

**MINUTES OF A MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 5th FEBRUARY
2018 IN MATFIELD PAVILION AT 7.30pm**

Present

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

In attendance

TW Borough Councillor A. McDermott, KCC Cllr. Mrs S. Hamilton (part), five members of the public.

1. To accept apologies for absence

The Council accepted apologies from Cllrs. Batty and Grant, both of whom had work commitments.

2. To approve Minutes of the previous meeting

Minutes of the Meeting of 8th January 2018 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.

4. To adjourn to allow public participation

A resident asked about the closure of the post-box outside Cherrytrees. The Clerk confirmed that the application for its removal has been refused and it is likely that it will be closed off. However, the Royal Mail has confirmed that that will not happen until a new box has been sited, and that the timeframe is 12-16 weeks.

It was requested that TWBC be asked to impose a Tree Preservation Order on the two Cherry trees; the Clerk will investigate that.

A resident asked to what extent the Brenchley War Memorial will be cleaned and repaired. The Clerk responded that she is meeting with Burslem (the contractor) on 14th January, to identify the amount of re-letting needed. There is a budget of £4k for this work (including the Matfield War Memorial) and the Chairman confirmed that if this is exceeded the Clerk can seek the Council's authorisation for extra expenditure. It was noted that there are more names which had been identified for adding to the Memorial, and those would be provided to the Clerk.

A resident thanked the PC for obtaining information from the borough council concerning developer activity in the south of the parish, though noted that some of the responses were incorrect. She thanked the PC for their pro-active approach to engaging residents in the NDP with the public events and open days in February.

Cllr McDermott was asked for an update on the timetable for the TWBC Local Plan; he advised that the consultation on potential site allocations would be around July. He also indicated that it was possible that 156 houses could be proposed for the parish this figure includes the 20 that has already been given planning permission (the development at the site adjacent to Long Leas).

A resident commented on concerns about traffic. Cllr. Wickham will be taking this forwards with Johnathan Yardley, to identify whether Speedwatch and other strategies can be put in place. Further volunteers will be sought from the community.

5. Chairman's Announcements

Cllr. Woodley advised that, in his capacity as Vice-Chairman of KALC, he has been nominated to attend a garden party at Buckingham Palace, in May. The Clerk would be accompanying him.

The Chairman also advised that Cllr. Mrs. Marriott had tendered her resignation from the Council and would be leaving around Easter. Cllr. Marriott added that she had very much enjoyed her two 6-year terms on the Council but that she needs to focus on her other commitments. Cllr. Woodley expressed his gratitude for the great service Cllr. Marriott had given to the community and that an opportunity to recognise this would be sought.

The Clerk will contact TWBC to report the vacancy, for advertising. Cllr. Woodley clarified that if ten or more electors wish for an election there would be a poll; if not the PC could co-opt a replacement.

6. Kent High Weald Partnership

The Council received a report and presentation from Ian Johnstone, Partnership Officer and Kim Richards, Partnership Manager of Kent High Weald Partnership, detailing the work it undertakes generally, and specifically on behalf of the Parish Council at Cinderhill. They were thanked by the Chairman, who also commended the work being done at Cinderhill. In addition, the Partnership would be consulted on future plans for the field at Porter's Wood in Petteridge.

The Council was asked to support the Partnership's work, by responding to the consultation on funding, currently underway.

7. Management Group

The Chairman had circulated a report and recommendations following a meeting of the Management Group on Tuesday 30th January. Information regarding the Clerk's accident was circulated, and the Clerk had obtained guidance from the Council's insurers.

The Clerk advised that a written H&S Policy is only required of an employer with five or more employees; however, it would be advisable for the PC to have one, anyway. The Clerk clarified that of the other Clerks contacted none had the specific role of H&S Officer although all assumed a role in upholding the H&S policies of the Council. Several of these councils have had external consultants provide an initial H&S review together with providing policies and risk assessments.

RESOLVED that the Clerk obtains quotes for a H&S assessment of parish properties, to include the provision of risk assessments

The Chairman commented that several suggestions had been discussed regarding the effective working of the Council, and to reduce the number of meetings being held. There was a discussion concerning the distribution of work amongst councillors, to assist the Clerk, and this would be further considered.

