

**MINUTES OF A MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 4th DECEMBER
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. L. Butler, Mrs. N. Marriott, Ms C. Brooks (Clerk)

In attendance

TW Borough Councillor A. McDermott, KCC Cllr. Mrs S. Hamilton, three members of the public.

1. To accept apologies for absence

The Council accepted Cllr. Mrs. Warner's apologies as she was abroad.

2. To approve Minutes of the previous meetings

The Minutes of the Meeting of 6th November were approved with an addition to those listed as present, and were duly signed by the Chairman.
The Minutes of the Extraordinary Meeting of 16th November were approved and duly signed by the Chairman.

3. To record declarations of interest in 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. de Guingand declared an interest in Agenda item 7.2.

4. To adjourn to allow public participation

A resident had received a survey from TWBC and enquired whether the PC was aware of it. A number of Councillors had also received this survey and it was explained that 20,000 households are being surveyed.

A resident commented that there had been an article in Local Magazine concerning parliamentary constituency boundary changes, and that he was concerned at the possibility of losing Greg Clark as MP for the borough, given that there would be no major towns in the proposed area, and that this might impact on the constituency profile. The Clerk confirmed that the matter had been discussed at the PC meeting on 6th November and that a response to the consultation had been submitted, information on this would be available in the Council Minutes approved under Agenda item 2. Cllr. McDermott explained that under the new proposals the Borough of Tunbridge Wells would increase from having two MPs to three, as Pembury would be in the Tonbridge and Malling constituency.

A resident asked whether the PC would be taking up with KCC how they treat mature trees, given the recent poor work in Maycotts Lane. The Clerk will contact Cllr. Sarah Hamilton to enquire on this.

A resident requested an update on the timeframes for the Local Plan. Cllr. McDermott confirmed that the consultants' report is still awaited and that the Draft Local Plan is likely to be issued around March 2018.

A concern was raised that key decisions such as the second Call for Sites evaluation are not on the TWBC website and Cllr McDermott was asked to make these available. Cllr Woodley will raise this at the Parish Chairmen's meeting next week.

5. Chairman's Announcements

Cllr. Woodley expressed grateful thanks on behalf of the PC to John Barsley and Brian Stanley for their continuing excellent efforts concerning Christmas Lights around the parish.

Thanks were also recorded to Mr and Mrs Holmans, for arranging the clear-up around Matfield Pond in November.

Cllr Woodley reported that he will be attending a Task & Finish Group meeting at TWBC, which is investigating the planning procedures, on 7th December.

6. Report from Finance Committee Meeting

The Draft Minutes from the meeting of 13th November had been circulated, and Cllr. de Guingand detailed the recommendations:

Audited Accounts 2016-17

To recommend that the Full Council receive and endorse the final audited accounts for 2016/17.

Duly RESOLVED

Risk Register

To recommend that the relevant Policy Groups be tasked with taking forward these actions. The Clerk will circulate the full risk register to all Councillors.

Duly RESOLVED

Matfield Pavilion

To recommend that the Clerk assumes responsibility to use discretion in accepting bookings for Matfield Pavilion.

Duly RESOLVED

To recommend that, from 1st April 2018, the current session fee-structure be revoked, and, from that date, an hourly rental-rate of £10.00 should apply. The Terms of Use for Matfield Pavilion should be amended to reflect these changes.

Duly RESOLVED

To recommend that the fees for the regular users of Matfield Pavilion remain at the rates of the current year; and that each organization be requested to sign a licence governing their use of the Pavilion:

MGCC - £220.00

Guides - £330.00

Connection - £100.00

Duly RESOLVED

Recommend the continued discretionary free-use the Pavilion by the following organizations: Matfield Women's Institute, the Love Matfield Society, the Tunbridge Wells Area Committee of KALC, and Paddock Wood Community Advice Centre.

Duly RESOLVED

7. Planning and Development

7.1 Neighbourhood Development Plan

Cllr. Sparkhall confirmed that a letter of engagement, aligned with the approved schedule for the project, will be issued by the Clerk to FERIA Urbanism.

A Skype meeting was held with Richard Eastham last week and proposed dates for the initial meetings will shortly be forwarded by FERIA. The Steering Group will be discussing the appropriate community organisations to involve in the visioning events.

