

**MINUTES FOR A MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 4th SEPTEMBER
2017 IN MATFIELD PAVILION AT 7.30pm**

Present

Councillors C. Woodley (Chairman) presided, R. Wickham (Vice Chairman), J. Grant, A. de Guingand, K. Sparkhall, D. Batty, Mrs. N. Marriott, Mrs. G. Warner, Mrs. L. Butler, Ms. C. Brooks (Clerk).

In attendance

TW Borough Cllr. A. McDermott, residents: Simon Galwey, Norman Dodd, John Barsley, Andrew Bryant, Simon O'Donnell

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes of the meeting of 18th July 2017, together with those of the Closed Session of the same date were approved and duly signed by the Chairman.

3. To record declaration of Interests on any item on the Agenda

*Members are reminded that if any have a **prejudicial** interest in an agenda item, this should be declared at the start of the meeting.*

***Personal** interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.*

Cllr. Mrs. Marriot declared that she has had personal dealings with the contractor engaged on the Mill Farm Planning Application. Whilst she made a general comment, by way of clarifying a query, she did not participate in the vote on the application.

4. To adjourn to allow public participation

John Barsley asked for information on the proposed removal of the postbox outside Cherry Trees.

The Clerk responded that the PC had had no prior notice of this proposal and had not made an agreement with Royal Mail for re-locating the postbox to Matfield Green, or any other part of the village. The Clerk had already been in touch with TWBC and Royal Mail to express concern and request that the closure notice is removed, until such time as agreement can be reached.

Simon Galwey also asked about parking in the car park outside Cherry Trees and the Chairman responded that when the planning application for Cherry Trees came to the PC it did consider whether the parking spaces were part of the curtilage, as well as the small area of grass outside the property; no conclusion had been reached, although it could be determined by a land registry search.

John Barsley asked how will the PC lobby to improve safety at Kippings Cross which suffers from numerous traffic management and volume issues.

The Chairman responded that the PC is aware of this issue and that he, the Clerk and Cllr. Grant had that morning met with officers of Kent Highways and County Cllr. Sarah Hamilton, and this was one of the issues raised. Whilst the A21 is managed by Highways England, and not KCC, Cllr. Woodley had impressed upon the officers that the area would be the new bottleneck, the similar problems at the Longfield roundabout having been remedied by dualling work. The KCC officers responded that they believed Highways England's position would be to "wait and see what happens". It was agreed that the junction at Kippings Cross must be

monitored and to continue lobbying KCC to identify any other improvements to make it safer coming into the parish from that junction.

Simon O'Donnell and Andrew Bryant, residents in the Sophurst Lane area of the parish, raised concerns regarding information circulating that Savills, on behalf of Crest Nicholson (CN), had contacted numerous residents, regarding buying their land, and that they would soon be submitting a very large planning application. The proposal concerns a development between Kippings Cross and Pembury, and would be for several thousand homes.

The Chairman responded that the PC have become aware of the activity between CN and residents, but had not been approached directly. The Clerk had written to Savills asking for information, but no response had so far been received. The PC had also sought information from TWBC on their engagement with Savills, if any, and Cllr. McDermott had provided an update, which had been circulated to residents and businesses.

Cllr. McDermott clarified that a lot of the area in question has not been put in Call for Sites and therefore it would have to go through the process of site allocation. The area is also mostly AONB, but around the A21 there is less constraint in this respect. No sites have yet been allotted; this will not be until March next year. TWBC had to assess all of the sites offered in the CfS, however it seems that Savills are trying to get more people to go in together, to get a larger area. Cllr. McDermott also commented that even if CN made an application, there is still no guarantee they would be successful. He believed most of any development would be further up the A21, towards Tonbridge, and he advised that compulsory purchase is only an option when planning permission had been obtained by a prospective developer.

The Chairman agreed that all information the PC received would be publicised locally, and Cllr. McDermott advised that he would continue to provide regular updates.

5. Chairman's announcements

The Chairman advised that Love Matfield are holding some welcome events for new residents on 3rd and 4th October, and encouraged councillors to attend.

The Chairman was pleased to report that a story and photograph concerning the reinstatement of the Viewpoint Indicator had been printed in the Courier.

6. Report from Finance Committee Meeting – to receive recommendations

Draft Minutes from the meeting of 24th July had been circulated.

