

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 1<sup>st</sup> JULY 2019  
AT MATFIELD PAVILION AT 7.30pm**

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

**In attendance:**

County Councillor Sarah Hamilton. 3 members of the public

**1. To accept apologies for absence**

The Council accepted apologies from Cllr. Woodley and Cllr. Stevenson. Cllr. Wickham (Vice-Chairman) Chaired the meeting.

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

Draft minutes of the meeting of 3<sup>rd</sup> June were approved as an accurate record and duly signed by Cllr. Wickham.

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

None.

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

Simon Galwey commented that the Horticultural Society would be unable to fund the flower show marquee at the fete next year and requested that the Parish Council assist with this. There was a general intention to support the Horticultural Society amongst Councillors, and the Clerk would provide Mr Galwey with guidance on the Council's Grants Policy and other avenues of appeal for financial assistance.

Richard Beale asked whether the PC would discuss and publish its view on the future of the villages in terms of encouraging business, tourism and other issues to promote and protect the parish over the next twenty years.

Cllrs responded that the Neighbourhood Development Plan would provide for both the Council's and the community's long term hopes for the parish.

**5. Borough and County Councillor**

Councillor Mrs. Hamilton (KCC) requested all concerns raised relating to highways be copied to her.

**6. Internal Audit**

The Clerk advised that the Internal Audit report and Findings had been circulated and the content would be scrutinised by the Finance Committee at its next Meeting.

**7. Christmas Events**

Cllr. Batty had attended a meeting with the informal volunteer group that is currently organizing the "Carols Round the Tree" event. The group expressed a desire for the PC to assume insurance liability for the event; however it is not requesting that the Council take over the running of the evening.

It was agreed that Cllr. Batty would advise the group that whilst some aspects of the arrangements could be provided by the PC, such as traffic cones and High-Viz vests, there would be a significant requirement for documentation such as Risk Assessments to be provided to the Council's insurers. The volunteer group will be advised that this would entail considerable administration, and that it should seek its own insurance cover for the event.

**8. Highways definition plans**

The Clerk outlined that boundary maps had been obtained for four areas of the parish and could be used to determine the publicly maintainable highway as the responsibility of KCC.

**9. Planning and Development**

**9.1** Cllr Sparkhall advised that the first draft of the NDP was ready to send to the Council's Planning consultant Lindsay Frost. The intention remains that the Steering Group will then review Mr Frost's comments and present a revised draft to the Full Parish Council with a view to the consultation on it being publicised around the same time as the TWBC Draft Local Plan.

## 9.2 To consider the following Planning Applications

<p>19/01043 Oak Lodge, Cryals Road, Matfield, Tonbridge, Kent, TN12 7LN</p>	<p>Demolition of existing conservatory and erection of a single-storey side extension with balcony above</p> <p><b>PC RECOMMENDATION: APPROVE</b></p>
<p>19/00785 and 19/00790 Paygate Cottage Horsmonden Road Brenchley Tonbridge Kent</p>	<p>Erection of a dwelling and associated garden</p> <p><b>PC RECOMMENDATION: REFUSE</b></p> <p>The PC recommends <b>REFUSE</b> for following reasons.</p> <ol style="list-style-type: none"> <li>1. The new house would be outside the LBD and within the AONB</li> <li>2. The enlarged modern 4-bedroom house of no great architectural distinction, within the grounds of Paygate Cottage, was first planned due to the stated <i>poor living conditions for the occupiers</i> of the former tollhouse.</li> <li>3. This planning application is for Paygate Cottage to remove the condition of ancillary accommodation of application 17/03527/FULL and now become two separate dwellings. <i>“The annexe hereby approved from the original Paygate Cottage shall not be used other than for an ancillary purpose to the new dwelling”</i>. There is absolutely no mention within the application of occupants not feeling safe within the cottage.</li> <li>4. The application form shows that work has not yet commenced on the site, but work has been carried out at Paygate for at least one year. There is a mobile home on site.</li> <li>5. The applicants cite TWBC’s <i>“5 year housing supply”</i> in support of keeping the original cottage as an extra dwelling but this cottage has already been deemed to be in a dangerous position.</li> <li>6. The new property would share the same access as Paygate Cottage. This is a tight access close to the junction of Horsmonden Road and Fairman’s Lane. There is not enough space for parking of two dwellings and overflow would have to be parked on dangerous corner.</li> <li>7. The submitted plans are not detailed, and it is difficult to assess impact on the AONB together with possible light pollution.</li> <li>8. This application is contrary to the provisions of LB1, EN1, EN25 and H10 of TWBC Local Plan 2006. Core Policies 4,5,6 and 14 of the TWBC Core Strategy 2010 and the NPPF July 2019.</li> </ol>
<p>19/01233 Lots 7 &amp; 8 Little Dunks Farm Cuckoo Lane Brenchley Tonbridge</p>	<p>Siting of a mobile home</p> <p><b>PC RECOMMENDATION: APPROVE</b></p> <p><b>With condition that the mobile home should be removed if it is no longer required for, or occupied by, an agricultural worker engaged at these premises.</b></p>
<p>19/01160 Matfield House The Green Matfield Tonbridge Kent</p>	<p>Replacement of garden temple with a new garden building</p> <p><b>PC RECOMMENDATION: APPROVE</b></p>
<p>19/00086 Pembrol, Cryals Road, Matfield, Tonbridge, Kent, TN12 7HH</p>	<p>Extension to the residential curtilage of the existing house</p> <p><b>PC RECOMMENDATION: APPROVE</b></p>
<p>19/00830 17 Chestnut Lane, Matfield, Tonbridge, Kent, TN12 7JJ</p>	<p>First-floor side extension. Demolition of conservatory and replacement with single-storey rear extension. Front porch.</p> <p><b>PC RECOMMENDATION: REFUSE</b></p>