Cllr. Woodley advised that the budget for the NDP has been considered by the Finance Committee, with the suggestion that all costs above the grant funding be met from general reserves. This is further discussed at Agenda item 9 below,

Cllr. Mrs. Butler proposed that the Interim Steering Group be formally recognised as the Steering Group for the NDP. This proposal was seconded by Cllr. Mrs. Marriott.

RESOLVED to formally recognise the eleven members as the NDP Steering Group.

Cllr. Mrs. Butler commented that it had proved difficult to appoint a Chairman of the SG, and whilst it would be desirable for a member of the community to take on the role, it was felt Cllr. Woodley, as Chairman of the Parish Council, would be an ideal candidate. Cllr. Woodley agreed that it is vital to maintain the momentum and confirmed his willingness to take on the Chairmanship. However, he advised that he would be out of the country between 7th and 28th March 2018.

RESOLVED that Cllr. Woodley be appointed as Chairman of the NDP Steering Group.

7.2 Developer activity in the south of the Parish

In response to a letter sent to Karen Fossett, Head of Planning at TWBC, Cllr. Woodley confirmed that a statement from Kelvin Hinton, Planning Policy Manager, had been circulated locally. It was noted however that this statement did not specifically address the approaches made by Savills on behalf of Crest Nicholson. An action group of residents is taking this matter up and had contacted Cllr. McDermott for comment. The Clerk will assist Cllr. McDermott in arranging a surgery for him to hear the views of residents, in the New Year.

7.3 To consider the following Planning Applications

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| <p>17/03527 Paygate Cottage, Horsmonden Road, Brenchley, TN12 7AB</p> | <p>Part-demolition of existing dwelling and construction of replacement detached dwelling</p> <p>Resolved to recommend Refusal on the following grounds:</p> <p>1) when application 14/506723 was allowed on appeal, the Planning Inspector specifically supported the proposal that the original Paygate Cottage, a non-listed heritage asset, should be retained in its original form and that the modern extensions should be demolished. The subject application provides, under section 9 "Use" of the D and A Statement, that the modern studio extension will be retained and the "substandard" residential building demolished. This is not acceptable.</p> <p>2) The Planning Inspector had also considered that the replacement dwelling, allowed under the appealed 14/506723, was modest and sat well within its plot. Although the plans submitted with the subject application are not clear, the proposed dwelling is significantly larger and has substantially more glazing as well as paving and a pool (not specifically mentioned in the application) which are out of keeping with the surrounding AONB and beyond what the Planning Inspector thought suitable for the site.</p> |
| <p>17/03692 High Tong Lodge, Marle Place Road, Brenchley, TN12 7HS</p> | <p>Erection of a two-storey side extension with Juliette balcony, single storey rear extension, and extension of porch</p> <p>Resolved to recommend: Approval</p> |

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| <p>17/02070 Mill Farm, Cryals Road, Brenchley, TN12 7AW</p> | <p>Retrospective - Change of use from Agricultural to B8 Storage & Distribution</p> <p>Resolved to recommend Refusal on the following grounds:</p> <p>The Parish Council is unable to support the application in the absence of details about the likely number and type of traffic movements at this unit, particularly given past permissions granted for other units at this property, which will mean that there is a cumulative effect for traffic implications. There is also some uncertainty about the precise location of the barn to be used, according to a neighbour. Further clarity is therefore required before the matter can be considered further. Refuse in its current form.</p> |
| <p>17/03900 Burford Place, High Street, Brenchley, TN12 7NQ</p> | <p>Part-demolition of boundary wall and provide insets on each side of existing driveway to both improve sight lines for vehicular egress and safety for users of public footpath</p> <p>Resolved to recommend Refusal</p> <p>Whilst appreciating the applicant's concerns about road safety, the Parish Council recommends refusal on the grounds that:-</p> <ol style="list-style-type: none"> 1 The applicant has failed to produce any further evidence of safety issues than were submitted under application 17/03183 (withdrawn) 2 The changes to the visibility splays impact upon the listed wall and the Conservation Area (we refer you to the comments made by the Parish Council in response to 17/03183) 3 The letter from KCC's Highways department, dated 18.09.15, was in response to consultation under an application 15/506845 for partial rebuilding of the wall following accidental damage. The officer's delegated report specifically states that on balance, the improvements recommend by KCC Highways are not considered to outweigh the harm to the CA especially given that the use of the access would not be intensive as it would serve only one dwelling. On this basis, there is not considered to be substantial harm to highways safety arising from this proposal (to restore the damaged wall in its original form – as it is now). It was a condition of the resulting consent that the wall should be rebuilt in its historic form and nothing the Parish Council has seen to date justifies any change. |

