

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 6<sup>th</sup>**  
**JANUARY 2020 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, D. Batty, J. Grant, Ms. C. Brooks (Clerk).

**In attendance:** Cllr. A. McDermott (TWBC), Sarah Lewis - TWBC Housing Register and Development Manager, 2 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 2<sup>nd</sup> December 2019 were agreed as a true 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**

A resident enquired about the status of the permission granted for the development at Coppers Lane. Cllr McDermott advised that a further Full planning application will be forthcoming and that comments on this application, both by the PC and residents, can be made at that time.

**5. Chairman's Announcements**

Cllr. Woodley and Cllr Batty recorded thanks to volunteers who helped with the Christmas events in Brenchley in particular which were very successful.

Cllr. Woodley confirmed to the Council that he would not be seeking re-election to the PC in May.

**6. Borough and County Councillor**

TWBC – Cllr. McDermott advised that the Borough Council had passed motion to ask all supermarkets to ban plastic wrapping.

Cllr. Mrs Warner commented that refuse collection operatives were putting food waste into non-recyclable waste bins before collecting and that this is unacceptable. Cllr. McDermott agreed to take this up.

**7. Housing Allocations**

Ms. Sarah Lewis, TWBC Housing Register and Development Manager, attended and provided some information on the process and criteria for allocations of social housing within the Borough and specifically for the Parish concerning rural exception sites.

Ms Lewis would forward some further information on the process to the Clerk so that the Council could consider how to publish this to best inform residents.

**8. PROWS**

Cllr. Grant outlined concerns regarding the current route taken by walkers on WT 283/284. The route currently crosses the field diagonally (behind the Drying Ground towards Brenchley) and this is both problematic for walkers and for the landowner. The result is that walkers generally take the route to the left-hand side of the field where there is also a slight deviation of approximately 6m over a slope into the farmland.

**RESOLVED that the Clerk contact Kent County Council to request that WT283/284 be routed around the perimeter of the farmland and that they obtain the agreement of the landowner.**

**9. Confirmation of Budget, Precept and Tax Base**

The Clerk outlined that following confirmation of the Tax Base for 2020-21 by TWBC (the number of band D equivalent dwellings in the area) the Council accepted the Precept for 2020-21 will be £106,107, the Band D equivalent will be £74.06 (£62.08 in 2019-20) and the approved Budget of £117,380.

The Clerk would publicise the budget on the website and Cllr. Woodley would refer to it in his next article for Roundabout.

**10. Recommendations from the Policy and Management Committee.**

Draft Minutes from the meeting of 4<sup>th</sup> December had been circulated.

The issue of housing allocations had been discussed earlier in the agenda.

**RESOLVED: that the Parish Council publicises information outlining the arrangements for registering for the Housing Register through TWBC and that twice a year the PC establishes how many local residents are on the register.**

Draft transition arrangements together with the draft Election promotion material which will form the advertisement in Roundabout for February had been circulated.

**RESOLVED that the transition arrangements for the new Council are endorsed and progressed by the Chairman and Clerk and that the promotion material for the forthcoming Council election be publicised.**

**11. Appointment of RFO**

A report on the proposed appointment of Panetta Horn was discussed together with the draft contract of employment (this is a NALC model document) and Job Description. The following details were agreed:

- a. The appointment to commence on Monday, February 3, 2020.
  - i. Prior to this the Chairman and the Clerk to meet with Mrs. Horn, to discuss preliminary arrangements. In undertaking those arrangements, Mrs. Horn would be paid for her time.
- b. The appointment will be subject to a Contract of Employment based on the NJC terms and conditions for local government officers.
- c. The duties and responsibilities of the post be those set out in the Job Description.
- d. A working-week of ten hours, Monday to Friday, with the flexibility to be agreed by the Clerk. The post-holder be based at Matfield Pavilion during working hours.
- e. Starting salary: £21,589 p.a., pro rata. This is SCP 12 of the NJC scale for local government officers.
- f. The post be enrolled in a workplace pension, as legally required. However, the post-holder will have the option to opt-out of the arrangement.

As the RFO will be line-managed by the Clerk, it was agreed that the latter would join the Employment Panel to conduct the appraisal review of the former.

**RESOLVED that the Chairman sign the Contract of Employment with Panetta Horn for the position of Responsible Financial Officer (RFO) to commence on February 3, 2020.**

**12. Planning and Development**

**12.1 Update on the Neighbourhood Development Plan**

Cllr. Sparkhall advised that the revised draft of the NDP is being discussed later in the week, with a view to it coming to the Council's next meeting.

