

**MINUTES OF A PLANNING MEETING OF BRENCHLEY PARISH COUNCIL ON TUESDAY 21<sup>st</sup>  
FEBRUARY 2017 IN MATFIELD PAVILION AT 7.30pm**

**Present**

Chairman C Woodley presided, Vice Chairman R Wickham, Cllrs A deGuingand, J Grant, D Batty, I McEwen, Mrs L Butler, Mrs N Marriott. Clerk M Powell. Four members of the public.

**No      Item**

**1           To accept apologies for absence**

Cllr Mrs G Warner for family commitments

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

2.1       Approve minutes of the full meeting of 6<sup>th</sup> February 2017

**Resolved:** - To accept the minutes as accurate. The Chairman then duly signed them.

**3           To record declaration of Interests on any item on the Agenda**

Members were 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

**4           To adjourn to allow public participation- questions and comments**

**4.1       Resident**

A resident of Petteridge advised that BT were planning to remove the red phone box near Porters Wood unless it was adopted by a public body such as the PC. She and other locals wanted the box to remain to be used for some community venture such as a book exchange but this needed the support of the PC. It would not involve the PC in any expense or maintenance but simply required a declaration of interest.

**Agreed:** -The PC would support this venture and in the first instance be happy make such a declaration via the Clerk.

**4.2       Parish Plan**

The three community representatives of the Parish Plan Co-ordinating Group (PPCG) attended to report on the current position. The initial phase of survey had been completed, together with a statistical analysis of the results. A public meeting has been arranged for 25th March, to present the findings, and to recruit volunteers to help with the next phase of the initiative.

The PPCG proposed that the Council should take responsibility for overseeing further work on the survey; the Group itself would focus on preparing the Parish Plan. After discussion, it was agreed that the Council would consider how best to undertake the next phase, and to agree the arrangements at its meeting on 6th March.

**Agreed:** - that two members of the PC would attend the public presentation and that further decisions on budget and transition would be considered at the next meeting in March.

**5           To consider the following planning applications.**

**5.1       17/00369       1 Broad Oak Close**

Extension of existing house at rear ground floor level infilling the southeastern corner to create a larger utility room

**Resolved:** - To recommend approval

**5.2       17/00314       I Tong Farm Cottages Tong Roads Brenchley**

Two storey side extension and single storey rear extension

**Resolved:** - To recommend approval

**5.3 17/00370** Land and garages, Birch Close, Matfield  
2 No. homes with 11 parking spaces, following demolition of existing garage block  
**Resolved:** - To recommend approval

**5.4 17/00138** 28 Porters Close Matfield  
Conversion of garage into habitable room by removing garage door and replacing with a wall and a window  
**Resolved:** - To recommend approval

## 6 To receive items for information

### 6.1 Decisions by TWBC

**6.11 16/07619** Wayside House Brenchley Road Brenchley  
Single storey rear extension and garage conversion to habitable accommodation  
*Recommendation-Approval Decision-Approval*

**6.12 16/07777** Glebe House Brenchley Road Brenchley  
Conversion of garage into garden room and external cladding of garage building  
*Recommendation-Approval Decision-Approval*

**6.13 16/07782** Walters Farm High St Brenchley  
Use of detached garage studio accommodation for non-serviced holiday let.  
*Recommendation-Refusal Decision-Approval*

## 7 Correspondence

**7.1 Clerks Resignation**  
The Clerk resigned on 29<sup>th</sup> January 2017 and given three months notice.  
**Resolved:** - To note the resignation with regret. The Clerks last working day would be 30<sup>th</sup> April 2017 but the Clerk had advised he intended to attend the May 8<sup>th</sup> meeting to produce accounts for payment.

**7.2 Member of the public**  
A parent of a school pupil has written to request that if the car park of Brenchley Memorial Hall were marked out with white lines it would improve both the parking and the capacity of the area. The PC noted the comments but advised the resident should address these to the Hall Committee, as it was a separate entity not under the control of the PC.

**7.3 Member of the Public**  
£350 was raised by the carol singers specifically to go towards Brenchley Christmas lights. This money has been entrusted to the PC as an addition to the PC's budgeted funds.  
**Agreed:** - That this money would be ring-fenced for Brenchley Christmas lighting and the budget so far agreed would not be reduced because of it.

## 8 Meetings attended by Councillors

**8.1 Management Group**  
The Management Committee met on Wednesday 4<sup>th</sup> February. The principal topic was considering arrangements for finding a replacement for the existing Clerk. A note to this effect had been circulated. The following were **agreed:** -

- That the Job description as circulated would be adopted

- That the job would entail circa 30 hours a week on a flexible basis.
- That the salary scale would be within the SCP of 18 to 25.
- That a budget for advertising would be £1200.00
- That adverts would be placed in local papers as the budget permitted.
- That the selection panel would consist of The Chairman, The Vice Chairman and Cllr Mrs Butler.

## **8.2 Policy Group**

Principal items considered were

- The local plan and assessment of sites in the Parish
- Legal issues relating to the recruitment of the new Clerk.
- Business continuity and operational issues.
- All outstanding work.

Reports would be circulated after further work in their compilation was done.

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

The APM was a topic for discussion in March and suggestions for speakers and topics are requested.

## **10 Date of next meeting**

Monday 6<sup>th</sup> March 2017 at 7.30pm