

**MINUTES A MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 1<sup>st</sup> OCTOBER**  
**MATFIELD PAVILION AT 7.30pm**

**Present:** Councillors C. Woodley (Chairman) [resided, R. Wickham (Vice Chairman), Mrs. L. Butler, J. Grant, Mrs. G. Warner, K. Sparkhall, G. Stevenson (co-opted at this meeting) Ms. C. Brooks (Clerk).

**In attendance:**

Borough Cllr. A. McDermott, County Cllr. Mrs. Sarah Hamilton, 1 member of the public.

**1. To accept apologies for absence**

The Council accepted apologies from Cllr Batty who had work commitments and Cllr de Guingand who was on holiday.

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

Minutes of the meeting of 3<sup>rd</sup> September 2018 were approved as an accurate record and duly signed by the Chairman.

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

None.

**4. To adjourn to allow public participation**

**At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Members of the public are not permitted to participate in the meeting after this agenda item without prior invitation from the Chairman.**

Richard Beale (representing the Brenchley 21 CIC) requested confirmation on whether the content of a conversation he recently had with Cllr Batty had been reported to the Council. Cllr Woodley responded that it had not.

Mr Beale advised the Council that the CIC would not be pursuing a further meeting with the Council prior to its submission of a planning application for the school project.

Mr Beale asked whether the Council had responded to Mike Mackenzie's correspondence concerning the PC's Position Statement. The Clerk advised that a response had not yet been issued.

**5. Chairman's Announcements**

None.

**6. Clerk's Appraisal**

A report from the employment panel had been circulated together with draft priorities for 2018-2020. The Council agreed to accept the recommendations of the report.

**7. Casual Vacancy**

The applicant for this vacancy, Graeme Stevenson, spoke briefly to outline his background, suitability and ambitions for the role of Parish Councillor. He then left the room whilst the Council discussed his application. By a unanimous show of hands Mr Stevenson was duly elected to join Brenchley Parish Council.

Cllr. Woodley welcomed Cllr. Stevenson who duly signed the Declaration of Acceptance of Office which was witnessed by the Clerk.

**8. Armistice Commemoration arrangements**

Cllr. Woodley outlined the latest details of arrangements. The Village Hall Committee will meet next week where costs for hiring the hall will be confirmed, it is hoped to be within the existing budget for the events.

## 9. Christmas Arrangements

The Clerk confirmed that the official switch-on of the lights in Brenchley is planned for Sunday December 2 at around 6pm, an official announcement will be sent out, shortly. The lights have been checked by volunteers Brian Stanley and Louise Malyam. Carols around the tree will go ahead as usual on Christmas Eve.

Cllr. de Guingand will make arrangements for the tree at the Pavilion.

Cllr. Wickham will be organising the Council's Christmas dinner.

## 10. Planning and Development

### 10.1 Neighbourhood Development Plan

A report from the Steering Group had been circulated. Cllr. Sparkhall advised that the revised work proposal for Fera had been agreed; this is within the original budget of their contract, spending on which is slightly less than was expected at this stage. He underlined that there are group working on policies that would be included in the NDP, and a workshop is soon to be held to review progress. Road safety issues, which the Council had previously discussed, would be undertaken as a project within the NDP; a meeting on the issue would be convened, with Cllr. Grant leading on it, after the NDP SG had provided some basis for discussion.

