

MINUTES OF A MEETING OF BRENCHLEY COUNCIL ON MONDAY 8th JANUARY
2018 IN MATFIELD PAVILION AT 7.30pm

Present

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

In attendance

Five members of the public.

1. To appoint a Temporary Clerk for the Meeting

Cllr. de Guingand was appointed as Temporary Clerk for the Meeting.

2. To accept apologies for absence

The Council accepted Cllr. J Grant's apologies; his absence was due to family commitments.

3. To approve the Minutes of the previous meeting

The Minutes of the Meeting of 4th December 2017 were approved and duly signed by the Chairman.

4. 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. Mrs Warner stated she had been lobbied on a planning application [17/03888].

5. To adjourn to allow public participation

In answer to a question regarding the War Memorial trust funds it was stated that funds will be spent on both Matfield and Brenchley war memorials, with the emphasis on Brenchley.

Mrs Ruth Baker presented a paper with questions regarding the "garden village". The Chairman agreed that these questions would be put to Tunbridge Wells Borough Council ("TWBC") and any reply forwarded to Mrs Baker.

A member of the public representing the applicant for planning application 17/03888 requested a meeting to be able to present the application with regards to Para55 of the NPPF. The Chairman replied that the application was on the agenda.

6. The Clerk's absence

It was noted that the Clerk had an accident outside the Pavilion on 12th December leading to a broken right wrist and has a medical certificate covering the period up to 1st February, although she was attending to matters where possible. Came and Company, the Council's insurers, have been contacted by the Chairman to discuss the Council's position.

It was agreed that:

- a. As the Clerk is unable to write, or to type with fluency, the Chairman takes from her a verbal statement;
- b. The Panel (Chairman, Vice-Chairman and Cllr. Mrs Butler) meets to consider the statement, to seek appropriate advice, and to make a report for the Council's consideration;
- c. The Council would continue without a locum; and
- d. In the meantime, the Clerk is paid a full month's salary as required under the Contract of Employment.

7. Chairman's announcements

Brenchley lights had raised over £800 from the collection. 50% would go to The Hospice in the Weald with the remainder, taking into account the payment for electricity, being held for next year's lights.

A letter had been received from Mrs H Brown saying that the delivery of Christmas parcels had been well received. She had been assisted by Mrs. P Playfoot. The Chairman had written to Mrs. Brown to thank her, and Mrs. Playfoot, for their generosity in supporting this worthy cause.

There will be an outreach Post Office at Matfield Village Hall, with a sign outside the village hall. Thanks were extended to John Barsley (Chairman, Matfield Village Hall) and Greg Clark MP for their efforts in this respect.

8. Website

The meeting considered a report from the Website Group (Cllr. Mrs Butler, The Clerk and Ian McEwen – Webmaster) regarding the re-development of the Parish website. Their recommendation to accept the quote from Mr A Wilson in the sum of £4,020 was agreed.

9. Interim audit

The meeting considered the internal audit report from David Buckett. It was noted that although there were a number of action points, many of which had already been dealt with by the Clerk, there was nothing which would provide an issue for the external audit. Thanks were passed to the Clerk for her speedy action on a large number of the points raised.

10. 2018-19 Budget and Precept

Cllr. de Guingand reported that the Finance Sub- Committee was recommending a budget of £108,644 for the year 2018-19 with a precept of £75,043, an increase of 1.6% over 2017-18. This was a slight increase over the target of 1.3% due to the inclusion of estimated costs arising from the "General Data Protection Regulations". There had been a use of reserves of £31,471 to cover significant one-off costs (e.g. Neighbourhood Development Plan and clerk's transition).

The budget and precept were approved.

11. Neighbourhood Development Plan

Cllr Sparkhall introduced the subject saying that the Steering Group had agreed that Cllr. Woodley should Chair, and that there was an "Inception" meeting with the consultants the following week. It was planned that there would be "Visioning Events" (an agenda setting) in Matfield and Brenchley on 21st and 22nd February.

A grant funding application had been made for the "Inception" and "Visioning Events" which had to have been spent by the end of March.

The Terms of Reference of the Steering Group had been circulated and were approved.

