



BRENCHEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
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MINUTES OF A MEETING OF BRENCHEY AND MATFIELD PARISH COUNCIL HELD ON MONDAY 4th NOVEMBER 2024, AT 7PM AT MATFIELD PAVILION

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

In attendance: Cllr Tom Mobbs (TWBC) part

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes of the meeting of 7th October 2024 were approved as an accurate record and were duly signed by the Chairman.

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

Cllr Reynolds declared a perception of bias interest regarding the request for a donation to the Scouts and did not participate in nor vote on the matter.

Cllr Thompson declared a perception of bias interest regarding the plans for tree work on the boundary of the allotments and did not participate in nor vote on the matter.

4. To adjourn to allow public participation.

None.

5. Borough and County Councillor

None present at the time of this Agenda item.

6. Chairman's Announcements

- Cllr Wendy Chown had tendered her resignation and the casual vacancy would be publicised in the New Year
- Remembrance Sunday – Cllr Churchill will be at Matfield and Cllr Buttery at Brenchley
- The Council agreed that the Clerk would approach Bev Barsley to see if she would welcome the formal naming of the beacon as the John Barsley Memorial Beacon, having checked with Matfield Village Hall as to their own plans.
- The Council noted the meeting with Mike Martin MP arranged for 11.30am on Thursday 7th Nov, discussion points had been circulated with confirmed attendees: JB, EA, CC, AS, AD, JR. The Clerk would take action point notes only.
- Cllr Buttery had agreed with the residents requesting further Christmas lights by pond that a full proposal would be put together in advance of Christmas 2025.
- Andrew Cameron – New “Priest in Charge” at All Saints, PC invitation for Wednesday 27th November at 7.30pm, this event is open for all to attend.

7. Planning

1. Planning Applications

24/02412/FULL Little Cowden Farm, Fairmans Lane, Brenchley, Tonbridge, Kent, TN12 7BB	Variation of Condition 2 of Planning Permission 21/03395/FULL - Relocation of pond, alterations to parking & turning, amendments to plots 1, 2 & 3 including removal of & extension onto terrace area and alterations to fenestration on all elevations RESOLVED TO RECOMMEND: NEUTRAL The proposed relocation of the pond appears sensible and addresses one of the concerns BMPC had expressed about the original application. However, its construction will need to be carefully designed and managed so that it will not risk causing flooding to nearby properties. The proposed revised elevations show a considerable increase in fenestration, especially on the outward facing sides of Plots 1 and 3 and on the rear elevations. This conflicts with the recently adopted HWAONB Management Plan 2024-29 and the High Weald AONB Dark skies guidance. It therefore also fails to comply with Policy LE1 Conserving and enhancing the AONB of the Brenchley and Matfield Neighbourhood Development Plan as well as with Policy LE8 Dark skies.
24/02479/FULL and 24/02480/LBC Castle Hill Cottage, Crook Road, Brenchley, Kent, TN12 7BN	Erection of single storey rear extension following demolition of existing conservatory. RESOLVED TO RECOMMEND: APPROVE Subject to the views of the Conservation Officer
24/02503/LBC Chillmill Manor, Fairmans Lane, Brenchley, Kent, TN12 7AL	Listed Building Consent - External Redecoration of the existing Manor including the original timber frame & amendments to fenestration RESOLVED TO RECOMMEND: NEUTRAL The application form and Design and Access Statement only refer to the proposed repair and redecoration, which the Parish Council fully supports. However, the plans submitted with this application and the title given to it by TWBC also indicate changes to the fenestration. The Parish Council does have some concern about the proposed amendments to the fenestration, particularly the proposed amended window 1 on the proposed side elevation in Plan 320, which would replace the original fabric of the wall with new glazed panels. The Parish Council would have wished to know the views of the Conservation Officer on whether the proposed alterations, in addition to those already approved, would harm the significance of this listed building without significant public benefit and hence would fail to comply with paragraphs 203 and 208 of the NPPF, Core Policy 4 of TWBC's Core Strategy 2010, and Policy LE3 of the Brenchley and Matfield Neighbourhood Development Plan.
24/02429/FULL Highlands, Chantlers Hill, Paddock Wood, Kent, TN12 6LU	Self-Build - Erection of dwelling in place of demolished garage RESOLVED TO RECOMMEND: REFUSE While it is clear from the plans that the proposed new 3

