

MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD ON MONDAY 4TH JULY 2022 AT 7PM AT MATFIELD PAVILION

Present: Councillors J. Buttery (Chair) presided, G. Warner, J. Spencer, A. Stout, E Akenhead, C. Churchill, C. Miconnet, A. Wells, M. Tunstall, C. Brooks (Clerk)

In attendance: Two members of the public

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes of the meeting of June 6, and Closed session of the same date, were approved as an accurate record and were duly signed by the Chair.

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

Cllr Akenhead declared a conflict of interest in planning applications 22/01679/LBC and 22/01417 and left the room when these items were discussed.

4. To adjourn to allow public participation.

None.

5. Co-Option of a new member of the Parish Council – to consider application

An application had been received from Mrs Moira Tunstall for the vacancy on the Parish Council.

Cllr. Buttery welcomed Mrs Tunstall who spoke briefly outlining the objectives that would be her priorities, should she be elected as Parish Councillor, which included PROWS and Traffic in particular.

Mrs Tunstall and members of the public left the room and the Council voted in accordance with the Co-Option Procedure. Mrs Tunstall was appointed unanimously to the Council. The Chair welcomed Mrs Tunstall to the Council and she joined the meeting and signed the Declaration of Acceptance of Office which was countersigned by the Clerk.

6. Borough and County Councillor

Not present.

7. Chair's Announcements

- The Chair informed the Council that Cllr Warner, after many years on the Council, had advised that she would be retiring on 31st July. Cllr Buttery thanked Cllr Warner for her expert work on the Planning Committee in particular which had been extremely valuable to the Council. The Clerk would publish the Casual Vacancy on 1st August with a view to an advertisement in mid-August and a further co-option at the September meeting of the Council.

The Council discussed the management of planning matters, including responding to consultations and applications going forwards.

RESOVLED to appoint Georgie Warner as a Non-Voting Member of the Planning Committee from 1st August 2022.

RESOLVED to appoint Cllr Buttery as a member of the Planning Committee from 1st August 2022

RESOLVED to appoint Cllr Akenhead as Chair of the Planning Committee from 1st August 2022

RESOLVED to delegate planning responses from the date of this meeting until the date of the next meeting to the Clerk after consultation with members of the Planning Committee.

All responses would be listed for information on the next Agenda. It was noted that all councillors should undertake the Planning Training available via KALC.

- Cllr Buttery confirmed that no full meetings of the Council were anticipated in the summer but reminded Councillors that extraordinary meetings can be called at any time.
- A meeting regarding Cinderhill is planned for 27th July to discuss SLA and future funding. Cllr Akenhead is progressing a review of trees so that a survey can be obtained and work costed for this and fencing.
- Cllr Buttery thanked all Councillors who had manned the Parish Council stand which was well received.

8. Planning

1. Planning Applications

Application	Detail
22/01417/FULL Knowle Lodge , Knowle Road, Brenchley, Tonbridge, Kent, TN12 7DW	Erection of double garage with new access road RESOLVED TO RECOMMEND: REFUSE The PC requests that this application is considered under 4.8 (d) Category Y of the Tunbridge Wells Agreement 2020. The PC notes that the retrospective creation of a new access road was refused in 2019 – 19/02898/FULL. “The creation of the new access from Knowle Road by means of its loss of boundary treatment, changes in land level and alteration to a historic landscape feature has urbanised the site and caused harm to its rural character. The development would not conserve or enhance the character of the rural landscape or the rural lane. As such this proposal would be contrary to the provisions of Policies LBD1, EN1 and EN25 of the Tunbridge Wells Borough Local Plan 2006, Policies 4 and 14 of the Tunbridge Wells Borough Core Strategy Development Plan document 2010, the NPPF and the National Planning Practice Guidance”.
22/01517/FULL Poulhurst Farm, The Old Dairy Furnace Lane Brenchley Tonbridge Kent	Erection of entrance porch and attached garage RESOLVED TO RECOMMEND: NEUTRAL the PC notes that the conversion of this agricultural building in 2017 included a garage block to habitable use and two single extensions. The PC queries if this new attached garage respects the historic integrity of the rural Old Dairy within the heritage asset Victorian farmstead site. If TWBC decides to grant this application, the PC would like a condition imposed to safeguard this additional garage from conversion to habitable use.
22/01577/FULL Sunnyside Cryals Road Matfield Tonbridge Kent	Single storey side extension and internal alterations. Addition of dormers to already converted loft space. RESOLVED TO RECOMMEND: APPROVE the PC wishes to refer to the comments submitted with former application 21/03405/FULL. The PC continues to question the height of the roof for the converted loft and the reference to the windows being dormer. It is noted the windows do not protrude from the roofline.
22/01658/FULL Poulhurst Farm Furnace Lane Brenchley Tonbridge Kent	Erection of detached garage to serve Barn A RESOLVED TO RECOMMEND: NEUTRAL

