



BRECHLEY AND MATFIELD PARISH COUNCIL  
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU  
Tel: 01892 723586 [www.brenchleyandmatfield-pc.gov.uk](http://www.brenchleyandmatfield-pc.gov.uk)

## **MINUTES OF A MEETING OF BRECHLEY AND MATFIELD PARISH COUNCIL HELD ON MONDAY 1<sup>ST</sup> JULY 2024, AT 7PM AT MATFIELD PAVILION**

**Present:** Councillors J. Buttery (Chair) presided, C. Anderson, E Akenhead, C. Churchill, J. Reynolds, N. Thompson, C. Brooks (Clerk)

**In attendance:** Cllr Tom Mobbs (TWBC), Cllr Sarah Hamilton (KCC) part

### **1. To accept apologies for absence**

The Parish Council accepted apologies from Cllr Stout and Cllr Dewdney who were both on holiday.

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

Minutes of the meeting of 3<sup>rd</sup> June and, separately, the Closed Session of the same date were approved as an accurate record and signed by the Chair.

### **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.**

None.

### **5. Borough and County Councillor**

Cllr Mobbs briefly mentioned the traffic problems at Beech Lane/Cryals Road and disorder from people not following the signs, though the signs were not well positioned and were confusing. He continues to address this with the Police in terms of the actions they took on the day.

Cllr Hamilton agreed that there was poor police control of the traffic and that she has re-emphasized the problems when the A21 is blocked with colleagues locally. There is a reporting tool for reporting incidents like this and this will be publicised.

Cllr Akenhead asked Cllr Mobbs to request that there is longer notice in advance of TWBC planning training sessions which she finds are very useful.

### **6. Chairman's Announcements**

- Fete Rota – Cllrs were asked to confirm their slots with the Clerk.
- The Carlos Hone meeting (TWBC) re NDP rescheduled to 23rd July.
- Finance items for budget to be sent to RFO over the next 6 weeks (costed with 3 quotes if items are above £5k)
- No August PC Meeting – planning applications that cannot be extended to 4th September will be delegated to the Planning Committee and reported to the September meeting

- Staff appraisals will be undertaken in July
- Meeting with Emma Tilbury, KCC Highways, on 3rd July – to address lack of progress of HIP, CC/JB/EA and Clerk attending
- VE Day 2025 – Thursday 8th May 2025. JR will raise the possibility of a being involved in a wider event for VE Day with the PTFA at the School so that a budget figure could be allocated.

## 7. Committee Membership and Responsibilities for Co-Opted Cllrs

The Council reviewed the responsibilities and Committee membership and the following changes were agreed:

- JR will leave finance committee and NT will join
- NT will take over Allotments from JR
- AS will be added to responsibility for Cinderhill, Matfield Green and Cooksfield (replacing JB) and will join the Finance Committee
- JR will continue to work with CA on PROWS and expand the activities in this area.

An updated list of the above will be publicised.

**Action Clerk**

## 8. Traffic/Police

### 1. Body Camera for Speedwatch – to consider purchase

EA and CC attended the Police Speedwatch conference on 15th June. It has now been agreed that Speedwatch teams may use a bodycam not only for their own protection from any abusive driver but also to check any vehicle registration details not quite recorded.

#### **RESOLVED to purchase two body cameras**

Cllr Buttery would also lend a “Go-Pro” camera and tripod to the Speedwatch team to consider if it was useful, with a view to purchasing one in due course. It was noted that a sign had to be in place when using a camera.

### 2. IAG District Meeting – update

CC attended this meeting on 19th June. The purpose of this independent police advisory group is to link areas together, particularly to address youth and teenage needs. The next meeting is in September, JR wishes to attend.

