

**MINUTES OF A MEETING OF BRENCHLEY PARISH COUNCIL HELD ON MONDAY 5th MARCH
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. G. Warner, Mrs. L. Butler, Mrs. N. Marriott, Ms C. Brooks (Clerk)

In attendance:

Cllr. Sarah Hamilton (part), 3 members of the public.

1. To accept apologies for absence

The Council accepted apologies from Cllr. Grant who was unable to attend due to a recent operation. Cllr McDermott sent his apologies.

2. To approve Minutes of the previous meeting

Minutes of the Planning Meeting of 20th February 2018 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.

None.

4. To adjourn to allow public participation

A resident asked about the lidded bins on Matfield Green. The Clerk responded that this item has been specified in the 2018-19 budget.

A resident asked about the TPO on the two trees at Cherry Trees. The Clerk had not received a copy of the TPO but understood that it was in progress and would contact TWBC to check.

Mr and Mrs Charman presented plans of their proposals for a small housing development in advance of their planning application. Some questions were posed by the Council.

5. Chairman's Announcements

None.

6. Casual Vacancy

The closing date for a request for a poll is 6th March, the Clerk had not received any requests for an election.

The Casual Vacancy notice was reviewed with the closing date to be added by the Clerk. This will be circulated locally after 6th March with applications to be considered at the meeting on 3rd April 2018.

Cllr. Mrs. Marriott will be attending on 3rd April at the invitation of the Council but shall leave before the closed session at which a new Councillor is co-opted.

7. Lone and Home Workers Policy

The Policy Group had recommended this policy, but it was felt that it was not fit for purpose in its current form as a number of the obligations were impractical. The policy is to be further reviewed and re-drafted by the Policy Group with a separate Home Worker Policy to be created.

In this respect, it was agreed that the Chairman and Vice Chairman should visit the Clerk's home.

It was agreed that an audible alarm for the Pavilion should be considered, as the Clerk is often there alone, and the Clerk will look into this.

8. Website advertisers

The Clerk clarified the information previously circulated from Ian McEwan regarding the pricing policy for advertisers on the website summarised as follows:

Currently we charge for:
A website link for local businesses
Commercial advertising
Listing businesses not in the parish

In order to simplify administration, and due to the very small amount of revenue received, the website group recommendation was that there be no charges at all to list on our website. This will apply to local businesses and community groups including those in surrounding areas at the discretion of the Webmaster. No commercial listings will be permitted, and the Webmaster will consider non-local business listings on a case by case basis.

RESOLVED to adopt the Website Charging Policy as presented and to review this annually

9. Planning and Development

9.1 Neighbourhood Development Plan

Cllr. Sparkhall gave an update on the progress of the NDP. The Visioning Events in both Brenchley and Matfield had been very well attended and Feria are analysing the data. The Design Forum will take place between 20th and 22nd March and it was suggested by Cllr. Batty that residents need to be clear on the nature of these events. Cllr. Mrs. Butler will be liaising with Feria in order to ensure payment of their invoice meets the terms of the grant from Locality.

It was reiterated that Cllr. Mrs. Butler and Cllr. Sparkhall have authority to authorise the payment of Feria's invoice in the Chairman's absence and that the Clerk may pay this by exception.

The Council expressed its gratitude to the members of the Steering Group for their continuing hard work on the Neighbourhood Plan.

Concerns were raised at the information that had been divulged to members of the public by Cllr. McDermott regarding the number and location of sites in the allocation. The Clerk will contact Stephen Baughen at TWBC to gain clarity on what is in the public domain.

Cllr. Mrs. Marriott provided a summary of the Prime Minister's speech to members of the housebuilding industry in East London, ahead of the publication of the draft NPPF.

10. To receive items for information

10.1 Decisions by TWBC

17/04117 Sandhole Cottage, Beech Lane, Matfield, Tonbridge, Kent, TN12 7HG	Conversion of detached outbuilding to ancillary accommodation/workshop including side extension to outbuilding to form garage PC Recommendation: Approve TWBC Decision: Granted
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17/04341 11 Pixot Hill, Brenchley, Tonbridge, Kent, TN12 7BD	Erection of a timber garden room/summer house (Amended proposal of Planning Consent 17/03234/FULL to include curved corrugated roof design) PC Recommendation: Approve TWBC Decision: Granted
18/00004 Portobello, Holly Bank, Brenchley, Tonbridge, Kent, TN12 7PG	Convert and adapt garage to habitable space, minor internal re-ordering, minor changes to fenestration, revised access from highway and landscaping PC Recommendation: Approve TWBC Decision: Granted
18/00009 The Elms, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BL	Construction of new woodland access off Crook Road WITHDRAWN