	The PC is unable to comment on this application as there are currently no plans submitted.
19/01437 Mehala, Foxhole Lane, Brenchley, Tonbridge, TN12 7EP	Demolition of existing rear and side utility and WC extension; erection of two-storey side extension, as well as new rear and side single-storey extension; new loft conversion including side and rear dormers and Juliette balcony; alterations to fenestration <b>PC RECOMMENDATION: NEUTRAL.</b> <b>The PC request more Design and Access information regarding overlooking, light pollution and percentage of extension increase.</b>
19/00826 5 Church Close, Brenchley, Tonbridge, Kent, TN12 7AA	Retrospective: demolition of existing dwelling and replacement with new dwelling <b>PC RECOMMENDATION: NEUTRAL</b> <b>This house was significantly enlarged with approved application plans in 2016/2018. I feel the PC is unable to comment on the retrospective demolition of this property.</b>
19/00807 2 Broad Oak, Brenchley, Tonbridge, Kent, TN12 7NN	Two first-floor side extensions (one to either side); alterations including new roof to front porch; alterations to fenestration including two Juliet balconies; new balcony to rear elevation; single-storey rear extension <b>PC RECOMMENDATION: APPROVE</b>
19/01627 Scurrays, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LT	Removal of conservatory and replacement with a new two-storey and part single-storey extension including Juliet balcony and dormer; new dormer window to the north-east elevation and new first floor window to south-west elevation <b>PC RECOMMENDATION: APPROVE</b>

### 9.3 Decisions by TWBC

18/01579 Blue Boys Inn, Hastings Road, Matfield, Tonbridge, Kent, TN12 7HE	Variation of Condition 2 (Approved Plans) of Planning Consent 15/501059/FULL (Reconstruction of two-storey rear wing, erection of two single-storey side and rear extensions, alterations to existing fenestration and internal alterations to facilitate use as A3/A5 Restaurant and Hot food takeaway. Revised hard and soft landscaping to incorporate drive-thru facility) - Minor variations to the internal layout, side door access added, alterations to fenestration, amendments to serving hatch, and alterations to parking layout. <b>PC RECOMMENDATION: NEUTRAL</b> <b>TWBC DECISION: GRANTED</b>
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 <b>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>
19/00497 Pond House, Cuckoo Lane, Brenchley, Tonbridge, TN12 7HX	Proposed single-storey extension to the north-west elevation, two-storey dormer entrance porch to south-west elevation and fenestration alterations. <b>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>

19/01001 Tong Road, Brenchley, Tonbridge, Kent, TN12 7HT	Minor Material Amendment to planning permission 17/00026/FULL (Alterations and conversion to a single dwelling-house with ancillary store) - Alterations to external materials, retention of lean-to element to south elevation, amendments to fenestration <b>PC RECOMMENDATION: REFUSE</b> <b>TWBC DECISION: GRANTED</b>
19/00700 Goshen Farm, Brenchley Road, Matfield, Tonbridge, Kent, TN12 7DT	External alterations to 4 no buildings to include recladding, implementation of roller shutters and insertion of windows where applicable, following approved change-of-use under 18/03195/PNR <b>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>
19/00569 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 (amended scheme in respect of fenestration material alterations) <b>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>

## 10. Clerk's Report

### 10.1 Minor Works

#### Matfield Pond

The Clerk outlined that emergency works related to the overflow had necessitated expenditure of £1768 ex. VAT. Southern Water do not accept responsibility for the shared drains in the private gardens which appear to serve both the overflow from the pond and the other surface water drainage from the properties and possibly the road. Mark Hardcastle, the Drainage Manager from KCC, will undertake a CCTV survey as soon as possible to ascertain the route of all the rains and therefore who is responsible for their repair/upkeep.

Meanwhile there remains a risk to flooding of the Green because the overflow bung in the pond is in place.

#### Mowing at the Recreation Ground

The Scouts have requested that the PC add the maintenance of the land adjacent to the Scout Hut to its mowing contract. The area was previously maintained by the Montessori school and is part of the Scouts Lease obligation. The cost of this would be an initial £30 to clear and then £15 per occasion – it is mowed 16 times per year so this would incur an extra £240 pa cost to the Council, at current prices.

