

MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL BE HELD AT 7PM ON MONDAY 6TH MARCH 2023 AT MATFIELD PAVILION

Present: Councillors J. Buttery (Chair) presided, E Akenhead, A Stout, M. Tunstall, A. Wells, C. Anderson, R. Groves, C. Brooks (Clerk)

In attendance: Cllr Steve McMillan (TWBC), Cllr Jane March (TWBC), V. Heath (Non-Voting Member)

1. To accept apologies for absence

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

2. To approve Minutes of the last meeting

Minutes from the meeting of 6th February 2023 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 pecuniary interest on 22/03643 Oakdene due to ownership of adjacent land and did not participate in the discussion or vote on the matter.

Cllr Akenhead declared a perception of bias interest on 23/00128 Little Cowden Farm and did not participate in the discussion nor vote on the matter.

Cllr Wells declared a perception of bias interest on 23/00378 Great Wood as she lives opposite the premises and did not participate in the discussion nor vote on the matter.

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 McMillan outlined some pertinent issues including that the TWBC budget had been passed with an amount being used from their reserves due to high energy costs. There were no major cuts to services and the regular consideration of disposing of assets was in progress. The Community Support Fund of £100k had been allocated to six local projects. Half the space at the Town Hall will be leased for workspaces and business uses.

Cllr March confirmed that the proposals for the A21 in the Local Plan, as recently discussed with Carlos Hone and Greg Clark in meetings with the affected parishes and National Highways, had not been settled. Cllr March and Cllr McMillan would jointly approach Mr Hone for a response on this matter.

6. Chair's Announcements

- APM date reminder Thursday 25th May 7pm at BMH – Speakers will be Greg Clark MP, Hilary Newport (CPRE) and Tirzah Bottomley for KHWP regarding Cinderhill.
- D-Day event notification Beacon Lighting, Thursday 6th June 2024
- Cllrs Corner 11th March at Grays - Cllr Buttery and Cllr Wells will attend.

7. Coronation Event – update

Cllr Buttery outlined some of the events that had been booked including a Magician, Entertainer, Band and some traditional games would be set up. The event will be held on Brenchley Memorial Field on Sunday 7th May 12 noon to 4pm.

A leaflet and poster would be finalised and promoted at the beginning of April.

The Council agreed that medals or pencils would be a suitable memento

The Working Party would meet again on 16th March to discuss some further details.

8. Planning

1. Planning Applications

22/03643/FULL Oakdene, Pearsons Green Road, Brenchley, Tonbridge, Kent, TN12 7DB	Removal of existing garage/store, Erection of new double storey garage/carport with store over. RESOLVED TO RECOMMEND: APPROVE A condition concerning external lighting is requested, in accordance with BMPC Neighbourhood Plan policy LE8 Dark Skies.
23/00086/HYBRID Land West of Mile Oak Road, Paddock Wood	HYBRID Application: Full Application for erection of 160 homes. Outline Application (appearance, landscaping, layout and scale reserved) for the erection of up to 400 additional homes, inclusive of associated infrastructure including land for specialist accommodation for the elderly, land for secondary school expansion, a local centre, play areas, network of new roads (and widening of existing roads), surface water drainage features, car and cycle parking and open space and associated works, Land West Of Queen Street And Mile Oak Road Paddock Wood Tonbridge Kent TN12 6NP RESOLVED TO RECOMMEND: REFUSE As many of the documents submitted with these applications cover both applications and they cover one Strategic Site allocation in the Submission Draft Local Plan, the Parish Council is responding to them together. The Parish Council notes the failure to assess the effects of the additional vehicular traffic from the proposed developments on Brenchley and Matfield village centres, and at Market Heath outside Brenchley and Matfield primary school, where congestion at peak times is already a problem. Nor have the effects been assessed on the Standings Cross (The Poet) crossroads or the Pixot Hill crossroads, both of which are locally known accident blackspots owing to poor visibility. We object to the fact that despite the increased traffic that these developments will bring, no mitigation measures to slow traffic or to provide safe road crossing facilities for pedestrians on the B2160, or Brenchley High Street or Brenchley Road, are proposed. We question the modelled distribution of traffic, particularly that only 4.1% will travel up Pixot Hill and 25.9% up the B2160 through Matfield. We note that no traffic counts appear to have been done on Pixot Hill. Until the proposed works on the A228 have been complete, and especially during the A228 construction period, a large proportion of vehicular traffic from the development must be expected to travel through Brenchley and Matfield. We question whether the estimate that the first phase of development (330 units) will generate only 142 vehicular movements during the AM/PM peak periods is realistic, particularly as some of the proposed mitigation measures are unlikely to be available during phase 1. We also question whether the estimate

