

**MINUTES OF A MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 2nd OCTOBER 2017 IN
MATFIELD PAVILION AT 7.30pm**

Present

Councillors C. Woodley (Chairman) presided, R. Wickham (Vice Chairman), J. Grant, A. de Guingand, K. Sparkhall, Mrs. N. Marriott, Mrs. G. Warner, Ms C. Brooks (Clerk)

In attendance

TW Borough Councillor A. McDermott, a resident

1. To accept apologies for absence

The Council accepted apologies from Cllr. Mrs. L Butler who is in the US and Cllr. Jane March who was attending the Horsmonden PC meeting.

Cllr. Batty was unable to attend.

2. To approve Minutes of the last meeting

The Minutes of the meeting of 4th September 2017 were approved and duly signed by the Chairman.

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

Members are reminded that if any have a *prejudicial* interest in an agenda item, this should be declared at the start of the meeting.

Personal interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting.

Cllr. Grant declared an interest as a Trustee of BMH pertaining to Agenda item 8.4.1

4. To adjourn to allow public participation

A resident requested an update on the proposed development in the south of the parish, this was dealt with at Agenda item 6.3.

5. Chairman's Announcements

Cllr. Woodley commented that the Brenchley Weekend event went very well, and the Clerk was asked to write to the organisers to congratulate them for the second good event and to hope that work progresses for next year so that it may become a permanent fixture.

Cllr. Woodley reminded the meeting of the walk being run by Kent High Weald Partnership at Cinderhill walk on 24th October.

6. Planning and development

6.1 Response to the invitation for the Parish Council to be represented on the Board of the Community Interest Company considering development of the site at Brenchley and Matfield Primary School - to receive the recommendation of the Policy Group

The Policy Group recommendation was that the Council declines the invitation to join the CIC, as there is not yet sufficient information to judge whether it would be in the Council's interests to do so.

RESOLVED that the Clerk will write to the CIC communicating the above.

The further recommendation from the Policy Group was that a policy statement be deferred until there is greater clarity on the intentions of the promoters of the scheme, and greater confidence in the viability and deliverability of the development.

RESOLVED to defer the issuing of a Policy Statement.

6.2 Neighbourhood Development Plan

Cllr. Woodley confirmed that the application for designated area related to a Neighbourhood Development Plan has been submitted to TWBC. TWBC will commence a four-week consultation on this on October 9th.

Cllr. Sparkhall advised that the interim steering group had finalised a brief for consultants and had sought applications from 7 companies, 3 have responded that they are not able to commit to this project. Consultancy proposals have been requested by 13th October and these will be circulated. It is anticipated that those selected to progress will be asked to a meeting the following week.

After this initial consultation and selection, a community engagement event is planned for 25th November 2017 after which the PC will review and decide if there is sufficient support to continue with the application.

There was a discussion about how to engage the community and provide information on the process, to seek support for a Neighbourhood Development Plan.

RESOLVED that the Chairman would draft a document to be circulated to residents as soon as possible.

6.3 Developer activity in the South of the Parish

A letter from Savills had been received and was briefly discussed. Cllr. McDermott advised that there are currently five groups with proposals for garden villages and these are being considered by TWBC, no decision has been made. The assessment of all the areas submitted in the Call for Sites is nearing completion.

In response to a query from a resident Cllr. Marriott explained that the PC's position is clearly stated in the Shaping the Future policy document and that any planning applications will be responded to with that in mind.

RESOLVED for the Clerk to respond to Savills, attaching a copy of the Shaping the Future document, and confirming that the PC will rigorously pursue its adopted policy.

6.4 Proposed development at Long Leas

Cllr. Woodley had circulated a draft script of a statement which he will present at the TWBC Planning Committee hearing on this application (the date of which is yet to be confirmed).

Communication had been received, and circulated by the Clerk, from Tim Archer, Principal Planning Officer at TWBC requesting the Parish Council's suggestions, should the application be approved, for specific recreational needs that might form part of a legal agreement with the developer.

Three suggestions were made: a playground for Matfield, repair and enhancement of footpaths particularly between Brenchley and Matfield, and to extend the facilities at Brenchley Memorial Hall.

RESOLVED for the Clerk to respond to TWBC citing these requests.

