

MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 2nd
SEPTEMBER 2019 AT MATFIELD PAVILION AT 7.30pm.

Present: Councillor C. Woodley presided, R. Wickham, Mrs L. Butler, J. Grant, K. Sparkhall, A. de Guingand, Mrs G. Warner, D. Batty, G. Stevenson.

In attendance:

County Councillor Sarah Hamilton, Borough Councillor Alan McDermott and 2 members of the public.

1. To accept apologies for absence

The Council accepted apologies from Ms. C. Brooks (Clerk).

Resolved: In the absence of the Clerk it was resolved the Cllr A. de Guingand be appointed Temporary Clerk for the meeting.

2. To approve the Minutes of the last meeting

Draft minutes of the meeting of 1st July were approved as an accurate record and duly signed by Cllr. Woodley.

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

Cllr. A. de Guingand declared an interest in item 8.

4. To adjourn to allow public participation

Richard Beale thanked the Council for sorting out the problems with the pond in Matfield.

5. Borough and County Councillor

Cllr. McDermott said that the vegetation growth round the public toilets in Brenchley was being addressed.

Cllr. Mrs. Hamilton (KCC) said that following a crash at Five Vents the householder has requested Kent Highways to improve the signage. Cllr. Hamilton and Cllr. Stevenson will meet with the householder to discuss possible measures for improvements to the junction.

6. Highways Improvement Plan (HIP).

Cllr. Stevenson introduced this item which showed 12 areas of the parish which needed addressing. Discussion centred on where other issues could be added, including a 20mph limit at the entrance to the school – Councillor McDermott (TWBC) advised that it was his understanding that this option had been declined by the School itself. However, it was agreed that were more areas to be added it would dilute the impact of the HIP. It was further agreed that other areas would be logged for future reference. Cllr. Woodley thanked the Road Safety Initiative group for the work that had gone into producing the report.

Cllr. Stevenson also reported that Speedwatch was to be re-introduced; seven residents had so far volunteered to undertake the training.

Resolved: that the HIP submitted to KCC, with a copy to Cllr. Mrs. Hamilton.

7. Cinderhill Wood Lease

Members considered the draft lease between the Council and Tunbridge Wells Borough Council (TWBC) for the lease of Cinderhill Wood. The lease would be for 10 years at a rent of £50.00 per annum for the first 5 years, and at £55.00 per annum for the remaining 5 years.

Resolved: that the Clerk be authorised to sign the lease on behalf of the Council.

The issue of the tethered horse on the playing field was raised.

Resolved: that Cllr. Stevenson would discuss the matter with Cllr. McDermott as it concerned tenants of TWBC.

8. St. Luke's Matfield

The Council had received a letter from the Parochial Church Council (PCC) advising of its intention to submit a Closure Order for the churchyard, as there is no further room for new graves, and to enquire whether the Council had any objections to the proposed Order. It was noted that the effect of the Order, if approved, would be for either the PC or TWBC to assume responsibility for maintenance.

A number of points were raised concerning the current state of the churchyard. A Health and Safety review and a tree survey should be carried out, and any remedial works should be undertaken by the PCC prior to the Parish Council taking on any responsibility. Also discussed was the issue of responsibility for the Lychgate and the footpaths, given that the church itself would still be in use.

Resolved:

- (a) to advise the PCC that the Council does not object to the proposed Order;**
- (b) that it be noted that the effect of the Order would be for the Council to assume responsibility for maintenance of the churchyard;**
- (c) that the PCC be provided with a schedule of issues to be addressed prior to the transfer of responsibility. The schedule would be based on that prepared by the Clerk, with the addition of the points discussed at the meeting. It would be circulated to Members prior to being submitted; and that**
- (d) the Clerk provides a note for Members, summarizing the relevant legislation.**

9. The Clerk’s appraisal.

The Council considered a report from the Employment Panel on the Clerk’s appraisal.