	the PC is concerned about an additional garage building within the historic farmstead in AONB and outside LBD If TWBC decides to grant this application, the PC would like a condition imposed to safeguard this additional garage from conversion to habitable use.
22/01659/FULL Poulhurst Farm Furnace Lane Brenchley Tonbridge Kent	Erection of detached garage to serve Barn B RESOLVED TO RECOMMEND: NEUTRAL the PC is concerned about an additional garage building within the historic farmstead in AONB and outside LBD. If TWBC decides to grant this application, the PC would like a condition imposed to safeguard this additional garage from conversion to habitable use.
22/01679/LBC Matfield House The Green Matfield Tonbridge Kent	Repointing of front and side elevations of Georgian house. New lead flashings on cornice projections and string course RESOLVED TO RECOMMEND: APPROVE

2. BMPC Neighbourhood Development Plan Examiner's report – to consider

The Council discussed the examiner's report and Cllr Akenhead advised that the Steering Group had reviewed this and recommended that the proposed modifications are accepted. The timetable for the process was being sought from TWBC but it was likely that the referendum would be in the autumn.

RESOLVED to incorporate the modifications outlined by the Examiner and to proceed to a local referendum on the Neighbourhood Development Plan

Cllr Buttery led the Council in expressing thanks to all the members of the Steering Group from the inception of the NDP for a truly excellent job.

3. Enforcement Action Protocol – to agree

The Council discussed a method to ensure planning enforcement concerns were raised in a timely way with TWBC, whilst also providing for transparency. The following was agreed:

The Chair of the Planning Committee in conjunction with the Chair and Clerk have delegated authority to raise enforcement complaints on behalf of the Council.

1. Information on potential planning breaches, including photographs, circulated to the Council
2. Comments returned within a specified timescale – with Declarations of Interest noted.
3. On a majority of responses received, one of those with delegated authority submits information to TWBC Enforcement
4. Matter reported at the next PC meeting with an update on any outcome.

4. Community benefits at proposed development site in Matfield - update

Cllr Buttery reiterated the Council's recommendation to refuse the planning application and Cllr Akenhead outlined that engagement with playground suppliers was still in progress, to ensure that the Council were able to achieve the best outcome for community benefits in the event that the application was approved. A meeting had been called by the developer with members of the NDP Steering Group and Matfield Village Hall at the end of July.

5. Pembury NDP regulation 14 Consultation – to agree response

The Council discussed a draft response to the consultation and agreed that the Clerk should respond as follows:

Brenchley and Matfield Parish Council supports Pembury's ambition to have a neighbourhood development plan and recognises the enormous amount of careful work that has gone into preparing it. I confirm that this Parish Council has no objection to any of the policies in the draft neighbourhood plan for Pembury. Brenchley and Matfield Parish Council particularly supports policies P12 Dark Skies and P13 Walking and Cycling Opportunities, which could also help to reduce light spillage and motor traffic towards Matfield. This council also strongly supports non-policy action 12.13, and in connection with this would be keen to join KCC and Pembury Parish Council in exploring opportunities to manage better Kings Toll Road with respect to through motor traffic so it is for residents, cyclists, equestrians and pedestrians only.