	that the eventual 1,100 residential units will generate only 473 vehicular movements in the peak periods is realistic. No estimate appears to have been made of the additional congestion that would occur at the B2160/A21 roundabout at Kippings Cross and the Blue Boys roundabout. Further congestion there will lead to increased rat running on and destruction of the character of historic rural lanes in Brenchley and Matfield parish. These are an important feature of the High Weald AONB and which the High Weald AONB Management Plan aims to conserve. The Parish Council objects to the proposal that in these developments the built area at the southern end will be closer to Brenchley and Matfield's parish boundary than was proposed in the Submission Draft Local Plan, and with a less dense landscape buffer, eroding the planned separation between the settlements and thus also slightly damaging the significance of the listed buildings on the Brenchley and Matfield side of the boundary. If TWBC decides to permit these applications, there should be a condition to test the projected traffic model at the end of Phase 1 with actual vehicle movements, to assess what additional measures may be necessary at a number of the junctions and to mitigate the effects on pedestrians in our parish. The Parish Council is concerned about the potential effect on air quality of additional congestion in Brenchley and Matfield village centres, where several of the houses are very close to the streets, and, if TWBC decides to permit these applications, requests a condition requiring air quality measurements in both village centres before, during and on completion of construction of the proposed developments. The Parish Council is very concerned about the likely effects of construction traffic on Brenchley and Matfield parish, both within the villages and on the rural lanes. If permission is granted, it should be subject to a condition routeing all construction HGV traffic along the A228, Badsell Road and Mascalls Court Road, and forbidding the parking of construction vehicles in Brenchley and Matfield parish.
23/00118/HYBRID Land West of Queen Street, Paddock Wood	Hybrid Application: Full Application for erection of 170 homes and Waste Water Treatment Works together with temporary construction/haul road off Queen Street to enable the delivery of the Waste Water Treatment Works and up to 150 dwellings, Outline Application (appearance, landscaping, layout and scale reserved) for the erection of up to 430 additional homes, inclusive of associated infrastructure including land for a new primary school, play areas, allotments, network of new roads (and widening of existing roads), surface water drainage features, car and cycle parking and open space and associated works, RESOLVED TO RECOMMEND: REFUSE Text as above.
23/00128/FULL Little Cowden Farm Fairmans Lane, Brenchley, Tonbridge, Kent, TN12 7BB	Demolition of existing agricultural buildings, Erection of a replacement agricultural barn RESOLVED TO RECOMMEND: REFUSE The Parish Council questions whether these derelict and long-abandoned structures can justify rebuilding and notes that there is no information on the type of agricultural activity to be undertaken on site that is expected to require machinery to be stored in this new building. It does not appear that this small, largely wooded site will support any real agricultural business, now that the