Grants and Donations – Consideration of the Council's policy

RESOLVED: the adoption of a policy for grants and donations that takes account of the requirements of the relevant legislation.

PWCAC funding

RESOLVED: that a funding agreement of £2k per annum, over a period of three years, be offered to the PWCAC, from the next financial year.

Banking – consolidation of accounts

RESOLVED: to authorize the Clerk to transfer the amounts held in the NatWest Deposit and Current accounts into the main Unity Trust account, and that the account be closed.

Matfield Pavilion Bank account (NatWest)

RESOLVED: that the funds currently held in the NatWest Matfield Pavilion account be transferred to the Council's main Unity Trust Account, and that the NatWest account be closed.

Bank compensation limits

RESOLVED: that Members note, on the advice of the Clerk, the risk involved in consolidating all the PC reserves into the main Unity Trust Account; that, the consolidation be implemented; and that the Clerk be requested to investigate whether TWBC could transfer the precept on a quarterly basis, instead of twice-yearly.

Corporate Debit Card

RESOLVED: that the Clerk be authorised to apply for a corporate debit card, with a limit per transaction, and per month, of £500.

Payment of the Clerk's salary

RESOLVED: to approve that a monthly Standing Order for the Clerk's salary of £1,000 be paid on the last day of each month, with the remainder to be included within "accounts payable", as submitted to the Full Meeting of the Council.

Asset register

RESOLVED: that the Clerk be authorised to add a value of £1 for the Jack Verrall Memorial Garden, to the asset register.

7. Clerk's Employment – confirmation of permanent employment.

A report from the Chairman, subsequent to a meeting with the Clerk and Cllrs Wickham and Mrs. Butler, was circulated.

RESOLVED: that the updated terms and conditions of the Clerk's permanent employment be confirmed.

8. Draft Strategic Statement

The draft document was discussed and a minor amendment made to show the scope of the statement as valid until 2021.

RESOLVED: to formally adopt the Strategic Statement; to approve this document to be used as guide to the Council's work over the next three years; and for it to be published, locally.

9. Neighbourhood Development Plan

A group comprising two councillors and local residents, had been brought together to draft a document outlining the scope of the proposal for the Parish to submit a Neighbourhood Development Plan. The timing of the TWBC Local Plan being drafted in the Spring of 2018 presents the Parish with an opportunity to create a NDP, to align with this document. The biggest risk identified to the success of the process is in a failure to obtain adequate community engagement, and people to join the working groups that it is expected would develop the Plan – for the NDP to be successful it must demonstrate that it is a community endeavour. To be adequately prepared for a public meeting to ascertain the support of the community, consultants would be asked for guidance. The £9k grant available from the borough council would be applied for, if after the public meeting there was sufficient support to take the matter forwards. This grant must be applied for by the end of January 2018, and spent by the end of March.

The PC recorded its thanks to Cllr. Mrs Butler, Cllr. Sparkhall and the other members of the scoping group for the work done on the report, which was felt to be well-researched and comprehensive.

RESOLVED: that the Council accepts the recommendation of the report, and approve that an application be made to TWBC for the commencement of a Neighbourhood Development Plan; that the Clerk be authorized to submit the application for the PC to be recognised as the appropriate body for initiating the NDP; and to submit a map showing the whole of the area of the civil parish to be the designated area, pursuant to the regulations governing the adoption of a Neighbourhood Development Plan.

RESOLVED: that suitably qualified and experienced consultants be engaged to provide guidance on how to best achieve community engagement.

10. Planning and Development

10.1 Call for Sites

An Information Sheet had been issued to address community concerns and clarify the PC's role.

Cllr. McDermott advised that of the 470 sites submitted, 63 sites have already been assessed as unsuitable for development. There are a further 407, of which they have 80 more to be assessed over the next three months. To date no sites from our area have been removed from

the list. After the assessment process has been completed, TWBC will then publish the list of approved sites.

In response to a request from residents present at the meeting, and from the Parish Council, Cllr. McDermott agreed to provide a regular update on the status of all the sites.

The Chairman would welcome any further input from residents on any communications they received from interested parties, and further commented that the PC might seek a meeting with Savills.

