

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD AT
BRENCHLEY MEMORIAL HALL ON MONDAY 6TH DECEMBER AT 7.30PM**

Present: Councillors L. Butler (Chair) presided, J. Buttery (Deputy Chair), E. Akenhead, C. Churchill, C. Miconnet, G. Warner, A. Stout, A. Wells. C. Brooks (Clerk)

In attendance: Cllr Alan McDermott (TWBC), 5 residents

1. To accept apologies for absence

The Council accepted apologies from Cllr Spencer who was unwell.

2. To approve the Minutes of the last meeting

Minutes of the Planning meeting of 16th November 2021 and the Closed Session of the same date were approved as an accurate record and were duly signed by the Chair.

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

Cllr Akenhead declared a potential perception of bias interest in planning application 21/03759/OUT and did not participate in the discussion nor vote on the matter.

Cllr Buttery declared a potential perception of bias interest in planning applications at Old Barn and did not participate in the discussion nor vote on the matter.

4. To adjourn to allow public participation

None.

5. Borough and County Councillors – to receive information

Cllr McDermott (TWBC) outlined some changes in the political balance of the Borough Council due to recent elections.

6. Planning

1. Neighbourhood Development Plan

Cllr Butler confirmed that the Regulation 16 Consultation was in progress from 29th November for 8 weeks. This is the final consultation and residents were encouraged to respond.

2. Planning Applications

<p>21/03759/OUT Land Rear Of, 5 - 19 Chestnut Lane, Matfield, Tonbridge, Kent,</p>	<p>Outline Planning Application (Access not reserved) - Erection of 22 dwellings, access and landscaping</p> <p>RESOLVED TO RECOMMEND: REFUSE</p> <p>The Parish Council requests that the application is considered under Category Y of the Tunbridge Wells Agreement and rejects the application for the reasons outlined in the following comments.</p> <p>Proposed Development Site</p> <p>The current planning application is for a development on the Traditional Orchard on the eastern side of the track leading to Matfield Oast. This area north of Matfield House is designated as Grade 2 agricultural land and a Habitat of Principal Importance. The area lies outside both the existing LBD and the proposed new LBD of Matfield. The proposed development area lies within the High Weald AONB and its southern boundary coincides with the boundary of Matfield Village Conservation Area. The Parish Council feels that the views of the listed buildings should be preserved across the western orchard, which should continue as a green gateway to the village,</p> <p>This is a highly sensitive area and the outline planning application does not propose details of the layout, scale and appearance of the proposed dwellings and infrastructure, as well as boundary treatments and landscaping. It is impossible to assess the harm that might be caused to the nearby heritage assets, Matfield Conservation Area and the High Weald AONB without this detailed information. There are several issues of concern which have implications for the proposed site layout and should have been dealt with in detail in a</p>
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Full Planning Application.

Section 41 Priority Habitat Traditional Orchards

The current application site was included in the Draft Local Plan as one of the allocated sites, AL/BM2. Following concerns expressed by the High Weald AONB Unit about the habitats in sites TWBC planned to allocate for development within the AONB, TWBC commissioned Green Space Ecological Solutions Ltd to carry out a grasslands survey. The consultancy considered that the fruit trees identified within the AL/BM2, together with the associated grassland, might conform to a Traditional Orchard and recommended that a further survey should be undertaken.

A survey was carried out by Kent Wildlife Trust in October 2020. Traditional orchards are sites where standard and half standard fruit or nut trees occur over grassland in a density of 150 trees per hectare or less and are managed in an extensive rather than intensive fashion. Kent Wildlife Trust concluded that both the western and eastern areas of orchard north of Matfield House would qualify as Section 41 Priority Habitat Traditional Orchards. For most of the condition assessments the orchards would qualify as in good condition. Although the orchards are neglected and under-pruned, the trees appeared to be healthy and cropping. Some of the trees are supporting veteran features such as hollowing, which increases the biodiversity value. The Traditional Orchard is included in the Kent biodiversity action plan as 'Old Orchards', citing a greater variety of wildlife due to less intensive management.

Following the confirmation of the orchards as NERC Act (2006) Habitat of Principal Importance (HPI), TWBC decided to remove site AL/BM2 from its Pre-Submission plan, published in November 2020.