6.5 To consider the following planning application

17/03006 Burrs Hill Barn House, Horsmonden Road, Brenchley, Tonbridge, Kent, TN12 7AT	Variation of Condition 2 (Approved Plans) of 16/07040/FULL (Single-storey front extension and single storey front/side extension. First floor glazed area to replace part of wall/window on north elevation. Conversion of garage to habitable use. Addition of roof lights on all roof slopes. Installation of flues) - Amendments to fenestration RESOLVED to recommend refusal of this application
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7. To receive items for information

7.1 Planning consultation responses submitted

17/03051 Mill Farm, Cryals Road, Brenchley, Tonbridge, Kent, TN12 7AW	Retrospective - Retention of existing mobile home for occupation for 10 months of year for a farm worker employed locally in agriculture, tied to occupation of Mill Farm	Recommendation: Refuse There is no difference between this application and the refused application for the same site dated March 2017
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7.2 Decisions by TWBC

17/02221 13 Porters Wood, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LR	Removal of Conservatory; Erection of two-storey side extension and single storey rear extension PC Recommendation: Approve TWBC decision: Granted
17/02332 1 Tong Farm Cottages, Tong Road, Brenchley, Tonbridge, Kent, TN12 7HT	Formation of vehicular access to on site parking PC Recommendation: Approve TWBC decision: Granted
17/02267 Burford Place, High Street, Brenchley, Tonbridge, Kent, TN12 7NQ	Erection of garden steps PC Recommendation: Approve TWBC decision: Granted
17/02198 Littleworth, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BG	Single storey front extension PC Recommendation: Approve TWBC decision: Granted
17/02418 Little Crossletts, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BU	Demolition of 2-storey rear and single storey side extensions and construction of new 2-storey extensions to front, side and rear, single storey extension to side and rear, installation of external flue, creation of steps and patio areas PC Recommendation Refuse TWBC Decision: Refused

17/02472 Orchard House, Crittenden Road, Matfield, Tonbridge, Kent, TN12 7EN	Retrospective - Triple garage with store room over and 3no. dormer windows to front elevation PC Recommendation Refuse TWBC Decision: Refused
17/02708 3 Porters Close, Matfield, Tonbridge, Kent, TN12 7LY	Replacement of two windows to front elevation and two windows to rear elevation PC Recommendation: Approve TWBC decision: Granted

8. Clerk's Report

8.1 Minor works

The Clerk explained some difficulties encountered with the work to remove the bogbean in the pond. She had met with a contractor who had quoted £2k for testing the water, £19k for removing to landfill and £15k for removing to other land. The Clerk had sought guidance from David Scully at TWBC who advised that it would be unlikely that permission would be obtained to take the spoil to Cinderhill.

A local resident had agreed to consider taking the spoil and the Clerk will be meeting a second contractor shortly to discuss further options; quotes will be brought back to the Council as soon as possible.

8.2 Update on Post-box/Noticeboard

Quotes have been obtained for various designs for a new noticeboard which the Clerk had circulated, this being an unforeseen expense. The new noticeboard would be sited outside Hammond's Butchers, the landowner having provided written agreement.

The Council reviewed images of the possible designs, in conjunction with possible costs.

RESVOLED that the Clerk obtain a suitable new noticeboard.

The Clerk informed the Council that she had forwarded a request to Royal Mail for the siting of a new post-box also outside Hammond's Butchers, TWBC having confirmed that this is permitted development in the conservation area. This had been acknowledged and a decision is awaited.

The Council discussed the concerns surrounding the land outside Cherry Trees which is currently being developed. The Clerk had ascertained that this land is unregistered and that the owner does not own it as part of the property he is developing. KCC had suggested that it would be owned by the Crown.

RESOLVED for the Clerk to write to the Treasury Solicitor to enquire on the matter and express the Council's interest in the land.

8.3 Password retention document

A sealed envelope with passwords relating to the business of the Council was passed to the Chairman.

8.4 Correspondence:

8.4.1 Response from BMHC re Recycling Bins

There was a discussion on the response received from the Trustees of BHMC which requested that the PC take the matter further with TWBC

RESOLVED that the Clerk contacts TWBC to suggest alternative sites for recycling bins.
1828

8.4.2 Cranbrook CAB request for funding.

The Council briefly discussed this request which was considered to have no merit given that there is no evidence that residents of the parish would benefit.

