

## **MINUTES OF A REMOTE MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL**

**HELD ON MONDAY 6<sup>th</sup> JULY 2020 AT 7.30pm via ZOOM**

**Present:** Councillors A. De Guingand (Chairman) presided, K. Sparkhall (Vice Chairman), L. Butler, G. Warner, G. Stevenson, C. Brooks (Clerk).

**In attendance:** Cllr. A. McDermott (TWBC), Cllr S. Hamilton (KCC), ten members of the public

**1. To accept apologies for absence**

None.

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

Draft Minutes of 1<sup>st</sup> June (to be signed by Cllr Butler) and 9<sup>th</sup> June (to be signed by Cllr de Guingand) were agreed as a true record and shall be signed in person at the next opportunity.

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

None.

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

Karen Stevenson spoke about the McDonalds planning application and asked for PC to consider the objections already raised.

Christine Churchill spoke about the traffic problems in Blind Lane and Pixot Hill regard HGVs, skips and recycling lorries, and requested that signage be erected to deter unsuitable vehicles. Cllr Hamilton (KCC) advised that enforcement may prove difficult but that she would consider usage of her KCC Member's Grant in order to provide signage. She would liaise with Cllr Stevenson and the Clerk on this.

Amanda Wells commented that the provision of remote meetings to encourage public participation was welcomed and she requested that a "Citizens Assembly" be considered. An outline of the suggestion would be discussed so that the Clerk could provide the Council with options.

**5. Borough and County Councillors – to receive information**

KCC – Cllr. Hamilton further responded on the planning matter at Kippings Cross that KCC had responded to the consultation however the A21 is on the strategic road network so Highways England will respond in greater depth.

TWBC – Cllr. McDermott advised that first full council meeting is on Wednesday 8th July.

**6. Confirmation of Committee Membership**

The Chairman advised that with the resignation of Cllr Woodley the Council is required to appoint members to Committees which have been rendered inquorate.

It was agreed that Cllr Stevenson would join the Finance Committee.

It was agreed that Cllr Sparkhall would join the Employment Panel.

It was agreed that Cllr de Guingand would Chair the Policy and Management Committee.

These appointments are permanent until the end of the Council session.

**7. Casual Vacancy Notice**

The Chairman advised that the Returning Officer had confirmed that ten or more electors had requested a poll be called for all four of the Casual Vacancies advertised. The Notice of Postponement of election had been published locally and therefore the Council are unable to co-opt members at this time.

The Chairman suggested that Non-Voting Members could be appointed, as provided for in the Council's Standing Orders, in order to provide some opportunity to experience the work of the Parish Council. The

Clerk had provided guidance on the nature of NVMs and requirement for the criteria and appointment process to be discussed in a meeting of the Parish Council in public however Cllr Warner commented that this would be discussed informally by the Council (without the presence of the Clerk) together with suggested appointees.

An advertisement would be published in due course.

## **8. Matfield Pavilion**

Cllr Butler, as Health and Safety Officer, advised that she has prepared a draft Risk Assessment for the Pavilion and would provide a list of items to be purchased, such as sanitisers, and signage so that this could be checked with the Council's insurers with a view to the Pavilion being opened for use.

The Clerk advised that the licence holders, the cricket club and the Guides, had not been invoiced for their annual fees (due in April) and that this would be deferred for consideration by the Finance Committee.

The Clerk advised that the RFO had contacted Minster Cleaning who currently have an annual contract, paid in advance, for cleaning the Pavilion to cancel the contract and request a pro-rata refund. Cllr Butler and Cllr de Guingand had agreed that a local cleaner would be sought to undertake cleaning from this autumn.

## **9. Matfield Green**

9.1 Cllr Stevenson advised that requests for Memorial Benches on Matfield Green had been received from two local families and Matfield Women's Institute.

It was agreed that Cllr Stevenson would undertake a survey and draft guidelines for a standard response on the issue of memorial benches on Council land to include location, approved benches and including the cost of bases, erection, maintenance and planning permission.