11. Clerk's Report

11.1 Accounts Payable for February 2018

1272	C Brooks	Part February 2018 Salary	£640.10
1273	HMRC	Tax and NI	£546.14
1274	Lynne Butler	NDP refreshments and printing	£272.56
1275	David Izzard	Gardening February	£31.25
1276	John Miles	Mowing and Hedging	£480.00
1277	Lynne Butler	First Aid and H&S Items	£61.74
1278	Andy Wilson	50% deposit for website rebuild	£2010.00
1279	EDF	Electricity at Matfield Pav. Nov-Feb	£252.99
1280	Liz Akenhead	NDP Refreshments	£25.04
1281	Brenchley Mem Hall	NDP events	£35.00
1282	Matfield Village Hall	NDP events	£65.00
1283	SmartWheelie	Speeding Stickers	£682.00
SO	C Brooks	Part February 2018 Salary	£1000.00
DD	SMARTPension	Pension February 2018	£119.68

Payment of these accounts was approved; they would be authorised by Cllr. Sparkhalls and Cllr. Mrs. Butler.

New DD Mandate for signature

DD	ICO	ICO registration re GDPR (annual)	£35.00
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The Mandate was signed by Cllr. Woodley and Cllr. Wickham.

11.2 Minor Works

Matfield Pond

A quote for the pond has been received from John Miles and Clive Gray totalling £6,000 plus VAT (reclaimable). This compares to a much higher quote received last year.

The contractor Clive Gray had confirmed that the Environment Agency have advised that because the pond is a closed water and there are no other streams or rivers around it that could be affected by our work we are free to do the work without their involvement so the work can commence when the weather is acceptable, hopefully by the end of April.

Parking at Matfield Green: Quote received from John Miles for £12972.48 + VAT to extend the area to 80m (from 50m). This quote plus a supporting statement from Peter Danby (MGCC) and the Clerk's Community Need information has been sent to TWBC with a

request to release funds from the developer contribution money they are holding for us (total £27k). The previous quote obtained was £23k from Tim Jordan Groundworks.

Several comments were made as to the need to offer these funds to local groups. The funds that were budgeted for the parking area should be earmarked for this also as well as any left over from the 106 funding recently identified. The Clerk commented that the Scouts were putting together such a bid but there would still be some money available. The Clerk will draft a bid document for these funds for local groups.

Brenchley Playground

The Clerk recently met with a specialist company who are providing quotes for the refurbishment of the playground including some additional equipment. It is possible that the recently identified 106 monies (£8k) can be used for this purpose as TWBC have confirmed the £4.8k developer contribution for the Rydon development can be used for other purposes.

War Memorial

The Clerk recently met Burslems at Brenchley Memorial and they will do the clean of both memorials in the Spring, Brenchley will have repointing and 4 names will be added as well as any necessary re-engraving, this will use up all the budgeted amount of £4k and the amount held in the War Memorial Charity account of £447, the charity can then be closed.

12. Correspondence Received

12.1 Samaritans

A request from the Tunbridge Wells Samaritans to support their work was discussed.

RESOLVED to make a donation of £250 to the Samaritans in the next financial year.

12.2 KCC Community Transport Grant Scheme – request from Pembury Parish Council

The Clerk explained that PPC are inviting neighbouring parishes to join them in signing the application for funding for a wheelchair friendly minibus for IMAGO. This could be an opportunity to offer our Parishioners an additional transport service which will benefit the more vulnerable passenger. IMAGO are specifically a community charity so to have a minibus in our area which will be available to all levels of disability, physical and mental, and all ages.

Cllr. Hamilton expressed the view that a piecemeal approach to these services may not be the most effective and that the Arriva Click service may be more appropriate,

It was agreed that, in the absence of sufficient information, the Parish Council would not add its name to this application.

13. Meetings attended, and reports by Councillors

None.

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

None.

15. Date of next meeting

Provisional Planning Meeting 7.30pm on Tuesday 20 March 2018

Full Council Meeting 7.30pm on Tuesday 3rd April 2018 at Matfield Pavilion