

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 4<sup>th</sup>  
NOVEMBER 2019 AT MATFIELD PAVILION AT 7.30pm**

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

**In attendance:** Cllr A. McDermott (TWBC), Cllr. Mrs. S. Hamilton (KCC) (part), Lindsay Frost (Planning Consultant), 23 members of the public.

**1. To accept apologies for absence**

None.

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

The minutes of the meeting of 7<sup>th</sup> October 2019 were approved as an accurate record and duly signed by the Chairman.

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

- . Cllr. Mrs. Warner declared an interest in the Curtis Cottage planning application and did not participate in discussions.

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

A resident expressed concerns about the water run-off at the junction at Kippings Cross which are once again causing concern. This was subsequently taken up by Cllr. Mrs. Hamilton who would provide information on planned works.

An extended public participation session was provided to cover the following Agenda item.

Cllr. Woodley provided a PowerPoint presentation outlining the main points of the Council's proposed response to the DLP. Extensive questions and comments from residents were responded to by Councillors and Lindsay Frost, the Council's Planning Consultant.

It was agreed that, in order for residents to review the Council's response and consider whether they wished to add their own, the Clerk would endeavour to submit the response as soon as possible before the deadline of 15<sup>th</sup> November 2019.

**5. The Parish Council's response to the Borough's Draft Local Plan**

The meeting returned to closed session and Lindsay Frost and Lady Akenhead (member of the NDP Steering Group) were invited to join the meeting for their contribution.

The Council reviewed each page of the draft response and the Clerk noted substantive points raised, amendments and corrections. It was agreed that any further comments would be forwarded to the Chairman and Clerk by midday on Wednesday 6<sup>th</sup> November.

**RESOLVED That the Chairman and Clerk finalise the text of the Council's response to the Borough's Draft Local Plan to be submitted by the Clerk and that it be published on the website, with a link on Facebook, and copies forwarded to Greg Clark MP, Kent County Council, TWBC Councillors and the Chair and Clerk of neighbouring parishes.**

**6. Borough and County Councillor**

TWBC – Cllr. McDermott apologised that the new refuse collection contract had not been operating as successfully as expected, and that he would be meeting with the contractors this week.

KCC – Cllr. Hamilton agreed to review the issues with surface water on Maidstone Road near the Kippings Cross Junction.

Cllr. Mrs. Warner expressed gratitude at the work completed by KCC in Petteridge Lane.

## **7. Kent County Council – Speed Warning sign**

A letter received from KCC regarding a replacement for the speed warning sign on Maidstone Road was discussed. Cllr. Stevenson advised that he is reviewing options for speed awareness infrastructure and it was agreed that the Clerk would formally request that KCC undertake a speed survey so as to inform his considerations.

## **8. Finance Committee – see attached minutes for detail on recommendations**

Draft minutes of the Finance Committee meeting of 22<sup>nd</sup> October had been circulated to provide background to the recommendations.

It was agreed that, in view of the work undertaken at the allotments, and an increase in the regular costs of upkeep, an analysis of income vs expenditure would be carried out, and a further review of tenancy fees undertaken.

**RESOLVED that the tenancy fee for each of the six new allotment plots be set at £25 per annum.**

**RESOLVED that the tenancy fee for the current allotment plots remain unchanged.**

**RESOLVED that the Matfield Pavilion licence holder fees for 2020-21 be set at: Matfield Green Cricket Club £250, Guides £330 for two packs or £250 for one pack, Connection £100.**

**RESOLVED that the booking fee for Matfield Pavilion for 2020-21 remain at £10 ph or any part thereof.**

**RESOLVED the following organisations be granted free use of Matfield Pavilion: Matfield Women's Institute, Love Matfield Society, Tunbridge Wells Area Committee of KALC, Paddock Wood Community Advice Centre.**

**RESOLVED that the Finance and Governance Risk Register be adopted as amended.**

Cllr. de Guingand outlined that the proposed budget for 2020-21 was broadly similar to the current year but that it was felt prudent to retain a greater proportion of reserves.