Cllr Stevenson would bring a recommendation to the Council in due course.

9.2 The Clerk advised that treatment works on the cricket square on Matfield Green by MGCC will be undertaken in the next week. Approval had been given by the Chairman after insurance details provided by Simon Catchpole of Complete Weed Control had been approved by the Council's insurers.

## **10. Playground**

Cllr Butler, as Health and Safety Officer, had forwarded some information on the government guidelines on opening play areas and that it was understood that no measures could guarantee COVID-free environment, but that inspections, cleaning, Risk Assessment and signage would be provided to the Council's insurers before the playground could be opened. The RoSPA safety inspection is booked for July.

Cllr Butler and the Clerk would work with Capel GroundCare in order to progress the requirements including weed treatments as a matter of urgency.

## **11. Traffic**

Cllr Stevenson outlined information, including video evidence, that had been provided by residents on the continuing problems with HGVs and the Council discussed funding a speed survey for a week or more to pick up number, class and size of lorries.

It was agreed that Cllr Stevenson would obtain costs from KCC on this and the Clerk would seek to apply for all or part of these costs to be met by a Members' grant from Cllr Hamilton (KCC).

## **12. Planning and Development**

### **12.1 Neighbourhood Development Plan**

Cllr Sparkhall gave an update on the NDP, including the financial position of the project. In order to underpin the Plan, it is intended to obtain a Housing Needs survey (approx. £3.5k) and also a Business survey (approx. £500). An independent health check is desirable before submission of the NDP.

### **12.2 Pedestrian Railings at Rydon Development**

Cllr Stevenson outlined that a response had been received from TWBC regarding the Council's complaint about the unsuitable style of railings at the Rydon development in Matfield but that no remedies were offered.

It was agreed that Cllr Stevenson would research alternatives that might be more aesthetically pleasing but still sufficiently robust with a view to reverting to TWBC/Rydon/KCC. Cllr Stevenson would liaise with Cllr. McDermott on this.

### 12.3 TWBC Local Plan

The Chairman advised that he had received email survey from TWBC regarding local services and is responding including provision from Matfield Village Hall and Brenchley Memorial Hall and bus services.

The Clerk outlined a suggestion from a resident that the Borough be asked to provide a tracked changes document when it re-issues the Draft Local Plan given the likely large number of changes and the length of the document. Cllr McDermott was asked to take this up with Stephen Baughen though advised that there is an 8-week consultation period on the second draft and therefore this would provide sufficient time to review its full contents.

Cllr. Butler advised that in recent meetings with TWBC Deborah Dixon had asked for comments from the PC on the proposed changes in the Limits to Built Development in the villages. A site visit by TWBC was planned to discuss this earlier in the year but had been cancelled due to Covid restrictions. Councillors were asked to comment on the draft outline LBD that Cllr. Butler had circulated.

### 12.4 Planning Applications

20/00947 Lodge Farm, Bramble Reed Lane, Matfield	Change of use of the existing holiday let unit to an independent dwellinghouse.  <b>PC RECOMMENDATION SUBMITTED: APPROVE</b>
20/01239 Land at the BP Garage, Kippings Cross	Erection of a freestanding McDonalds Restaurant with drive-thru facility, car parking, landscaping and associated works.  <b>RESOLVED TO RECOMMEND: REFUSE</b> <b>Cllr Warner to provide detailed comments</b>
20/01057 Former Brenchley Kennels, The Knowle, Knowle Road, Brenchley Tonbridge, Kent	Demolition and removal of an existing dwellinghouse, other existing buildings and areas of hard-standings last used as part of a commercial dog kennels; replacement with 1 No. single storey dwellinghouse with associated landscaping, car parking facilities, partial infilling works to pond (retrospective) and creation of a new vehicular access (part retrospective)  <b>RESOLVED TO RECOMMEND: APPROVE</b>
20/01356 Ryde House, Short Lane, Brenchley, Tonbridge, Kent, TN12 7BA	Demolition of existing dwelling, detached garage and car port; construction of replacement dwelling.  <b>RESOLVED TO RECOMMEND: APPROVE</b>
20/01431 Old Orchards, Brenchley Road, Brenchley, Tonbridge, Kent, TN12 7PB	New detached garage to support new dwelling  <b>RESOLVED TO RECOMMEND: APPROVE</b>
20/01542/3 Crooke Barn, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BE	Erection of a single storey, 2 enclosed parking bay garage  <b>RESOLVED TO RECOMMEND: APPROVE</b>

