

**MINUTES OF A MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 4<sup>th</sup> JUNE 2018 IN  
MATFIELD PAVILION AT 7.30pm**

**Present:**

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

**In Attendance**

Borough Cllr. A McDermott, five members of the public

**1. To accept apologies for absence**

None.

**2. To approve Minutes of the last meeting**

Minutes of the meeting of 8 May 2018 were approved as an accurate record and duly signed by the Chairman.

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

Cllr. Batty declared that his son attends the Montessori school.

Cllr. Woodley declared that he is personally acquainted with the applicants for the Chartfield planning application.

Cllr. Mrs. Warner declared that she uses the services of the stables at Woodlands Farm.

**4. To adjourn to allow public participation**

*At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Members of the public are not permitted to participate in the meeting after this agenda item without prior invitation from the Chairman.*

Graeme Stevenson introduced himself and confirmed his interest in a future role with the Parish Council.

Lady Elizabeth Akenhead commented on correspondence sent to the Clerk, these were not on the agenda but would be in future.

Representatives from the Scouts, Group Catherine Catchpole and Panetta Horn, were in attendance and would speak later in the Agenda.

The applicant for Planning Application 18/01348 spoke briefly in support of his application which would be dealt with later in the agenda.

**5. Chairman's Announcements**

Cllr. Woodley attended the Annual Meeting of TWBC on 23<sup>rd</sup> May, at which the Mayor (Cllr. Len Horwood) and Deputy Mayor (Cllr. James Scholes) were elected.

**6. Brenchley Archive**

Cllr. Sparkhall had provided a Report on the activities of the Archive and accounts demonstrating how the Council's donation had been spent. He commented that the Archive are very grateful for the Parish Council's support and the Council recorded thanks to the archive in acknowledgement of their progress.

**7. Scout Hut**

Cllr. Woodley and Cllr. Sparkhall had met with representative of the Scouts, Catherine Catchpole and Panetta Horn, to discuss their proposals for a refurbishment of the Scout Hut

which, whilst built on land belonging to the Parish Council, was built by and is owned by the Scouts.

A written description of the work together with the tender document and plan had been circulated. Given the use of the store room by Discoveries Montessori Nursery School, the Scouts do not have sufficient space for their activities and feel that the building is not fit for purpose. The Scouts are therefore seeking the approval of the Parish Council for such refurbishment work to be undertaken to include:

- conversion of the current kitchen into a toilet;
- moving the kitchen to the adjacent room;
- conversion of the two rooms at the southern end of the building to a store-room, and a meeting/breakout room;
- replacing the staircase to the attic with a loft-ladder; and
- fitting the windows with double-glazing.

Cllr Woodley commented that the Council would wish to see the continuation of the Discoveries Montessori Nursery School in the parish, if that were possible, as it has been a great asset over many years.

The Scouts do not have a written agreement with the Discoveries, nor have regular meetings have been held, and this was considered regrettable. It was also unfortunate that there had been little communication between the parties, prior to the issuing of a notice to leave the premises being given to Discoveries, and no meeting had been offered so that an informal response to the situation could be amicably discussed.

It was also noted that the level of charges has not been reviewed since 2009, and no decision had been taken on any increase.

The Scouts confirmed that the notice to vacate the premises was given immediately after their meeting in April, with the deadline to leave being early July, for the work to be completed in the 6-8 weeks over the summer. There would be no other opportunity before next summer to get this work done as the premises would need to be empty.

**RESOLVED that the Scouts be given permission for the alterations outlined in the tender document**

The Council discussed the correspondence sent from Sandra Fisher of Discoveries and considered whether alternative accommodation could be found in the Parish. Cllr. Mrs. Butler advised that some sessions could be accommodated at Brenchley Memorial Hall but that this had not been taken up.

The Clerk was asked to respond to Mrs Fisher to enquire what the current status is of their endeavour to find alternative accommodation.

**8. To approve Audit and Accounts 2017-18**

The Clerk reported that the Internal Auditor had approved and signed the accounts.