Resolved:

- a. that a personal safety device be purchased for the Clerk, and an alarm for use in the pavilion;**
- b. that the Council requests the Clerk prepares a full report to present proposals for the separation of the role of the Responsible Finance Officer (RFO), and the creation of a new post to undertake that role. The report would identify the benefits to the Council of the proposed changes, and clearly set out the financial implications; and**
- c. that all Councillors endorse the electronic approach to document management.**

10. Policy and Management Committee

The Council considered the draft Protocol for Engaging with Community Groups. It was noted that proposed changes to the Terms of Reference for the NDP Steering Group would be discussed by the Group.

Resolved: that the Protocol for Engaging with Community Groups be adopted,

11. Planning and Development

11.1 Neighbourhood Development Plan (NDP)

An initial draft of the outline neighbourhood plan had been discussed by the Steering Group, after which it was agreed to suspend further work pending consideration of the relevant policies of the Draft Local Plan. A meeting with the consultant was scheduled for 3rd October.

11.2 Draft Local Plan consultation

The dates for TWBC’s exhibition events had been widely circulated and were noted.

11.3 Planning Comments submitted in August

The recommendations of the Planning Committee were noted and approved.

19/00667 Wrangling Cottage, Furnace Lane, Brenchley, Tonbridge, Kent, TN12 7BX	Demolition of existing garage and erection of new garage. PC RECOMMENDATION: APPROVE
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19/00979 LAWPRO Puxted Orchard Brenchley Road Brenchley Tonbridge Kent	Lawful Development Certificate (Proposed) - Stationing of one mobile home for seasonal agricultural workers. PC RECOMMENDATION: REFUSE
19/01948 Gedges Farm, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EJ	Partial demolition of an existing dual pitched barn and single-storey garage; Conversion of the residual barn element to a 2-bed dwelling ; erection of a new domestic garage outbuilding. PC RECOMMENDATION: APPROVE
19/00830 17 Chestnut Lane, Matfield, Tonbridge, Kent, TN12 7JJ	First-floor rear extension. Demolition of conservatory and replacement with single-storey rear extension. Front porch. PC RECOMMENDATION: APPROVE
19/01997 Wellstead Cottage , Chantlers Hill, Paddock Wood, Tonbridge, TN12 6LX	New flat roof dormers to replace roof lights on existing double-garage. PC RECOMMENDATION: APPROVE
19/01969 Little Dunks Farm, Cuckoo Lane, Brenchley, Tonbridge, Kent, TN12 7HX	Demolition of existing workshop and erection of barn for continued workshop and storage use, with additional annexe accommodation; extension of residential curtilage to accommodate new barn. PC RECOMMENDATION: APPROVE with the condition that occupation of the new barn will only be for purposes ancillary to the main farmhouse and that no independent usage is permitted.
19/00866 Black Path Cottage , Brenchley Road, Matfield, Tonbridge, TN12 7PE	Erection of a detached three-bay timber barn with access from the existing farm track. PC RECOMMENDATION: APPROVE subject to the condition that the barn is used only for commercial purposes and not residential.
19/01752 Parish Hall Place, Holly Tree Cottage, Maidstone Road, Matfield, Tonbridge, TN12 7LW	Demolition of existing conservatory and erection of single-storey rear extension on the same footprint, and a partial garage conversion. PC RECOMMENDATION: APPROVE
19/01989 Chillwood Farm, Fairmans Lane, Brenchley, Tonbridge, Kent, TN12 7JA	Change of use of agricultural land for the permanent stationing of a mobile home for residential purposes, removal of previously approved mobile home (19/00185/LDCEX) and associated hard and soft landscaping. PC RECOMMENDATION: APPROVE

19/01862 3 Weald View, Pearsons Green Road, Brenchley, Tonbridge, Kent, TN12 7DA	Erection of rear extension and conversion of storeroom/utility to garage with pitched roof. PC RECOMMENDATION: APPROVE
19/02056 Lordships Stables, Marle Place Road, Brenchley, Tonbridge, Kent, TN12 7HS	Change of use of the land for the stationing of two mobile homes as a single plot for one Gypsy / Traveller family with associated hard and soft landscaping; Creation of new access onto Marle Place Road. PC RECOMMENDATION: NEUTRAL
19/02074 Maxden, Geddes Hill, Matfield, Tonbridge, TN12 7DU	Replacement of porch roof. First- floor window modifications. Replace the existing tiled roof with slate. Demolition of the existing garage and construction of new garage. PC RECOMMENDATION: APPROVE

11.4 Decisions by TWBC

These were noted.