20/01436/OUT Lindisfarne, Lindisfarne Autos , Petheridge Lane, Matfield, Tonbridge, TN12 7LP	Outline (Access, Layout And Scale not reserved) - Demolition of existing buildings and construction of three dwellings; Retention of existing access  <b>RESOLVED TO RECOMMEND: REFUSE</b> <b>Cllr. Warner to provide detailed comments</b>
20/01504 Lordships Stables, Marle Place Road, Brenchley, Tonbridge, Kent, TN12 7HS	Retention of existing mobile home for residential purposes (Retrospective)  <b>RESOLVED TO RECOMMEND: NEUTRAL</b>

### 13. Jack Verrall Memorial Gardens

The Chairman advised that following complaints from neighbours about rubbish in JVMG he had agreed with the Little Bull that they would clear rubbish regularly. Consideration would be given to replacing the bin with one that is covered to deter birds and foxes and Cllr Stevenson would include this in his survey of benches.

### 14. Clerk's Report

#### 14.1 Allotments

The Clerk advised that the Allotment site was now fully tenanted and that the use of the new plots was a real success story. There is now a waiting list for plots and, given that plot 15 is very large and only currently half used, the Allotment Association, and tenant of Plot 15 had agreed that it should be split into 3 plots. The cost to do this is approximately £120 for the turf edging.

**RESOLVED that allotment plot 15 be split into three separate plots.**

The Clerk advised that the allotment tenants had requested that two of the plots that were overgrown and not suitable for plots due to being under trees were cultivated into a wildflower area both to encourage bees and other pollinators and to provide a place for tenants to meet, it being in the highest part of the site.

**RESOLVED to request James Beech to install a bench at the allotments at £165 cost price**

It was agreed that the allotment fees and general tenancy rules would be reviewed in time for the 2021 season.

### 15. RFO's Report

#### 15.1 Accounts Payable

1669 C. Brooks	Part Salary June 2020	£ 757.81
1670 HMRC	Tax and NI June 2020	£629.05
1671 P. Horn	Salary June 2020	£486.24
1672 B Chapman The Fence Guru	Repair posts on Matfield Green	£335.00
1673 Microshade	Data Server Installation and first month	£407.52
1674 Scouts	S106 money for Windows	£5685.00
1675 D. Izzard	JV maintenance June	£43.75
1676 FLR Fencing	Removal Fly Tipping Cinder Hill	£120.00
<b>Standing Orders and Direct Debits</b>		
1662 SO C Brooks	Part Salary June 2020	£1000.00
1663 SO Capel Ground Care	Mowing Contract Jan 2019-Dec 2021	£796.00
1664 DD Smart Pension	Pension June 2020	£180.77

1665 DD EDF Energy	Electricity June 2020	£77.00
1666 DD Castle Water	Pavilion Water	£4.00
1667 DD Castle Water	Pond Water	£4.00
1668 DD Castle Water	Allotment water	£6.00

The RFO had provided invoices for scrutiny and these accounts were approved and would be authorised by Cllr. Sparkhall and Cllr. Butler.

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

The Chairman had attended two remote meetings of the KALC Area Committee discussing high street businesses and litter.

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

**18. Date of next meeting**

**7.30pm, Monday 7<sup>th</sup> September 2020**