

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 7th
JANUARY 2019 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, DHA Planning, Fernham Homes, 10 members of the public

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes of the meeting of 3rd December 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.

A resident suggested that the PC may wish to consider adopting a Sustainability Policy, such as has recently been agreed in Horsmonden, to make provision for carbon neutral planning, use of PC assets and procurement. Cllr. Woodley advised that such issues would be incorporated into the NDP policies and that the Council could then consider its own policy.

A resident asked about the Council's position regarding proposals for a new School in Brenchley. Cllr. Woodley responded that two Councillors had met with the CIC, Brenchley 21 Ltd, on 24 November 2018 and that a report on that meeting, together with updated information subsequently received, would be considered at a meeting of the Council on 22nd January.

5. Chairman's Announcements

Cllr. Woodley advised that the Carols Around the Tree event in Brenchley on Christmas Eve was a huge success and raised £990 plus a further £140 from the switch-on of the lights. The total of £1100 will go to the Hospice. Brian Stanley and a small team worked hard on erecting the Christmas lights again this year and will be retiring from this after 20 years. He was thanked for this magnificent achievement.

6. Presentation from DHA Planning regarding proposed development in the Parish

Carleigh Westwell and David Bedford from DHA Planning together with David Masters and Paul Dawson from Fernham Homes made a short presentation of their proposals for a residential development in Matfield. They confirmed that meetings had been held with TWBC and with the NDP Steering Group, and that a pre-application meeting with TWBC will be held in February or March. The Council would make a formal response to the presentation, in due course.

7. Borough and County Councillor

Cllr. McDermott advised that he had recently been elected Mayor of Tunbridge Wells for the year 2020/21, being Deputy Mayor in 2019/20.

8. Recycling

Gary Stevenson, Head of Housing, Health and Environment and TWBC, gave a short update on Borough Council's plans for recycling. Attention was drawn to the website at <https://beta.tunbridgewells.gov.uk/new-waste-service> where the details of the new waste and recycling contract, which will be in place in the Parish by September 2019, are listed.

Bottle Banks currently sited at Matfield Village Hall will be removed when the kerbside collection has started. The land on which they stand will revert to TWBC Estates who will manage its maintenance.

Mr Stevenson gave an assurance that all the recycling banks at Brenchley Memorial Hall would be removed by the end of September.

9. Planning and Development

9.1 Neighbourhood Development Plan

Cllr. Sparkhalls presented a report from the NDP Steering Group. A meeting had been held with TWBC, to discuss progress on the Draft Local Plan. Cllr. Woodley advise that it is anticipated that the Council would receive a comprehensive update in the work of the Steering Group, at its next full meeting.

9.2 To consider the following Planning Applications

18/03228 The Knowle, Knowle Road, Brenchley, Tonbridge, Kent, TN12 7DW,	Proposed single dwelling and removal of various redundant outbuildings. RESOLVED TO RECOMMEND: APPROVE
18/03602 Castle Hill Farm, Pearsons Green Road, Brenchley, Tonbridge, TN12 7DB	Change of use and conversion of former Oast (including single-storey extension and roof extension to roundel Oasts with addition of cowls), hopper huts (including single-storey link extension) and cookhouse, milking parlour (including singles-storey link extension) into three dwellings with associated landscaping; upgrading of an existing farm access and track; and two-storey extension to farmhouse. RESOLVED TO RECOMMEND: APPROVE
18/03609 Cromer, Foxhole Lane, Brenchley, Tonbridge, Kent, TN12 7EP	Demolition of existing garage, the erection of a rear single- storey extension and alterations to fenestration RESOLVED TO RECOMMEND: APPROVE
18/03674 Friars Farm, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7LG	Change of use of a dwelling and existing holiday let residence to a single dwelling RESOLVED TO RECOMMEND: APPROVE
18/03644 Little Court, The Green, Matfield, Tonbridge, Kent, TN12 7JX	Creation of first floor on south west wing, and single-storey side extension on eastern elevation, with front porch extension RESOLVED TO RECOMMEND: APPROVE
18/03732/OUT Pine Cottage, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7LQ	Outline (All Matters Reserved) - Erection of 1no. dwelling. RESOLVED TO RECOMMEND REFUSE