RESOLVED for the Clerk to respond to Cranbrook CAB to decline their funding request.

8.4.3 Land adjacent to Old Forge, Brenchley

Cllr. Woodley advised that he had received a request from resident to support his application to the Borough Council, for continued used of the site adjacent to the public lavatories in Brenchley.

Cllr. Woodley apologised to the Council that he had communicated directly with TWBC's solicitor, who issued the Notice of Trespass to the resident, without the matter having been discussed by the Full Council.

Cllr. Mrs. Warner expressed her discomfort with the matter in strong terms and requested that clarification be formally communicated to the solicitor.

RESOLVED for the Clerk to write to TWBC solicitor to clarify that Cllr. Woodley's email did not represent the view of the Council, which had not been given the opportunity to comment.

8.4.4 Shirley Wassell

Cllr. Woodley declared an interest in this agenda item and did not participate.

A request to use Matfield Pavilion for an 18th birthday party was discussed. A number of concerns were raised and discussed briefly including the effect on local residents, the potential number of people in the premises, cleaning costs and noise.

RESOLVED for the Clerk to respond to Mrs Wassell that the Pavilion is not available for this event.

8.5 Clerk's SLCC membership

The Clerk requested that the Council fund her membership of the Society of Local Council Clerks. This is permitted expenditure under Local Government Act (LGA) 1972, s111.

RESOLVED to fund the Clerk's membership of the SLCC.

8.6 Internal Audit quote

The Clerk advised the Council that in view of the new accounting procedures in place, together with expenditure over budget in this financial year a thorough internal audit would be advisable. David Bucket, the KALC Financial Adviser has quoted £704.60 for the first year of internal audit (for two visits).

RESOLVED for David Buckett to be thus engaged

8.7 Accounts payable (Unity Bank Account Training)

C Brooks	Salary and Expenses	£1608.71
HMRC	Tax and NI	£518.12
Cliff Forward	Posts and chains	£508.80
Playdale	Playground repairs	£90.38
BMH	Use of Car Park 2017-18	£1500.00
PFK Littlejohn	External Audit of accounts 2016-17	£360.00
Minster Cleaning	Deep Clean of Matfield Pavilion	£174.00
KALC	Clerk's Conference – C Brooks	£72.00
KALC	Finance Conference – C Brooks	£72.00
David Izzard	JVMG gardening work	£172.50
SLCC	Membership – C Brooks	£215.00
Complete Weed Control	Weed cutting boat Matfield Pond	£2828.00
PWCAC	2017-18 Funding	£2000.00
BT	Telephone and Broadband	£454.65
SMART Pension	Pension for September DD	£119.58

Cllr. Woodley demonstrated to the Council the procedure for authorising payments through the online bank account and completed the first authorisation. Cllr. Grant subsequently completed the authorisation.

9. Meetings attended and reports by Councillors

Cllr. Grant reported that, subsequent to email communication, he had met with residents of Corsica Cottages who were concerned about dangerous parking.

RESOLVED for the Clerk to write to residents of Corsica Cottages requesting their assistance in ensuring the safety of the area.

Cllr. De Guingand attended the River Teise Catchment Improvement Group meeting where improvements to water flow to Bewl Water were discussed.

Cllr. Mrs. Marriott had, on behalf of the Chairman, attended the KALC Chairmen's meeting and had circulated notes to the Council.

Cllr. Woodley had attend the Councillors' Convention on 15 September at which Greg Clark MP had been a speaker. Cllr. David Jukes had given information on the proposed new Civic Centre in Tunbridge Wells, and William Benson, the Chief Executive, gave an update on the fiscal position of the Borough Council.

Cllr. Woodley attended the Petteridge Harvest Home BBQ which had been well attended. At the event Claire Stewart had confirmed that work to refurbish the Phonebox was under way and that the possibility of putting a defibrillator in the Phonebox was being considered. A community group was also considering ways to help in clearing the field at Porters Wood.

Cllr. Woodley had attended the KALC Executive Committee meeting which had agreed a programme for the 70th Anniversary meeting, in November 2017.

10. To be advised or urgent Business as may be previously notified

None

11. Date of next meeting

Provisional Planning Meeting 7.30pm Tuesday 17th October 2017
Please note that TWBC Planning Department training will commence at 7pm

Full Council Meeting 7.30pm Monday 6th November 2017