## 9. Planning

### 1. Planning Applications

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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| 24/01456/FULL Crittenden House<br>Crittenden Road, Matfield, Kent | <p>Installation of 2no. dormers, decking &amp; creation of external staircase to garage.</p> <p><b>RESOLVED TO RECOMMEND: APPROVE</b></p> <p><b>However the Parish Council would defer to the views of the Conservation Officer, as it is within the curtilage of a listed building and a garden listed in the Kent Compendium of Historic Parks and Gardens.</b></p> <p><b>The Parish Council requests conditions requiring blackout blinds on the rooflights in order to comply with Neighbourhood Development Plan policy LE8 Dark skies, and requiring the building to remain ancillary to the main house.</b></p> |
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| <p>24/01459/FULL Land Adj 1<br/>Parsonage Farm Cottages<br/>Brenchley Road, Brenchley</p> | <p>Variation of Condition 2 of Planning Permission<br/>18/01348/FULL - Alterations to ground level &amp; changes to fenestration on all elevations<br/><b>RESOLVED TO RECOMMEND: REFUSE</b><br/>Since Planning Permission 18/01348/FULL was approved, the Brenchley and Matfield Neighbourhood Development Plan (NDP) has been made and now forms part of the Local Development Plan. This application contains a new Landscape and Boundary Treatment Plan that did not form part of the original application. This new plan shows the removal of the holly hedge to the north and also no new vegetation to screen the new house from Parsonage Cottages to the east, just a post and rail fence. The main part of the bank between the road and the existing mature hedge is currently rough grass with wildflowers, principally ox-eye daisies, with no fence between the road and the hedge, but the Landscape and Boundary Treatment plan appears to show a post and rail fence alongside the road in front of the bank. It also shows the bank as "lawn" which suggests that there may be a proposal to change its vegetation. This would be contrary to NDP Policy LE6 Biodiversity and paragraph 6.114. Unlike on the plans previously approved for 18/01348, the Landscape and Boundary Treatment Plan shows the post and rail fence on the eastern boundary running at right angles through the hedge. NDP Policy LE7 states that developments should avoid damage to existing native species hedgerows as far as possible and paragraph 6.117 states that where necessary for security or to constrain movement of children or animals, hedges may be reinforced on the side away from the road by fencing. However, recognising that this is a variation of condition application, if the Landscape and Boundary Treatment Plan were to be altered, with the post and rail fence removed from the roadside bank and from running through the hedge, and the roadside bank shown as wildflower meadow instead of lawn, the Parish Council would withdraw its objection.</p> |
| <p>24/01502/FULL Woodfield, Hatmill Lane, Brenchley, TN12 7AE</p>                         | <p>Single storey rear extension<br/><b>RESOLVED TO RECOMMEND: APPROVE</b><br/>However, the Parish Council requests a condition requiring the rooflights to be fitted with blackout blinds, to comply with Policy LE8 Dark skies of the Brenchley and Matfield Neighbourhood Development Plan</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>24/01566/LBC Crittenden House, Crittenden Road, Matfield, Kent, TN12 7EN</p>           | <p>Listed Building Consent: Change of use of small barn to holiday let accommodation, including remodelling of existing lean-to extension<br/><b>RESOLVED TO RECOMMEND: APPROVE</b><br/>However, the Parish Council would defer to TWBC's Conservation Officer concerning its effect on the listed building in whose curtilage it lies.<br/>Given its proximity to the listed building and its situation in</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                                            | <p>a garden listed in the Kent Compendium of Historic Parks and Gardens, together with the fact that the building is very close to, and is in the setting of, the High Weald National Landscape, it is important that no new gates, fences, driveways, parking areas or exterior lighting follow this development. Therefore, the Parish Council requests that in order to comply with Policies LE2, LE3, LE7 and LE8 of the Brenchley and Matfield Neighbourhood Development Plan, conditions should be imposed removing permitted development rights and concerning any exterior lighting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>24/01562/FULL Foxwood House, Foxhole Lane, Matfield, Kent, TN12 7ES</p> | <p>Relocation of front entrance to the property, extension of existing canopy to the first-floor balcony, removal of existing dormer to be replaced with two roof lights, replacement of all windows, doors and external rear patio, lowering of the ground floor level and associated internal alterations.</p> <p><b>RESOLVED TO RECOMMEND: APPROVE</b></p> <p>However, noting that the site is in the High Weald National Landscape (HWNL) and that the delegated report for Planning Permission 13/00551/HOUSE said “it should be noted that any future applications will need to be looked at very carefully in respect of cumulative impact of additional volume to the original house”, and noting that this development involves converting the garage space to residential, the Parish Council requests a condition removing permitted development rights in order to conserve the HWNL. To comply with Policy LE8 Dark skies of the Brenchley and Matfield Neighbourhood Development Plan a condition requiring the rooflights to be fitted with blackout blinds is also requested.</p> |