**RESOLVED that the 2020-2021 budget of £117,380 and precept requirement of £106,107, as endorsed by the Committee, be approved.**

The Clerk confirmed that the recommendation on the appointment, together with the employment contract, for the new RFO will be confirmed at the Full Council meeting of 6<sup>th</sup> January 2020.

**RESOLVED that the arrangements for recruiting a Responsible Financial Officer, as endorsed by the Committee, be approved by the Council.**

## **9. S.106 funding applications – Scouts**

The Clerk outlined that a sum of £11k is sitting with TWBC, for application from local groups, and that this had been publicised twice. Cllr. Woodley confirmed that the NDP SG had reviewed the applications from the Scouts and that these were recommended for approval.

The Clerk advised that the total of the lowest quotes for the two project is £7844, therefore £3211 remains. An application has recently been received from Brenchley Memorial Hall Charity the lowest quote of which is £1817 which is to be considered by the NDP SG.

**RESOLVED that the Clerk apply for the release of the funding from TWBC and that this be passed to the Scouts in the sum of £7844.**

## **10. Planning and Development**

### **10.1 Update on the Neighbourhood Development Plan**

Cllr. Sparkhall advised that a draft of the NDP was anticipated to be presented to the PC at its meeting in December. He outlined a proposal from the NDP SG to obtain a Housing Needs survey; it was

agreed that it must be considered a acceptable source of evidence and that Action in Rural Kent might be able to assist, and that any cost would be met out of reserves.

**RESOLVED for the Clerk obtain quotes to undertake a Housing Needs survey.**

**10.2 Planning Applications**

<p>19/02841/LBC Invictas, Gedges Hill, Matfield, Tonbridge, Kent, TN12 7DU</p>	<p>Listed Building Consent: Conversion of the listed barn to residential use (90/1527 and 96/01661 refers)  <b>RESOLVED TO RECOMMEND: APPROVAL</b></p> <p><b>We recommend approval of the LBC principle of conversion in anticipation of a full planning application to follow. However, there are errors in the D&amp;A Statement – the appeal was in 1996 not 2008. Architect’s plans are shown as existing and proposed but are both titled “proposed plans” – there are currently no windows in the barn, and PC is concerned about the amount of fenestration shown on the South elevation. Last paragraph in D&amp;A Statement has no relevant meaning to this application.</b></p>
<p>19/02804 Land to The Rear Of The Castle Inn, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BN</p>	<p>Erection of 7 new dwelling houses (4no. 3 Bedroom and 3no. 2 Bedroom) with new turning head, associated parking and re-alignment of access road.</p> <p><b>RESOLVED TO RECOMMEND: NEUTRAL</b></p> <p><b>The quality of the development is questioned. A highways report should be obtained. A survey to ascertain evidence of habitat/biodiversity should be required. The PC supports the Conservation Officer’s detailed concerns. The PC is concerned at the cumulative effect of application of this nature that increases the amount of development being proposed in the parish.</b></p>
<p>19/02746 Curtis Cottage Tong Road Brenchley Tonbridge Kent</p>	<p>Removal of storage and lean-to structure; proposed conversion and extension of existing stables and extension to provide 3 bed dwelling  <b>RESOLVED TO RECOMMEND: APPROVE</b></p>
<p>19/02853 Chillwood Farm, Fairmans Lane, Brenchley, Tonbridge, Kent, TN12 7JA</p>	<p>Erection of bungalow to replace previously approved residential mobile home  <b>RESOLVED TO RECOMMEND: REFUSE</b></p> <p><b>This application is outside LBD and within AONB. 19/001989 is the recent July ’19 approval for a residential mobile home in the farmyard setting. This proposed new build bungalow dwelling is not replacing a building’s footprint, and a mobile home has the option of being removed if not required in the future.</b></p>
<p>19/02904 Knowle Oast, Knowle Road, Brenchley, Tonbridge, Kent, TN12 7DW</p>	<p>New double garage, new flue for wood-burner and change door to window.  <b>RESOLVED TO RECOMMEND: APPROVE</b></p> <p><b>However it is noted that the garage building appears to encroach over South boundary.</b></p>