**8.1 Annual Governance Statement 2017-18**

The Council reviewed the Annual Governance Statement as satisfactory and all statements made were agreed.

**RESOLVED that the Chairman and Clerk may sign and submit the Annual Governance Statement 2017-18**

**8.2 Accounting Statements 2017-18**

The Council agreed that the accounting statements as presented were in accordance with the agreed accounts for the year, which had been accepted as accurate.

**RESOLVED that the Chairman and the Responsible Finance Officer (the Clerk) may sign and submit the Accounting Statements for 2017-18**

**9. Planning and Development**

**9.1 Neighbourhood Development Plan**

Cllr. Sparkhall provided an update from the Steering Group. The recommendation on whether to continue with the Neighbourhood Plan would be brought to the next meeting.

## 9.2 To consider the following Planning applications

<p>18/01273 Southfield Farm, Tibbs Court Lane, Matfield, Tonbridge, Kent, TN12 7ND</p>	<p>Provision of a 25m x 45m sand school and erection of boundary fencing</p> <p><b>RESOLVED TO RECOMMEND: Approval</b> On the condition that there is no outside lighting</p>
<p>18/01348 Land Adj, 1 Parsonage Farm Cottages, Brenchley Road, Brenchley, Tonbridge, Kent,</p>	<p>Erection of new detached dwelling and provision of new access and parking area.</p> <p><b>RESOLVED TO RECOMMEND: REFUSAL</b></p> <ol style="list-style-type: none"> <li>1. The site in question is outside the Limits to Built Development of Brenchley village and within the AONB – Kent Special Landscape Area. At this time TWBC have not given notice to extend the LBDs in the parish, and until that time, the PC have guidelines to follow.</li> <li>2. The site is an undeveloped green space in a prominent position on the main Brenchley Road without an existing separate access. This new house is prominently situated on a slope facing the road. It does not conserve or enhance the AONB.</li> <li>3. The site is adjacent, and the curtilage of the new house runs very close to the pair of Grade II listed cottages and opposite further listed buildings.</li> <li>4. The recently completed Landscape Character Assessment for the Borough has stated that precisely this type of linear development should be avoided between Matfield and Brenchley and great value should be attached to the dark skies in this area so that incremental development of this kind is inappropriate.</li> <li>5. The green space on which this house would be situated is a natural break between Brenchley village and the small cluster of cottages at Market Heath. These cottages, some of which are listed stand around the milestone marked XXXVIII. The recently built development of 7 units at Market Heath cannot be compared as this was an exception site for affordable houses in the parish.</li> <li>6. The proposed access has poor sight lines that are impinged upon by parked cars in the adjoining lay-by by serving Parsonage Cottages. The provision of two car parking spaces with space for one guest car is inadequate for this property, which might run in overspill parking on the road. There are already acknowledged parking problems from the near-by Brenchley and Matfield Primary School</li> <li>7. The PC knows that precedents are not part of planning, but feel if this totally new dwelling outside LBD and within AONB is allowed, linear development will be difficult to be controlled in the future.</li> </ol>
<p>18/01191 Traditional Bespoke Furniture, The Old Stables, Cryals Road, Brenchley, Tonbridge, Kent, TN12 7AW</p>	<p>Installation of three attached containers for storage, spray room and drying room (Retrospective)</p> <p><b>RESOLVED TO RECOMMEND: NEUTRAL</b> It is difficult to discount Charlotte Oben's comments in her delegated report of 17/002072 dated June 2017 in that there is now an impact on the</p>