The Parish Council is concerned that the proposed development area will result in the loss of 0.55 hectares of Traditional Orchard, 0.36 hectares of semi-important grassland and 0.09 hectares of amenity grassland. The proposal does include an enhancement of a major part of the Traditional Orchard and grassland on the western side of the track, which would provide a biodiversity gain of 10%. The Parish Council queries the plans for the area adjacent to the access track that is not included in either the proposed development area or the ecological area to be enhanced in the western area.

Matfield House benefits from the setting of Matfield Green and its pond to the south. The orchards to the north have not been managed in recent years and there appears to have been no tree replanting. The restoration of both orchards could provide a more fitting setting for the listed buildings of Matfield House and the Matfield Conservation Area.

Ecology Survey

In the Planning Statement (section 3.5) a report by Grass Roots Ecology is mentioned but there is no evidence of this report in the documents submitted with the planning application. A comprehensive Ecological Appraisal Report was prepared by Elton Ecology, based on several studies of both the eastern (proposed development area) and western areas. The survey has not highlighted any major ecological issues, apart from the loss of the traditional orchard habitat, and a number of mitigation measures have been proposed. Kent Wildlife Trust recommended measures for the management of a Traditional Orchard and the Biodiversity Metric Calculation Report recommends that *'a detailed and long-term Landscape and Ecological Management Plan is implemented to enable successful implementation of the intervention measures outlined (achievable within a timeframe of 5-30 years).'*

It is assumed that the western area north of Matfield House would

remain in the ownership of the present owners. It is not clear whether the developer would become responsible for the future management of the orchard, which would be outside the proposed development site.

Housing Mix

The housing mix aligns with the predicted needs for housing in the borough within the Local Plan period, with an affordable provision in line with the policy in the emerging TWBC Local Plan. The housing number and mix described in the planning statement conflicts with the submitted Accommodation Schedule, which tabulates 28 homes, including 11 Affordable Homes and 1 x 5-bedded home and needs to be replaced.

If the application is approved the Parish Council will not support any change in the proposed housing mix, as occurred on the Fernham Homes site where smaller homes were removed from the final housing mix. During the Local Plan Period there is an estimated need in the borough for 38.7% of homes to be one or two bedded homes. A similar proportion of smaller homes should be included within any proposed development plan within the parish. The B&M Housing Needs Survey indicated a requirement for 4 x 1-bedded and 11 x 2-bedded Affordable Homes amongst respondents in the parish. Amongst older households wishing to downsize and remain in the parish, there was a requirement for 3 x 1-bedded homes and 5 x 2-bedded open market homes. Most of these requirements will be met by the two TWBC allocated sites in Matfield.

Kent Police comments

The PC supports the comments and recommendations of Kent Police. Although the suggested pedestrian footpath would link the site to Matfield Green, the Parish Council is also concerned about the safety implications of a meandering footpath lacking natural surveillance and adjacent to trees providing concealment. During the evaluation of the original allocated site for its provision of community facilities, the advantages of a footpath connecting to Maidstone Road through Marchants was considered, as well as the provision of four parking spaces for Marchants' residents. A pedestrian route to Maidstone Road would be the option preferred by Kent Police. Any footpath should be a designated footpath, not a permissive path. Kent Police also suggest that additional footways should be provided within the development to separate pedestrians and vehicles, which has implications for the site layout.

TWBC Client Services

TWBC Client Services mention that the current access track is not used for refuse collections and residents of Matfield Oast currently bring their bins to Chestnut Lane for collection. The comment states that the *'Access track will require infrastructure to allow 26 tonne refuse freighter 9.5 m long and 2550 m wide to safely access and turn on site to exit forwards (vehicle has 17.1 m turning circle)'*. The width of the access road is shown as 4.8 m on the access plan from Chestnut Lane. It is unclear from the site layout plan, particularly if additional pavements are provided within the development in response to the comments from Kent Police, whether there is sufficient provision for the manoeuvres of a refuse or emergency vehicle. Any increase in the width of the access road would reduce the area available for housing and change the proposed layout of the site.