RESOLVED to amalgamate the Management Group and Policy Group.

8. Planning and Development

8.1 Neighbourhood Development Plan

Cllr. Sparkhall had circulated a written report on the progress of the Neighbourhood Development Plan. He expressed the need to encourage community participation by word-of-mouth. In future reports financial information will also be provided. The Clerk confirmed that a grant of £7081 had been received from Groundwork UK. The grant must be spent by 31st March and can include the Inception and Visioning events, but not the Design Forum. Cllr. Mrs. Butler commented that all invoices must be paid by the deadline and the Clerk confirmed that as the level of expenditure had already been approved in the accepted quote from FERIA Urbanism, payments can be made by exception outside of a PC Meeting and reported retrospectively.

8.2 Planning Projects

The Clerk had circulated correspondence from Peter Every, TWBC Parks and Sports Team Leader, who advised that a large sum of money had been held by TWBC for some time, in relation to developer contributions, for facilities in the parish. The total sums are in the region of £26k for Youth and Adult facilities and £8k for Children's play. The Council discussed suggestions for possible projects. The Clerk will obtain the necessary quotes and provide information on community need to backup these projects, with a view to presenting them to TWBC.

It was agreed that a playground for Matfield was a priority. There would be an opportunity to seek a suitable location when the allocation of potential sites for development were identified.

It was also agreed that projects to improve the Scout Hut, and for some outdoor play equipment at Porter's Wood, would be investigated by the Clerk.

8.3 To consider the applications listed on the Agenda

17/04341 11 Pixot Hill, Brenchley, Tonbridge, Kent, TN12 7BD	Erection of a timber garden room/summer house. (Amended proposal of Planning Consent 17/03234/FULL to include curved corrugated roof design) RESOLVED to recommend: Approve
17/04192 Agricultural Barn, Tong Road, Brenchley, Tonbridge, Kent	Conversion of a redundant barn to a residential dwelling RESOLVED to recommend: Approve with Conditions
18/00004 Portobello, Holly Bank, Brenchley, Tonbridge, Kent, TN12 7PG	Convert and adapt garage to habitable space, minor internal re-ordering, minor changes to fenestration, revised access from highway and landscaping RESOLVED to recommend Approve with Conditions
18/00009 The Elms, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BL	Construction of new woodland access off Crook Road RESOLVED to recommend: Refuse
18/00120 Moatlands Oast, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Demolition of existing house and garage and erection of 2 No. 4-bedroom dwellings and detached garages RESOLVED to recommend: Refuse
18/00142 Poulhurst, Furnace Lane, Brenchley, Tonbridge, Kent, TN12 7BX	Construction of single storey flat roof infill extension within enclosed courtyard at rear RESOLVED to recommend: Approve

9. To receive items for information

9.1 Decisions by TWBC

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 TWBC Decision: Granted
17/03527 Paygate Cottage, Horsmonden Road, Brenchley, Tonbridge, Kent, TN12 7AB	Part demolition of existing dwelling and construction of replacement detached dwelling PC Recommendation: Refuse TWBC Decision: Granted
17/03692 High Tong Lodge, Marle Place Road, Brenchley, Tonbridge, Kent, TN12 7HS	Erection of a two-storey side extension with Juliette balcony, single storey rear extension, and extension of porch PC Recommendation: Approve TWBC Decision: Granted
17/02070 Mill Farm, Cryals Road, Brenchley, Tonbridge, Kent, TN12 7AW	Retrospective - Change of use from Agricultural to B8 Storage & Distribution PC Recommendation: Refuse TWBC Decision: Granted

17/03779 Pippins, Geddes Hill, Matfield, Tonbridge, Kent, TN12 7DU	Restoration and conversion of historic garden buildings to create 1no. dwelling and subterranean extension to vine house WITHDRAWN
17/03809 Kings Toll Nursery, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7HA	Erection of a two-storey extension to existing ancillary office building PC Recommendation: Approve TWBC Decision: Granted
17/04096 Orchard Mount, Tong Road, Brenchley, Tonbridge, Kent, TN12 7AN	Single storey rear extension PC Recommendation: Approve TWBC Decision: Granted
17/04119 Hillside, Brenchley Road, Brenchley, Tonbridge, Kent, TN12 7NS	Lower roof of existing ground floor 'lean-to' to enable existing rear first floor windows to be enlarged PC Recommendation: Approve TWBC Decision: Granted
17/03976 Pear Tree House, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BS	Part 2-storey, part single storey side extensions to both sides and single storey rear extension, erection of porch, and part demolition of outbuilding PC recommendation: Refuse TWBC Decision: Granted
17/04058 Worms Lodge Cottage, Brenchley Road, Matfield, Tonbridge, Kent, TN12 7PH	Erection of single storey rear extension PC Recommendation: Approve TWBC Decision: Granted