	bedroom dwelling would share the existing access from Chantlers Hill with Highlands, there is no information on how parking space will be provided for the existing 5 bedroom Highlands. If the parking area shown on the plans is to be shared between the two properties, this is clearly inadequate and fails to comply with Policy AM3 and figure 32 of the Brenchley and Matfield Neighbourhood Development Plan, which would require a minimum of 5 spaces to be shared between the two properties. It is noted that to provide new parking for Highlands in addition to the proposed 3 spaces on the plot for the proposed new dwelling, either a new access off Chantlers Hill for Highlands would be required, or a wall would need to be demolished and a new parking and turning area created. The Parish Council also notes the much larger footprint of the proposed new dwelling and that this larger dwelling would not contribute so well to the need for smaller dwellings in the parish as the approved garage conversion (NDP Policy H4 and figure 15). The extensive fenestration would conflict with Policy LE8 of the Neighbourhood Development Plan. If, nevertheless, permission is granted, the Parish Council requests conditions concerning boundary treatments to comply with NDP LE2, LE7 and paragraph 6.117, measures to provide root protection for the trees close to the parking spaces (NDP LE7), surface water management (NDP D8), foul sewage disposal, and exterior lighting to comply with NDP LE8 Dark skies.
24/02556/FULL 1 Burrs Hill Cottages, Horsmonden Road, Brenchley, Kent, TN12 7AT	Variation of Condition 2 of Planning Permission 22/01203/FULL - amendments to external fenestration, internal layout and rear extension RESOLVED TO RECOMMEND: REFUSE The Parish Council notes that the plans approved under 22/01203/FULL for this house in the High Weald National Landscape involved an increase of 87.93% in volume and that the delegated report stated “given the significant increase already present on this proposal, it is unlikely that further increases in the future would be considered modest”. This new application involves an extension to the already approved single storey extension to the rear. The proposed larger dormer windows to the rear and the increased area of plate glass would conflict with the recently adopted HWAONB Management Plan 2024-29 and the High Weald AONB Dark skies guidance. The application would therefore fail to comply with Policy LE1 Conserving and enhancing the AONB of the Brenchley and Matfield Neighbourhood Development Plan as well as with Policy LE8 Dark skies, especially given the proximity to ancient woodland.

24/01860/NMAMD Chillmill Manor, Fairmans Lane, Brenchley	Non-Material Amendment in relation to 23/02843/FULL - Amendments to windows on all elevations RESOLVED TO RECOMMEND: NEUTRAL Subject to the views of the Conservation Officer, the Parish Council questions whether the proposed amendments to the approved plans for this listed building in the High Weald National Landscape are sufficiently insignificant to qualify as non-material.
24/02630/TCA The Wheelwright Arms, The Green, Matfield, Kent	Trees in a Conservation Area Notification: 2NO FIR - Fell to ground RESOLVED TO RECOMMEND: APPROVE

2. TWBC draft Local Plan new documents consultation – to confirm submission

The Council noted the Consultation responses submitted on transport and health aspects of the Local Plan. Cllr Buttery expressed appreciation to Cllr Akenhead and Cllr Dewdney for their work in preparing the response, which was echoed by all other Councillors.

Two members of the Council will attend the hearings on 18th and 19th November (EA and AD).

3. Development at Matfield Village Hall – to discuss correspondence

Correspondence between James Chapman (Clarendon Homes) and the Matfield Village Hall Management Committee was discussed. The Parish Council would be affected by these negotiations as they would affect control over the access to the PC owned parking spaces and playground and an urgent meeting as been requested with MVHMC.

RESOLVED to delegate authority to Cllr Buttery, Cllr Akenhead and Cllr Dewdney to meet with Matfield Village Hall Management Committee regarding the Clarendon Development, any significant changes to matters previously agreed with Clarendon will be referred to the Full Council to consider.

8. Projects

1. Cooksfield – update

Cllr Buttery outlined the response from Richard Hazelgrove, TWBC Principal Planning Officer, which advises that any discussion regarding alternative uses of this site really needs to be within the scope of the of a pre-application discussion to include a location plan and details of other applications that the Council would rely on to demonstrate sustainability.

Cllr Buttery and Cllr Dewdney will progress this.