Brenchley and Matfield parish council has for many years leased Cinderhill Centenary woodland, which shares a boundary with Pembury parish, from the Borough Council, for recreational use on foot and on horseback. The view across Cinderhill's heathland over the ghyll to land in Pembury parish is highly valued by our residents. This is close to, but not exactly, view V8 in Pembury's draft plan. We wonder if it would be possible to extend view V8 so that it encompasses the area that can be seen from Cinderhill.

9. Traffic

1. Purchase of second Speed Indicator device - to consider

Cllr Churchill outlined that the data from the SID had proved very comprehensive and that purchasing a second, smaller device, would enable greater coverage and data collection. She commented that the data obtained in the survey of speeds at Petteridge, undertaken in March 2021, lasts for three years and therefore consideration of funding traffic calming measures in that area could be deferred until next financial year.

The quote from KCC for an extra SID is £4221.51 and this lighter device could be repositioned regularly with the heavier existing SID remaining in Matfield, pointing in alternate directions.

RESOLVED to buy a "mini" Speed Indicator Device

2. Movement of SID

Cllrs Buttery and Spencer agreed to assist in the repositioning of the SID on a regular basis.

3. Purchase of retro-fit Bluetooth functionality for existing SID – to consider

The Council discussed the merits of fitting Bluetooth to the current SID to assist in the downloading of data. It was noted that the new mini SID would already have Bluetooth built in.

RESOLVED to purchase a retrofit of the Bluetooth function for the Council's Speed Indicator Device.

4. RSI meeting outcomes and data retrieved from SID

Data downloaded from the SID from May 2022 was briefly discussed. Analysis of the data would be undertaken and it is anticipated that the Council will publish information in suitable formats in due course for residents to see and to underpin further discussion of the Highways Improvement Plan.

10. Tree Survey

The Council considered reports received from Treeworks following the full survey of Council trees together with costings for remedial work and diagrams.

The Council discussed the matter at length, given that the work required to be undertaken within the current financial year totalled £6070, with this amount being over budget by approximately £1500. It was agreed that all work deemed required for safety reasons was required but also that delaying other work would not be cost-effective.

RESOLVED that the works listed in the tree survey as required with the current financial year be undertaken.

11. Allotments – to consider unbudgeted expenditure

Cllr Miconnet advised that work on abandoned plots has become more frequent as there are no residents on the waiting list for tenancies, though these are regularly advertised. Work to put “dormant” plots into a reasonable state was discussed as Cllr Miconnet advised that this work would bear a cost, currently unbudgeted but that the loss of fee income from plots that no one wanted would have offset these costs.

RESOLVED to undertake strimming work on untenanted plots to the sum of £200 in the autumn

RESOLVED to undertake work as quoted in the sum of £175 to plot 19

12. Clerk’s and RFO’s Report

1. Correspondence – responses issued

The Clerk had circulated correspondence and responses written by individual Councillors on the following issues, for information:

- Traffic outside Brenchley school
- Proposals at Tong Farm
- The boundary at the Council’s land at Cooksfield
- Unsuitable for HGVs signs at Crittenden Road
- Roadside hedging at the Fernham Homes development
- Mowing at the Drying Ground

2. Playground inspection report

The first monthly inspection report was briefly discussed and Cllr Spencer and the Clerk would progress work identified, with the budget for this area of £2,000. The RoSPA inspection is due in July.

3. Accounts payable

The Council had also received the budget spend to date demonstrating the available funds in each cost centre.