Flood Risk from Surface Water

The Residential Development Flood Risk Assessment was carried out by Monson Engineering. The assessment states that *'the drainage design proposed for this site aims to create 'no net increase*

in runoff' while providing further SuDS amenity and biodiversity values' and that '....there are no foreseen impacts on neighbouring properties or the surrounding area in relation to flood risk as a result of the proposed development.....In situ infiltration testing and groundwater monitoring has not been carried out at this stage. However, reference has been made to the site investigation on an adjacent scheme located to the East. it has been assumed that this site will replicate the solution for surface water disposal employed on the adjacent sites in 2020.'

The Parish Council is concerned that insufficient attention has been paid to local surface geology conditions and to the measures that had to be taken on the nearby recent development sites. As requested by KCC Flood and Water Management, both recent development sites to the north and east carried out extensive studies on the surface and underlying geology and potential infiltration rates. The frequent surface clay deposits in this area increase surface run-off, while perched water tables within the Tunbridge Wells Sand are a known problem and have contributed to flooding and several large sinkholes nearby. Perched water tables are created when a shallow sand body is isolated from the main deep aquifer by an impervious clay layer and they cause storm water to become trapped close to the ground surface. It is essential that sufficient deep boreholes are drilled to establish the presence and extent of any clay layers, the subsurface topography of these layers and the susceptibility of the geological sequence to the creation of perched water tables.

Following comments on frequent surface water flooding from the owner of 2 Pear Tree Cottages, the property adjacent to the Rydon Homes development, more extensive studies had to be carried out on the Rydon development site. Two perched water tables were discovered after three boreholes were drilled on the site to depths between 15m and 30m. Due to these problems it was necessary to create four deep bore soakaways on the site and an open vegetated attenuation basin of 200 m³ capacity. At the Fernham Homes site similar surveys were carried out and a large attenuation basin has been created, with two deep bore soakaways and a long shallow drainage swale to the west of the site.

The Monson Assessment proposes that surface water runoff from impervious areas could be disposed of via a single deep-bore soakaway. The runoff will be attenuated using an underground tank, sized for the 1 in a 100-year storm with a 40% allowance for climate change. Its capacity has been calculated at 80m³, even though the Rydon Homes 20 home development nearby required an attenuation basin of 200m³ capacity. KCC Flood and Waste Water Management has commented that further studies are needed and pointed out that deep bore soakaways require a 10m minimum exclusion zone from any structures. Some houses will have rainwater gardens of capacity 3m³ to accommodate roof water run-off, although the rainwater garden plan gives no indication of where these gardens will be located.

The PC is concerned that the proposed provision for surface water management on the development site will be insufficient. If subsequent studies indicate that more deep bore soakaways and an open attenuation basin are required, this would significantly change the proposed site layout plan.

The Assessment states that the proposed site slopes towards the south and that any '*stormwater runoff will either evaporate, infiltrate where possible and follow the topography*'. The elevation of the proposed site ranges from 104.76m in the north to 102.15m in the south, sloping further to 100.68m elevation at the Avenue.

Residential properties to the south, along the Avenue bordering Matfield Green, may be threatened by flooding if measures to combat surface water runoff on the proposed site were insufficient

Foul water drainage from the proposed buildings will be connected to the Public Sewer within Maidstone Road or Chestnut Lane. Both Maidstone Road and Chestnut Lane have been subject to sewer flooding in the past and further investigations regarding the capacity of the sewer system will need to be made with Southern Water. The elevation of Chestnut Lane (104.83m) is almost 2.7m higher than the lowest elevation on the proposed site, which Monson has stated would require a pumped system. The topographic survey was not extended to Maidstone Road, although Ordnance Survey spot heights suggest that a gravity sewer feed might be possible if a connection was made to Maidstone Road.

Parking scheme

The site layout plan shows 34 parking spaces, with one instance of tandem parking that is not usually allowed. The Local Plan TWBC parking standards for Type C (rural) parking would require 46 parking spaces for the proposed housing mix: 41 parking spaces for residents and 5 visitor parking spaces. To comply with the TWBC parking standards for rural areas, an additional 12 parking spaces would be required to prevent residents parking on nearby roads. The area required for additional parking spaces would impact significantly on the site layout.

