

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 4th
MARCH 2019 AT MATFIELD PAVILION AT 7.30pm**

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

In attendance:

Borough Councillor Alan McDermott, 2 members of the public

1. To accept apologies for absence

The Council accepted apologies from Cllr. Mrs. Warner who was unable to attend for personal reasons.

2. To approve Minutes of the last meeting

The Minutes of the Planning Meeting of 19th February 2019, and that of the closed session of the same date, were approved as an accurate record and were 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 asked when the parking area will be opened at Matfield Green. The Clerk responded that the barriers will be removed in time for the cricket season which starts on 6th April.

Lady Akenhead asked whether the Parish Council would request that the proposed development by Fernham Homes of Island site include self-build and custom build units. This would be addressed later at Agenda item 9.4.

Richard Beale, on behalf of Brenchley 21 Ltd. expressed thanks to those that attended the public events on 22nd and 23rd February outlining the proposals for the re-development of the School, which, he advised, were well attended by residents.

He confirmed that feedback from the events would be provided to the Clerk for circulation and that the CIC would be holding a meeting with the "Brenchley's Future" residents group to ensure that communication of the proposals was updated regularly.

5. Chairman's Announcements

None.

6. Borough and County Councillor – to receive information

Tunbridge Wells Borough Council

Cllr. McDermott advised that a lengthy enquiry was ongoing regarding the proposals for a new theatre in Tunbridge Wells, the result of which would be available in approximately 3 months.

He also advised that due to his Planning portfolio role, and his work on the Borough Core Strategy, he will not currently be able to assume the position of Deputy Mayor as previously envisaged.

7. Council Priorities

Verbal updates were provided from Councillors on any progress on agreed Council Priorities to 2020

Brenchley Playground

Cllr. Sparkhall advised that the quote for fencing of the eastern and southern boundaries at the recreation ground had been received and the Clerk would be progressing this. A meeting with the

playground consultant to progress the repairs and refurbishment project has been arranged for March 13th.

Matfield Green/Matfield Pavilion

Cllr. de Guingand advised that he and Cllr. Stevenson would be working on a long-term Management Plan for both the Pavilion and Matfield Green, including the pond.

8. Clerk’s Interim Appraisal

A report and recommendations from the Employment Panel had been circulated.

It was agreed that the Clerk be allowed to carry-over seven days annual leave, instead of the usual five days.

It was agreed to implement the national pay award for local government employees, the Clerk’s annual salary be increased, *pro rata*, from £22,182.16 to £22,626.00. The Office Allowance of £3,900.00 will continue to apply, giving a full salary of £26, 526.00, payable from April 1, 2019.

9. Planning and Development

9.1 Neighbourhood Development Plan

Cllr. Sparkhall provided an update from the NDP Steering Group and advised that the draft policies had been submitted to TWBC as requested before the end of February. Further work was now being undertaken on a Draft Plan.

9.2 To consider the following Planning Applications

<p>18/03256 6 Chestnut Lane Matfield Tonbridge TN12 7JL</p>	<p>Dropped kerb</p> <p>RESOLVED TO RECOMMEND APPROVAL</p>
<p>19/00089 Homecroft Cottage, The Green, Matfield, Tonbridge, Kent, TN12 7JU</p>	<p>Demolition of existing garage; erection of new garage, timber gates and fencing, plus associated works</p> <p>RESOLVED TO RECOMMEND APPROVAL however with the explicit condition that we do not approve any changes to the access arrangements for Homecroft and related gates and other features, which should be the subject of a separate application to ensure that there is no encroachment on the adjacent Parish Council owned land.</p>
<p>19/00358 Oak Lodge, Cryals Road, Matfield, Tonbridge, Kent, TN12 7LN</p>	<p>Erection of two single-storey extensions</p> <p>RESOLVED TO RECOMMEND REFUSAL The documentation and plans are insufficient to provide adequate information to inform a reasonable assessment of this application</p>
<p>19/00180 Chillwood Farm, Fairmans Lane Brenchley Tonbridge Kent</p>	<p>Change of use of land to include the stationing and storage <i>in situ</i> of 11 mobile homes for seasonal agricultural workers (renewal of permission granted under 12/02336/FULL)</p> <p>RESOLVED TO RECOMMEND APPROVAL We recommend APPROVAL for a further five-year period on condition that the conditions attached to the prior permission continue to apply, save for the extension to the permitted dates of occupation requested.</p>
<p>19/00223/SUB Land Between Long Leas and Pear Tree Cottage Maidstone Road Matfield</p>	<p>Submission of Details in Relation to Condition 3 (External Materials), Condition 7 (Enclosure), Condition 9 (Parking Area), Condition 12 (External Lighting), Condition 15 (Construction Management Plan), Condition 16 (Drainage</p>

Tonbridge Kent	Scheme) and Condition 19 (Balancing Pond) of 17/01142/FULL NO COMMENTS SUBMITTED
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9.3 Decisions by TWBC

