

**MINUTES A MEETING OF BRECHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 3<sup>rd</sup>  
DECEMBER AT MATFIELD PAVILION AT 7.30pm**

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

**In attendance:**

Borough Cllr. A. McDermott, four members of the public

**1. To accept apologies for absence**

Cllr. Batty attended the meeting from Agenda item 4.

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

Minutes of the meeting of 5<sup>th</sup> November 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**

None.

**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.

Richard Beale congratulated the Council on the Xmas lights throughout the Parish which are much appreciated.

Richard Beale advised that a further structural survey will be undertaken at the School before the end of December.

Paul Oliver-Smith advised that after some difficulties the email newsletter (BandMNews) is getting back online.

**5. Chairman's Announcements**

Cllr. Woodley echoed comments about the Christmas lights and the Council recorded its gratitude to the volunteers who have been involved.

Cllr. Woodley also expressed recognition of the contribution of volunteers to the Full Measure of Devotion events on Remembrance Day. The events were very well attended and particular thanks were recorded to Chris Klempau who co-ordinated the events, Luke Kember the trumpeter, Sue Lovell whose choral setting of two Sassoon poems provided the climax to the event, and to John Underdown for lighting the beacon.

Cllr. Woodley noted that the pond clearance event on 25<sup>th</sup> November attracted over 30 volunteers and the work to clear the banks was outstanding. Thanks were recorded to Hammonds Butchers for the sausage rolls, and the Star Inn for Gingerbread, tea and coffee and the offer of half-price Sunday Lunch.

The Carols on the Green event in Matfield will be at 7pm on 18<sup>th</sup> December.

**6. Borough and County Councillor Updates**

**Tunbridge Wells Borough Council**

Cllr. McDermott advised that the date for the publication of the draft Local Plan was still envisaged for May 2019.

## **7. Report from Finance Committee**

Draft minutes from the meeting of 12th November had been circulated.

### **7.1 2019-20 Budget and Precept – to consider draft figures**

Cllr. de Guingand clarified the process for arriving at precept figures and commented on the considerable use of reserves over the past two years, detailing specific projects that had been completed, such as the pond, and the continuing cost of the NDP.

It was noted that the contract for the refurbishment of Brenchley Playground, discussed at the last meeting of the Council, is included in the budget, the Finance Committee having reviewed the cost-effectiveness of the quote and determined that the saving that would be made on equipment would justify the consultant's fee.

In response to queries Cllr de Guingand advised that as a general rule items that were long-term in nature or that would provide a revenue, were taken from reserves. Cllr. Stevenson suggested that an increase in the allotment fees should be considered, particularly if a large project with expenditure would be undertaken. The Clerk advised that income from the allotments was not a factor in determining the fee rate and that the site had not had any significant funding for very many years; however, the fees would in due course be reviewed.

A suggestion that a reduction in the cost of the management of the toilets was made. The Clerk and Cllr. Butler had already progressed this and were awaiting a response from TWBC.

The Clerk drew the attention of Councillors to the continuing use of reserves in the budget.

Following confirmation of the Tax Base for 2019-20 by TWBC the Council confirmed the Precept for 2019-20 will be £88,947, the Band D equivalent will be £62.08 (£53.64 in 2018-19) and the approved Budget of £119,491.

**Recommendation: that the 2019-2020 budget and precept requirement be approved.**

**RESOLVED**

### **7.2 Finance and Governance Risk Register**

Cllr. Batty had re-drafted the finance and governance risk register, which was subsequently seen by the internal auditor. It was noted that there were no significant risks. The register would be reviewed annually by the Finance Committee.

**Recommendation that the Finance and Governance Risk Register be adopted.**

**RESOLVED**

## **8. Council Priorities (Standing Item)**

Councillors provided a verbal update on progress on the agreed Council Priorities to 2020.

### **Brenchley Playground**

Cllr. Sparkhall commented that, as detailed in the budget, the playground repair and refurbishment, via the S.106 funding available, would be progressed. A request that the Council reinstate fencing on the two boundaries of the playing field would be costed and brought to the Council. A decision on whether the main gates would be locked by padlock will be made when the Clerk has received the guidance of the Council's insurers, Cllr. Woodley having expressed the concern of unlawful incursion.

