

MINUTES OF A FULL MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 7th
MARCH 2016 IN MATFIELD PAVILION AT 7.30pm

Present

Chairman M Mackenzie opened the meeting, Vice Chairman C Woodley, Cllrs B Stanley, A deGuingand, N Woodward, I McEwen, P Randall, Mrs G Warner, Mrs N Marriott. Clerk M Powell. Borough Cllr A McDermott. No members of the public.

No Item**1 To accept apologies for absence**
None**2 To approve Minutes of the last meeting**

- 2.1** Approve minutes of the planning meeting of 23rd February 2016
Resolved To accept the minutes as accurate after amendments to Item 9.2- the day in August was deleted and item 10.1 the final word “abandoned” was amended to read “subject to review”. They were then duly signed by the Chairman.

3 To record declaration of Interests on any item on the Agenda

Members are reminded that if any have a **prejudicial** interest in an agenda item, this should be declared at the start of the meeting.

Personal interests could be declared at this point or, alternatively, could be declared at the time a specific item is being discussed if that member wishes to speak on the item in which s/he has a personal interest. In case of doubt about such an interest Councillors have been advised to contact the Monitoring Officer before the meeting. It was AGREED that no Vice Chairman would be elected until the main election in May.

4 Chairman

The current Chairman Cllr M Mackenzie had tendered his resignation as Chairman. Cllr M Mackenzie proposed Vice Chairman C Woodley as the new Chairman, which was seconded by Cllr I McEwen. After a sealed vote Cllr Woodley was elected Chairman by six votes in favour and three abstentions.

5 To adjourn to allow public participation- questions and comments

None

6 Parish Plan**6.1 Latest Report**

Cllr Woodward advised the last report was still current. The summary is removing some qualifications such as the red and green dots, which proved difficult to analyse and created inaccuracies. An active narrative report was hoped for by month end. Mr Jim Boot has done the major work on the report and will present to the PC if required but at a cost. The next workshop was Tuesday 15th with the intention of coaching all groups on good questions for the proposed survey and how any proposals go forward. It was **noted** that the Chairman had relinquished involvement in the development of the PP but, however, had made a public commitment to championing the initiative and promoting its benefits to the community.

6.2 Funding

After discussion it was considered that anything further by way of work from P4R would need external sources of funding, not reliant on the PC. Awards for All was one possibility.

7 To consider the following planning applications.

- 7.1 16/501369** Parkwood Farm Cryals Road Matfield
 Variations of condition 2 and 4 of 15/507552. Condition 2 Change of approved plans and Condition 4 Change of approved materials
Resolved: - To recommend approval.

8 To receive items for information and decisions required

8.1 Decisions by TWBC

- 8.11 15/509162** Oakwell, Broad Oak Brenchley
New front extension and porch, new attic accommodation over garage and new glazed rooflight. New glazed roof and dormers to rear. New windows and doors throughout and new facing materials to walls.
Recommendation- Approval. Decision-Approval
- 8.12 15/508957** 5 Church Close Brenchley
Double garage with hobby room above including velux windows
Recommendation- Neutral. Decision-Approval
- 8.13 15/507348** Mile Oak Cottage Mile Oak Road Brenchley
Internal alterations to form en suite shower room in existing dressing room and positioning of waste pipe next to rainwater pipe on side elevation
Recommendation- Approval. Decision-Approval
- 8.14 15/501070** Blue Boys Inn Hastings Road Matfield
Reconstruction of two-storey rear wing erection of two single storey side and rear extensions, alterations to existing fenestration and internal alterations to facilitate use as A3/A5 restaurant and hot food takeaway. Revised hard and soft landscaping to incorporate drive through facility
Recommendation- Refusal. Decision-Approval
- 8.15 15/509956** 20 Chestnut Lane Matfield
Erection of single storey side extension
Recommendation- Neutral. Decision-Approval
- 8.16 15/509919** Treveraux Crook Road Brenchley
New hipped roof over existing flat roof with lean to ground floor extension, single storey rear extension and alterations to fenestration
Recommendation- Approval. Decision-Approval
- 8.17 15/509867** Oakend House 9B Broad Oak Brenchley
Extension to rear
Recommendation- Neutral. Decision-Approval
- 8.18 15/509439** 4 Chestnut Lane Matfield
Retrospective application to widen vehicular access
- 8.19 15/510291** Treveraux Crook Road Brenchley
Demolition of existing detached garage and erection of detached annex
Recommendation- Refusal. Decision-Approval
- 8.110 15/509937** Tuttys Farmhouse The Green Matfield
Demolition of two-storey rear extension and chimney stack to incorporate new two-storey rear extension
Recommendation- Approval. Decision-Approval
- 8.111 15/509920** Chelsfield Coppers Lane Matfield
Demolition of existing garage/store. Erection of part two storey part single storey side extension and single storey rear extension
Recommendation- Approval. Decision-Approval
- 8.112 15/510356** Margaret Villas Maidstone Road Matfield
Replacement window to front elevation
Recommendation- Approval. Decision-Approval

