close the Churchyard received on 20th April. A notice seeking views of residents on this issue was posted on noticeboard, the website and on Facebook. Only one comment had been received, expressing support for the responsibility to be handed to TWBC.

The Council noted that it would no longer be responsible for cutting the roadside hedges but would communicate with TWBC to ensure that work done at St Luke's was as residents would expect.

RESOLVED that the responsibility for the maintenance of the closed churchyard at St Luke's Church, Matfield, be passed to Tunbridge Wells Borough Council.

13. Purchase of second Speed Indicator Device

The Council discussed a suggestion from Cllr Churchill that a second SID board be purchased. We currently have 4 posts of which two have KCC permission to be two way - Matfield Bus Stop and Market Heath. A great deal of discussion and meeting with KCC to position the four poles and 6 positions was completed. Some of the sites proposed were rejected by KCC. Extra poles would have to be on a completely different road that was 30mph so not Castle Hill nor Petteridge which are not 30mph and therefore Speedwatch could not be carried out at those locations.

Cllr Akenhead commented that the ATC that was completed at Petteridge at the Parish Council's expense should be considered for speed initiatives otherwise the data collected would be wasted.

The Clerk would re-circulate the information from that ATC and Cllr Churchill would then be able to provide the Council with options for discussion further in July.

14. Plaque for Queens Green Canopy

Cllr Warner advised that the plaque for this display would be bought via private means given that the trees are on private land and were not bought by the Parish Council.

15. Cinderhill – to consider Service Level Agreement with Kent High Weald Partnership

The Council discussed the draft Service Level Agreement from KHWP and it was agreed that a meeting would be arranged with Cllr Akenhead, and other Cllrs as available and KHWP, to discuss some clearer targets so that a final draft can be presented to the PC in July.

Cllr Akenhead advised that a tree survey was required as soon as possible and she and Cllr Warner would provide the Clerk with information on which specific trees needed to be reviewed, quotes could then be obtained.

It was agreed that no application would be made for funding from the Sussex Lund to create a pond at the heathland.

16. Clerk's and RFO's Report

1. Accounts payable

2249	HMRC	Tax and NI May 2022	£724.89
2250	C. Brooks	Mileage & Salary Balance, May 2022	£151.61
2251	P. Horn	Salary Balance May 2022	£57.10
2252	K.Twyman	May Cleaning of Pavilion (12-19/5)	£60.00
2253	Managed Technology	Annual Photocopier	
		Warranty charge and copy usage	£115.20
2254	CVD	April phone calls and line rental	£58.19
2255	Wasteway	April Bin emptying Brenchley Rec	£38.40
2256	Streetlights	Replacement light bulb – LED lamp	£390.00
2257	EJP	Fire Risk Assessment Matfield Pavilion	£420.00
2258	Streetlights	Annual Maintenance Contract	£263.75
2267	Business Stream	Allotments Water 3/3 to 9/5	£38.16
2260	Tubemonkeys	Scaffolding for Pavilion Refurbishment	£1,584.00
2261	Harry Salmon	Reimbursement for TSO Standard Certificate	£49.99
2262	TW Roofing Services	Scaffold and replacement leadax slate and ridge repairs to Matfield Pavilion	£1885.24
2263	Simply Decorating	Redecoration to front aspect of Matfield Pavilion	£1390.00
2264	The Fence Guru	Replacement of 2 posts on Matfield Green	£80.00
2282	Georgie Warner	Donation to Brenchley Jubilee Committee	£500.00
2283	Brenchley and Matfield Parish Archive	Annual Grant to Archives (year 2 of 3)	£1000.00

Credit Card Payments made

2265	Lloyds Bank Fees	Monthly Fee April	£3.00
2266	Technplay	Mains Plug adapter	£4.12
2267	B&Q	Cleaning products and cable ties for Pavilion	£16.25
2268	Currys	Canon Black ink	£13.98
2269	Norton	Annual Subscription anti Virus	29.99
2270	Suzhou	Iphone 11 case	£8.99
2271	Syncwire UK	Iphone charger	10.19
2272	TSO host	SSL Certificate – brenchleyandmatfield.co.uk	49.99

Standing Orders and Direct Debits

2273	SO C. Brooks	Salary May 2022	£1806.47
2274	SO Panetta Horn	Salary May 2022	£519.82
2275	DD Smart Pension	May 2022 Pension Payment	£345.85
2276	DD EDF Energy	Pavilion Electricity 9/4-9/5 2022	£218.00
2277	DD Microshade	May data and application service	£124.30
2278	DD Business Stream	May 22 Pavilion water and waste	£8.00
2279	DD Tower	Phone Equipment Leasing May 2022	
		24 month agreement ending December 2023	£40.30
2280	DD Smart Pension	May 2022 Pension admin fee	£18.00
2281	DD Npower	Streetlight electricity April 2022	£71.22

The RFO having provided invoices for scrutiny these accounts were approved for payment and would be authorised by Cllrs Buttery and Stout.

2. Report from Brenchley Archive on use of grant

The Council noted the report.

17. Meetings attended and reports by Councillors

Cllr Buttery had met with Mr Jeremy Richardson, owner of the Old Palace in the High Street, Brenchley to discuss the background and intentions for the post office.

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

19. Date of next meeting:

Provisional Full Council Meeting 7pm, Tuesday June 21st, Matfield Pavilion

Full Meeting of the Council 7pm, Monday 4th July, Matfield Pavilion

20. Closed Session - to approve a motion to exclude the public from this agenda item as containing information of commercial sensitivity regarding Brenchley Post Office.

Cllr. Buttery moved a motion, seconded by Cllr. Spencer, to exclude the public from this agenda item, due to its confidential nature. The justification for a closed session 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