18/01348 Land Adj, 1 Parsonage Farm Cottages, Brenchley Road, Brenchley, Tonbridge, Kent,	Erection of new detached dwelling and provision of new access and parking area PC RECOMMENDATION REFUSE TWBC DECISION: GRANTED
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 PC RECOMMENDATION APPROVE TWBC DECISION: GRANTED
18/03780 Little Foxhole Foxhole Lane Brenchley Tonbridge Kent	Demolition of existing extension and construction of new single-storey side/front PC RECOMMENDATION APPROVE TWBC DECISION: GRANTED
18/03888 Woodlands, Petteridge Lane, Matfield, Tonbridge, TN12 7LT	Two-storey rear extension, including extension of roof extension on western roof slope, single-storey side porch extension; and the addition of a roof extension incorporating a balcony and timber screen on the eastern roof slope PC RECOMMENDATION APPROVE TWBC DECISION: GRANTED

9.4 Island Site public consultation responses

Fernham Homes had provided a spreadsheet containing responses they had received from their recent public consultation event on their proposals for development of the Island Site.

Cllr Woodley advised that the NDP Steering Group would be meeting on Thursday 7th March and, some the consultation comments might be useful, given that the SG are still engaging with the developer.

It was agreed that this, together with the suggestion raised by Lady Akenhead regarding self-build and custom-build units, would be considered. Any formal approach on these issues would be circulated to Councillors prior to the Clerk forwarding the same to Fernham Homes.

10. Management Agreement for Public Conveniences

The Clerk and Cllr. Mrs. Butler had extensively reviewed the management agreement with TWBC and a new draft, already approved by TWBC, was discussed. The Clerk clarified that insurance liability rested with the Borough Council and that they had also agreed to repair the roof tiles before the new agreement would be put in place.

RESOLVED for the Clerk to sign a three-year Agreement with TWBC for the Management of Public Conveniences in Brenchley and Matfield.

11. Charity Law – to receive report from Mrs. N. Marriott

A report and delegate notes from Niccy Marriott, who had attended the KALC training on Charity Law on behalf of the Parish Council, was discussed.

A number of relevant issues had been identified and the Policy and Management Committee would review the documents and provide information on specific issues for the Council, in due course.

The Council expressed its thanks to Mrs. Marriott for her report.

12. Correspondence

A response from the Tenax Trust to the Parish Council's letter of 29th January regarding the School was discussed. The Council's further response, drafted by Cllr. Batty, was discussed and, with a small amendment, it was agreed that the Clerk would send this to the Tenax Trust.

13. Annual Parish Meeting – to confirm the date: 29th May, Brenchley Memorial Hall

Cllr. Woodley confirmed the date of the APM, being held at Brenchley Memorial hall, at 7.30pm on Wednesday 29th May 2019. Greg Clark MP was unable to attend but will send a message.

Cllr. David Jukes (Leader of TWBC) will be attending and a response from Mr. William Benson (Chief Executive of TWBC) is awaited. The Clerk was asked to invite the PCSO to attend.

Cllr. de Guingand agreed to arrange the refreshments.

14. Clerk's Report

14.1 Matfield Pavilion License fees

The Clerk advised that the annual licence fees for regular users have not been increased for several years but that until a review of the management of the Pavilion was undertaken, (see item 7 above) there were no immediate reasons to change them.

RESOLVED for the Clerk to invoice Annual Licence fees for regular users of Matfield Pavilion at MGCC £220.00, the Guides £330.00 and Connections £100.00.

14.2 Accounts payable

1450 C Brooks	Part Salary February 2019	£1704.41
1451 HMRC	Tax and NI February 2019	£612.49
1452 TMS	Copier Paper	£26.50
1453 EventBrite	KALC Planning Conference – L. Butler	£72.00
1454 David Izzard	JVMG gardening	£37.50

Standing orders and Direct Debits

SO C Brooks	Part Salary February 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Grenke	photocopier lease Jan-Mar 2019	£122.40
DD Smart Pension	Pension February 2019	£173.89

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

14.3 Correspondence

The Samaritans

A letter from The Samaritans requesting a donation was discussed.

RESOLVED for a donation of £250 to be provided to the Tunbridge Wells and District Samaritans

The Counselling Centre

A letter from the Counselling Centre, based in Tunbridge Wells, was discussed. It was felt that the service did not demonstrate specific benefits to the residents of the parish but that the Clerk would invite them to submit an application through the Grants Policy application form.

15. Meetings attended, and reports by Councillors

Cllr Grant advised that he had recently met with a resident who had concerns regarding the increasing size of the "Carols round the Tree" Christmas event in Brenchley. He would liaise with the Clerk to determine the insurance implications of the PC organising the event or whether other options were possible to ensure the continuation of the event in a safe environment.

Cllr. Woodley advised that he had attended the Matfield's Future event on 20th February at which approximately 40 residents were present. The meeting had discussed concerns regarding the scale of development in the village and residents were encouraged to express these direct to TWBC.

16. To be advised of urgent Business as may be previously notified
None.

17. Date of next meeting

Provisional Planning Meeting Tuesday 19th March 2019, 7.30pm Matfield Pavilion
Full Council Meeting Monday 1st April 2019, 7.30pm Matfield Pavilion