9.3 Decisions by TWBC

18/01124 Lodge Farm, Bramble Reed Lane, Matfield, Tonbridge, Kent, TN12 7ET	Removal of Condition 3 (Agricultural Occupancy) of SW/6/70/71 PC Recommendation: Approve TWBC Decision: Granted
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18/01521 Bosbury Maidstone Road Matfield Tonbridge Kent	Removal of existing conservatory and construction of single-storey rear extension PC Recommendation: Approve TWBC Decision: Granted
18/03137 Pear Tree House, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BS	Alterations to previously approved application 17/03976/FULL (Part 2-storey, part single-storey side extensions to both sides and single-storey rear extension, erection of porch, and part demolition of outbuilding) by reducing footprint, changing the rear roof with the addition of two hip roof ends and flat roof, first floor rear extension, demolition of barn, construction of car port and elevated patio PC Recommendation: None TWBC decision: Granted
18/03016 Hopbine Inn, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7NE	Building of a fire escape. PC Recommendation: None TWBC decision: Granted
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) PC Recommendation: Refuse TWBC decision: Granted
18/03229 Viewlands , Maidstone Road, Matfield, Tonbridge, TN12 7JP	Erection of rear conservatory with creation of tiled roof over existing conservatory. PC Recommendation: Approve TWBC decision: Granted
18/02809 Seaton, Sophurst Lane, Matfield, Tonbridge, TN12 7LJ	Single-storey side/front extension and single-storey rear extension. Creation of patio area to rear with associated levelling works and installation of paved area around the side/front extension. (Alternative to 18/00457/FULL) PC Recommendation: Approve TWBC decision: Granted

10. Clerk's Report

10.1 Report for 2018

The Clerk provided a short summary of work for 2018, including a list of the trees that had been attended-to after the Council's survey.

10.2 Interim Internal Audit

The interim internal audit report and Audit Findings were circulated; these would be considered by the Finance Committee at its next meeting. It was agreed that Cllr. Mrs. Butler will review the PAYE process, and Cllr Grant will review the website pages.

10.3 Accounts payable for January 2019

1430 C Brooks	Part Salary December 2018	£773.90
1431 HMRC	Tax and NI December 2018	£566.81
1432 Roundabout	PC Advert 2019	£265.00
1433 Archer Safety Signs	No Parking signs for Matfield Green	£310.14
1434 Fera Urbanism	NDP posters printing	£119.40
1435 Treework	Trees – Porters Field, Petteridge	£816.00
1436 David Bucket	Interim Internal Audit	£377.00
1437 The Fence Guru	Posts on Matfield Green	£30.00

Standing orders and Direct Debits

SO C Brooks	Part Salary December 2018	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension December 2018	£173.89
DD Grenke	Photocopier Protection 2019	£106.80

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

11. Meetings attended, and reports by Councillors

Cllr. Wickham advised that the Road Safety Initiative group met on 17th December and identified volunteers for each area of the parish. A monthly report will be provided and other meetings will be held as required. There is an acceptance amongst volunteers that data must be collected in order to provide a Highways Improvement Report; this will take time. An interim report to PC will be provided in July.

Cllr. Stevenson advised that he is progressing work on renewing the lease for Cinderhill with TWBC.

Cllr. Stevenson advised that KCC Highways had confirmed their ownership and responsibility for the triangle of land opposite All Saints' Church, and the oak that stands on it. It was agreed that Cllr Stevenson will seek to secure a licence from KCC to permit future installations of seasonal lighting on the tree by the Parish Council.

12. To be advised of urgent Business as may be previously notified

None

13. Closed Session – Separate Minutes Taken

Cllr. Woodley moved a motion to exclude the public from this agenda item, due to its confidential nature. The justification for a closed session being on the basis of commercial sensitivity and that discussing the matter in public may undermine the process or prejudice the public interest and thereby potentially damage the relationship between the PC and commercial bodies.

Cllr. Wickham seconded the motion.

RESOLVED: to thus exclude the public

14. Date of next meeting

Planning Meeting Tuesday 22nd January 2019, 7.30pm Matfield Pavilion
Full Council Meeting Monday 4th February 2019, 7.30pm Matfield Pavilion