



BRENCHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

MINUTES OF A MEETING OF BRENCHLEY AND MATFIELD PARISH COUNCIL HELD ON MONDAY 6th NOVEMBER 2023, AT 7PM AT MATFIELD PAVILION

Present: Councillors J. Buttery (Chair) presided, E Akenhead, A Stout, A. Dewdney, C. Churchill, A. Wells, C. Anderson, V. Heath, C. Brooks (Clerk)

In attendance: 3 members of the public.

1. To accept apologies for absence

None.

2. To approve Minutes of the last meeting

Minutes from the Meeting of 2nd October 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

None.

4. To adjourn to allow public participation.

None.

5. Borough and County Councillor

None.

6. Chairman's Announcements

- Cllr Buttery confirmed that he would be placing the wreath at Brenchley and Cllr Anderson would place the wreath at Matfield for Remembrance Sunday 12th November
- The Pond Cleanup is on Sunday 19th November 10am
- New heaters in the pavilion – app controls these remotely on PC mobile, painting will be done in next few weeks with the carpet cleaning to be done after that
- Mentor/Support for Cllrs has been raised with KALC
- Damage to Matfield Green from SEW diversion – complaint in progress
- Phone/broadband contract due to go over mid-November
- Christmas – Tree will be put up in JVMG. Sunday night 3rd December will be the Brenchley lights switch on.

7. Planning

1. Planning Applications

23/02452/FULL Kippings Cross Cottage, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7HA	Variation of Condition 3 of Planning Permission 00/02064/FUL - Change of use from garage to ancillary accommodation and addition of ground floor windows/doors (retrospective) RESOLVED TO RECOMMEND: APPROVE However the Parish Council recommends the ancillary accommodation is restricted to use in conjunction with the existing dwelling on the site.
23/02524/FULL Moatlands Manor, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Demolition of modern detached garage, partial demolition of existing outbuilding, the remodelling of the retained part of the outbuilding to provide ancillary supported living accommodation and erection of three new homes and new vehicular access from Watermans Lane as previously consented under 23/01150/FULL (part-retrospective) RESOLVED TO RECOMMEND: APPROVE However the Parish Council is concerned about the drainage plan submitted with this application for the three new houses, drawing number 16124-WK-19 Rev A, which does not comply with Policy D8 Surface Water of the Neighbourhood Development Plan. The Parish Council also notes that document PS044 Updated Climate Change and Flood Zone mapping, produced for the emerging Local Plan, shows flooding occurring close to Moatlands Manor and along the stream to which it is proposed to pipe the surface water. Nor is there any indication of where the effluent from the Klargester plant will go. It is also noted that there is no information on how the surface water and sewage for the proposed remodelled, part-retained outbuilding will be dealt with. The Parish Council also recommends a condition to ensure that use of the remodelled, part-retained outbuilding/three bedroom house will remain ancillary to Moatlands Manor.
23/02601/FULL Winchmore, Brenchley Road, Matfield, Tonbridge, Kent, TN12 7PP	Part demolition of existing garage to create decking and erection of outbuilding RESOLVED TO RECOMMEND: APPROVE The Parish Council recommends that a condition should be imposed to restrict the impact of any external lighting on dark skies (NDP policy LE8 – Dark Skies)
23/02652/FULL Town Farm House High Street Brenchley, Kent	Change of use of shop area at front to residential for Grade II* listed building RESOLVED TO RECOMMEND: REFUSE The NDP Policy BE1 calls for the marketing of commercial sites to be for a minimum period of 18 months before they can be converted to residential accommodation. This site was marketed for mixed commercial/residential use for a period of 5 months last year.
23/02702/FULL 2 Central Villas, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7JR	Proposed replacement rear extension to conservatory, including 2 No. rooflights and internal alterations RESOLVED TO RECOMMEND: APPROVE The Parish Council recommends an informative or condition to restrict light spillage from the rooflights and rear doors to the replacement conservatory given this will now form a part of the day-to-day living area of the dwelling (NDP policy LE8 Dark Skies)