10.2 To consider the following planning applications

17/02072	Mill Farm, Cryals Road, Brenchley, Tonbridge, Kent, TN12 7AW	Change of use from redundant rural building to bespoke kitchen and furniture manufacturing, including showroom and workshops/storage; Alterations to building to include timber cladding and profiled sheet roofing RESOLVED: To recommend: NEUTRAL
17/02562	Meadow Bank, Coppers Lane, Matfield, Tonbridge, TN12 7JE	First floor side extension; ground floor extension to rear and side; extension to residential curtilage and new fencing; alterations to vehicular access. RESOLVED: To recommend REFUSAL

11. To receive items for information

11.1 Planning consultation recommended responses submitted

17/01142	Land Between Long Leas and Pear Tree Cottage, Maidstone Road, Matfield, Tonbridge, Kent	Erection of 20 No Dwellings, consisting of two x 1 bedroom apartments, seven x 2 bedroom apartments + houses, six x 3 Bedroom houses, five x 4 bedroom houses and associated development	Refuse
17/02332	1 Tong Farm Cottages, Tong Road, Brenchley, Tonbridge, Kent, TN12 7HT	Formation of vehicular access to on-site parking	Approve
17/02267	Burford Place, High Street, Brenchley, Tonbridge, Kent, TN12 7NQ	Erection of garden steps	Approve
17/02198	Littleworth, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BG	Single storey front extension	Approve
17/02418	Little Crossletts, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BU	Demolition of 2-storey rear and single storey side extensions and construction of new 2-storey extensions to front, side and rear, single storey extension to side and rear, installation of external flue, creation of steps and patio areas	Refuse

17/02472	Orchard House, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EN	Retrospective - Triple garage with store room over and 3no. dormer windows to front elevation	Refuse
17/02402	Shernover House, Windmill Hill, Brenchley, Tonbridge, Kent, TN12 7NP	Erection of one two-storey four- bedroomed detached dwelling in the grounds of Shernover House	Approve
17/02381	Wrangling Cottage, Furnace Lane, Brenchley, Tonbridge, TN12 7BX	Listed Building Consent - Install external heating and hot water boiler to outside of the kitchen of the property	Approve
17/02714	6 Chestnut Lane, Matfield, Tonbridge, Kent, TN12 7JL	Single storey rear extension with rooflight, internal alterations and alterations to fenestration	Approve
17/02708	3 Porters Close, Matfield, Tonbridge, Kent, TN12 7LY	Replacement of two windows to front elevation and two windows to rear elevation	Approve
17/02660	Highwood, Cryals Road, Matfield, Tonbridge, Kent, TN12 7LN	Insert a field gate on north boundary of property accessing Sophurst Lane	Approve
17/02605	Friars Grange, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7LG	Extension to residential curtilage, new boundary fencing and erection of summer house/ garden shed	Approve

11.2 Decisions by TWBC

17/00967	Cherry Trees, The Green, Matfield, Tonbridge, Kent, TN12 7LA	Change of use of existing building from one house and one ground floor shop unit to two houses	PC: Refuse TWBC: Granted
17/00153	Burrs Hill Cold Stores, Horsmonden Road, Brenchley	Erection of single storey garage adjoining old cold store (previously permitted for residential use) There has been an amendment to this application - revised date for comments 4 July	PC: Refuse TWBC: Granted
17/01804	The Old Dairy, Poulhurst Farm, Furnace Lane, Brenchley, Tonbridge, Kent, TN12 7BX	Single storey extensions on west elevation and single storey link extension between main house and garage block; Conversion of garages to habitable use; Erection of detached double garage and log store	PC: Refuse TWBC: Granted

