

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY
5th NOVEMBER 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, County Cllr. Mrs. Sarah Hamilton, 6 members of the public.

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes of the meeting of 1st October 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 complimented the Council on the completion of various minor works including the cleaning and re-engraving of the War Memorials.

5. Chairman's Announcements

The Chairman reported that he had attended the High Sheriff's Civic Service, to mark the start of the judicial year.

He also reported that he had presented a bouquet to Mrs. Enid Wells, to mark her 90th birthday, on behalf of the Council.

6. Borough and County Councillor

Kent County Council

Cllr. Mrs. Hamilton updated the Council on various matters, including the relocation of the Police Station to the Fire Station in Paddock Wood.

Cllr. Mrs. Hamilton also reported that she is working with Highways England on the continuing work at Kippings Cross and Kings Toll Road. Cllr. Woodley requested that she obtain confirmation on when the KEEP CLEAR box will be added to the roundabout, as well as giving further consideration to the dangerous crossroads at Pixot Hill.

Tunbridge Wells Borough Council

Cllr. McDermott advised that Kent Police are intending to recruit a further 200 police officers in the county.

He also advised that the consultation on the Draft Local Plan would be deferred to the Summer of 2019; it had been due to be issued in May of that year.

Cllr. McDermott and Cllr. Mrs. March had held a surgery in the parish, but this was not well attended. It was agreed that a further surgery would be held early in the new year and be later in the evening so that more residents might be able to attend.

7. Policy and Management Committee

Draft Minutes of the meeting of 23rd October had been circulated and the Clerk summarised the Committee's discussions.

Recommendations

To recommend to the Parish Council that Councillors with responsibility for each policy complete their draft by 1st February 2019.

RESOLVED

To recommend to the Parish Council that training on Risk Assessments be sought and that this be mandatory for Councillors.

The Council discussed the implications of individual councillors accepting responsibility for Risk Assessments and it was agreed that the Clerk would ask TWBC to provide guidance, templates and training.

To recommend to the Parish Council that Council Priorities be included on the Agenda of each Full Council Meeting and the Councillor responsible provide a verbal update.

RESOLVED

8. KALC Community awards scheme

The Chairman outlined the above initiative which would incur no cost to the Council. However, it was felt that taking part in this scheme would not be appropriate at this time.

9. Audited Accounts 2017/18

The Clerk confirmed that the final audited accounts for 2017/18 had been circulated and displayed in accordance with the Public Notice requirements.

10. Change of Name of the Parish Council

The Clerk advised that confirmation had been received from TWBC that their General Purposes Committee has formally agreed to the request to change Parish Council's name to Brenchley and Matfield Parish Council.

11. Land at Cooksfield

A letter confirming the valuation of this land, and options for disposal, provided by Lambert and Foster had been circulated. The offer of Mr and Mrs Farley to buy the land, and the expression of interest from Mr. Norman Dodd, all neighbours of the site, had also been circulated, as were the comments of Mr Cook's Executor.

Cllr. Stevenson commented that should the land be sold to any party the income should be ring-fenced for use in the way Mr Cook had specified, that is for social housing.

Cllr. Sparkhall suggested that as a publicly-owned asset it is beholden on the Council to ensure that its value is maximised in order to pursue the objective of the bequest.

The Clerk commented that given the already overgrown nature of the land with mature trees there will be a cost of its upkeep until and unless it is sold.

Cllr. Mrs. Warner commented that as the Council had no specific projects related to social housing there is no urgency to sell it.

Cllr. Batty suggested that an open market sale would be potentially more beneficial financially; however this might also lead to the land being unsympathetically developed, or used in a way that conflicts with Mr Cook's wishes.

Cllr. Grant stated that should the land be sold, be that to neighbours or on the open market, there should be a covenant on the sale or guarantee of an uplift to preserve the Council's financial interest.

RESOLVED to maintain Cooksfield as a council asset and for Cllr. Stevenson to research options for the Council to consider on its future.

12. Unregistered Land in the Parish

Cllr. de Guingand expressed a conflict-of-interest and left the room for this Agenda item.

Buss Murton had provided a covering letter together with the advice received from Henderson Chambers on the legal position and options open to the Parish Council to safeguard unregistered land, and specifically the land in front of Cherrytrees.

The general feeling was that the advice received was not particularly helpful given that the Clerk had already pursued some of the suggested actions and that no advice was given on the more general question of unregistered land apart from Cherrytrees.

Cllr. Stevenson commented that if there are highways rights over the land it cannot be enclosed. The Clerk reiterated that KCC had confirmed that there were no highways rights however it was felt that this may be incorrect.

Cllr. Mrs. Butler had obtained the contact details for one of the previous owners of Cherrytrees and the Clerk would contact her to enquire whether they could shed any light on the matter.

It was agreed that Cllr. Stevenson would pursue the matter with KCC further, with particular reference to the Terrier layer and publicly maintainable highway.