23/02706/FULL 3 Central Villa, Maidstone Road, Matfield, Kent, TN12 7JR	Proposed replacement rear extension to existing conservatory with 2 No. rooflights RESOLVED TO RECOMMEND: APPROVE The Parish Council recommends a condition or informative to restrict light spillage from the rooflights and rear doors to the replacement conservatory given this will now form a part of the day-to-day living area of the dwelling (NDP policy LE8 Dark Skies)
23/02819/FULL Egypt Oast, Cryals Road, Matfield, Kent, TN12 7HR	Proposed extension to rear patio RESOLVED TO RECOMMEND: REFUSE The Parish Council is concerned about the use of non-porous porcelain slabs for this proposed patio extension, especially given its size. NDP Policy D8 Surface water management requires developments to demonstrate how water runoff from the site can be reduced from its pre-development level and the Parish Council considers that such plans should be provided, as well as details of any external lighting for the extension (NDP policy LE8 Dark Skies).

2. Appeal response re Matfield House – for information

The Council noted the response submitted on this appeal following email approval due to timeframes.

3. 22/00757/FULL OS Plot 6860 West Side Of, Maidstone Road, Matfield – to discuss correspondence

Cllr Akenhead confirmed that TWBC had agreed that the application will now be called in to Committee, which is not likely to be before the end of January.

The Council briefly discussed the Notice under Article 13 which had been received from Clarendon, and agreed that Cllr Akenhead would compile and circulate a response, the deadline being 17 November. The Council discussed that the Parish Council's land under application would only be released if the play area was progressed, given the approach made to purchase the land by the adjacent resident.

Action Cllr Akenhead

The Council discussed concerns about the right of pedestrian access across the Wheelwrights car park, given the recent change in rights from KCC to the owners of the Wheelwrights. It was agreed that Cllr Heath would collate evidence from residents in the vicinity to demonstrate use of this area over many decades so that a Public Right of Way Claim to KCC could be submitted at an early opportunity.

Action Cllr Heath, Clerk

8. Traffic

1. School Crossing meeting Update

Cllr Churchill outlined a recent meeting had been held with a KCC representative and the school because of the concerns about children's safety whilst crossing the road. KCC are going to look at re painting the signage on the roads so it is far more visible and they have been asked to investigate the feasibility of a 20mph road signage around the school area, possibly to apply only whilst the existing flashing warning signs are in operation. The school already has the KCC approved warning flashing lights and a school crossing patrol at the start and end of the day and are also looking at a Travel Plan.

2. Speedwatch Volunteers, Equipment and Training

Cllr Churchill confirmed that she is progressing with a new Speedwatch team, she continues to be a member herself, and there are currently a number of volunteers undertaking the training. A new proposal for equipment will be compiled with a view to undertaking sessions at set times, days and locations.

9. Projects

1. Matfield Pond – update and to consider phase 3

The Council had received information from the Environment Agency concerning the re-stocking of fish in the pond, which they did not recommend. The EA advised that if fish were replaced a “fisheries” permission would be required, which had not been raised by them before. The registration would be required before fish could be replaced. It was noted that these services were from specialists and that the alternative contractor had not been able to undertake the project.

RESOLVED to appoint RG Fisheries to an annual maintenance contract for Matfield Pond, at £2400 ex VAT in the first year.

RESOLVED to apply for permission from the Environment Agency to designate Matfield Pond as a Fishery

RESOLVED, on receipt of EA permission, to instruct RG Fisheries to re-stock Matfield Pond with specific native fish species

RESOLVED to install a bench with plaque overlooking Matfield Pond

RESOLVED that fishing rights at Matfield Pond should continue to be limited to children up to age 16 of the parish

The Council noted that a free fishing licence would be required for children aged 13-16 and agreed to appoint Richard Groves as the “Pond Guardian” to oversee fishing.

The Council discussed signage and a design for 2 signs would be drafted, the Council noted the offer of Knockout Print to provide this signage and that duck food would be stocked at Hammonds Butcher.

Action Clerk

2. Post Office – to consider option to purchase

The Council reviewed revised Heads of Terms from Jeremy Richardson of Berwick Hill Properties Ltd, the landlord. together with a draft questionnaire to go to residents. A small printing budget was approved for this together with the cost of distributing a copy to all addresses in the Parish using Royal Mail, identified as the best and most economical way to reach all households. This survey is important in itself and also would ensure that community engagement is demonstrated to provide the basis for the grant application. A deadline for the return of the questionnaire would be added so that the results could be analysed and the landlord informed to enable him to draft the contract. At that point the Council will start to incur expenditure for legal advice.