It was agreed that the Council would add this area to the mowing schedule but that the Scouts would be passed the cost annually by invoice. The Clerk will advise the Scouts of this option.

### 10.2 Correspondence

#### Maria Cook

Ms Cook had requested a payment of £350 towards the work she had undertaken towards the playground project from which she had withdrawn.

Whilst it was felt that the payment of a contract is based on its outcome, which had not been achieved, the Council agreed to pay the invoice in full for the work claimed.

#### Greg Clark MP

- a. A response regarding signage at Kippings Cross has been circulated.
- b. A response regarding double yellow lines at Standings Cross has been circulated. Cllr. Stevenson had advised that this scheme is in the draft HIP. The Clerk has requested detail of costings and timeframe for a Traffic Regulation Order from KCC so that the PC can decide if it wishes to fund these works, outside of the HIP.

Simon Galwey

Request for the PC to finance the Horticultural Show marquee at the Fete from next year @ £1500.  
See Agenda item 4 above.

Amanda Wells

Email regarding the retention of the Sunday Amenity Vehicle. TWBC have confirmed that when the new garden waste contract commences in September the Amenity Vehicle will no longer collect garden waste on Sundays. On receipt of clarification from TWBC the Council will review whether it wishes to lobby for the continuation of the service.

### **10.3 Projects**

The Clerk advised that she has agreed an annual fee of £120 to James Beach for regular mowing of the car park, the path across the centre of the site and underneath the communal apple trees, as well as a fixed price of £120 to James Beach to remove the overgrowth on plot 25, which is causing nuisance, prior to the division of the plot; see below.

#### **10.3.1 Allotment projects**

The Clerk outlined the quotes received for the two projects at the allotment site, from the £5k budget agreed.

**RESOLVED that Capel Ground Care undertake the project to trim the internal hedges at the Allotments**

**RESOLVED that James Beech undertake the project to divide Plot 25 into 4 plots and 2 raised plots (2 beds on each plot)**

#### **10.3.2 Playground project - £8.2 s.106 funding plus £1.3k donation**

The Clerk and Cllr. Mrs. Butler had obtained quotes and options from two companies, Produlic and Capel Ground Care. The priority items were those identified in the RoSPA safety inspection and any funds remaining after these had been attended-to would be spent on refurbishment or additional items of equipment.

Cllr. Mrs. Butler advised that the ground surface was not appropriate but that its replacement over the whole area would be very expensive, this would be costed and considered for a future project.

**RESOLVED that Capel Ground Care undertake the project for the repair and refurbishment of Brenchley Playground, and that Cllr. Mrs. Butler and the Clerk be mandated to agree the detail up to the funding available**

### **10.4 Accounts payable in July for June invoices**

1486 C Brooks	Part Salary June 2019	£774.86
1487 HMRC	Tax and NI June 2019	£666.90
1488 TWBC	Cinderhill Lease to Jun 2020	£10.00
1489 Andrew Wilson	Completion of Website project	£1510.00
1490 Landscape Services	Matfield Green mowing Mar/Apr 2019	£556.93
1491 LCPAS	DPO Service to May 2020	£150.00
1492 James Beach	Allotment Maintenance Apr 19-Mar 20	£120.00
1493 Lindsay Frost	Planning Consultancy 19/01099OUT	£453.15
1494 Business Stream	Water Matfield Pavilion Jan-Apr 2019	£47.32
1495 A de Guingand	Reimbursement APM refreshments	£39.00
1496 David Buckett	y/e Internal Audit	£352.00
1497 Neville Edwards	Fencing at Porters Wood	£280.00
1498 Brenchley Mem Hall	Meetings 29 May and 3 <sup>rd</sup> June	£90.00
1500 RBS	Rialtas Accounting Support 2019-2020	£145.20

#### **Sums already paid – Authorised by Cllr. Woodley and Cllr. Grant**

1499 24 Hr Emergency	Drainage Matfield Pond and gardens	£2201.60
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**Multipay Credit Card Payments debited in May**

CC Land Registry	Title plans for Council assets	£60.00
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**Standing orders and Direct Debits**

SO C Brooks	Part Salary June 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension June 2019	£193.11
DD Grenke	Copier Lease	£122.40

These accounts were approved, the Clerk having provided the invoices for scrutiny, and would be authorised by Cllr. Batty and Cllr. Sparkhall.

**11. Meetings attended, and reports by Councillors**

Cllr. Wickham had attended the Parish Chairmen's meeting, the presentation and minutes from which would be circulated.

Cllr. Mrs. Warner had attended a meeting of the Weald of Kent Protection Society, of which the PC is a member.

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

None

**13. Date of next meeting**

**Provisional Planning Meeting Tuesday 16<sup>th</sup> July 2019, 7.39pm Matfield Pavilion**  
**Full Council Meeting Monday 2<sup>nd</sup> September 2019, 7.30pm Matfield Pavilion**