Action Cllr Buttery, Cllr Dewdney

9. Finance Committee

Minutes of the meeting of 23rd October 2024 were approved as an accurate record and were signed by Cllr Buttery. Circulate the documents.

RESOLVED to adopt the Finance and Governance Risk Register as amended.

RESOLVED to approve the suggested Allotment Fees and Pavilion Licenses and fees from 1.4.25.

10. Draft Budget 2025-26 – to consider

Following the Finance Committee review the draft budget and precept for 2025/26 was adjusted with the tax base awaited for the final confirmation of the change in precept.

RESOLVED that the 2025-2026 net budget of £156,165 and precept requirement of £143,000, be approved and submitted to TWBC by the Clerk following publication of the tax base.

11. Matfield Pond – review of 2024 and proposal for 2025

The Council considered the work completed by RG Fisheries in the last calendar year, and noted the proposal for 2025 was for the same work.

It was agreed that that Cllr Stout would compile a list of maintenance tasks and that Richard Groves would be required to confirm the dates of completion of each of these tasks as well as provide clarity on specific extra works. He had been asked to quote separately for work to the trees on the large Island and in the Hammonds corner. It was noted that this being specialist work, no further quotes would be sought.

Action Cllr Stout

RESOLVED to agree the works proposal from RG Fisheries in the sum of £2400 for maintenance work at Matfield Pond in 2025.

12. Allotments – to consider proposal for boundary work

The Clerk had met with Oliver Corker who has provided a proposal for the installation of the fence on the boundary, together with tree work with some works to the allotment site included in recompense.

RESOLVED to approve the proposal from Corker Ltd for tree and fence works on the boundary at Whitethorn Allotments.

The Council briefly discussed the option to seek to sell unused land at the top of the site to the developer and, due to the sales process being in advances stages, this would await any approach by the purchasers of these properties.

13. Responsible Financial Officer – to discuss recruitment

The Clerk outlined that the Council's RFO had resigned and would be leaving on 18th December. An advertisement had been published and three applications had already received had been circulated.

Given the timeframes to allow for a handover, the closing date for applications is 6th November and interviews would need to be held on Tuesday 12th and/or Wednesday 13th November to allow for a handover. Contract terms to be agreed (inc. Pension and annual leave entitlement based on SLCC calculation) and the interview questions would be circulated to all. The appointment would be confirmed to the Council on 2nd December with an anticipated start date of w/c 9th December to give some time to allow a handover.

RESOLVED to delegate responsibility to Cllr Buttery, Cllr Dewdney and the Clerk to interview and appoint the Responsible Financial Officer.

14. Cinderhill

The Clerk outlined that the Equine Bailiff had affixed the notice after which the owner still had not removed the horse. Following extensive engagement with TWBC they have agreed to resolve this matter and fly-grazing will be specifically addressed when the lease is reviewed in 2029.

15. Clerk's report

The Clerk outlined some activities that were completed or in progress:

- Tree at Matfield Toilet – work has been undertaken by TWBC in error
- Blind Lane – Road name sign has been installed
- Keter Store is now in place behind the Pavilion

- Land and PROW at Drying Ground – engagement with new owner of The Cottage
- Engagement with resident re Chestnut at Lees Cottage being progressed with tree surgeon
- Consultation on Proxy voting and remote/hybrid meetings was outlined for Cllrs to respond to individually.

1. Brenchley Toilets – to consider quote for works

The drains have been descaled (within existing budget) however in undertaking this work they have uncovered a crack in one of the underground pipes. The pipe has dropped just before the 90o bend to the toilet, it is under the building and therefore does need to be addressed. This work has not been budgeted for however the budget available is £2,783 and the quote is for £565.

RESOLVED to instruct the Drain Detectives to undertake a repair to the underground pipes at Brenchley Toilets.

2. Donation Request – Horse signs

Cllr Mobbs has outlined a donation request to provide signs for private gardens in a specific area of the parish relating to Slow, Horses in Road. This was not approved due to concerns about a proliferation of signage in the Parish.

3. Donation Request – Scout Shed

Rob Aplin has outlined a donation request, following the Council's agreement for the Scouts to erect a shed. The budget available for donations is £1700.

RESOLVED to donate £500 to the Scouts towards the cost of erecting a shed behind the Scout Hut.