### **Asset Register**

Cllr. Stevenson commented that the Finance Committee had reviewed the Asset Register and that work to populate it was continuing, including information he has collated regarding the lease at Cinderhill, and gaining clarity on the position and ownership of the bus shelters.

Cllr. Stevenson had been to the Cooksfield plot and found that the site will require tree management as a minimum. The Clerk had previously expressed a concern that this may prove financially draining on the Council and Cllr. Stevenson would be bringing to the Council a recommendation for the use or disposal of the land. It was noted that the Council must achieve the best income possible and also that it would be mindful of the wishes of the benefactor,

Stanley Cook, and ring-fence proceeds as a capital reserve for possible use to provide social housing.

### **Porters Field**

Cllr Wickham would be attending the site on 12<sup>th</sup> December to agree the work on the tree overhanging a resident's property, and also the work agreed previously on the tree by the entrance.

### **Cinderhill**

With regard to Cinderhill, further to the correspondence received from Marianne Cox with a livery yard in Cuckoo Lane complaining about roads being so dangerous for children riding, Cllr, Mrs. Warner is looking at the possibility of a box park at Cinderhill for up to 2 horseboxes to enable safe riding in the parish.

### **Traffic**

Cllr. Wickham advised that a meeting of the Road Safety Initiative group had taken place, with 25 people attending. Eight areas of the Parish had been identified for possible action, and volunteers would be taking forward work on remedies/solutions for each area.

Cllr. Grant reminded the Council that Kent County Council would be unable to repair any potholes that were deemed non-emergency, until further funding was provided in the spring of 2019.

### **Allotments**

Cllr. Sparkhall advised that with the inclusion of the budget amount agreed for the next financial year, a number of issues could be addressed at the allotments including moving the gate, trimming of the internal hedges and the division of Plot 25 into smaller plots.

## **9. Recycling Bins**

Cllr. Mrs. Butler advised that the Trustees of Brenchley Memorial Hall have once again raised the issue of recycling banks with TWBC, who have installed a further clothing bin without prior notice, bringing the total to three. Cllr. Grant further commented that The Trustees wish to use these spaces for a disabled parking bay and it was for this reason that alternatives for the siting of clothing banks would need to be located. The Clerk advised that TWBC had not responded to queries she raised about clothing banks, and Cllr. Woodley suggested that Gary Stevenson (the relevant Head of Service) be asked to attend a Parish Council meeting to discuss the issue. The Clerk would progress this if a written response had not been received within one week, which Cllr. McDermott would request.

## **10. Planning and Development**

### **10.1 Neighbourhood Development Plan**

The latest report from the Steering Group had been circulated and Cllr. Sparkhall added that around 50 people had attended the weekend event (10-11November) with FERIA. The Steering Group were seeking guidance from FERIA on the level of evidence required whilst policies were being formulated and this work will continue until the end of January. A meeting with the TWBC Planning Department is planned for 20<sup>th</sup> December and there will be further drop-in events for the public after that.

### **10.2 To consider the following Planning Applications**

18/02211 The Knowle, Knowle Road, Brenchley, Tonbridge, Kent, TN12 7DW	Demolition and replacement of dwelling including erection of a two-storey rear extension, dormers to front, renovation of external walls, conversion of oast including renovation of new cowls, new roof, 2no. rooflights, & division of building to create new dwelling (Part-retrospective)  <b>RESOLVED to recommend Refuse</b>  <b>The conversion into two large dwelling houses does not respect the integrity of this oast house with very large windows and Juliet balconies on the East elevation. The Conservation Officer feels this oast</b>
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	house is worthy of retention – 22.3.18. The PC have grave concerns about the major demolition of this rural building without prior permission and note that application LAWPRO 17/03913 was refused in January 2018.
18/03229 Viewlands, Maidstone Road, Matfield, Tonbridge, TN12 7JP	Erection of rear conservatory with creation of tiled roof over existing conservatory.  <b>RESOLVED to recommend Approve</b>
18/03342 Windmill Cottage, Windmill Hill, Brenchley, Tonbridge, TN12 7NR	Extension to porch, construction of workshop and amendments to garage approved under 14/504343/FULL  <b>RESOLVED to advise TWBC that the PC is unable to comment as the application granted for the replacement garage 14/504343 expired in February 2018.</b>