## 2. Local Plan Hearings – to note submission

The Council noted the submission made on Thursday 27<sup>th</sup> June, following agreement by email, regarding the Strategic Transport Assessment Modelling Appraisal. EA and AD are attending the hearings.

## 10. Projects

### 1. Brenchley Recreation Ground – to consider replacement bench

The Council considered the broken memorial bench at Brenchley Rec given that it has to be moved due to the proximity of the pull-up bars. The Council considered the repair of the bench as well as replacement. A new bench would be sited on a barked area where the cherry tree was recently removed.

**RESOLVED to purchase and install a new standard bench at Brenchley Recreation Ground**

### 2. PROW Gates – update

JR has circulated a letter to approximately eight Landowners for the stiles that residents have flagged as causing problems, there are around 20 stiles in total. One has already responded favourably.

### 3. Jack Verrall Gardens Refurbishment - update

Cllr Anderson and Cllr Dewdney have made contact with the Horticultural Society and will meet with them to discuss some of the details of the proposals. The BizGive grant funding application has been submitted (£5k maximum non match-funded) and the decision will be made after November which gives sufficient time to obtain costed quotes for the work agreed.

#### **11. Matfield Village Hall - to consider request to fund CCTV**

The Council considered a request, quotes previously discussed by the Council in September 2023, to collaborate and part fund CCTV covering Matfield Village Hall and the toilets.

Given the anticipated playground area being created, the Council agreed to review this matter nearer the time that project was nearing completion rather than agree any contribution to a system for the MVH at this time.

#### **12. Clerk's report**

##### **1. Newsletter and works updates**

The Clerk advised that the Summer Newsletter had been circulated and some other recent works and activities:

- Cherry Tree removed at Brenchley Rec
- Trenches filled and Boulders on Green and by Pavilion imminent (UKSPF grant application submitted)
- Noticeboards at Cinderhill being put up in August, prohibitions board already in place
- Repair of Brenchley War Memorial imminent
- Letter written to resident accessing Porters Wood with a small digger
- Plaque commemorating the lighting of the Beacon has been received
- New flag for JVMG ordered
- New bench being added on Green in August (replacing the old one)
- PAT testing at Pavilion has been completed
- Tap at Pond has been disconnected
- Playground Inspections are booked for August
- Met with new PWCAC Assistant Operations Manager
- New Transparency Code requirement on Website – expenditure over £500 listed quarterly see RFOs report

##### **2. Purchase of Marquee – to consider**

The Council considered some costs for marquees and discussed the pros and cons of buying a marquee which included storage, costs, transportation, frequency of use, insurance, hire agreements and most significantly how it would be erected. The Clerk was asked to publicise locally for a group of at least 6 people to form a group that would be able to put the marquee up and take it down to ascertain whether it would be viable to purchase a marquee.

**Action Clerk**

##### **3. Viewpoint – to consider further bin**

The Council discussed a request for a further slot-top bin to be added at the Viewpoint, as the location is particularly heavily used in the good weather. It was agreed that Cllr Mobbs would request that TWBC would install and empty this but if that was not possible a bin would be purchased, noting that it may require an over-budget expenditure.

**RESOLVED to install a second bin at the Viewpoint**

#### **13. RFO's Report**

##### **1. Accounts payable**

3091 Churchill

May Toilet Cleaning services Overpaid May invoice.  
June payment reduced. Standing order adjusted.