16. RFO's Report

The Clerk outlined the pay award for the National Joint Council for Local Government Services applicable from 1 April 2024 to 31 March 2025.

1. Accounts payable

3206	HMRC	Tax and NI Oct 2024	£1,063.20
3207	C. Brooks	Oct mileage £ 98.10 Salary Balance £200.45	£298.55
3208	Twyman	Pavilion Cleaning 10/10, 24/10	£30.00
3209	Waste Way	September bin collect Porters Wood and Brenchley Rec	£76.80
3210	Panetta Horn	October Pay increase and Salary Award	£193.21
3211	David Izzard	October Gardening JV and spreading bark at Rec	£37.50
3212	Beams	Donation to Beams Charity	£100.00
3213	Equine Bailiffs	Serve Control Horse Act Notice Cinderhill	£594.00
3214	Capel GroundCare	Strim and hedgecut rear area of Pavilion	£345.60
		Install new bench on MG	£86.40
3215	Matfield Grn Crickt Clb	Donation to Matfield Cricket Club	£150.00
3216	KALC	Standards Conference CC	£84.00
		Climate Change Conf JR	£84.00
		AGM JB	£9.60
3217	Knockout Print	Signage for Chatty Bench underpayment of previous inv	£1.00
3218	Commercial Services	Quarterly Mowing April - June 24	£3,934.01
3219	Rexaus	Descaling and jet clean Brenchley Toilet	£774.00
3220	SSE	SSE Streetlight electricity December 2023	£29.23
		SSE Streetlight electricity January 2024	£75.47
		SSE Streetlight electricity February 2024	£70.59
		SSE Streetlight electricity March 2024	£75.63
		SSE Streetlight electricity April 2024	£73.20
		SSE Streetlight electricity May 2024	£75.63
		SSE Streetlight electricity June 2024	£73.20

	SSE Streetlight electricity July 2024	£75.63
	SSE Streetlight electricity August 2024	£75.63
3221 Streetlights	2nd Half Street lighting maint contract	£276.92
3222 TWBC	Cinderhill Lease Oct 24 - 25	£55.00
3223 Westcotec	Replacement Battery for SIDS	£109.80

Payments by Credit Card September expenditure

3224	Lights 4 Fun	New Christmas lights	£216.00
	Gent works	Urinal Sensors	£321.60
	Amazon	Office supplies	£10.95
	B&Q	Storage shed for Mat Pav	£160.00
	Poppy shop	2 wreaths for Remembrance Day (s.137)	£50.00
	Lloyds Multicard	Monthly fees September 2024	£3.00

Interim Payments made

3225 Rexaus Drain Detectives	Emergency Drain Clearance Brenchley	£217.50
3226 Clear Councils	Annual insurance Nov 24 -Oct 25	£2,243.94

Standing Orders and Direct Debits For Information

3227 SO C. Brooks	Salary October 2024	£1,979.75
3228 SO Panetta Horn	Salary October 2024	£648.20
3229 DD Smart Pension	October 2024 Pension Payment	£1,134.07
3230 DD EDF Energy	Pavilion Electricity September 2024	£216.00
3232 SO Microshade	Software support September	£207.82
3234 DD Smart Pension	October Pension admin fee	£26.40
3235 SO Churchill Group	November Toilet Cleaning services	£817.31
3236 SO Capel Groundcare	Playground Inspections September 2024	£112.80
3237 SO Capel Groundcare	SIDs battery change, data download and movement	
	Monthly premium of annual contract September	£164.87
3238 DD Everflow	Water Charges 22/11 -21/12 Credit £190.84	£245.27
3239 DD First Com TecWorks	Monthly Phone and Broadband Service November	£172.80

The RFO having provided invoices for scrutiny the accounts would be authorised by Cllr Thompson and Cllr Anderson.

17. Meetings attended and reports by Councillors

Cllr Churchill had attended the KALC standards conference and the Joint Transportation Board meeting
Cllr Akenhead had attended a further meeting regarding the Bockingfold solar farm development
Cllr Reynolds had attended session to meet the PCSO and raise police matters
Cllr Buttery had attended the training session on Emergency Planning.

18. To be advised of urgent business

None.

19. Date of next meeting: Monday 2nd December 2024, 7pm, Matfield Pavilion