17/01555	Farm Shop Latters Toll Knowle Road Brenchley Tonbridge	Erection of veranda, 1 No. window, external door and alterations to external curtilage	PC: Approve TWBC: Granted
17/01824	Garden Croft, Foxhole Lane, Brenchley, Tonbridge, Kent TN12 7ES	Single storey side extension, internal alterations, and alterations to driveway and parking area	PC: Approve TWBC: Granted
17/01943	Woodlands, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LT	Proposed two storey extension to side and rear	PC: Approve TWBC: Granted
17/01924	16 Oakfield Road, Matfield, Tonbridge, Kent, TN12 7LB	Proposed change of use of grass verge at front of property from amenity to curtilage; Proposed dropped kerb and driveway	PC: Approve TWBC: Granted
17/02071	Palmers Green Cottage, Palmers Green Lane, Brenchley, Tonbridge, Kent, TN12 7BH	Demolition of existing porch, erection of replacement porch, demolition of rear lean-to and alterations to windows	PC: Approve TWBC: Granted
17/02075	Portobello, Holly Bank, Brenchley, Tonbridge, Kent, TN12 7PG	Alterations to existing Grade II listed house including demolition of existing garage and replacement with new family room and adjacent utility room Alterations to existing Grade II listed adjacent (former stables) including demolition of utility and boiler room lean-to's and replacement with new car port/garage; Re-alignment of existing private driveway	PC: Approve TWBC: Granted
17/01875	1 Five Wents Villas, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EG	Demolition of existing double garage and construction of new single garage and outbuilding (Amended resubmission of Planning Consent 16/06902/FULL)	PC: Approve TWBC: Granted

12. Clerk's Report

12.1 Minor Works in progress/planned

- 12.1.1 **Matfield Pond** – per minutes from the previous meeting. The Council's insurers have confirmed that there is no requirement to erect any danger signage relating to the depth of the water.

Work on the pond has not been completed due to unforeseen circumstances in the amount of silt to be removed. A meeting has been held with Simon Catchpole and a specialist contractor, together with the Clerk and Cllr. Wickham, to discuss possible solutions. Options and related costs will be presented to councillors for consideration.

12.2 Budget overspending

Due to under-budgeting, several large projects have incurred budget overspending, including the JVMG Gates (£1020.67 plus approx. £150 for fitting), the costs associated with the new accounting system (£903.60), and new bark at the

playground (£853.20). A full list will be provided to the Finance Committee and possible virements will be discussed.

The Clerk requested that suggestions for minor works and projects be forwarded to her, as soon as possible, to allow time for her to obtain adequate quotes, to better inform budget-setting in November/December.

12.3 Decisions required

12.3.1 Tree on the drying ground – positioning of the replacement

Matt of Tamillek has recommended that it is replaced with the same tree, *Sorbus torminalis* (Chequers tree or wild service tree), because of its importance as a commemorative tree-planting, but in a different place - the tree failed because of flood-damage to the root system. The approximate cost of the tree is £180.00, and the same for labour, to be properly planted with stakes, irrigation, mulch etc. Total approximately £360.00 (no VAT), to include re-positioning of commemorative plaque.

The council noted that Simon Galwey is contributing 10% of the costs of the replacement, and wish to record its thanks for his generosity.

RESOLVED: that a *Sorbus torminalis* be purchased, to be sited on a higher position on the Drying Ground.

12.3.2 Contract for cleaning of Matfield Pavilion

The Clerk has obtained a quote from Minster Cleaning, a quote from another firm having been found to be inadequate, to clean the Pavilion. The amount quoted is **£1088.00 plus VAT**. This will be for twelve cleans annually, with the frequency greater in the summer months, due to increased usage. This amount is not budgeted for, but will be covered by funds held in the Matfield Pavilion account, and can be budgeted for in subsequent years. A one-off deep-clean has been arranged for 31st August, at a cost of £145 plus VAT.

RESOLVED: for the Clerk to be authorised to accept the quote, and to sign the contract.

12.3.3 Insurance Policy Renewal

The policy is due for renewal on the 1st October 2017, and a renewal quote has been provided at a sum of **£2,574.16**, including insurance premium tax, a 2% increase. The Policy excess remains £250.00, for each claim.

Brenchley Parish Council is currently under long-term agreement, until 30th September 2018; a review of cost-effectiveness will be undertaken by the Finance Committee, prior to that date.

RESOLVED: that the insurance renewal terms for 2017-2018 be accepted, and that the premium be paid.

12.4 Correspondence

12.4.1 Mr. G Watson – Permission for regular Parking on Matfield Green

The Clerk wrote to Mr Watson, of The White House, requesting him not to park on the land in front of his house, which is part of the common land owned by the PC. Mr. Watson had replied requesting permission to park, on an occasional basis.

RESOVLED: that the Clerk be authorized to offer Mr Watson a personal licence, limited to occasional parking on Matfield Green.

12.4.2 Mr. A Samson – Flightpaths over Parish

Mr. Samson had written to the council, expressing his concerns over the increased frequency of aircraft, and noise thus generated, over his property. He wished to enlist the support of the council to tackle the problem, and a meeting had been arranged with councillors.