	remaining buildings have permission to be converted to residential. If that permission is not implemented, then the existing buildings on site could be used for machinery storage. If the proposed new building is merely to be used to store machinery for the maintenance of a landscape and environment plan once the other buildings have been converted to residential, then a smaller building should be sufficient. The proposed 8 skylights in the new building do not appear necessary for storage of farm machinery and would appear to conflict with Neighbourhood Plan Policy LE8 Dark Skies. The proposal appears somewhat unclear as regards whether the WC block would be retained or demolished. However, if TWBC is minded to approve the application, the following conditions are requested: • The condition that has been put on other agricultural buildings in the parish: "Building to be used for agricultural storage and no other purpose. Should the agricultural use of the approved building cease within 10 years of the date on which the development is completed, then the building must be removed from the land and the site restored". • A condition concerning exterior lighting • A condition requiring complete demolition and removal of all remaining buildings on the site, apart from those covered by planning permission 21/03395/FULL and the building to be constructed under this application • A condition requiring a long term LEMP for the remaining area of this site, which will be in the (blue line) ownership of this agricultural building. Notice should be taken of the 5 target notes listed on the Phase 1 Habitat Map submitted by Landvision, the Landscape Architects in 2020 in connection with 21/03395. Conditions on this subsequent barn application could "beef-up" the conservation of the pond, habitats for biodiversity and protection of rough grassland etc. It is noted that hand clearance with no machinery should be used for conserving refuge for reptiles and amphibians on the site.
23/00193/FULL Cork Wood Cottage Fairmans Lane, Brenchley, Tonbridge, Kent, TN12 7AL	The erection and operation of 46 ground mounted solar PV panels RESOLVED TO RECOMMEND: APPROVE The Parish council notes that this application is supported by Policy D6 of the Neighbourhood Development Plan
23/00196/SUB Holmbush Brenchley Road Matfield Tonbridge Kent TN12 7PP	Partial Submission of Details in relation to Conditions 6b - (External Lighting) and 6c - (Satellite Dish Details) of 22/00949/LBC RESOLVED TO RECOMMEND: REFUSE While lighting over the staircase outside the garage appears necessary for safety reason the overall quantity of exterior lighting proposed appears excessive in this part of the AONB and would conflict with Neighbourhood Plan Policy LE8 Dark skies. The Parish Council also questions whether the types of lights proposed comply with the requirements of Policy LE8. Any lighting that is to be permitted should also be controlled by PIR.
23/00217/FULL Beechwood, Cryals Road, Matfield, Tonbridge, Kent, TN12 7LN	Erection of a permanent stable block RESOLVED TO RECOMMEND: NEUTRAL There appears to be a discrepancy between the application form, which refers to 2 loose boxes, a hay barn and a tack room, and the Proposed Plan and Elevations, which show 3 stables and a tack room.

	It is not clear from the application documents whether the proposed building is for private or commercial use. If it is proposed to add these 3 stables as well as keeping the existing stables, there could be stabling for 4 or more horses, in which case the grazing land associated with the stables is likely to be insufficient. This could lead to the land becoming poached and overgrazed, especially as the paddock to the southwest of Beechwood is heavily overshadowed by trees. The Parish Council notes that British Horse Society advice concerning fire precautions in stables https://www.bhs.org.uk/horse-care-and-welfare/health-care-management/stable-safety/stable-fires includes • Ensure all combustible materials are stored well away from the stables including bedding, feed, hay, straw and husbandry items like rugs etc. • Ensure the muck heap is located downwind at least 15 metres from your stables. • Never stable animals in barns alongside hay, straw and vehicles. It is noted that although the site is in a nitrate vulnerable zone, no details have been given for manure storage and disposal. However, it is recognised that the stable would be largely on existing hard standing, close to existing buildings, and although visible from neighbouring public footpaths it would be reasonably well screened by trees and hedges. If TWBC is minded to approve this application, the following conditions are requested: • Private use connected with Beechwood only • Demolition if equestrian use ceases • External lighting, to comply with Brenchley and Matfield NDP LE 8 Dark Skies • Details of manure storage and disposal • Details of surface water drainage to comply with NDP D8 Surface Water Management.
23/00279/SUB Land Between Long Leas And Pear Tree Cottage Maidstone Road Matfield Tonbridge Kent	Submission of Details in relation to Conditions 16 - (Surface Water Drainage Scheme) and 17 - (Implementation, Maintenance and Management of Drainage Scheme) of 17/01142/FULL RESOLVED TO RECOMMEND: REFUSE The drainage sign-off report submitted with this application was dated 8 December 2022. However, after this, around Christmas and New Year, there was significant flooding arising within and from the development, so the measures described in this application that are said to have solved the problem appear to have failed to do so. Further investigation and further measures are clearly required before these details can be signed off. The Parish Council has also been informed that local residents question whether the works that the drainage sign-off report says have been undertaken have in fact occurred.
23/00306/FULL Spring Farm Horsmonden Road Brenchley Tonbridge Kent	Proposed conversion of existing structure to one dwelling RESOLVED TO RECOMMEND: NEUTRAL As an entire wall of the building would be completely removed and rebuilt further out, this would arguably constitute extensive rebuilding or extension and therefore the proposal may not meet the requirements of Local Plan Policy H13.1.