Traffic and Highways

The increasing number of vehicles speeding through the village is a huge concern to residents and the busy junction of Chestnut Lane with Maidstone Road is hazardous for both drivers and pedestrians. A development of 22 homes would add significantly to traffic movements at the junction, which has no pedestrian crossing point. The proposed site has no pedestrian crossing to the footway on the north side of Chestnut Lane.

Sustainable Design and Construction Assessment

The figure on page 26 of the Design and Access Statement summarises measures that may be taken to achieve sustainability. The statements lack detail at this outline planning application stage but some proposals are queried.

- PV solar panels on the roofs are indicated, without any reference to the numbers of panels or proportion of homes on which they would be installed.
- The statement that renewable energy will be used in the homes conflicts with the statement that gas condensing boilers may be used. The provision of gas boilers and underground communal LPG tanks was queried at various stages of the Fernham Homes planning application. Gas boilers are being phased out in the UK, with expensive green LPG gas becoming available as an alternative fuel source. Developers of existing sites have stated that the existing electricity network is insufficient to power heat pumps, even though each home would be provided with an electric vehicle charging point!
- The creation of a green corridor between “green railway buffer “(error?), a green amenity space and outdoor amenity space are all mentioned on page 26, although there is no provision for these in the site layout plan.

TWBC Submission Local Plan (SLP)

The TWBC SLP Vision and Strategic Objectives includes local ambitions for:

- *other settlements (outside the three largest settlements), to retain their essential local character, with high-quality sustainable development that reflects their environmental context, infrastructure, and site circumstances, having due regard to local needs;*

- *the countryside, to retain its landscape, biodiversity, and historic character for its own sake, as well as a setting for settlements, whilst supporting sympathetic rural enterprise.*

There is a strategic objective to conserve and enhance the valued historic, built, and natural environments of the borough, including the High Weald Area of Outstanding Natural Beauty, and to achieve net gains for nature.

In sections 4.39, 4.41 and 4.42 of the TWBC SLP, the approach of TWBC to development in the AONB has changed since the Draft Local Plan. The scale of development in the AONB will be limited and the dispersal of development to smaller settlements like Matfield has been questioned. The number of dwellings allocated in Brenchley and Matfield has been reduced from 91-150 new dwellings to 50-60 new dwellings. The two TWBC allocated sites are in Matfield, which rated very poorly for sustainability, with few services and facilities apart from bus connections to Tunbridge Wells and Paddock Wood. Since the TWBC studies were carried out there have been even more closures of shops, businesses and public houses in Matfield, which now has only one butcher's shop and two public houses.

65 Homes have been approved in Matfield since the publication of the Draft Local Plan, with a further 11-15 homes planned for an allocated site on Maidstone Road. In addition, windfall sites have been approved at Tibbs Court (9 homes), Brenchley Garage (9 homes) and Brick Kiln Piggeries (8 homes). In 2021 the number of residential homes has increased further by at least 5 houses from infill sites and at least 8 conversions of agricultural/ industrial buildings to residential. At the present time TWBC is considering applications for Tong Farm (9 dwellings) and Little Cowden Farm (5 dwellings). TWBC has estimated that around 10% of the required housing figure in the borough should be fulfilled by windfall or infill sites. Brenchley and Matfield Parish appears to be making a significant and disproportionately large contribution to the Borough's housing needs through windfall sites, infill sites and the conversion of buildings, with the proportion of new housing outside allocated development sites being at least 50%.

Limit to Built Development

TWBC SLP Policy STR 1 states:

Looks to focus new development within the Limits to Built Development of settlements, as defined on the Policies Map, where proposals accord with other relevant policies of this Plan;

Limits development within the High Weald Area of Outstanding Natural Beauty to that which can be accommodated whilst still conserving its key characteristics

Normally limits development in the countryside (being defined as that outside the Limits to Built Development) to that which accords with specific policies of this Plan and/or that for which a rural location is fully demonstrated to be necessary.