Action Cllr Dewdney, Cllr Buttery, Cllr Wells

3. Brenchley Recreation Ground – to discuss playground refurbishment

The Council briefly discussed a proposal for a skate/scoot park element as part of the refurbishment project. Cllr Anderson would provide further detail to be considered.

4. Cooksfield – to discuss

The Council discussed a report on options for use or disposal of the land at Cooksfield. It was noted that all the adjoining neighbours have expressed an interest in purchasing the land.

The Council agreed that a further approach would be made to TWBC to consider granting permission for social housing and it was noted that in advance of this an affordable housing provider (developer) would need to be identified. Cllr Dewdney would discuss the matter with TWBC.

Action Cllr Dewdney

10. Policy and Management Committee – to consider recommendations:

Minutes of the Meeting of 24th October were approved as a true record and signed by the Chair.

RESOLVED to re-adopt the Terms of Reference unamended

RESOLVED that core policies are reviewed in year 2 and 4 of the Council term.

RESOLVED to adopt the Publication Scheme as amended

RESOLVED to re-adopt the Data Protection and Document Retention Scheme unamended

RESOLVED to re-adopt the Grants Policy unamended

RESOLVED to adopt the Complaints Procedure as amended

RESOLVED to re-adopt the Social Media Policy unamended

RESOLVED to adopt the Memorials, Plaques, Benches and Trees Policy as amended

RESOLVED to adopt the Standing Orders as amended

RESOLVED to adopt the Tree Policy as drafted

RESOLVED to adopt the Finance and Governance Risk Assessment as amended

RESOLVED to adopt the Assets and Buildings Risk Assessment as amended

The Environment, Sustainability and Climate Emergency Policy would be further amended.

Action Cllr Wells

11. Environment and Sustainability Working Group – update

The Council received information from the Meeting of 17th October, car sharing and water saving measures were particularly noted.

12. High Weald AONB Management Plan 2024-2029 consultation response – for information

The Council noted the text submitted, as drafted by Cllr Akenhead.

13. Cinderhill – to consider proposal for 2024-25

The Council considered the proposal for the KHWP SLA for 2024-25 and the Council's overall budget separately. Cllr Hamilton (KCC) advised that signage could be applied for under her Member's grant budget. The draft SLA was agreed in the sum of £8,700, including the contingency for the heathland, with a document for signature being requested, from KHWP. Other costs not included in the KHWP SLA, totalling £2800, were added to the budget.

14. Clerk's and RFO's Report

1. Grant Application – to consider

The Council discussed an application for a grant from BEAMS, but felt that Council funds would be better spent on local charities.

2. Toilets – to consider works

The Council discussed issues concerning the cisterns and that a sensor would provide for less frequent flushing of the urinals and save a considerable sum on water and sewerage charges. Costs were considered for both purchasing and hiring (which would benefit from Maintenance and an annual check) and also for a de-odouriser, though this was not felt necessary at this time but could be reviewed if felt appropriate in the future. The RFO was delegated with authority to enter contracts for utilities where value for money had been sought and where actions, such as repairs, had been recommended by relevant contractors, with reference to the budgets.

RESOLVED to hire flush sensors and controls for the toilets in Brenchley and Matfield at £240 per annum per location

3. Correspondence

1. Request to clean War Memorials

The Council discussed a quote for the cleaning the war memorials from Burslems, these had not been cleaned since 2018. The imminent Remembrance Sunday events were considered and given the specialist nature of the work (with a repair also proposed for Brenchley Memorial) the Council agreed that the work should take place, but that if Burslems were not able to do so by the following weekend in time for the Act of Remembrance then a second quote for comparison would be obtained.

RESOLVED to delegate to the Clerk to instruct work to clean the War Memorials to a maximum sum of £2195 ex VAT

2. Request for a WW1 Tommy Silhouette

A further request on this issue was noted, the Council last discussed this in May this year and remained of the opinion that the provision and maintenance (with cleaning being instructed as above) of the War Memorials would remain the permanent remembrance and a Tommy would not add to this.

