

**MINUTES OF A MEETING OF THE POLICY AND MANAGEMENT COMMITTEE OF BRENCHLEY  
AND MATFIELD PARISH COUNCIL ON WEDNESDAY 4<sup>th</sup> DECEMBER 2019 IN MATFIELD  
PAVILION AT 10.30am**

**Present**

Cllrs. C. Woodley (Chairman) presided, Mrs. L. Butler, A.de Guingand, K. Sparkhall, G. Stevenson  
Ms. C. Brooks (Clerk).

**1. To accept apologies for absence**

Apologies were received from Cllr. Wickham.

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

The minutes of the meeting of 25<sup>th</sup> June 2019 were approved as an accurate record and were duly signed by the Chairman.

**3. Declarations of Interest**

None.

**4. Affordable Housing**

Cllr. Woodley advised that the process is managed by TWBC as the Housing Authority and the eligibility criteria is strict. These criteria cannot be bypassed by any Parish-held list or register.

Information had been received from Sarah Lewis, TWBC Housing Register and Development Manager on ways in which the Parish Council could be involved in the process of allocating affordable housing within the Parish. Ms Lewis would be attending the Full Council meeting in January to provide detail and respond to queries.

The Clerk had requested information from TWBC as to the number of people on the Housing Register from the Parish, and would further enquire as to which band they are in, and what size house they require.

It was discussed that additional Rural Exception sites with properties of smaller sizes could be made available as a way to provide homes at a lower price range, which would allow for the best affordability outside of the Affordable Housing criteria. This would include shared-ownership properties.

**RECOMMENDATION: that the Parish Council publicizes 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.**

**5. Post-2020 Election Transition Plan**

A draft document outlining the transition arrangements, together with publicity material, were discussed and amended. These addressed issues such as pre-election publicity, amendments to Standing Orders, arrangements for induction and orientation, and the key dates when specific events would occur. Concern was noted at the potential for the bank authorisations to be delayed whilst new Councillors are added to the mandate in May 2020; however it was established that there were no ways to address this in advance of the election.

**RECOMMENDATION that the transition arrangements for the new Council be endorsed and progressed by the Chairman and Clerk.**

**6. Risk Assessments**

Following a recommendation from the Internal Auditor the Clerk had engaged the services of Capel Groundcare – who had recently completed the refurbishment and safety inspection of the playground – to establish a risk register.

The Clerk would be reviewing the land assets of the parish in the New Year with CPC, so as to provide specific information for each property, and to include mitigation and control measures. There are separate RAs for Finance and Governance, and for the Christmas events, both of which have been scrutinised by the Full Council.

The Clerk would liaise with Cllr. Mrs. Butler, the H&S Officer, and provide a draft register when completed.

**7. Date of next Meeting – Spring 2020**