	<p>countryside and scenic beauty of the AONB. Provisions should be made to ensure that the containers are temporary.</p>
<p>18/01499 Chartfield Windmill Hill Brenchley Tonbridge Kent</p>	<p>New porch; partial removal of roof and replacement with additional floor and new roof. Partial double storey rear extension and associated internal alterations.</p> <p><b>RESOLVED TO RECOMMEND: APPROVAL</b></p>
<p>18/01300 Puxted Orchard, Brenchley Road, Brenchley, Tonbridge, Kent,</p>	<p>Application for an agricultural building to store machinery, equipment, apple bins and for the cold storage of apples, with associated hardstanding and upgrading of the existing access track</p> <p><b>RESOLVED TO RECOMMEND: REFUSAL</b></p> <ol style="list-style-type: none"> <li>1. There is no business plan justifying commercial sustainability for this application.</li> <li>2. Please note the proposed site plan for this apple store and the footprint in relation to substantial Puxted House to the east of the orchard. The proposed orchard building has had a reduction to its height but the 18m x 12m footprint remains the same. The building has been moved into the west corner of the orchard, but it still stands high and would be seen from Brenchley Road.</li> <li>3. There is a discrepancy in the D and A Statement that this modest stand-alone orchard of 1.7 hectares has a much larger yield than recorded by the past farmers of the land. It is recorded that part of this orchard to the south lies in a frost pocket and is unable to be planted for yielding apples.</li> <li>4. Although the Parish Council commends local agricultural enterprise, there is no mention of fruit being brought in from other farms which would increase traffic movement and the PC therefore questions why this disproportionately large building on AONB land, outside the LTB is required for this small amount of land. The new building would not enhance or preserve the AONB.</li> <li>5. In view of this large building having an adverse impact on the countryside and scenic beauty of the AONB, if this application is accepted, please would TWBC consider a clause/condition that if this agriculture venture fails, the metal building will be removed to avoid future change of use.</li> </ol>
<p>18/01083 Woodlands Farm, Short Lane, Brenchley, Tonbridge, TN12 7BA</p>	<p>Rear extension and changing of existing rear extension flat roof to a pitched roof</p> <p><b>RESOLVED TO RECOMMEND: APPROVAL</b></p>

**10. To receive items for information**  
**10.1 Decisions by TWBC**

<p>17/01142  Land Between Long Leas And Pear Tree Cottage, Maidstone Road, Matfield, Tonbridge, Kent</p>	<p>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</p> <p><b>PC Recommendation: Refuse</b>  <b>TWBC Decision: Approved with conditions</b></p>
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18/00698 Agricultural Building, Parkwood Farm, Cryals Road, Matfield, Tonbridge, Kent,	Change of use of agricultural barn to dwelling house  <b>PC Recommendation: Approve</b> <b>TWBC Decision: Granted</b>
18/00942 The Elms, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BL	Construction of new woodland access off Crook Road  <b>PC Recommendation: Refuse</b> <b>TWBC Decision: Approved with conditions</b>
18/00844 Egypt Farm Cottages, Cryals Road, Matfield, Tonbridge, Kent,	Alteration to approved application 16/501768/FULL. Reinstatement of single unit farmhouse from semi-detached sub division and re modelled extension; with alterations to fenestration, roofline and approved design  <b>PC Recommendation: Neutral</b> <b>TWBC Decision: Granted</b>
18/01111 32 Porters Wood, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LR	Erection of a single-storey side/rear extension  <b>PC Recommendation: Approve</b> <b>TWBC Decision: Granted</b>

Cllr Woodley commented that, given the recent approval of the Rydon Homes application, to which there had already been an application to vary conditions, it would be wise to try to engage with Rydon on the project as it develops. This would be particularly desirable to ensure that the residents are consulted on the naming of the development as well as influence community facilities such as post-boxes and the management of the site traffic. Rydon had attended the Design Forum as part of the NDP process and it therefore seems likely that they will react positively to this suggestion. It is intended that a Councillor be nominated to liaise with Rydon on the Council's behalf.

**RESOLVED that the Clerk contact Rydon Homes to request engagement with them on the development at Long Leas.**

## 11. Clerk's Report

### 11.1 Correspondence – Royal Mail

The failure by Royal Mail to adequately manage the process regarding the installation of a postbox in Matfield was discussed.

**RESOLVED that the Clerk contacts the Chairman of Royal Mail to complain about failures in their processes.**

### 11.2 Correspondence - William Benson - TWBC

A letter had been received from Mr Benson detailing reasons behind planning applications being approved without the Parish Council being alerted to the re-submission of plans or other details. The Clerk confirmed that, whilst no Freedom of Information request was instigated by the Parish Council, this information had been sent by TWBC.