### 10.2 Planning application recommendations submitted in September

<p>18/01579Blue Boys Inn, Hastings Road, Matfield, Tonbridge, Kent, TN12 7HE</p>	<p>Variation of Condition 2 (Approved Plans) of Planning Consent 15/501059/FULL (Reconstruction of two storey rear wing, erection of two single storey side and rear extensions, alterations to existing fenestration and internal iterations to facilitate use as A3/A5 Restaurant and Hot food takeaway. Revised hard and soft landscaping to incorporate drive-thru facility) - Minor variations to the internal layout, side door access added, alterations to fenestration, amendments to serving hatch, and alterations to parking layout.</p>	<p>1. Number 13 of the original conditions was "No above ground development shall take place until a landscape scheme designed in accordance with the principals of the council's landscape character guidance has been submitted and approved in writing by the local planning authority". There was a landscape scheme submitted on 17th January '17 but it is still awaiting decision. This is a breach of the original permission. 2. The PC request that all advertisement and external lighting is kept to the safest minimum and appropriate to AONB. 3. Business hours at Burger King should be restricted and not be 24 hours. 4. There should be provision in the car parking scheme for staff parking and space for bicycles. 5. Steps should be taken to minimise cooking smells coming from the restaurant and also minimise litter after the restaurant.</p>
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### 10.3 To consider the following planning applications

<p>18/02809 Seaton, Sophurst Lane, Matfield, Tonbridge, TN12 7LJ</p>	<p>Single-storey side/front extension and single-storey rear extension. Creation of patio area to rear with associated levelling works and installation of paved area around the side/front extension. (Alternative to 18/00457/FULL) <b>RESOLVED to recommend APPROVE</b></p>
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18/02749 Matfield House, Stable Building 50M East Of, The Green, Matfield, Tonbridge, TN12 7JT	Proposed installation of two oil tanks to serve two houses in converted Stable Building <b>RESOLVED to recommend APPROVE</b>

#### 10.4 Decisions by TWBC

18/02235 Homefield, Coppers Lane, Matfield, Tonbridge, Kent, TN12 7JE	Erection of a two storey rear extension with internal alterations. <b>PC Recommendation: Approve</b> <b>TWBC Decision: Granted</b>
18/02427 11 Pixot Hill, Brenchley, Tonbridge, Kent, TN12 7BD	Single storey side and rear extension, to create a larger kitchen/hallway/Utility and alterations to fenestration including replacement windows to front and rear elevations <b>PC Recommendation: Approve</b> <b>TWBC Decision: Granted</b>
18/02693 The Chalet, Sophurst Lane, Matfield, Tonbridge, Kent, TN12 7LJ	Alterations and extension <b>WITHDRAWN</b>

#### 10.5 National Planning Policy Framework

Cllr. Mrs. Warner had provided a report on the NPPF. She asked Cllr. McDermott to explain how the net housing needs total is calculated, Cllr. McDermott will request that Stephen Baughen of TWBC provides this information.

#### 11. Clerk's Report

##### 11.1 Minor Works

The Clerk provided a list of works completed and in progress, the pond having been finished on Monday 24<sup>th</sup> September. Work on the parking by the green commences on Monday 8<sup>th</sup> October.

##### 11.2 Correspondence

###### Brenchley and Matfield School

An email from Brenchley School regarding the use of the Recreation Ground for muster point was previously circulated. There were no objections to this, the Clerk having ascertained from the Council's insurers that the School maintains responsibility for a risk assessment. The School have thus been informed of this permission.

###### Greg Clark MP - The Queen's Commonwealth Canopy

Mr. Clark has offered a commemorative tree to parishes, and Brenchley and Matfield have been successful in applying for one. It was agreed that a rowan tree would be requested and Cllr. Wickham would confirm whether there is room for this at the Jack Verrall Memorial Garden. Mr. Clark will plant the tree in the autumn.

##### 11.3 Recycling and Bottle Banks

###### Rag Solutions

An email received from the above company offering a cash incentive for positioning of Clothes Banks on Council Land had been circulated. Cllr. McDermott suggested enquiring of TWBC the extent of the usage of clothing banks (the income from which goes to KCC) so that the Council can ascertain if the above offer would be beneficial.

Cllr. Mrs. Butler advised that clothing banks have been placed at Brenchley Memorial Hall without permission and there are some at the Star Inn.

Cllr. Mrs. Hamilton provided an update advising that the KCC blitz on potholes is due to be completed at the end of October, the majority of the budget already having been spent. There is a provisional plan to resurface Colts Hill in Feb/Mar 2019. A complaint about Bramble Reed Lane becoming a rat-run from Kippings Cross has been discussed, as has the pressure on Kings Toll Road.