19/01136 Maycotts Lodge The Green Matfield Tonbridge TN12 7JU	First floor rear extension over existing rear room, removing the roof and dormer, replacing with a demi hip roof PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/01252 Kenilworth , Coppers Lane, Matfield, Tonbridge, TN12 7JE	Proposed extensions to existing house. Proposed internal and external alterations. Proposed car port. Proposed new vehicular access and closure of existing access with a hedge/vegetation. PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/00785 Paygate Cottage Horsmonden Road Brenchley Tonbridge Kent	Erection of a dwelling and associated garden PC RECOMMENDATION: REFUSE TWBC DECISION: REFUSED
19/01233 Lots 7 & 8 Little Dunks Farm Cuckoo Lane Brenchley Tonbridge	Siting of a mobile home PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/01160 Matfield House The Green Matfield Tonbridge Kent	Replacement of garden temple with a new garden building PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED

<p>19/00086 Pembrol, Cryals Road, Matfield, Tonbridge, Kent, TN12 7HH</p>	<p>Extension to the residential curtilage of the existing house</p> <p>PC RECOMMENDATION: APPROVE</p> <p>TWBC DECISION: GRANTED</p>
<p>19/01437 Mehala , Foxhole Lane, Brenchley, Tonbridge, TN12 7EP</p>	<p>Demolition of existing rear and side utility and WC extension; erection of two storey side extension, as well as new rear and side single storey extension; new loft conversion including side and rear dormers and Juliette balcony; alterations to fenestration</p> <p>PC RECOMMENDATION: APPROVE</p> <p>TWBC DECISION: GRANTED</p>
<p>19/00826 5 Church Close, Brenchley, Tonbridge, Kent, TN12 7AA</p>	<p>Retrospective: demolition of existing dwelling and replacement with new dwelling</p> <p>PC RECOMMENDATION: APPROVE</p> <p>TWBC DECISION: GRANTED</p>
<p>19/00807 2 Broad Oak, Brenchley, Tonbridge, Kent, TN12 7NN</p>	<p>Two first floor side extensions (one to either side); alterations including new roof to front porch; alterations to fenestration including two Juliet balconies; new balcony to rear elevation; single storey rear extension</p> <p>PC RECOMMENDATION: APPROVE</p> <p>TWBC DECISION: GRANTED</p>
<p>19/01347 The Old Cold Store, Burrs Hill Yard, Horsmonden Road, Brenchley, Tonbridge, Kent, TN12 7AT</p>	<p>Variation of Condition 11 of Planning Permission 18/02859/FULL - Amendments to window design (Part retrospective)</p> <p>PC RECOMMENDATION: APPROVE</p> <p>TWBC DECISION: GRANTED</p>
<p>19/01576 Holmbush Brenchley Road Matfield Tonbridge Kent</p>	<p>Erection of detached dwelling, new access and landscaping</p> <p>PC RECOMMENDATION: APPROVE</p> <p>TWBC DECISION: REFUSED</p>
<p>19/01480 Crittenden Kiln Crittenden Road Matfield Tonbridge Kent</p>	<p>Erection of outbuilding, creation of swimming pool and change of use of agricultural land to residential</p> <p>PC RECOMMENDATION: APPROVE</p> <p>TWBC DECISION: GRANTED</p>
<p>19/01854/LBC The Gate House, Fairmans Lane,</p>	<p>Listed Building Consent: Repair works to below ground wall</p>