Whilst it was stressed that it is not possible for the council to provide any direct assistance, it was agreed that an article would be published in Roundabout, offering

residents the opportunity to contact the Clerk if they have similar concerns. The Clerk would then put these residents in touch with each other, so that they might consider what joint-action might be undertaken.

12.4.3 Nathan Woods – Plaque at the Viewpoint

A request had been received by the Clerk for a small commemorative plaque to be placed on one of the benches at the Viewpoint, in memory of a resident who died some years ago. It was agreed that permission would be given, and that the Clerk should ensure the size of the plaque, and the message on the engraving, are appropriate.

RESOLVED: to permit Nathan Woods to place a commemorative plaque on the bench at the Viewpoint.

12.5 Accounts

Accounts paid in June not previously reported

Grenke	Photocopier lease	DD	£122.40
Grenke	Photocopier maintenance	DD	£68.23
SMART Pension	Pension May and June	DD	£137.74

Accounts paid July – previously circulated

Chantal Brooks	Salary and Expenses	TRF	£1499.78
HMRC	Tax and NI	TRF	£409.57
Eon	Streetlight electricity	TRF	£36.93
KCC	Refund of amount paid in error to BPC	TRF	£1600.00
L. Butler	Parish Plan administration	TRF	£98.45
PlaySafety Ltd.	Playground inspection	TRF	£109.20

Accounts paid in July – not previously reported

SMART Pension	Pension July	DD	£87.36
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Accounts paid as exception

British Gates	Jack Verrall MG Gates	TRF	£1020.67
Corker Outdoor	PlayBark for playground	TRF	£ 853.20

Accounts Payable for August

C Brooks	Salary and expenses	TFR	£1633.45
HMRC	Tax and NI	TFR	£518.12
Complete Weed	Matfield Pond Herbicide	TFR	£264.00
TWBC	Public Convenience Management	TFR	£10413.76
Tamillek	Removal of Tree	TFR	£245.00
Derek Beevis	Electrical work Matfield Pavilion	CHQ	£110.00
RBS	Accounting Software and setup	TFR	£903.60
Comm. Servs	Grounds Maintenance half year	TFR	£3276.05
John Miles	Mowing at Cinderhill	TFR	£96.00
Came & Co	Insurance renewal	TFR	£2574.16
Claire Stewart	Donation re Pettebridge Phonebox	TFR	£399.12
Livingstone	Viewpoint Indicator	TFR	£3,000.00
Streetlights	Repairs Column 3 Oakfield Road	TFR	£9.60
SMART Pension	Pension August	DD	£119.58

RESOLVED: payment of these accounts be approved; they would be authorised by Cllr. Sparkhall and Cllr. Batty who were now signatories to the Bank Account.

13. Brenchley Charities – decision on new arrangements

Brian Stanley has had expressions of interest from the following residents, to take responsibility for the administration of the John Downer Charity: David and Julie Izzard; and Helen Brown and Jill Sturgeon Lewis, who run Ready Call.

RESOLVED: to devolve to the Trustees (Cllrs. Wickham and Mrs. Butler) responsibility for selecting the new administrators of the John Downer Charity.

Bank Accounts

The Clerk outlined problems with setting up the new bank accounts for the charities. Barclays require sight of the original Trust Deeds used to register these charities with the Charities Commission. These are not readily identifiable. To be able to set up the accounts, Barclays therefore require a solicitor's letter confirming some general details that are known, but also including whether the trust has a clause allowing the trustees to act independently of one another, or whether they can appoint third parties as signatories (powers of delegation). Each charity would need such a letter. This would potentially cost several hundred pounds. The current balances in the accounts are £650 (John Downer) and £450 War Memorial; legal costs would use up a significant proportion of these funds.

RESOLVED: to close the Matfield War Memorial Charity, and use the funds remaining for the charity purposes, and to open an account for the John Downer Charity as an association/club entity.

14. **Meetings attended and reports by Councillors**
None.
15. **To be advised or urgent Business as may be previously notified**
16. **Date of next meeting**
Provisional Planning Meeting 7.30pm Tuesday 19th September 2017
Full Council Meeting 7.30pm Monday 2nd October 2017