10. Clerk's Report

10.1 Accounts Payable for January 2018

1263	C Brooks	Part January 2018 Salary	£528.04
1264	HMRC	Tax and NI	£518.32
1265	KALC	GDPR training	£36.00
1266	Ian McEwen	Website hosting	£25.92
1267	Eon	Street Light Electricity	£113.26
1268	Instantprint	NDP Flyers	£66.99
1269	Instantprint	NDP Flyers	£50.99
1270	C A Forward	Posts around Matfield Green	£109.80
1271	BT	Phone and Broadband	£238.81
SO	C Brooks	Part January 2018 Salary	£1000.00
DD	SMARTPension	Pension January 2018	£119.79

Payment of these accounts was approved; they would be authorised by Cllr. Sparkhalls and Cllr. Woodley.

10.2 Minor Works

- The Clerk confirmed that the holes around the pond had been filled, with thanks to John Miles.
- The Application for an exemption certificate for the removal of the silt in the pond remains with the Environment Agency, it is still hoped that the work will be completed before the end of March.
- The Clerk has obtained quotes for the cleaning of the War Memorials and is meeting with Burslem next week to confirm the engraving required on the Brenchley Memorial.
- KCC has responded to fault-reporting of the potholes on Maidstone Road; any that are really dangerous, i.e. if cars are swerving to avoid them, should be reported immediately. County Councillor Sarah Hamilton will assist in getting these made a priority.
- The new Parish Noticeboard for Matfield is due to be delivered in the next fortnight.

10.3 Annual Parish Meeting

The date of the APM was agreed for Wednesday 30th May; this has been booked at Matfield Village Hall.

11. Correspondence Received

11.1 Cherry Trees

The Chairman and Clerk had been in correspondence with a resident who had concerns about the continuing activity at Cherry Trees. It was reiterated that the Parish Council has limited powers to take action in this matter but that the Clerk is continuing to bring the issue to the attention of the relevant authorities. KCC have confirmed that they will pursue the owner to reinstate the verge outside (he will have to apply for permission for a footpath across it).

Members of the Council continue to have concerns regarding the ownership of the land in front of the property.

RESOLVED for the Clerk to obtain legal advice concerning the ownership of the land formerly used for car-parking.

11.2 Weald of Kent Protection Society

The Parish Council had been invited to join the WKPS at a fee of £25 p.a. The Clerk was asked to ensure that the boundary shown on all their material includes Brenchley and Matfield (it currently stops at Goudhurst).

RESOLVED for the Parish Council to become members of the WKPS.

11.3 Post office Ltd.

A letter concerning a consultation on the New Post Office in Matfield had been circulated and publicised locally to encourage responses from residents.

12. Meetings attended, and reports by Councillors

The Clerk and the Chairman had attended the KALC GDPR training event on 24th January. The Clerk is meeting with the Data Protection Officer at TWBC in February, for further guidance.

Cllr. Marriott gave a brief summary of items discussed at the Matfield Village Hall Committee. There had been a suggestion that a joint approach to bookings in MVH and Matfield Pavilion would be of benefit and the Clerk will meet with Lesley Mannington, the new Bookings administrator, to discuss this.

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

Cllr Woodley advised that he had a call from Mrs. Carter, who's land behind Matfield Court is in the Call for Sites. She wishes to explore how the land might be used and would like to engage the council in discussion about that. Given the impending consultation on proposed site allocations, it was agreed that a meeting at this time would not be appropriate.

14. Date of next meeting

Provisional Planning Meeting 7.30pm on Tuesday 20 February 2018

Full Council Meeting 7.30pm on Monday 5th March 2018 at Matfield Pavilion