2282	HMRC	Tax and NI June 2022	£695.12
2283	C. Brooks	Salary Balance June	£71.18
2284	Business Stream	Pond Water to 20.05.22	£10.39
2285	K.Twyman	June Cleaning of Pavilion (26/5 9/7)	£45.00
2286	Wealden Benches	Bench for Green purchased by Grove family	£594.95
2287	Nicole Ruegseggar	Music for Jubilee to Love Matfield	£200.00
2288	FM Rae	Café Society for Jubilee to Love Matfield	£300.00
2289	Capel Groundcare	Installation of new Bench platform Mat Green	£535.08
2290	Churchill Group	Toilet Cleaning services for May 22	£677.32
2291	Churchill Group	Toilet Cleaning services for June 22	£677.32
2292	Wasteway	May Bin emptying Brenchley Rec	£38.40
2294	Tree Works	Tree Survey	£888.00
2295	Elm Fencing	Replacement fencing at JV Gardens	£2322.00
2296	Business Stream	Allotments water to 20/6	£21.36
2297	David Izzard	JV gardening May and June	£50.00
2298	James Spencer	Reimbursement Jubilee Bunting Petteridge	£184.50
2299	Panetta Horn	Reimbursement of Stamps	£6.85
2316	Capel Groundcare	Playground Inspection June	£54.00

Credit Card Payments made

2293	Lloyds Bank Fees	Monthly Fee May	£3.00
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2300	Asda	Batteries for Wildlife Camera	£6.00
2301	Amazon	Safety Signs	£15.32
2302	Sara Enterprises	No Smoking signs	£6.49
2303	Tesco	Cleaning products for Pavilion	£10.94
2318	SLCC	ILca to CiLCA training C. Brooks	£144.00

Standing Orders and Direct Debits

2304	SO C. Brooks	Salary June 2022	£1806.47
2305	SO Panetta Horn	Salary June 2022	£519.82
2306	DD Smart Pension	June 2022 Pension Payment	£336.99
2307	DD EDF Energy	Pavilion Electricity 9/5-9/6 2022	£218.00
2308	DD Microshade	June data and application service	£124.30
2309	DD Business Stream	June 22 Pavilion water and waste	£7.00
2310	DD Tower	Phone Equipment Leasing June 2022	
		36 month agreement ending December 2024	£30.02
2311	DD Smart Pension	June 2022 Pension admin fee	£18.00
2312	DD Npower	Streetlight electricity June 2022	£68.85
2313	DD Grenke	July to Sept Printer contract	£122.40
2314	SO Capel Groundcare NEW	Playground Inspection Jul-Dec 2022 monthly contract	£54.00
2317	SO Churchill Group NEW	Toilet Cleaning for July 22	£677.32

RESOLVED that the RFO having provided invoices for scrutiny the accounts were approved for payment and would be authorised by Cllr Churchill and Cllr Wells

13. Meetings attended and reports by Councillors

- Cllr Buttery attended the online TWBC Parish Chairs meeting on 14/6/22, including reference to the introduction of TWBC holding some Cabinet meetings around the villages in turn, the first having since been held at Cranbrook, to improve local engagement and transparency.
- Cllr Churchill attended the online meeting relating to the proposals for a Solar Farm at Bockingfold Farm in Marden. She has raised concerns with the developer concerning HGV and traffic routes related to the works that may affect this parish.
- Cllr Churchill had attended the Road Safety Initiative meeting which was well attended and continuing to work on data collection and analysis.
- Cllr Churchill attend the Weald Patient Participation meeting which discussed concerns about access to services.
- Cllr Stout attended the KALC Area Committee meeting with other parishes in the Borough, broad discussions included a suggestion that Planning Committee leads meet regularly to address concerns about how planning matters are discussed by TWBC.

14. To be advised of urgent business as may be previously notified

None.

15. Date of next meeting:

Provisional Full Council Meeting 7pm, Tuesday 19th July, Matfield Pavilion

Finance Committee Meeting, 10.30am. Tuesday 12th July, Matfield Pavilion

Full Meeting of the Council 7pm, Monday 5th September, Matfield Pavilion