

**MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL ON MONDAY 7th
OCTOBER 2019 AT MATFIELD PAVILION AT 7.30pm**

Present: Councillor C. Woodley presided, Mrs L. Butler, K. Sparkhall, A. de Guingand, Mrs G. Warner, G. Stevenson.

In attendance:

County Councillor Sarah Hamilton, Borough Councillor Alan McDermott

1. To accept apologies for absence

The Council accepted apologies from Cllr. Wickham, Cllr. Grant and Cllr. Batty.

2. To approve Minutes of the last meeting

The minutes of the meeting of 2nd September 2019 were approved, with one amendment, as an accurate record and 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

None.

5. Borough and County Councillor

Cllr. Mrs. Hamilton advised that she is pressing for KCC Officers to review the road conditions at Five Wents and to consider ways to address the problem with lorries in Tong Road.

Cllr. Roger Gough has replaced Cllr. Paul Carter as Leader of Kent County Council.

Cllr. McDermott advised that the Borough Council would be deciding about the Calverley Square development at its meeting the following day.

6. Sassoon Oak – to consider replacement

Cllr. Stevenson commented on the replacement of the Sassoon oak tree on the Green; he would continue to endeavour to liaise with the neighbours in the vicinity. Guidance had been received from Jeff Mashburn at TWBC that the replacement tree should not be in exactly the same place, consideration was given to the sightline across the Green to Matfield House.

The Council agreed, having been provided with an aerial photograph, that the position of new tree would be slightly nearer the road and slightly south of the previous one. Cllr. Stevenson and the Clerk would progress the planting arrangements, with the intention to have a ceremony in the summer, possibly at the Flower Show Match.

7. Parking at Standing Cross Junction – to consider safety improvements

Cllr. Stevenson outlined the comments raised at a meeting of residents concerning safety around the Poet restaurant. The request for double yellow lines extending down all 4 roads of this junction at Standing Cross had been made to KCC, the owner of Poet is supportive of this initiative.

The Council agreed to include a budget item for this work, the costs of which had already been received from KCC, at £4337 (Traffic Regulation Order - £3535 Works (including traffic management) - £802) and Cllr. Mrs. Hamilton would be asked to match fund part of this cost.

8. Planning and Development

8.1 Update on the Neighbourhood Development Plan

Cllr. Sparkhall advised that the NDP SG had met with the Council's Planning Consultant, Lindsay Frost, in order to look at the NDP in the light of the DLP. More work would be carried out on the NDP policies, with a further meeting scheduled for October 28.

8.2 Planning Applications – see Agenda

<p>19/02426 The Old Packing Shed Foxhole Farm Foxhole Lane Brenchley Tonbridge</p>	<p>Conversion of a redundant packing shed into a dwelling and the erection of a temporary mobile home</p> <p>RESOLVED TO RECOMMEND: APPROVE but requesting clarification about the siting of and reasoning for the proposed mobile home and also questioning light pollution especially from the fenestration on the West elevation. The mobile home should be removed when the dwelling is completed.</p>
<p>19/02398 3 Knowle Hill Cottages, Knowle Road, Brenchley TN12 7DL</p>	<p>Single-storey extension and two-storey side extension.</p> <p>RESOLVED TO RECOMMEND: NEUTRAL it is felt that these additions are insensitive and will over dominate this rural terrace.</p>
<p>19/02349 The Cottage, Tibbs Court Lane, Matfield TN12 7NB.</p>	<p>Demolition of lean-to and construction of single-storey extension including internal and external alterations to the existing house, including re-positioning of window.</p> <p>RESOLVED TO RECOMMEND: APPROVE</p>
<p>19/02198 Agricultural Barn Tong Road Brenchley Tonbridge Kent</p>	<p>Removal of post-barn and conversion of a redundant agricultural building to a dwelling house (alternative submission to approved scheme TW 17/04192) including the provision of an outbuilding, revised curtilage and associated landscaping.</p> <p>RESOLVED TO RECOMMEND: APPROVE</p>
<p>19/02214 Ashmere, Maidstone Road, Matfield TN12 7LE</p>	<p>Loft conversion and dormer windows.</p> <p>RESOLVED TO RECOMMEND: APPROVE</p>
<p>19/02220 Lawn Hill, Brenchley Road, TN12 7PP</p>	<p>Erection of rear extension with minor internal alterations.</p> <p>RESOLVED TO RECOMMEND: APPROVE</p>
<p>19/02402 Birchett Wood Farm, Petteridge Lane, Brenchley. TN12 7NE</p>	<p>Removal of Condition 1 of application 16/06079.</p> <p>RESOLVED THAT CLLR. MRS WARNER SUBMIT COMMENTS FOLLOWING FURTHER QUERIES WITH TWBC</p>