The current Limits to Built Development within the parish have been in place since the 2006 Local Plan and have been revised in the SLP, with the LBD in Matfield being extended to accommodate the more recent developments. Limits to Built Development are used to differentiate between the built-up areas of settlements and areas of countryside beyond. Land and buildings outside the LBD are considered as countryside, where there is much stricter control over development. The designation of LBD for a settlement is intended to guide development over a long period of time. The development site proposed in the current application is outside both the previous and newly defined LBD. Allowing development to take place so soon after the designation of a new LBD would question the value of a LBD and create an unfortunate precedent.

	<p>Site-Policies in the Draft Local Plan</p> <p>If TWBC is minded to approve the application, consideration should be given to all of the concerns of the Parish Council and the policies for the site that were included in the Draft Local Plan.</p> <ul style="list-style-type: none"> • pedestrian access to Maidstone Road through Marchants • explore the provision of 4 parking spaces at the rear of Marchants to alleviate traffic problems on Maidstone Road • contributions to an assessment of traffic and the implementation of any necessary traffic calming measures • relocation of the 30mph speed limit westwards on Chestnut Lane • a pedestrian crossing from the footway at Wish Court, on the north of Chestnut Lane • the preservation of the views of the listed buildings from Chestnut Lane • Provision of on-site amenity/natural green space, and improvements to existing allotments, parks and recreation grounds, children’s play space and youth play space in accordance with the requirements of Policy OSSR 2: Provision of publicly accessible open space and recreation
<p>21/03655 Ranworth Cottage, Hatmill Lane, Brenchley, Tonbridge, Kent, TN12 7AE</p>	<p>Partial demolition of existing single storey rear extension and proposed increase in footprint floor area to provide larger extension</p> <p>RESOLVED TO RECOMMEND: APPROVE</p> <p>The PC wants to APPROVE this application, but it is noted there is no application form and therefore 21/03655/FULL might be invalid. If TWBC approves this application the PC would like the conditions suggested by Environmental Protection – the hours of working on site and external lighting</p>
<p>21/03278 Poulhurst Farm Furnace Lane Brenchley Tonbridge Kent</p>	<p>Demolition of existing pole barn; Conversion of three barns to provide three No. dwellings with detached garage and single storey extension to Barn 'C'. Provision of parking and turning areas; provision of domestic curtilages; Associated hard and soft landscaping.</p> <p>RESOLVED TO RECOMMEND: NEUTRAL</p> <p>The PC would like TWBC to note the following:</p> <ol style="list-style-type: none"> 1. These barns are outside LBD and within AONB. They stand in an unsustainable and isolated rural location with no facilities nearby. 2. If this application is approved the PC would like to see the conditions highlighted by Environmental Protection imposed. 3. The issue of foul drainage is addressed. It is noted that the sewer mains run along Crook Road and too far from Poulhurst Farm. 4. If TWBC approves this application the PC suggests a designated route for construction traffic to not disrupt Furnace Lane which is a narrow rural lane. 5. It is noted that 24 extra vehicle movements per day will be a significant increase. There will still be farm machinery traffic from the 2018 approved AGRI open barn.
<p>21/03377 Hononton Farm, Furnace Lane, Brenchley, TN12 7BX</p>	<p>Insertion of windows and doors</p> <p>RESOLVED TO RECOMMEND: APPROVE</p> <p>the PC would prefer not to have UPVC windows in AONB.</p>