£721.86

|      |                       |                                             |         |
|------|-----------------------|---------------------------------------------|---------|
| 3097 | HMRC                  | Tax and NI June 2024                        | £596.54 |
| 3098 | C. Brooks             | June mileage £73.80 Salary Balance £53.27   | £127.07 |
| 3099 | Tree works            | Matfield Green Tree trimming around beacon  | £192.00 |
| 3100 | Business Stream       | Final water bill Matfield Pond              | £6.26   |
| 3101 | VR Landscapes         | Repairs to verges Matfield Green            | £492.00 |
| 3102 | Waste Way             | Bin emptying Porters Wood and Brenchley Rec | £38.40  |
| 3103 | Capel                 | Repair to Car Park Fencing Brenchley Rec    | £55.80  |
| 3104 | BeSure                | Annual Fire Alarm maintenance May 24-25     | £186.19 |
| 3105 | Twyman                | Pavilion Cleaning 25/4,9/5,23/5,6/6         | £60.00  |
| 3106 | Knockout Print        | Cinderhill Signage                          | £180.00 |
| 3107 | Specialist Aggregates | Boulders for Matfield Green                 | £932.80 |
| 3108 | Rick Vallis – Silva   | Tree removal at Brenchley Recreation Ground | £360.00 |

#### **Payments by Credit Card May expenditure**

|      |                      |                                          |         |
|------|----------------------|------------------------------------------|---------|
| 3109 | Lloyds Multicard     | Monthly fees June 2024                   | £3.00   |
|      | West Riding Sign and |                                          |         |
|      | Print UK engravers   | Beacon Plaque for D Day                  | £101.40 |
|      | KALC                 | Advance Planning Training Cllr Akenhead  | £60.00  |
|      | M&S                  | Refreshments for KALC Chairmen's Meeting | £93.17  |
|      | NALC                 | Emergency Planning Training Cllr Buttery | £39.22  |

#### **Standing Orders and Direct Debits or Information**

|      |                      |                                                                                                |           |
|------|----------------------|------------------------------------------------------------------------------------------------|-----------|
| 3110 | SO C. Brooks         | Salary June 2024                                                                               | £1,979.75 |
| 3111 | SO Panetta Horn      | Salary June 2024                                                                               | £648.20   |
| 3112 | DD Smart Pension     | June 2024 Pension Payment                                                                      | £788.05   |
| 3113 | DD EDF Energy        | Pavilion Electricity May 2024                                                                  | £20.88    |
| 3114 | SO Microshade        | June data and application service Invoice 184.86.<br>Credit £9.16                              | £194.02   |
| 3115 | DD EDF Energy        | Electricity Brenchley Toilets June                                                             | £29.27    |
| 3116 | DD Smart Pension     | June Pension admin fee                                                                         | £26.40    |
| 3117 | SO Churchill Group   | June Toilet Cleaning services                                                                  | £817.31   |
| 3118 | SO Capel Groundcare  | Playground Inspection Monthly premium May 2024                                                 | £112.80   |
| 3119 | SO Capel Groundcare  | SIDs battery change, data download and movement<br>between pole, Monthly annual contract April | £164.87   |
| 3120 | DD Everflow          | Water Charges 22/7 -21/8                                                                       | £245.77   |
| 3121 | DD Tec Work          | IT Support 10 hours credit                                                                     | £960.00   |
| 3122 | DD FirstCom TecWorks | Monthly Phone and Broadband Service June                                                       | £172.80   |

The RFO having provided invoices for scrutiny the accounts were approved for payment and would be authorised by Cllr Akenhead and Cllr Anderson.

#### **14. Meetings attended and reports by Councillors**

Cllr Buttery had attended the TWBC Parish Chairs meeting and the KALC Area Committee.

Cllr Churchill and Cllr Akenhead attended a meeting regarding the Volitalia Bockingfold development.

#### **15. To be advised of urgent business**

None.

#### **16. Date of next meeting: Monday 2<sup>nd</sup> September, 7pm, Matfield Pavilion**