**12.2 Planning Applications**

19/02896/OUT Lindisfarne Autos, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LP	Outline (Appearance and Landscaping Reserved): Demolition of existing buildings and construction of three dwellings, plus creation of new access adjacent to existing <b>RESOLVED TO RECOMMEND: REFUSE</b> The PC agrees with TWBC Tree Officer, The Forestry Commission and The Woodland Trust that this application should be refused on the grounds that it
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	<p>does not comply with paragraphs 170 and 175 of the NPPF, and shows no regard for Core Policy 4 (Environment) of the TWBC Development Framework (2010) in relation to ancient woodland.</p> <p><b>There is no wholly exceptional reason for the development in this AONB and outside LBD location.</b></p>
19/03295/FULL The Old Cold Store, Burrs Hill Yard Horsmonden Road Brenchley Tonbridge Kent	<p>Variation of Condition 1 and Condition 11 of 19/01347/FULL - Change of windows on side elevation to top-hung windows</p> <p><b>RESOLVED TO RECOMMEND: NEUTRAL</b></p> <p><b>The PC feels Condition 11 was carefully considered with the initial approved application 18/02859 – 12<sup>th</sup> August 2019.</b></p>
19/03354 Rose & Crown Cottage, High Street, Brenchley, Tonbridge, Kent, TN12 7NQ	<p>Proposed two-storey side extension, roof accommodation extension and garage conversion</p> <p><b>RESOLVED TO RECOMMEND: APPROVE</b></p>
19/03367 The Knowle, Knowle Road, Brenchley, Tonbridge, Kent, TN12 7DW	<p>Proposed single dwelling in replacement of removed dwelling and erection of garage</p> <p><b>RESOLVED TO RECOMMEND: REFUSE</b></p> <p><b>Outside LBD, this new dwelling replacement would be more obtrusive in the landscape than the current agricultural outbuilding and is considerably larger than the current footprint. A new home next to the newly converted, non-designated heritage asset, oast house would urbanize the rural local landscape and would not comply with Policy H10.</b></p>
19/03122 Highlands, Chantlers Hill, Paddock Wood, Tonbridge, Kent, TN12 6LU	<p>Erection of 2no. 5-bedroom chalet bungalows, with parking and shared access</p> <p><b>RESOLVED TO RECOMMEND: REFUSE</b></p> <p>The bungalows are outside LBD. Chantlers Hill is a very small hamlet and road transport will have to be used to get to Paddock Wood – there are no amenities within walking distance and no footpath. The proposal is unsustainable and has an impact on the landscape. There is also insufficient parking and no garages, as the dwellings are too large for the available space.</p>
19/03537 Land Adjacent Tong Road (North Of Brattles Bungalow), Brenchley, Tonbridge, Kent,	<p>Creation of a new farm access</p> <p><b>RESOLVED TO RECOMMEND: APPROVE</b></p> <p><b>On the condition that Highways are satisfied with these proposals.</b></p>

### 12.3 Decisions by TWBC

19/00377 Kippings Cross Farm House, Hastings Road, Matfield, Tonbridge, Kent, TN12 7HB	<p>Change of use from residential to 7-bed house of multiple occupancy</p> <p><b>PC RECOMMENDATION: APPROVE</b></p> <p><b>TWBC DECISION: GRANTED</b></p>
19/00788 Little Crossletts, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BU	<p>Construction of a garden lodge</p> <p><b>PC RECOMMENDATION: REFUSE</b></p> <p><b>TWBC DECISION: GRANTED</b></p>