### 10.3 Decisions by TWBC

18/01723 Moatlands Oast, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Demolition of existing house and garage and erection of a five-bedroom dwelling and detached garage (amended design to previously refused scheme) <b>PC recommendation: Refuse</b> <b>TWBC decision: Refused</b>
18/02368 Woodside Watermans Lane Paddock Wood Tonbridge Kent	Demolition of existing rear extension and erection of a single-storey rear extension <b>PC recommendation: Approve</b> <b>TWBC decision: Granted</b>
18/02878 Latters Toll, Knowle Road, Brenchley, Tonbridge, Kent,	Retrospective: Creation of a hard surface track <b>PC recommendation: Approve</b> <b>TWBC decision: Granted</b>
18/02714 Town Farm Slaughterhouse, High Street, Brenchley, Tonbridge, TN12 7NH	Conversion of traditional building into a one-bedroom dwelling <b>PC recommendation: Approve</b> <b>TWBC decision: Granted</b>
18/03067 The Chalet, Sophurst Lane, Matfield, Tonbridge, Kent, TN12 7LJ	Erection of single-storey extension on east elevation of barn. <b>PC recommendation: Approve</b> <b>TWBC decision: Granted</b>
18/03010 Land Adj. Warren End, Pettebridge Lane, Matfield, Tonbridge, TN12 7LT	Construction of a building to replace the existing shipping containers at Warren End, for machinery and equipment storage. Retrospective – hardstanding <b>PC recommendation: Refuse</b> <b>TWBC decision: Granted</b>

## 11. Clerk's Report

### 11.1 Minor Works

The Clerk provided an update of works in progress and recently completed, particularly noting that the new community website was nearing completion and would be demonstrated to the Council at its meeting in February.

### 11.2 Meeting Dates for 2019

The Clerk had circulated meeting dates for 2019 and posted these on noticeboards and on the website. She reminded Councillors that planning meeting dates are provisional only, meetings will only be held if there is sufficient business in which case an Agenda would be circulated in the normal way.

### 11.3 Correspondence

#### St Luke's PCC

A request has been received from the Parochial Church Council, for the Parish Council to assume responsibility for cutting the external hedges of the old and new churchyards in Matfield. A diagram showing these hedges in Sophurst Lane and on Maidstone Road had been provided. A quote has been obtained in the sum of approximately £300 pa for that to be done twice per year.

**RESOLVED that the Parish Council assume responsibility for trimming the hedges around St Luke's old and new churchyards.**

#### David Bedford – DHA Planning

An invitation had been received for DHA Planning to meet with the PC to discuss proposals for a development in Matfield. This is site 27 (Island) on the Call for Sites.

It was agreed that the Clerk would invite them to the Council meeting on 7<sup>th</sup> January.

#### Keith Bellinger

Comments had been received regarding proposals for a new school in the parish.

It was agreed that the Clerk would thank Mr Bellinger for his views and suggest that he directly approach the promoters of the project with his comments.