Cllr. Mrs. Hamilton advised that the operator of the 297 bus service, Renown, had withdrawn the service without notice, but that KCC have contracted to HAMS Travel, with no change to the timetable.

#### 11.4 Contracts

The Clerk confirmed that, following consultation with Councillors, two works contracts (both under £500 per year) have been entered into for:

- Contract with FLR Fencing and Services, for emptying the bin at the Recreation Ground for £416.00 per year (one empty per week, including washing); and
- Contract with BeSure (Fusion4) Security, for fire alarm maintenance at Matfield Pavilion, for £200.00 per annum (2 visits per annum).

The Clerk advised that quotes were awaited for the Mowing Contract, which has required a review following concerns over results. A recommendation will be brought to the Council when quotes have been received, for the contract starting January 2019.

#### 11.5 GDPR – audit report

The Clerk advised that a report from the DPO on their audit had been circulated. The Data Protection Policy will be reviewed by the Policy and Management Committee. The Council's insurers have confirmed that in common with other brokers a separate policy for indemnity against data breaches is not currently cost-effective, and that therefore no add-on policy is recommended.

#### 11.6 Accounts payable for October

1361 C Brooks	Part Salary Sept 2018	£693.84
1362 HMRC	Tax and NI	£616.29
1363 Terry Shephard	Refund of Allotment fee	£143.00
1364 Came and Co	Insurance 1 <sup>st</sup> Oct 2018-30 Sept 2019	£2545.10
1365 C Woodley	Reimbursement – Terry Tester gift	£50.00
1366 C Woodley	Reimbursement NDP workshop lunch	£46.83
1367 Barry Chapman	Fence repair Brenchley Rec, posts on Green	£310.00
1368 DODS	L Butler NDP training event	£234.00
1369 PFK Littlejohn	External Audit 2017-18	£360.00
1370 Complete Weeds	Knotweed Matfield Green	£264.00
1371 Treeworks	Tree surgery, Recreation Ground	£1104.00
1372 Treeworks	Tree surgery, Brenchley Oak	£576.00
1373 Barry Chapman	Closer on gate at Recreation Ground	£35.00
1374 Ian McEwen	Reimbursement – Website Hosting to Oct 2019	£34.99
1375 Castle Water	Pavilion Water Jul-Dec 2018	£32.70
1376 John Miles	Matfield Pond weed removal	£7200.00
1377 FLR Fencing	Bin and Bench at Rec	£766.00
1378 Richard Beale	Reimbursement for wreaths for memorials	£50.00
1379 Richard Beale	Reimbursement for wreath for Pavilion	£25.00
<u>Standing orders/DD</u>		
C Brooks	Part Salary Sept 2018	£1000.00
Smart Pension	Pension September 2018	£182.98
Grenke	Photocopier lease Oct-Dec 2018	£122.40

These accounts were approved and would be authorised by Cllr. Mrs Warner and Cllr. Grant.

**12. Meetings attended, and reports by Councillors**

Cllr. Mrs. Butler had attended a briefing on how the new NPPF will affect Neighbourhood Plans; she had circulated some notes to the NDP SG and would forward them to Councillors.

Cllr. Grant had attended planning meetings for the Armistice Commemoration events.

Cllr. Woodley had attended the KALC Area Committee meeting (September 4<sup>th</sup>) where the NPPF was discussed; he noted that eight parishes in the borough are preparing NDPs. He also attended the Chairmen's Meeting with TWBC (September 18<sup>th</sup>), where the new Waste Contract was discussed. The future of Community Amenity Vehicle is still under consideration. The meeting also discussed the proposed the new parliamentary constituency boundaries about which there were concerns; the borough would have three members of parliament.

**13. To be advised or urgent Business as may be previously notified**

None.

**14. Date of next meeting**

**Provisional Planning Meeting Tuesday 16<sup>th</sup> October 7.30pm Matfield Pavilion**  
**Full Council Meeting Monday 5<sup>th</sup> November 2018, 7.30pm Matfield Pavilion**