19/02426 The Old Packing Shed Foxhole Farm Foxhole Lane Brenchley Tonbridge Kent	Conversion of a redundant packing shed into a dwelling and the erection of a temporary mobile home <b>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>
19/02402 Birchett Wood Farm, Petteridge Lane, Brenchley. TN12 7NE	Stationing of a mobile home for an agricultural worker <b>PC RECOMMENDATION: REFUSE</b> <b>TWBC DECISION: GRANTED</b>
19/02853 Chillwood Farm, Fairmans Lane, Brenchley, Tonbridge, Kent, TN12 7JA	Erection of bungalow to replace previously approved residential mobile home <b>PC RECOMMENDATION: REFUSE</b> <b>TWBC DECISION: REFUSED</b>
19/02904 Knowle Oast, Knowle Road, Brenchley, Tonbridge, Kent, TN12 7DW	New double garage, new flue for wood burner and change door to window. <b>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>
18/03703 Brick Kiln Piggeries, Chantlers Hill, Paddock Wood, Tonbridge, TN12 6LY	Demolition of existing commercial buildings and residential development comprising 8 no. dwellings. <b>PC RECOMMENDATION: REFUSE</b> <b>TWBC DECISION: GRANTED</b>
19/03003 Ravenscroft 9A Broad Oak Brenchley Tonbridge Kent	Removal of side projection on east elevation and erection of a single-storey rear extension <b>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>
19/02965 The Cottage, The Green, Matfield, Tonbridge, Kent, TN12 7LA	Single-storey glazed rear extension <b>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>
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>PC RECOMMENDATION: APPROVE</b> <b>TWBC DECISION: GRANTED</b>

**Note: review of 2019:**

The Clerk advised that the Council considered 92 applications in 2019 and that the TWBC decision differed from the PC's recommendation in 13 cases.

**13. Clerk's Report**

**13.1 Correspondence**

Parochial Church Council

An interim response to the Council's queries had been received from the PCC regarding the closure of the old churchyard at St Luke's. A further response is awaited.

Complaints submitted to TWBC re: Island Site Planning permission

Various copy complaints from residents had been circulated and Cllr. Woodley commented that these would be responded to by TWBC via their complaints process.

The Council discussed concerns related to the procedures at the TWBC planning meeting.

**RESOLVED that the Parish Council issues a statement outlining the advice of Lindsay Frost, the Council's Planning Consultant, regarding the procedures of the Planning Committee meeting at which the Island Site application was approved.**

**RESOLVED that the Clerk write to William Benson to express disappointment at the logistics and procedures of the meeting of the Planning Committee at which the Island Site application was approved.**

### **13.2 Permanent New PC Noticeboard at Pavilion**

A proposal for a permanent noticeboard on the Pavilion was discussed. The Clerk would ensure that this would be acceptable with TWBC.

**RESOLVED that a wooden board, with a rim, painted black and of A1 size minimum be erected on the right-hand pillar outside Matfield Pavilion.**

### **13.3 Accounts payable**

1585 C Brooks	Part Salary December 2019	£651.90
1586 HMRC	Tax and NI December 2019	£567.94
1587 David Izzard	Gardening JVMG	£25.00
1588 Commercial Services	Mowing – Matfield Green 4/4	£123.76
1589 Kentec	Cones and barriers for Xmas event	£164.15
1590 Treeworks	Tree surgery Porters, Cooksfield, Rec, Green	£960.00
1591 Business Stream	Water – MatPav Apr-Dec 2019	£72.21

### **Cheques Paid in December – previously approved**

1592 Castle Inn	O Club Xmas donation	£100.00
1593 Castle Inn	Ready Call Xmas Donation	£200.00

### **Cheque to be paid (John Downer account) Signed by CW and CB**

1594 Helen Brown	Reimbursement John Downer parcels	£279.50
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### **Standing orders and Direct Debits**

SO C Brooks	Part Salary December 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension December 2019	£176.87
DD Grenke	Photocopier protection 2020	£106.80
DD Grenke	Photocopier lease Jan-Mar 2020	£122.40

The Clerk having provided invoices for scrutiny, these accounts were approved and would be authorised by Cllr. Stevenson and Cllr. Sparkhall.

### **14. Marking VE DAY 75:**

A report from the Working Party was discussed with the following recommendations agreed:

1. the outline programme be endorsed;
2. the Clerk be authorized to write to the Trustees of Brenchley Memorial Hall Charities (BMHC) to request permission for the Council to use the Brenchley Centenary Field, Brenchley Memorial Hall, and ancillary facilities, to host events being planned for May 8, 2020;
3. the Council approve that the Chairman, as Chair of the Working Party, liaises with the Trustees of BMHC to secure the arrangements for hosting the events; and that
4. further reports be submitted to the Council, as necessary.

The Budget agreed for these items is £1,000.

### **15. Meetings attended, and reports by Councillors**

None.

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

None.

### **17. Date of next meeting**

**Provisional Planning Meeting Tuesday 21<sup>st</sup> January 2020, 7.30pm, Matfield Pavilion**  
**Full Council Meeting Monday 3<sup>rd</sup> February 2020, 7.30pm Matfield Pavilion**