21/03649 Old Barn, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Loft conversion to existing roof including proposed small dormer window to rear elevation and 5 No. additional rooflights RESOLVED TO RECOMMEND: REFUSE It is understood this barn dwelling was or is a bed and breakfast business, and the PC is concerned about the lack of space for parked and turning vehicles at Old Barn. Watermans Lane is a narrow rural lane and would be unable to accommodate parked vehicles
21/03650 Old Barn, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Conversion of existing large single garage to ancillary residential accommodation RESOLVED TO RECOMMEND: REFUSE The PC feels the garage building is required for this proposed 7 bedroom dwelling.
21/03696 Knowle Lodge, Knowle Road, Brenchley, Kent, TN12 7DW	Erection of single storey rear extension; loft conversion; new porch; fenestration changes; brick plinth and timber cladding to whole dwelling RESOLVED TO RECOMMEND: REFUSE Over intensification and excessive fenestration of this modest bungalow making it out of character with the rural landscape. The PC notes that the curtilage of Knowle Lodge has moved to the N almost taking in the refused retrospective driveway which although refused at application and appeal in May 2021 is still in use. The PC feels robustly that this bungalow's curtilage must not be changed but follow the natural bank in situ and retain its original access to the S boundary.
21/03332 Burtons , Crook Road, Brenchley, Tonbridge, TN12 7BU	Removal of existing timber clad sheds and replacement with new; Removal of existing pool tiles and replacement with new; Removal of existing pool hard landscape including paving and replacement with new; Removal of existing low walls surrounding the perimeter of the pool and replacement with new; Forming new steps from garden down to pool area; Forming a new gate from garden down to pool area; New low level ambient lighting around pool area; New soft landscaping about the perimeter of the pool area RESOLVED TO RECOMMEND: APPROVE The PC questions the ambient new lighting around the pool and suggests a condition on light spillage.
21/03714 8 Pixot Hill, Brenchley, Tonbridge, Kent, TN12 7BD	Single storey side and rear extension RESOLVED TO RECOMMEND: APPROVE The PC would like to question the boundary lines of this property as the drawn line appears to kink over to number 9 Pixot Hill. There appears very little space on the boundary edge.
21/03760 Swingle Swangle Farmhouse, Goshen Farm, Brenchley Road, Matfield, Tonbridge, Kent, TN12 7DT	Erection of a new oak-framed glazed single storey entrance porch to enlarge and replace the restricted existing main entrance RESOLVED TO RECOMMEND: APPROVE

In consideration that the next anticipated meeting of the Council is not until 10th January 2022 it was agreed that responsibility for responding to planning applications that cannot be extended to this date would be delegated to the Planning Committee.

7. Policy and Management Committee minutes and recommendations

Minutes of the Meeting of 8th November were approved as an accurate record and were duly signed by the Chair, Cllr Butler. Recommendations were considered:

RESOLVED that the Terms of Reference for the Policy and Management Committee be approved.

RESOLVED that the Publication Scheme be adopted.

Recommendation: that the Policy for Memorials Plaques, Benches and Trees be adopted.

Cllr Akenhead raised some queries on this policy and it would be reviewed further.

RESOLVED that the Environment, Sustainability and Climate Emergency Policy be adopted.

It was agreed that the policy would be considered as a declaration of intent and that Cllr Wells would undertake the tasks involved with regard to the audit of Council services and the general provisions of the Policy.

RESOLVED that the Code of Conduct as amended be adopted.

RESOLVED that the Gifts and Hospitality Policy be adopted.

RESOLVED that the Procedure for Co-Option as amended be adopted.

RESOLVED that the Data Protection and Document Retention Policy be re-adopted un-amended.

RESOLVED that the Grants Policy be re-adopted un-amended.

RESOLVED that the Complaints Procedure be adopted as amended.

RESOLVED that the Policy for Pre-Application meetings with Developers be adopted as amended.

8. Finance Committee minutes and recommendations

Minutes of the Meeting of 16th November were approved and duly signed by the Chair, Cllr Buttery. It was agreed that Cllr Butler would join the Finance Committee as a member.

Recommendations were considered:

RESOLVED that the proposed fee structure of 50p per square metre be used to calculate allotment rental fees for 2022-23 with a discount for two tenants.

RESOLVED that Pavilion licence fees for MGCC and the Guides remain unchanged for 2022-23 at £220 to review following year.

RESOLVED that booking fees for Matfield Pavilion are increased to £15 for the first hour and remain at £10 for subsequent hours from 1st April 2022.

RESOLVED that the discretionary free-use of Matfield Pavilion remains in place for Matfield Women's Institute, the Love Matfield Society, the Tunbridge Wells Area Committee of KALC, and Paddock Wood Community Advice Centre. St. Luke's to be given free use of the Pavilion for the Carol Service.

RESOLVED that the Council adopts the Finance and Governance Risk Register as amended.

Recommendation: that the Council approve the budget of £144,200 and precept requirement of £127,900 for 2022-23

As a result of some last minute revisions to protect the level of general reserves, the final budget and precept requirement would be agreed by the Council in January when the effect of the tax base would also be confirmed.