13. Brenchley Playground

13.1 Quote for contractor for repair and refurbishment of Brenchley Playground

Cllr. Sparkhall and the Clerk had met with and obtained a quote from a contractor, to make necessary repairs to the playground equipment and to enhance the area. The brief was to oversee repairs and provide options for new equipment within the budget of the Section 106 funding currently available of £8k.

Following concerns regarding the cost of hiring a contractor, the Clerk outlined that the cost saving in using the contacts and expertise from a specialist would be beneficial, particularly as the S.106 funding available is time-limited.

It was agreed that the Clerk would request a split quote from the contractor, firstly for obtaining quotes for materials, and secondly for the management and completion of the work.

13.2 Dog Post

A request for a dog tie-up post at the Recreation Ground had been received from a resident and Cllr. Sparkhall had met with her to discuss the suggestion.

Whilst it was understood that provision of a post would benefit a small number of users the consensus was that the dangers surrounding dogs tied up near the children's play area, together with the fouling and potential for dogs to fight, outweighed the benefits.

It was agreed therefore that no dog-post would be installed at the recreation ground.

14. Planning and Development

14.1 Neighbourhood Development Plan

The latest report from the Steering Group had been circulated and Cllr. Sparkhall added that a public meeting was being held later in the week where draft policies would be available for comment. The consultants, Feria Urbanism, would be available at this event and there will be a display at the Pavilion on 10th and 11th November.

14.2 To consider the following planning applications

18/02878 Latters Toll, Knowle Road, Brenchley, Tonbridge, Kent	Retrospective: Creation of a hard surface track RESOLVED TO RECOMMEND: APPROVE
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18/02859 Burrs Hill Cold Stores, Horsmonden Road, Brenchley, Tonbridge, Kent	Conversion of agricultural barn to dwelling, including the erection of single storey garage/utility room. Amendments to include alterations to fenestration size and number and internal layouts (Amendments to previous applications 16/500286/FULL and 17/01153/FULL) RESOLVED TO RECOMMEND: APPROVE
18/02714 Town Farm Slaughterhouse, High Street, Brenchley, Tonbridge, TN12 7NH	Conversion of traditional building into a one-bedroom dwelling RESOLVED TO RECOMMEND: APPROVE
18/03067 The Chalet, Sophurst Lane, Matfield, Tonbridge, Kent, TN12 7LJ	Erection of single-storey extension on east elevation of barn. RESOLVED TO RECOMMEND: APPROVE
18/03010 Land Adj. Warren End, Petteridge 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 RESOLVED TO RECOMMEND: REFUSE a. The application mentions the planning history is not pertinent to the current application, although this is under the address of Warren End - a newly converted 3 bedroom house which was a formerly a large agricultural storage building, supposedly redundant. b. The amount of land in total is just over 2 ha (just over 5 acres) - most of which is rented from another landowner. The PC questions whether this disproportionately large building on AONB land outside the LBD constitutes a sustainable development. The green metal building will not enhance or preserve the AONB. c. If TWBC do give approval for this application please could they consider the following conditions: (i) The outside lighting is kept to the AONB minimum. (ii) In view of this 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 building ceases to be an agricultural storage unit, it is removed from this site and is not subject to a future change of use application.

14.3 Decisions by TWBC

18/02452 Brookside, Hatmill Lane, Brenchley, Tonbridge, Kent, TN12 7AE	Erection of a single-bay detached garage PC recommendation: Approve TWBC decision: Granted
18/02558 Matfield House, The Green, Matfield, Tonbridge, TN12 7JT	Siting of shipping container in corner of orchard. PC recommendation: Approve TWBC decision: Granted

18/02474 Acorn House, Windmill Hill, Brenchley, Tonbridge, Kent, TN12 7NP	Loft conversion over the garage, changes to the front porch and upper-floor rear bedroom extension. PC recommendation: Approve TWBC decision: Granted
18/02455 Building And Land At, Becketts Grove Farm, Sophurst Lane, Matfield, Tonbridge, Kent, TN12 7LH	Change of use and conversion of a farm building and associated curtilage to form a residential dwelling (Class C3). PC recommendation: Approve TWBC decision: Granted
18/02749 Matfield House, Stable Building 50M East Of, The Green, Matfield, Tonbridge, TN12 7JT	Proposed installation of two oil tanks to serve two houses in converted Stable Building PC recommendation: Approve TWBC decision: Granted

15. Clerk's Report

15.1 Minor Works

The Clerk provided an update of works in progress and recently completed, including the parking area by Matfield Green. The S.106 funding for this project had been applied for and Cllr. McDermott advised that barring objections funds should be released by the end of November.

15.2 Streetlights

The Clerk had circulated information received from the streetlight contractor who had advised that the mercury lamps that were in use are now obsolete, and that when they failed replacements would not be obtainable. It was suggested that the PC therefore need to replace these with LEDs in the 8 poles.