19/02488 Little Chill Mill Bungalow, Tibbs Court Lane, Brenchley, Tonbridge, Kent, TN12 7AH	Erection of a single-storey side extension to the existing bungalow. <b>RESOLVED TO RECOMMEND: APPROVE</b>
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### 10.3 Planning comments submitted in October

19/02402 Birchett Wood Farm, Petteridge Lane, Brenchley. TN12 7NE	Removal of Condition 1 of application 16/06079. <b>PC RECOMMENDATION: REFUSE for a mobile home be granted on a permanent basis. This mobile home is sited within AONB and Ancient Woodland and the TWBC document for Ancient Woodland states "planning permission should not be granted for any development that would result in its loss or deterioration unless the need of, and benefits of, the development in that location outweigh the loss of woodland habitat". If the business is classed as viable, there should no need for the farm worker to leave during the day to take up work elsewhere and there should be no dependents living on site.</b>
19/02745 Tong Farm Bungalow, Tong Road, Brenchley, Tonbridge, Kent, TN12 7HT	Removal of Condition 1 of SW/6/49/50 (Erection of farm worker's bungalow) - Removal of agricultural occupancy condition <b>PC RECOMMENDATION: APPROVE</b>
19/02648 Broad Oak Manor, Windmill Hill, Brenchley, Tonbridge, Kent, TN12 7NP	Removal of existing porch on side elevation; Removal of existing garage and construction of new garage and workshop; single-storey side and rear extension; First-floor rear and side extension; alterations to fenestration; internal and external alterations; Alteration to existing entrance drive/crossover and new gates/wall; enlargement of south terrace and addition of steps <b>PC RECOMMENDATION: APPROVE on condition that the garage building is ancillary to the house and not for sub-letting.</b>
19/02732 Maynard Cottages, Land Adj Brenchley Road Matfield Tonbridge Kent, TN12 7PH	Use of building as a domestic store <b>PC RECOMMENDATION: APPROVE with condition that at no time this is summerhouse used as accommodation and the outstanding requirements of the enforcement notice should be complied with</b>
19/02634 1-2 Egypt Farm Cottages, Cryals Road, Matfield, Tonbridge, Kent,	Variation of Condition 2 (Approved Plans) of Planning Permission 18/00844/FULL - Alteration to approved application 16/501768/FULL. Reinstatement of single unit farmhouse from semi-detached sub-division and re-modelled extension; with alterations to fenestration, roofline and approved design (Part retrospective) - Various Alterations to the property including removal of chimneys, continued catslide roof to ground-level, removal of gables to north-south ridge, inverted dormers, stainless flue, wider conservatory, flat-roof structure retained, alternative position of rear porch, alterations to fenestration. <b>PC RECOMMENDATION: REFUSE - the applicant shows no regard for the significant conditions imposed on the approved planning applications in 2018 and has carried out many retrospective variations.</b>
19/02633 1-2 Egypt Farm Cottages, Cryals Road, Matfield, Tonbridge, Kent,	Variation of Condition 1 (Approved Plans) of Planning Permission 17/00876/FULL - (Part retrospective permission for removal of 3 storage sheds and replacement with 3-bay vernacular style garage with domestic/ancillary annexe space in roof) - Variation in final design to include; 1m extension to flue pipe and balcony staging to south-west-facing double doors. <b>PC RECOMMENDATION: REFUSE - the applicant shows no regard for the significant conditions imposed on the approved</b>

	<b>planning applications in 2018 and has carried out many retrospective variations.</b>
19/02678/LBC Crittenden House, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EN	Listed Building Consent - Removal of internal wall within existing annex to kitchen and WC to bathroom. <b>PC RECOMMENDATION: APPROVE</b>
19/02298 Bythorn Brenchley Road Matfield Tonbridge Kent, TN12 7PJ	Demolition of existing single-storey dwelling and erection of new 3-bedroom dwelling comprising predominantly of single-storey with small first-floor element. <b>PC RECOMMENDATION: APPROVE</b>