### 11.4 Accounts payable

1411 C Brooks	Part Salary November 2018	£778.86
1412 HMRC	Tax and NI November 2018	£603.93
1413 C. Klempau	Reimbursement Piano Tuning armistice event	£110.00
1414 L J Marsh	Tarmac, Matfield Green Parking roadway	£588.00
1415 L Butler	Reimbursement – NDP flyers	£20.00
1416 L Butler	Reimbursement – NDP booklets	£303.00
1417 Brenchley Mem Hall	NDP meeting room hire	£35.00
1418 Brenchley Mem Hall	Use of car park 1 Sept 2018-31 Aug 2019	£1500.00
1419 Kentec	Cherry Picker – Xmas lights and beacon	£865.72
1420 Treeworks	Pollarding Lime Trees in the Avenue	£408.00
1421 Brian Stanley	Reimbursement Christmas Lights	£12.42
1422 Ann Downes	Refreshments – Armistice event 11 Nov	£189.16
1423 Fera Urbanism	NDP consultancy	£4229.04
1424 TMS	Christmas Carol Printing	£30.00
1425 L Butler	Reimbursement NDP posters	£55.99
1426 BeSure	Fire Alarm repairs Matfield Pavilion	£461.49
1427 Matfield Village Hall	Armistice event room hire compensation	£138.75
1428 Brenchley School	Room hire – NDP event compensation	£15.00
1429 John Barsley	Reimbursement – Christmas Lights	£148.00

#### **Standing orders and Direct Debits**

SO C Brooks	Part Salary November 2018	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension November 2018	££180.70

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

### 12. Matfield Village Hall

A report from Niccy Marriott had been circulated and the Clerk was asked to thank her for her work.

### **13. Meetings attended, and reports by Councillors**

#### **13.1 Meeting with Brenchley 21 Ltd**

Cllr. Batty and Cllr. Sparkhall had attended a meeting with the CIC regarding progress in the project to re-develop the School and a report on outcomes had been circulated – which the CIC had had an opportunity to review. Cllr. Sparkhall drew the Council's notice in particular to the desire expressed by the CIC for the PC to continue to engage with the CIC and that the CIC believe the proposals to be centred on the potential financial benefit of the scheme for the community.

Richard Beale, representing the CIC, commented that a further structural survey of the existing school had been commissioned in December which would provide some costs that had not been available before. There will also be a public meeting in January or early February.

It was agreed that the report on the meeting held on 24<sup>th</sup> November would be distributed on the website, BandMNews and on noticeboards.

It was also agreed that the Parish Council would meet to discuss the project further and that the date of the provisional planning meeting of 22<sup>nd</sup> January 2019 would be used for this purpose.

#### **13.2 Other meetings**

##### **Road Safety Initiative – 6<sup>th</sup> November**

Cllr. Woodley, Cllr, Grant and Cllr. Wickham had attended this meeting.

It was agreed that actions would be pursued on a locality basis, rather than a thematic approach. Volunteers would undertake work to: demonstrate need; establish causality; and identify possible solutions. A report would then be submitted to the Council, for its consideration. A meeting to bring the group together has been arranged for December 17, after which a progress report would be published (Roundabout, Facebook, BandMNews, Parish Notice-boards).

It was also agreed that an appeal would be made for volunteers to (a) set up a fund-raising scheme (to help pay for road safety works), and (b) act as co-ordinator for Speedwatch.

Mr. Roger Wilkin, a former director of Highways at KCC (and a resident of Matfield), has volunteered to act as an advisor to the Initiative.

##### **KALC AGM – November 17**

Cllr. Woodley had attended this meeting and advised of some of the outcomes:

- KALC should take action to support the “20’s Plenty for Kent” proposal to “Make KCC a 20mph Local Authority”.
- KALC should lobby Kent Police to delegate enforcement powers to local authorities and/or trained civilians to deliver more frequent and less costly enforcement of speed limits.

##### **KALC Tunbridge Wells Area Committee - 27 November**

Cllr. Woodley had attended this meeting and advised of some of the outcomes:

- A meeting had been held with the Leader and Chief Executive of TWBC, to seek support in liaising with KCC on highways issues. Subsequently it has been arranged for Cllr. Mike Whiting to attend the Chairmen’s Forum on December 11.
- The review of the Tunbridge Wells Agreement, which regulates relations between TWBC and the parishes, will commence in the Spring of 2019.

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

None

### **15. Date of next meeting**

**Full Council Meeting Monday 7<sup>th</sup> January 2019, 7.30pm Matfield Pavilion**

**Planning Meeting Tuesday 22<sup>nd</sup> January 2019 7.30pm Matfield Pavilion**