4. Accounts payable

2840	HMRC	Tax and NI October 2023	£600.89
2841	C. Brooks	Salary Balance and mileage October 2023	£131.70
2842	Panetta Horn	Salary October 2023	£207.04
2843	Streetlights	Lighting repairs on Streetlight	£126.00
2845	Streetlights	Part 2 of Street lighting maintenance Contract	£276.92
2844	Weald Tree Services	Removal snapped tree limbs Cinderhill	£180.00
2847	Mazars	Annual External Audit Fee for 2022/23 Accounts	£504.00
2849	Business Stream	Waste water Matfield PC	£295.99
2850	Business Stream	Pond Water 30/4- 18/9	£27.44
2851	TWBC	Cinderhill lease Oct 23-Oct 24	£50.00
2852	Capel Groundcare	Fixing base for bin at Porters Wood	£182.50
2853	Capel Groundcare	Hedge Cutting at Allotments	£2,112.00
2854	Capel Groundcare	Playground Inspection Porters Wood (Brenchley Rec portion paid by Standing Order)	£54.00
2855	Capel Groundcare	Strim Wildflower area at Brenchley Rec and Ivy	£122.40
2856	Knockout Print	Signage at Viewpoint	£96.00
2857	Commercial Services	Second part of annual mowing Contract	£2,971.07
2858	Garden Barber	Replacement Tap at Allotments	£40.00
2859	Wasteway	September bin emptying Brenchley Rec	£38.40
2846	Wasteway	August bin Collections at Rec	£48.00
2860	K. Twyman	Cleaning Pavilion 7, & 21/9	£30.00
2861	JS Fisheries	Work as contracted on Matfield Pond	£7800.00
2862	MID Electrical	Installation of heaters at Pavilion	£600.00
2876	Npower	Electricity Matfield Toilets April 2023	£43.82
2877	Npower	Electricity Matfield Toilets May 2023	£44.61
2878	Npower	Electricity Matfield Toilets June 2023	£42.90
2879	Npower	Electricity Matfield Toilets July 2023	£62.38
2880	Npower	Electricity Matfield Toilets August 2023	£63.39
2881	Npower	Electricity Matfield Toilets September	£61.79
2882	KCC	Contribution towards KHWP at Cinderhill	£7,125.00
2883	Barry Chapman	Posts Matfield Green	£95.00

Payments made by Credit Card

2863	Multicard Fees	Monthly Fees	£3.00
	Lights4Fun	Replacement Christmas Lights	£236.00
	Business Stream	Allotment water 20/6 – 19/9	£222.93

Amazon	Stationery and toilet cistern blocks	£104.85
Poppy Shop	Remembrance Wreath	£50.00
Post Office	Stamps	£16.00

Standing Orders and Direct Debits For Information

2864	SO C. Brooks	Salary October 2023	£1843.99
2865	DD Smart Pension	October 2023	£1152.07
2866	DD EDF Energy	Pavilion Electricity October	£239.00
2867	SO Microshade	October data and application service	£186.97
2868	DD Business Stream	October Pavilion water and waste	£43.00
2869	DD Tower	Phone Equipment Leasing Oct/Nov 2023	
		36 month agreement ending December 2024	£30.02
2870	DD CVD	Phone Line rental / Broadband to 28/9/2023 (£10.20 overcharge to be removed from DD)	£111.99
2871	DD Smart Pension	October 2023 Pension admin fee	£18.00
2872	DD Npower	Streetlight electricity October 2023	£90.53
2873	SO Churchill	September Toilet Cleaning services	£744.36
2874	SO Capel Groundcare	Playground Inspection October 2023	£54.00
2875	SO Capel Groundcare	SIDs battery change, data download and movement between pole, annual contract October 23	£158.50

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

15. Meetings attended and reports by Councillors

None.

16. To be advised of urgent business

17. Date of next meeting:

Finance Committee Meeting, Wednesday 8th November 2023, 9.00am, Matfield Pavilion

Full Meeting of the Council, Monday 4th December 2023, 7.00pm, Matfield Pavilion