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| 17/03779 Pippins, Gedges Hill, Matfield, Tonbridge, Kent, TN12 7DU | Restoration and conversion of historic garden buildings to create 1no. dwelling and subterranean extension to vine house Resolved to recommend: Approval |
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8. To receive items for information

8.1 Planning consultation recommendations submitted

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| 17/03571 Comice, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EN | Erection of side and rear extensions & double garage/log store, garage conversion and other minor alterations PC Recommendation: Approve |
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8.2 Decisions by TWBC

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| 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 WITHDRAWN |
| 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 PC Recommendation: Approve TWBC Decision: Granted |
| 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 WITHDRAWN |
| 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 PC Recommendation: Refuse TWBC Decision: Granted |
| 17/03006 Burrs Hill Barn House, Horsmonden Road, Brenchley, Tonbridge, Kent, TN12 7AT | Variation of Condition 2 (Approved Plans) of 16/07040/FULL (Single-storey front extension and single storey front/side extension. First floor glazed area to replace part of wall/window on north elevation. Conversion of garage to habitable use. Addition of roof lights on all roof slopes. Installation of flues) - Amendments to fenestration PC recommendation: Refuse TWBC Decision: Granted |
| 17/03051 Mill Farm, Cryals Road, Brenchley, Tonbridge, Kent, TN12 7AW | Retrospective - Retention of existing mobile home for occupation for 10 months of year for a farm worker employed locally in agriculture, tied to occupation of Mill Farm PC Recommendation: Refuse TWBC Decision: Refused |
| 17/03072 Bombazine Cottage, Brenchley Road, Matfield, Tonbridge, Kent, TN12 7PE | Single storey rear extension; Additional 2 No. dormer windows to rear PC Recommendation: Refuse TWBC Decision: Granted |

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| 17/03182 Burford Place, High Street, Brenchley, Tonbridge, Kent, TN12 7NQ | Listed Building Consent - Alterations to boundary wall to widen splay lines for vehicular access WITHDRAWN |
| 17/03234 11 Pixot Hill, Brenchley, Tonbridge, Kent, TN12 7BD | Erection of a timber garden room/summer house PC Recommendation: Approve TWBC Decision: Granted |

Cllr. McDermott commented that the work at Blue Boys will start early in 2018 and TWBC accept some responsibility for the delays in this matter.

9. 2018-19 Budget and Precept

A draft budget and precept calculation had been circulated. Cllr. de Guingand detailed some of the items in this year's budget and responded to queries. He advised that it is intended not to hold a contingency fund in addition to the budget in view of the level of general reserves held by the PC. Reserves had built up in recent years, in order to hold funds against the need for major works, such as the pond.

It was felt that spending out of reserves, together with the income expected for the year, could ensure that the precept could be kept at a low rate. However, there is still some uncertainty in actual spend for this financial year as a number of unexpected costs had arisen. The intention is to maintain an increase of no more than 1.3% on last year's precept, which would be in line with TWBC's.

RESOLVED that Cllrs. Woodley and de Guingand, together with the Clerk, would finalise the draft budget and precept calculation for approval at the next full PC Meeting.

10. General Data Protection Regulations

The Clerk had circulated information on the new GDPR, which will apply from 25 May 2018. It places greater emphasis on the documentation that data-controllers must keep in order to demonstrate their accountability, one of which is to identify a Data Protection Officer.

The Clerk outlined the options open to the PC including contributing to the salary of a DPO appointed by TWBC, who have a proposal for this new officer post in their budget for 2018-19. KALC are also considering appointing a shared DPO for parishes.

It was agreed that the matter is very important and the Clerk and Chairman are both attending training on the GDPR, in the New Year. Cllr. Grant offered to seek *pro bono* assistance on the matter.

To ensure that this new burden is accounted for, it was agreed to add £1,000 to the precept for a DPO, in the draft budget and precept calculation.

11. KCC Volunteer Support Wardens

Information on this scheme had been circulated and Cllr. Woodley clarified that all parishes have been asked if they wish to contribute to this scheme, and explained that KCC used to employ a number of wardens to work in rural areas - but that budget cuts have resulted in the scheme losing funding. The Wardens act in tandem with the PCSO, which is a statutory function of the Police, and it was agreed that the scheme would be publicised in the community.