8.3 Decisions by TWBC

<p>19/01969 Little Dunks Farm, Cuckoo Lane, Brenchley, Tonbridge, Kent, TN12 7HX</p>	<p>Demolition of existing workshop and erection of barn for continued workshop and storage use, with additional annexe accommodation; extension of residential curtilage to accommodate new barn</p> <p>PC RECOMMENDATION APPROVE TWBC DECISION GRANTED</p>
--	--

19/02074 Maxden, Gedges Hill, Matfield, Tonbridge, TN12 7DU	Replacement of porch roof. First-floor window modifications. Replace the existing tiled roof with slate. Demolition of the existing garage and construction of new garage PC RECOMMENDATION APPROVE TWBC DECISION GRANTED
19/01752 Parish Hall Place, Holly Tree Cottage, Maidstone Road, Matfield, Tonbridge, TN12 7LW	Demolition of existing conservatory and erection of single-storey rear extension on the same footprint, and a partial garage conversion. PC RECOMMENDATION APPROVE TWBC DECISION GRANTED
19/01989 Chillwood Farm, Fairmans Lane, Brenchley, Tonbridge, Kent, TN12 7JA	Change of use of agricultural land for the permanent stationing of a mobile home for residential purposes, removal of previously approved mobile home (19/00185/LDCEX) and associated hard and soft landscaping PC RECOMMENDATION APPROVE TWBC DECISION GRANTED
19/01862 3 Weald View, Pearsons Green Road, Brenchley, Tonbridge, Kent, TN12 7DA	Erection of rear extension and conversion of storeroom/utility to garage with pitched roof. PC RECOMMENDATION APPROVE TWBC DECISION GRANTED
19/00866 Black Path Cottage, Brenchley Road, Matfield, Tonbridge, TN12 7PE	Erection of a detached three-bay timber barn with access from the existing farm track. PC RECOMMENDATION APPROVE TWBC DECISION GRANTED
19/01948 Gedges Farm, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EJ	Partial demolition of an existing dual-pitched barn and single-storey garage; Conversion of the residual barn element to a 2-bed dwelling ; erection of a new domestic garage outbuilding. PC RECOMMENDATION APPROVE TWBC DECISION GRANTED
19/00979 LAWPRO Puxted Orchard Brenchley Road Brenchley Tonbridge Kent	Lawful Development Certificate (Proposed) - Stationing of one mobile home for seasonal agricultural workers PC RECOMMENDATION REFUSE TWBC DECISION GRANTED
19/01997 Wellstead Cottage , Chantlers Hill, Paddock Wood, Tonbridge, TN12 6LX	New flat-roof dormers to replace roof lights on existing double-garage PC RECOMMENDATION APPROVE TWBC DECISION GRANTED

9. Clerk's Report

9.1 Correspondence

The Clerk advised that a number of comments on the DLP, including copies of residents' formal submissions to the consultation, had been circulated to Councillors.