#### 10.4 Decisions by TWBC

19/02214 Ashmere, Maidstone Road, Matfield TN12 7LE	Loft conversion and dormer windows.: APPROVE <b>PC RECOMMENDATION</b> <b>TWBC DECISION: GRANTED</b>
19/02349 The Cottage, Tibbs Court Lane, Matfield TN12 7NB	Demolition of lean-to and construction of single-storey extension including internal and external alterations to the existing house, including re-positioning of window. <b>PC RECOMMENDATION</b> <b>TWBC DECISION: GRANTED</b>

### 11. Clerk's Report

#### 11.1 Matfield Pond

The Clerk advised that the Sassoon Memorial Oak is being replaced on 12th November, and that the north bank clear-up will be on 10th November.

Quotes for the clearance of southern bank, including trimming or removal of small trees, clearing undergrowth, bracken etc. and removal of green waste, were discussed.

**RESOLVED to instruct Weald Tree Services to undertake the clearance of the south bank of Matfield Pond.**

#### 11.2 Allotment Project

The Clerk advised that the project to provide six extra small plots (two raised) had been completed, as well as the internal and external hedges trimmed. Two plots are available and are being advertised. The Council agreed that vacant plots could be offered to tenants living outside the parish, at the Clerk's discretion.

#### 11.3 Correspondence

Christine Churchill re. lorries in Pixot Hill

The Council agreed to a request that it contact a local business regarding lorries using Pixot Hill.

Tom Davis re. Mile Oak

The Council discussed concerns raised regarding the positioning of the "Mile Oak" label on the Ordnance Survey map, which is considered to be misleading. It was agreed that Cllr. Mrs. Butler would look into the matter, and raise with the OS if appropriate.

Alison Kemp re. Donation request from Tunbridge Wells District Citizens' Advice

The council discussed a request for a donation towards the work of the Tunbridge Wells Citizens' Advice and, given its long-term grant for the Paddock Wood Community Advice Centre, declined to contribute.

#### 11.4 Accounts payable for October 2019

1550 C Brooks	Part Salary October 2019	£726.87
1551 HMRC	Tax and NI October 2019	£631.60

1552 Castle Water	Matfield Pond Water July -Dec 2019	£22.27
1553 EoN	Street Lighting Electricity Jul-Oct 2019	£173.47
1554 Ian McEwan	Reimbursement Website hosting	£34.99
1555 BT	Phone and Broadband Aug-Dec 2019	£335.47
1556 Capel Groundcare	Internal hedge cutting Whitehorn Allotments	£1800.72
1557 Streetlights	Streetlight maintenance contract 2/2	£258.07
1558 Commercial Services	Mowing contract Matfield Green 3/4	£680.72
1559 NALC	Local Councils Explained Handbook	£37.48
1560 James Beech	Allotment Project (final payment)	£1630.00
1561 David Izzard	Gardening JVMG	£25.00
1562 Treeworks	Removal of Sassoos Oak	£600.00
1563 Treeworks	Cinderhill tree surgery	£456.00

**Amounts paid by Credit Card in October 2019**

1564 Ryman Stationery	Shredder	£79.99
1565 B&Q	Step ladder/Keysafe for Pavilion	£38.87
1566 EDF	Matfield Pavilion electricity July-Oct 2019	£114.09
1567 Royal British Legion	Poppy Appeal Donation	£50.00

**Standing orders and Direct Debits**

SO C Brooks	Part Salary Oct 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension Oct 2019	£177.30

Payment of these accounts was approved and would be authorised by Cllr. Mrs. Warner and Cllr. Mrs. Butler.

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

Cllr. Woodley advised that preparations for the VE Day events were progressing and that a Parish Picnic is planned for 8th May 2020.

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

None.

**14. Date of next meetings**

Provisional Planning Meeting Tuesday 19<sup>th</sup> November 2019, 7.30pm Matfield Pavilion  
Full Council Meeting Monday 2<sup>nd</sup> December 2019, 7.30pm Matfield Pavilion