12. Clerk's Report

12.1 Minor Works Update

The Clerk provided an update on various works around the parish and in particular the status of Matfield Pond, which is awaiting the Exemption Certificate from the Environment Agency so that it can be dredged.

Concern was raised about continuing problems with water at Kippings Cross. The Clerk, and numerous residents, had reported this to SE Water and to KCC; however there remains a significant amount of water running down Maidstone Road from the roundabout. Cllr. Hamilton requested that the Clerk forward details to her so that she could raise the matter.

There is also concern about congestion at this roundabout and it was felt that pressure should be brought to bear on Highways England to monitor the area as it is becoming a pinch point. The Clerk will write to them on this matter.

12.2 Accounts payable

Accounts Paid by exception last month

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| 1236 | Brian Stanley | Reimburse Xmas Lights | £332.00 |
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Accounts payable

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| 1237 | C Brooks | Part November Salary | £663.59 |
| 1238 | HMRC | Tax and NI | £558.94 |
| 1239 | Barrett Fencing | Installing JVMG Gates | £204.00 |
| 1240 | Key to the Door | Lock at Matfield Pavilion | £135.00 |
| 1241 | Steward Skips | Pond Clear-up | £240.00 |
| 1242 | TMS | Copier Paper | £24.00 |
| 1243 | SE Water | Matfield Pond Water | £21.10 |
| 1244 | EDF | Pavilion Electricity | £172.83 |
| 1245 | Brian Stanley | Reimburse Christmas Lights | £152.00 |
| 1246 | Kentec | Cherry Picker | £354.00 |
| 1247 | SE Water | Allotment water | £68.03 |
| 1248 | SE Water | Matfield Pavilion water | £42.79 |
| 1249 | Ian Avery | Handyman works | £24.00 |
| 1250 | David Buckett | Interim Internal Audit | £377.00 |
| 1251 | Buss Murton | Legal costs regarding Land transfer | £812.00 |
| SO | C Brooks | Part November Salary | £1000.00 |
| DD | Grenke | Photocopier Lease | £122.40 |
| DD | Smart Pension | Pension November | £125.10 |

RESOLVED: payment of these accounts was approved; they would be authorised by Cllr. Woodley and Cllr. Sparkhall.

12.3

Land at Seaton

The Clerk advised that Buss Murton have confirmed completion of the transfer of the land from the executors, into the Parish Council's name; they will now apply to the Land Registry to update the title. A valuation of £1 has been added to the asset register.

As there is no Trust in place in relation to the transfer of the land to the Parish, the PC is able to utilise the land like any other landowner, which would include the provision of a future sale. There are some mature trees on the site and the Clerk will ensure it is added to the insurance, and necessary maintenance attended-to.

12.4

A request from the ex-Mayor of Tunbridge Wells to buy copies of his book for charity was declined.

12.5 Clerk's leave

The Clerk advised that she would be taking annual leave on 14th, 27th, 28th and 29th of December.

13. Meetings attended and reports by Councillors

Cllr. Marriott had attended a meeting at TWBC on behalf of the Chairman, at which an update on the new theatre and civic centre was given.

Cllr. Woodley had attended the AGM of KALC on 18th November. A motion was passed "That KALC take action to ensure that all rural villages and isolated communities in Kent have the right to impose 20 mile an hour limits". He had also attended a meeting of the Tunbridge Wells Area Committee of KALC, where an item of interest was a discussion on the possibility of incorporating the amenity vehicle into the new waste contract. Representations on this issue would be made to the borough council.

Cllr. Woodley invited Cllr. Mrs. Hamilton of KCC to update the Council on KCC matters. She advised the PC that there is a Member's Grant available which can be used for highways priorities and community projects in the parish, to be match funded by Council funds. The Clerk will submit a request for this funding.

Cllr. Mrs. Hamilton reassured the Council that despite stories in the press, the proposed reduction in rural bus services would be subject to consultation, and that she is personally taking an interest in this matter.

Cllr. Woodley requested that a short update on such matters be provided regularly.

14. To be advised or urgent Business as may be previously notified

None.

15. Date of next meeting

Full Council Meeting Monday 8th January 2018 at Matfield Pavilion 7.30pm