Concern was raised as to the impact of the brightness of the replacement bulbs on the dark skies of the village.

The Clerk advised that pole 3 in Oakfield Road, having been identified as leaning (information previously circulated), work to replace this to include a new LED bulb had been instructed and the unbudgeted cost of this is £2,003 + VAT.

It was agreed that Cllrs would inspect the new light when erected and ensure that it was of an acceptable brightness before deciding on the replacement of the other bulbs.

15.3 Correspondence

Mike Mackenzie

Further correspondence concerning the proposals from Brenchley 21 Ltd had been received and circulated to the Council; an acknowledgement has been sent to Mr. Mackenzie.

Nigel Woodward on behalf of Brenchley 21 Ltd

A request to meet privately with the PC had been received and circulated to the Council.

Richard Beale at this point advised that while conscious of the Council's limitations to discuss the project due to pre-determination, the CIC remained keen to meet the PC once again.

Cllr. Woodley reiterated that the Council's agreement for this had been made previously; the terms of the meeting would remain and would include issues raised in the PC's published Position Statement.

RESOLVED that Cllr. Batty and Cllr. Sparkhall would meet with the CIC, to discuss the progress of the School project, and report back to the Council.

15.4 Mowing Contract

The Clerk commented that the mowing contract with Landscape Services had not been reviewed for many years. It runs calendar-yearly and concerns have been raised about value-for-money and proof of work done. Cllr. Mrs. Butler and the Clerk have undertaken an extensive review of the contract and obtained quotes from our existing contractor and also from Capel Ground Care, who were recommended by Goudhurst PC.

Having identified the most cost-effective quote, a cost comparison and totals having been circulated, the recommendation is to enter into a 3-year contract with Capel Ground Care for the majority of the areas, and a one-year contract with Landscape Services for Matfield Green.

RESOLVED to offer a 3-year mowing contract to Capel Ground Care and a one-year contract for Matfield Green to Landscape Services.

15.5 Accounts payable for October

1380 C Brooks	Part Salary Oct 2018	£782.37
1381 HMRC	Tax and NI	£628.66
1382 Mr M Trinder	Reimbursement display boards Armistice	£269.97
1383 BT	Phone and Broadband Aug-Dec 2018	£367.86
1384 CPRE	Membership Sept 2018-2019	£36.00
1385 Castle Water	Pond water Jul-Dec 2018 standing charge	£21.63
1386 Buss Murton	Re advice on unregistered land	£372.00
1387 Buss Murton	Re Counsel advice on unregistered land	£2160.00
1388 Treeworks	Tree surgery Matfield Green	£912.00
1389 Eon	Streetlight electricity July – Sept 2018	£128.72
1390 Brian Stanley	Reimbursement Lights4Fun Xmas lights	£500.00
1391 Lynne Butler	Reimbursement travel, training course	£19.10
1392 Castle Water	Allotment Water Jul-Dec 2018	£43.03
1393 Lambert & Foster	Valuation of Cooksfield	£420.00
1394 Minster	Matfield Pavilion Cleaning Oct 18-Sept 19	£1305.65
1395 CA Forward	Posts Matfield Green	£144.00
1396 BeSure	Maintenance contract of Fire Alarm	£251.43
1397 LexisNexis	Local Council Administration book	£110.99
1398 Lynne Butler	Reimbursement NDP leaflets	£80.00
1399 EDF	Electricity Matfield Pavilion Aug-Oct 2018	£89.71
1400 FLR	Rubbish removal allotments and Cinderhill	£200.00
1401 UKPN	Repair of Streetlight – electricity supply	£795.60
1402 J P Miles	Relaying of parking adjacent to Matfield Green	£19,088.04
1403 Mr M Trinder	Reimburse display board carrier – Armistice	£35.97
1404 Piggotts	Repair, servicing and safety report flagpoles	£804.00
1405 David Izzard	Gardening JVMG October and Rec	£62.50
1406 Streetlights	2 nd half Streetlight maintenance	£258.07
1407 B Chapman	Posts on Matfield Green	£150.00
1408 John Barsley	Reimbursement for Christmas Lights	£659.14
1409 Neil Baker	PAT testing Matfield pavilion	£70.00
1410 Burslems	War Memorial Engraving and cleaning	£5264.81
<u>Standing orders/DD</u>		
C Brooks	Part Salary Oct 2018	£1000.00
Smart Pension	Pension Oct 2018	£185.26

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

16. Meetings attended, and reports by Councillors

Cllr. Mrs. Butler had attended a presentation by the Community Land Trust.

Cllr. Grant had attended meetings regarding the Armistice Commemoration events.

Cllr. Woodley had attended the NALC Annual Conference.

Cllr. Woodley had attended the Paddock Wood Community Advice Centre's AGM

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

18. Date of next meeting

Provisional Planning Meeting Tuesday 20th November 7.30pm Matfield Pavilion
Full Council Meeting Monday 3rd December 2018, 7.30pm Matfield Pavilion