	The proposal clearly does not meet the requirements of Policy BE1 of the Brenchley and Matfield Neighbourhood Development Plan (NDP). The building is very close to Flood Zone 2 and the proposed development arguably does not meet the requirements of NDP Policy D8. The proposed development does not comply with requirements of NDP Policies D1 and D2 in its lack of overhangs, which are untypical of the AONB. However, visually it could be an improvement on the existing building. Providing a single storey two bedroomed house could help to meet a housing need in the parish as identified in the 2020 housing needs survey, though its position and interior design dimensions would not be supported by NDP Policy H5.
23/00378/FULL Great Wood, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BL	Erection of timber storage building on concrete slab in connection with existing land use RESOLVED TO RECOMMEND: APPROVE Provided that approval is conditional on • the building described in 22/02105/AGGREQ not being proceeded with • the removal of the existing structures within the Great Wood, i.e. the metal shed to the southeast of the proposed new building and the existing wood and scaffolding structure on the site proposed for 22/02105/AGGREQ • The replacement hedge required under approved application 18/000942 for the access being planted before works on the new building commence. This may require the boundary fence with Crook Road to be moved back in order to allow enough space for a hedge to be planted alongside the ditch • A landscape plan/scheme for the Great Wood, including some planting to screen the proposed new shed, with a programme of implementation plus a 5 year management plan.

9. Kippings Cross – correspondence from Greg Clark MP

The Council briefly discussed an email received from Greg Clark MP following meetings in January and February regarding proposals for changes to the highway around Kippings Cross, as proposed in the Draft TWBC Local Plan. The matter had been raised with National Highways and the A21 Reference Group and any further information sent from Greg would be circulated to all interested parties.

10. Toilets – update

Cllr Buttery advised that the draft transfer documents are currently with TWBC, their lead on this has recently left the Council so it is being taken up by another officer, which may increase delays further. The Council's solicitor has provided comments and is undertaking further searches, the matter may not conclude by 31 March however this would not affect the parish adversely as the cleaning contract is in place. Apportioned invoices for utilities, insurance and maintenance since last April have been requested again.

11. Cinderhill

1. 2023-24 KHWP Service Level Agreement – to approve

The Council discussed an amended Draft of the SLA which Cllr Akenhead had reviewed.

RESOLVED to approve the Service Level Agreement for work by Kent High Weald Partnership at Cinderhill for the year 2023-24

2. Football pitch funding opportunity

Cllr Akenhead and Cllr Buttery attended a meeting regarding a funding stream for the work planned on the football pitch, to return it to woodland, which includes planting trees and some fencing. A site visit will be undertaken and if deemed suitable an application would be submitted.

12. Matfield Pond – update

The Council briefly discussed an email received from the Environment Agency following a site meeting on 13th February. Cllr Groves outlined that the EA had changed the requirements for the extraction and removal of fish and that he would progress this as soon as possible with British Aquacare, given that the removal of fish should be done in the cold weather, 14th March had been suggested. A more formal, clear letter from the EA would be sought so that information could be published to residents before any extraction was carried out.

Cllr Groves, Clerk

13. Allotment - update for the new season

Cllr Tunstall provided an update on new season starting 1st April, there had been promotion of vacant plots in Roundabout and on Social Media, and a leaflet to new residents at Homebush Green, two new tenants would shortly be starting. Work has been completed to top boundary (see below re grant funding received), internal hedges will be cut on 8 May.

14. Clerk's and RFO's Report

1. Correspondence regarding hedge on Matfield Green

The Council had received an approach from Mr Meredith, owner of the White House on Matfield Green, requesting that he be permitted to plant a hedge to connect from the existing hedge and obscure his garage and driveway. The Clerk had met with Mr Meredith on site to review the plans. Mr Meredith confirmed his commitment to assume responsibility for the maintenance and trimming of the hedge on the Council's side in perpetuity and the Clerk had requested that this be formally included as an agreement in the Property Information form should Mr Meredith sell his property.

The Council discussed concerns about the loss of land on the Green by planting a hedge and that a slow growing variety would be preferable. The Clerk would provide an agreement document to Mr Meredith to sign.

RESOLVED to permit the planting of a yew and holly hedge on Matfield Green extending from the existing hedge to 2 metres from the road, with maintenance to be undertaken by the owner of the White House in perpetuity.

2. UKSPF funding application

The Clerk advised that the Council's application for a grant towards the part completed allotment work has been approved, in the sum of £1320, evidence of outcomes was required by TWBC and the Clerk would attend to this with a report and photographs. A second round of this funding stream will be available in the next financial year (up to £3500 per application).