12. Planning applications

17/04119 Hillside Brenchley Road TN12 7NS	Lower roof of existing ground-floor 'lean-to' to enable existing rear first-floor windows to be enlarged. Resolved to recommend: Approval but with obscured glass.
17/03782 Hatmill House Hatmill Lane Brenchley TN12 7AE	Erection of ancillary building to be used as home office, orchard storage and car port. Resolved to recommend: Approval subject to TWBC considering the orchard is viable, also on condition that: - It does not be used as ancillary accommodation and is not hived off.
17/04117 Sandhole Cottage Beech Lane Matfield TN12 7HG	Conversion of detached outbuilding to ancillary accommodation/workshop including side extension to outbuilding to form garage. Resolved to recommend: Approval subject to the attached barn does not become separate from the house.
17/04096 Orchard Mount Tong Road Brenchley TN12 7AN	Single-storey rear extension. Resolved to recommend: Approval
17/04128 Glenbrook Foxhole Lane Brenchley Tonbridge TN12 7ES	Alterations to elevations to create additional space on first-floor and erection of porch and rear glass canopy. Resolved to recommend: Neutral
17/03976 Peartree Cottage Crook Road Brenchley TN12 7BS	Part two-storey, part single-storey extensions to both sides and single-storey rear extension. Erection of porch and part-demolition of outbuilding. Resolved to recommend: Refusal
17/04058 Worms Lodge Cottage Brenchley Road Brenchley TN12 7PH	Erection of single-storey rear extension. Resolved to recommend: Approval
17/03888 OS Plot 6244 Spout Lane Brenchley	Erection of new country house and associated gate lodge for separate staff accommodation, landscape and ecological improvements and a new vehicular access. Resolved to recommend: Refusal If the borough is minded to grant the application, the Council would wish to see conditions imposed to control or provide the following:- i. Tying the use of the lodge to the main house, possibly incorporating the suggestion from the High Weald Management about occupation being restricted to those involved in the land management of the site; ii. Requiring turning space for delivery vehicles at the lodge to minimise on-road parking; iii. Controlling the materials for the buildings and the hard landscaping and the form of any external lighting iv. Requiring additional lighting, (including security lighting), fencing and

	<p>normally permitted development to be subject of future separate planning applications;</p> <p>v. Controlling the future management of the wildflower meadows and gills, perhaps by liaison with the High Weald Management Unit</p> <p>vi. Controlling domestic paraphernalia on the site so that the rural open nature of the site is not compromised;</p> <p>vii. Retaining the footpath WT307 opposite the development in its current position and preventing closure or diversion</p> <p>viii. Providing further details of the proposed tree planting alongside WT307 to assess the impact on the views and character of the footpath</p> <p>ix. Implementing the recommendations of the High Weald Management Unit and the Landscape and Biodiversity Officer</p> <p>x. Provision for a quantitative habitat survey to determine the species currently resident in the meadow and an evaluation of the effect of the groundwork and nocturnal lighting on wildlife.</p>
<p>17/04143 Cherry Trees The Green Matfield TN12 7LA</p>	<p>Removal of wall post-box. Resolved to recommend: Refusal</p>
<p>17/03809 Kings Toll Nursery Maidstone Road Matfield TN12 7HA</p>	<p>Erection of a two-storey extension to existing ancillary office building. Resolved to recommend either:</p> <p>i. If the proposed use of the new ground floor falls within the current permitted use, to Approve, subject to the recommendations of the aboriculturalist for the preservation of the trees on the site being incorporated as a condition; but otherwise</p> <p>ii. If the proposed additional use falls outside the current permitted use, to Approve, subject to the same conditions as may be appropriate to protect the amenity of the locality and to safeguard health and safety considerations.</p>

The Chairman had been informed that two properties have been used as dwellings for some time for which they did not have permission. It was agreed that this information be passed on to the Enforcement Officer at TWBC.

13. Correspondence received

- a. Cherry Trees
Kent Highways have been in conversation with the owners regarding the land at the front of the property.
- b. Cold callers
Some residents in Matfield have experienced cold callers at their homes. It was agreed that an article in Roundabout magazine should be written asking residents to inform the Parish Council if they had had problems.
- c. Fire at Cinderhill
Photographs of the fire at Cinderhill had been sent to the Housing Office.

14. Accounts Paid and Accounts Payable

a. Accounts payable by exception last month

1254	Business Stream	Matfield Pavilion waste water	£66.95
1255	Clive Gray	Matfield pond water test	£503.40

b. Accounts payable in January

1256	David Izzard	JVMG gardening Nov/Dec	£50.00
1257	Roundabout	Advertising 2018	£245.00
1258	Kent County Council	KHWP re. Cinderhill	£3,500.00
1259	C. Brooks	Part salary Dec 2017	£571.44
1260	HMRC	Tax and NI	£518.12
1261	Commercial Services	Mowing 2018	£2,866.34
1262	Adam Bundy	Plumbing Matfield Pavilion	£190.00
SO	C. Brooks	Part salary Dec 2017	£1,000.00
DD	Grenke	Photocopier protection	£106.00
DD	Grenke	Photocopier lease to Mar 2018	£122.40
DD	Smart Pension	December 2017	£119.58

Payment of these accounts was approved and they would be authorised by Cllrs. Mrs. Butler and Mrs. Marriott.

15. Meetings attended, and reports by Councillors

There were none.

16. To be advised or urgent business as may be previously notified

There were none.

17. Date of next meeting

Provisional Planning Meeting 7.30pm on Tuesday 23rd January 2018 at Matfield Pavilion
Full Council Meeting 7.30pm on Monday 5th February 2018 at Matfield Pavilion