Nick Carter – re play equipment

The Clerk advised that a minor accident had occurred at the playground involving a slip on the adventure trail. The Clerk had responded that there have been two safety inspections in the past three months and that no risks requiring actions had been identified. However, the adventure trail was cleaned off immediately. A log of such incidents will be maintained by the Clerk and Cllr. Mrs Butler will undertake further monthly inspections.

Enid Wells – the O Club

A request had been received from the O Club, for a donation of £100 towards its Christmas meal at the Castle Inn.

RESOLVED to donate £100 for a Christmas meal for the O Club.

9.2 Completion of External Audit

The Clerk confirmed that the final audited accounts for 2018/19 had been circulated and displayed in accordance with the Public Notice requirements.

9.3 RFO role

The Clerk had circulated a report and draft Job Description for discussion. She had requested further guidance regarding HR issues from the SLCC and KALC and the Finance Committee will review the JD in October. The full Council will have the opportunity to review the documents, and the terms of the contract and advertisement, at its November meeting.

The Council agreed that the details should be considered by the Finance Committee, for its recommendation.

9.4 Account paid by exception in September

1528 Capel Groundcare	Playground Project	£10,700.38
-----------------------	--------------------	------------

Accounts payable in October for September invoices

1529 C Brooks	Part Salary September 2019	£614.30
1530 HMRC	Tax and NI Sept 2019	£578.54
1531 Fence Guru	Post on Matfield Green	£30.00
1532 PFK Littlejohn	External Audit y/e 31.3.19	£480.00
1533 Brenchley Mem Hall	Booking TWBC DLP 23.9.19	£45.00
1534 Commercial Services	Mowing Matfield Green 2 of 4	£804.46
1535 Play Inspections	Brenchley Playground inspection	£300.00
1536 Minster Cleaning	Matfield Pavilion cleaning Oct 19-Sep 20	£1344.82
1537 Castle Water	Allotment Water July19-Dec 19	£40.76
1538 Soc of Local Clerks	Membership to September 2020	£220.00
1539 FLR Fencing	Rubbish removal	£145.00
1540 Brenchley Mem Hall	Use of Car Park Sept 2019- Aug 2020	£1500.00
1541 Castle Water	Water – Matfield Pavilion Jul-Dec 2019	£38.90
1542 FLR Fencing	Weekly bin collection at Rec. to Sep 2020	£320.00
1543 David Izzard	JVMG Gardening Sept 2019	£25.00
1544 Rural Payment Agcy	Reimbursement of overpayment	£900.00
1545 Capel Groundcare	Cleaning of play equipment	£108.00
1546 Lynne Butler	Reimburse re DLP posters	£42.99
1547 Lynne Butler	Reimburse re DLP booklets	£305.00
1548 Complete Weed	Knotweed treatment	£264.00
1549 Matfield Village Hall	DLP event 18 September	£24.00

Standing orders and Direct Debits

SO C Brooks	Part Salary Sept 2019	£1000.00
SO Capel Ground Care	Mowing contract Jan 2019-Dec 2021	£796.00
DD Smart Pension	Pension Sept 2019	£176.87
DD Grenke	Photocopier lease Oct-Dec 2019	£122.40

These accounts were approved and would be authorised by Cllr. Woodley and Cllr. Sparkhall.

10. Brenchley Playground Project

Cllr. Mrs Butler outlined that the project for the refurbishment of the playground had been completed, and that quotes are being obtained for further work identified in the post-installation inspection report.

The Council had received a further donation of £2,000 from Weekend @ Brenchley, and a note of thanks had been sent to the donors.

RESOLVED that a plaque crediting the Weekend @ Brenchley group would be placed on the swing set.

11. Meetings attended, and reports by Councillors

Cllr. Stevenson confirmed that he had attended the KALC Dynamic Councillor training session which he found useful.

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

None.

13. Date of next meeting

Full Council Meeting Wednesday 23rd October 2019, 7.30pm Matfield Village Hall

(post meeting note: this meeting was subsequently cancelled)

Full Council Meeting Monday 4th November 2019, 7.30pm Matfield Pavilion