3. MVH Defibrillator donation – to confirm £750 agreed via email

The Clerk confirmed that, following majority responses received via email due to timeframes for the Village Hall Committee, the sum of £750 was agreed as a donation towards the purchase of a defibrillator.

4. Donation request – CAB

The Clerk confirmed the remaining budget in the financial year stands at £250.

RESOLVED to donate £250 to the North and West Kent Citizens Advice Bureau.

5. Clerk's Qualification

The Clerk advised the Council of the completion the Level 2 Ilca to Cilca qualification with the Society of Local Council Clerks, there were 5 papers: Core Roles, Community, Finance, Management and Law. The Council congratulated the Clerk on the achievement.

6. PC representative on MVH Committee

Following an indication from Niccy Marriott, the Council considered whether a Parish Councillor would take on the role of representing the PC on the Matfield Village Hall Committee. It was agreed that Cllr Groves would take on this responsibility at the next opportunity.

7. Accounts payable

Payments Authorised During February

2559	AC Carpentry	Repairs to Pavilion doors	£50.00
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Payments for Authorisation

2560	HMRC	Tax and NI February 2023	£624.20
2561	C. Brooks	Salary Balance Jan 2023	
		January Mileage £71.80	£45.00
2562	Panetta Horn	Salary Balance January 2023	£16.59
		Expenses Hammonds Refreshments	£14.57
		Expenses Amazon Mouse	£9.99
2563	CVD	Phone Line rental / Broadband February 2023	£84.92
2564	Homestart	Donation	£250.00
2565	KCC	Transfer of RPA payments to KCC for Educational Visits	£5700.00
2566	KCC	Contribution to High Weald Partnership 2022-23	£3500.00
2567	Matfield Village Hall	Donation towards Cost of installing Defibrillator	£750.00
2568	Open Spaces Society	Training- Protecting Commons, Greens & Open Spaces	
		18/4 Cllrs Stout and Tunstall	£160.00
2569	Streetlights	Replacement LED bulbs	£840.00
2570	Mulberry	Interim Audit Nov 2022	£324.90
2571	Treeworks	Completion of Tree works	
		Jack Verrall £400	
		Brenchley Rec £1650	
		Porters Wood £180	
		Matfield Green £460	
		Viewpoint £320	£3612.00
2572	Capel Groundcare	Matfield Allotments top boundary hedges	£1104.00
2573	BT	Landline 1/11/21 – 2/2/22 £214.32 +VAT	
		Mobile 1/11/21 – 6/8/22 £216.91 + VAT	£517.48
2574	James Beach		
	The Garden Barber	Strim Allotments Car park April- Nov 2023	£375.00
2475	James Beach		
	The Garden Barber	Replacement of Allotment Tap	£40.00
2576	Katalina Twyman	February cleaning Pavilion (2/2 and 16/2)	£30.00
2577	The Handier Handyman	1 hour general maintenance at Pavilion	£32.50

Payments by Credit Card

2578	Tescos	Cleaning Products for Pavilion	£4.48
2579	Amazon	Presentation Clicker	£14.99
2580	B&Q	Batteries for Clicker	£11.00

Standing Orders and Direct Debits For Information

2581	SO C. Brooks	Salary February 2023	£1843.99
2582	SO Panetta Horn	Salary February 2023	£528.92
2583	DD Smart Pension	February 2023	£649.75
2584	DD EDF Energy	Pavilion Electricity February (£150 from 1st April)	£212.00
2585	DD Microshade	Jan data and application service	£124.30
2586	DD Business Stream	Jan 23 Pavilion water and waste	£43.00
2587	DD Tower	Phone Equipment Leasing Jan 2023 36 month agreement ending December 2024	£30.02
2588	DD Smart Pension	Jan 2023 Pension admin fee	£18.00
2589	DD Npower	Streetlight electricity Jan 2023	£55.54
2590	SO Churchill	Feb Toilet Cleaning services	£677.32
2591	SO Capel Groundcare	Playground Inspection Monthly premium Jan 2023	£54.00
2592	SO Capel Groundcare	SIDs battery change, data download and reposition Monthly premium of annual contract February 23	£158.50

The RFO having provided invoices for scrutiny the accounts were approved and would be authorised by Cllr Buttery and Cllr Wells.

15. Meetings attended and reports by Councillors

None.

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

None.

17. Date of next meeting:

Parish Council Meeting 7pm, Monday 3rd April, 2023