Brenchley, Tonbridge, Kent, TN12 7AD	PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/00830 17 Chestnut Lane, Matfield, Tonbridge, Kent, TN12 7JJ	First floor rear extension. Demolition of conservatory and replacement with single storey rear extension. Front porch. PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED
19/01093 Crittenden House Crittenden Road Matfield Tonbridge Kent	Alterations and extension to existing barns to convert the buildings into a 4-bedroom dwelling PC RECOMMENDATION: REFUSE TWBC DECISION: GRANTED
19/00667 Wrangling Cottage, Furnace Lane, Brenchley, Tonbridge, Kent, TN12 7BX	Demolition of existing garage and erection of new garage PC RECOMMENDATION: APPROVE TWBC DECISION: GRANTED

12 Clerk's report

12.1 Minor works/local issues

These were noted and thanks were passed to the Clerk for their successful resolution. Cllr. Stevenson would contact David Scully (TWBC) regarding the replacement of the Sassoon tree.

12.2 TWBC Amenity Vehicle

The Council discussed a proposal from TWBC to change the schedule to a monthly collection for household waste, which would save the PC £431.00 annually.

Resolved: that the collection of general waste (not garden waste) should continue twice a month at the current charge from TWBC.

12.3 Accounts payable

The Council reviewed the accounts payable for July and August invoices. These were authorised for payment.

1501 C Brooks	Part Salary July 2019	£679.10
1502 HMRC	Tax and NI July 2019	£578.54
1503 Craigdene	Consultancy re Playground	£350.00
1504 Surrey Hills	Legal Advice re unregistered land	£300.00
1505 SKF Contractor	Bus shelter repair	£139.32
1506 James Beach	Part payment for Allotment project	£1500.00
1507 TMS	Paper/Stationery	£37.90
1508 CPRE	Annual Membership Sept 19-Sept 2020	£36.00
1509 TMS	Stationery	£39.99
1510 BT	Phone/Broadband May-Sept 2019	£347.44
1511 EDF	Pavilion Electricity Apr-Jul 2019	£195.27
1512 David Izzard	Gardening JVMG/Pavilion/Playground	£100.00
1513 TWBC	Agreement for Public Conveniences	£11,168.54
1514 Lindsay Frost	Planning Consultancy re NDP	£480.00

Multipay Credit Card Payments debited in July

1515 Eon	Streetlight Electricity Apr-Jun 2019	£170.82
1516 Amazon	Printer toners	£74.98

Standing orders and Direct Debits

SO C Brooks	Part Salary July 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension July 2019	£176.87

These accounts, with supporting invoices, had been circulated to the Council and were authorised by Cllr. Mrs. Butler and Cllr, Grant.

Amount Paid by BACS due to time constraint – Approved by Cllr Woodley and Cllr Mrs Butler

1517 Capel Ground Care	Payment for playground equipment	£3000.00
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Accounts payable in September for August invoices

1518 Chantal Brooks	Part Salary August 2019	£635.90
1519 HMRC	Tax and NI August 2019	£578.54
1520 Brenchley Ready Call	Mayors Lunch	£30.00 (Cheque)
1521 John Miles	Cinderhill mowing	£90.00
1522 PlaySafety	RosPA inspection	£111.60
1523 Capel Groundcare	Hedges at Allotments	£359.28
1524 Lynne Butler	Reimbursement Poster Printing	£45.99
1525 Came and Co	Insurance 1 Oct 2019 to 30 Sept 20	£2619.95
1526 Lynne Butler	Reimbursement NDP website	£74.25

Credit Card Payment

1527 GeoXphere	Mapping Programme	180.00
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Standing orders and Direct Debits

SO C Brooks	Part Salary Aug 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension Aug 2019	£176.87

These accounts were approved and would be authorised by Cllr Woodley and Grant.

13 Meetings attended by Councillors

Cllr. Batty attended a meeting of the group who put up the Christmas lights in Brenchley. They were happy to complete any paperwork required by the Council, so that the event could be covered by the Council's insurance.

Resolved: that the arrangements for the Christmas lights in Brenchley be accepted, and that Cllr. Batty to continues to liaise with the group.

14 Urgent Business

No urgent business had previously been notified.

15 Date of next meeting

Provisional Planning Meeting Tuesday 17th September 2019 7.30pm Matfield Pavilion
Full Council Meeting Monday 7th October 2019 7.30 Matfield Pavilion