Cllr. Woodley advised that this had also occurred in Capel and Goudhurst and, given concerns that this apparently becoming more prevalent, the matter would be discussed at the next PC Chairmen's meeting with TWBC

### 11.3 Minor Works

Cllr. Grant commented that, as well as issues surrounding superfast Broadband, there is a longstanding problem with the mobile phone signal in the villages. The Clerk was asked to contact Vodafone and O2 to enquire about possible improvements.

Cllr. Grant advised that the removal of the recycling bins at Brenchley Memorial Hall remains a problem, with bottles consistently left on the ground. Cllr McDermott (TWBC) agreed to progress this once again.

#### 11.4 Printing of Planning Applications

Following a request from Cllr. Mrs. Warner, the Clerk had obtained a quote for replacing the current printer, which is on a five-year lease, with an A3 printer to facilitate the printing of larger planning applications.

Members discussed the issue and it was agreed that, as an alternative, the Clerk would liaise with TMS in Paddock Wood to provide plans to Cllr. Mrs. Warner when she requests them, and that this would be trialled for six months.

#### 11.5 Accounts Payable

1308	C Brooks	Part Salary May 2018 and error 2017-18	£1564.83
1309	HMRC	Tax and NI May 2018	£1228.62
1310	Bus. Stream	Waste Water Pavilion Nov-Apr	£34.31
1311	Bus. Stream	Waste Water Pavilion Apr-May	£5.74
1312	EDF	Electricity at Pavilion	£302.11
1313	Clive Gray	Machinery Haulage, Matfield Pond	£600.00
1314	Water Choice	Water Supply Pavilion Nov-May	£24.79
1315	Water Choice	Water Supply Matfield Pond Nov-May	£21.45
1316	SKF Contractor	Bus Shelter Repairs	£274.58
1317	Rialtas	Year-End Shutdown of Alpha Accounts	£300.00
1318	David Izzard	JVMG	£50.00
1319	TMS	Banner for Fete	£54.00
DD	Smart Pension	Pension May 2018	£295.57
SO	C Brooks	Part Salary May 2018	£1000.00

Payment of these accounts was approved; they would be authorised by Cllr. Mrs. Butler and Cllr. Grant.

#### 12. Meetings attended, and reports by Councillors

Cllr. Wickham had met with volunteers regarding traffic and speeding issues. A grant of approximately £125 was requested to pay for leaflets to be distributed along the main roads.

#### **RESOLVED for the cost of speed awareness leaflets to be paid for by the Parish Council.**

Cllr. Mrs. Butler had attended a meeting at TWBC concerning Alternative Housing Delivery in the Borough though this had not proved very pertinent to the Parish Council.

Cllr. Mrs. Butler had attended the Goudhurst Neighbourhood Plan meeting and noted that they are working on objectives and policies for their Plan.

Cllr. Woodley had attended the KALC area Committee meeting in May.

Cllr. Woodley advised that as Karen Fossett, Head of Planning at TWBC, had not attended the Annual Parish Meeting, this had been taken up with William Benson, Chief Executive of TWBC. Mr. Benson offered his apologies to the Council and would provide a letter for publication to residents.

Cllr. Woodley reported that he and the Clerk had attended a Royal Garden Party on May 15<sup>th</sup>.

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

13.1 The Chairman had recently met with Graeme Stevenson, a resident, who had expressed an interest in joining the Parish Council. Mr Stevenson does not yet qualify under the residential requirement but his CV, which had been circulated, demonstrated relevant

experience and it was considered that he would be able to provide valuable expertise prior to his application for the Casual Vacancy in the Autumn.

**RESOLVED that Graeme Stevenson be appointed to the Policy and Management Committee as non-voting member.**

**14. Date of next meeting**

**Provisional Planning Meeting 7.30 Tuesday 19<sup>th</sup> June, 7.30pm Matfield Pavilion**  
**Full Council Meeting Monday 2<sup>nd</sup> July 2018, 7.30pm Matfield Pavilion**