9. Audited 2019-2020 AGAR

The Council received and noted the 2019-2022 completion of audit, with no comments raised by the External Auditors.

10. Allotment tenancy agreement

The new Allotment tenancy agreement (with reference made to the new fee structure confirmed above) was discussed and agreed with the prohibition of the keeping of bees to be added. The tenants would be given three months' notice of this together with the new fee structure.

RESOLVED that the Allotment Tenancy Agreement be approved.

11. Brenchley Post Office

Correspondence received from the Council's solicitor regarding a likely forthcoming request to agree the provision of a compliance certificate relating to a condition of the lease was discussed.

The Council decided to wait until the renewal of a new lease triggered the need for a certificate of compliance from the parish. The fees for work carried out by the Council's solicitor to process the Land Registry forms would be met by the property owner. The Parish Council has concerns over a possible ambiguity in the effect of signing such a certificate under Clause 12.2 and further information and assurances may be required from the property owner. The issue would be discussed again at the

January meeting, when definite information should be available, before instructing the solicitor to pursue any enquiries on behalf of the Council.

Cllr Butler advised that the application to register the Post Office as an Asset of Community Value had been drafted for a preliminary discussion with TWBC.

12. Clerk's/RFO's report

1. PC Meeting Dates 2022

The Clerk had circulated a list of meeting dates for 2022, with the first meeting of the year to be on 10th January 2022.

Following a recommendation by the Internal Auditor, the Council would no longer advertise mid-month meetings as "Planning Meetings" as items other than planning matters were more often being included on these Agendas. These meetings, which would remain as provisional and held only if business warranted it, would be listed as Full meetings of the Parish Council.

2. Accounts payable

2075	HMRC	Tax and NI November 2021	£673.06
2076	C. Brooks	Mileage (77.40)/ OT /Salary Balance	£179.79
2077	K.Twyman	November Cleaning of Pavilion (11th and 25th November)	£56.00
2078	N. Edwards	Repairing Wooden benches at viewpoint	£450.00
2079	P. Horn	Expenses	£14.99
2080	Robert Cambell	Redecoration of barrier at Cinderhill	£780.00
2081	VR Landscape	Installation of wild meadow at Brenchley Rec	£1200.00
2082	JP Miles	Hedge cutting St. Lukes churchyard £135	
		Hedge cutting Allotments £90	£270.00
2083	D. Izzard	JV Gardening Nov 21	£25.00
2084	Castle Hill Cricketers	Payment of 106 grant money to Castle Hill Cricketers	£1669.00

Credit Card Payments made

2085	Tesco	Tea Towels for Pavilion	£5.00
2086	Lloyds Bank Fees	Monthly Fee November	£3.00
2087	Aldi	Cleaning supplies for pavilion	£5.34
2088	Currys	Printing paper	£18.00
2089	NALC	L. Butler Making Rural Housing more affordable course	£38.93

Standing Orders and Direct Debits

2090	SO C. Brooks	Salary November 2021	£1806.47
2091	SO Panetta Horn	Salary November 2021	£519.82
2092	SO Capel Gr Care	Mowing Contract Jan 2019- Dec 2021	£796.00
2093	DD Smart Pension	November Pension Payment	£340.63
2094	DD EDF Energy	Pavilion Electricity November 2021	£86.00
2095	DD Microshade	Monthly data and application service	£124.30
2096	DD Business Stream	November Pavilion water and waste	£8.00
2097	DD Business Stream	November Pond water	£50.00
2098	DD Business Stream	November Allotments Water	£44.00

The RFO having provided invoices for scrutiny the accounts were approved for payment and would be authorised by Cllr Buttery and Cllr Churchill.

Given the delay for the January BACS run due to the date of the meeting, if accounts are required for payment urgently, the Council agreed that invoices would be circulated and Cllrs Butler and Buttery would authorise these by exception, with reporting at the next meeting.

13. Meetings attended, and reports by Councillors

None.

14. To be advised of urgent business as may be previously notified

None.

15. Date of next meeting:

Full Council Meeting Monday 10th January 2022, 7.30pm