- 8.113 15/510557** Cryals Farm Cryals Road Matfield
Agricultural general purpose building
Recommendation- Approval. Decision-Approval

8.2 To establish a Management Group

- 8.21 To decide on members for the MG**
After discussion this was **AGREED** as Cllrs C Woodley, A deGuingand, M Mackenzie and Clerk M Powell.
- 8.22 To consider training and development for Councillors and Clerk.**
This was agreed that the terms of reference for the group to be agreed at their first meeting. The existing Risk Assessment already specified some of these.

8.3 APM

- 8.31 To Consider arrangements for the APM**
May 12th in Matfield Village Hall. The timing was agreed as 7.30pm for an 8pm start.
- 8.32 To consider personal invitations to key people in the Parish**
After discussion it was agreed that this might be counter-productive as individual invitations to leaders of local groups could suggest the rest of the group would not be needed.
- 8.33 To confirm speakers at the event.**
Those invited were CI Dave Pate talking on policing, Glen Douglas CE of Medway and Maidstone NHS trust and Alex King of KCC. Greg Clark MP was unable to attend but had suggested Mr D Godfrey, a political advisor within his office. It was thought that possibly the public would also be interested in a representative of TWBC Planning Dept. and the Chairman agreed to enquire.
- 8.34 To consider publicity**
As in previous years Cllr B Stanley agreed to assist with the design and production of posters etc.
- 8.35 Arrangements for seating, refreshments etc.**
The Clerk was asked to make arrangements for the use of the public address system.
- 8.36 To consider a day long event for community groups.**
This was considered more appropriate for next year.

8.4 Queens 90th Birthday

- 8.41 To consider arrangements for the Queens 90th birthday**
It has been advised that on the 21st April the Love Matfield Society would organise the lighting of the beacon, inviting Mr H Klempau to set the flame. The PC would hoist the Union flag. The Guides would organise teas etc. in the pavilion. Mrs R Hogan is co-ordinating the arrangements for the event..
The Queen's official birthday was on 12th June and Grays were hoping to organise a street party between 11.30am to 2pm. Love Matfield Society were organising a tea party between 3and 5 pm. Some funding was available with £250 promised from Alex King and Borough Cllr McDermott will organise funding of 50% up to a maximum of £400.

8.5 Mowing Contract

The quotation for mowing has been received from KCC Landscape Services. The quotation covers all areas to be mown and strimmed and prices show a 2% increase over last year.

Resolved: - To accept the quotation.

9. Correspondence**9.1 Queens birthday medal**

An invitation to purchase a minimum of 50 medals minted for schools and councils only, at £1.99 each plus £7.50 carriage.

Resolved: - To decline the invitation.

9.2 Planning

A request from Mrs Lynne Butler on behalf of Brenchley Memorial Hall charity for Cllr Mrs Marriott to provide an overview of latest planning regulations.

Agreed: - That it would be more appropriate for this request to be directed to TWBC and Cllr Marriott would advise accordingly.

10 Meetings attended and reports by Councillors**10.1 Policy Group report**

The PG was working on the Risk Register previously circulated. A publication scheme was required but much of this has already been accommodated on the web site. Cllr Mrs Marriott was working on the local by-laws

10.2 Chairmen's' Meeting

As outgoing Chairman, Cllr M Mackenzie was attending the meeting on 15th March, as was Chairman C Woodley.

10.3 Area Committee

The Chairman had written to Cllr Jukes, Leader of of the Council. Concerning the fact that there was some disagreement regarding the community amenity vehicle with two Parishes not wishing to participate in the local funding initiative.

10.4 Matfield Pond

Cllr Randall had met with a potential contractor regarding the clearing of Matfield Pond but it was evident that the cost would be large and also there was difficulty in finding companies willing to undertake the project.

10.5 Parish Plan

Rydon Homes had approached Cllr Woodward and Mr J Barsley to discuss the possibility of building new houses in Matfield. They were advised that no recommendations could be discussed at present and certainly not before the Parish Plan was at a later stage of development.

11 To be advised of urgent Business as may be previously notified.

none

12 Accounts for payment

12.1	M Powell	Salary & Expenses	2018	TFR	£1516.60
12.2	HMRC	Tax & NI	2019	TFR	£402.55
12.3	E.On	Electricity	2020	TFR	£28.11
12.4	TMS	Printing/Stationery	2021	TFR	£117.67
12.5	Wendy Cane	JV garden maintenance	2022	TFR	£120.00
12.6	BT	Phones and Broadband	2023	TFR	£111.60
12.7	BT	Broadband	2024	TFR	£99.60
12.8	N Woodward	Parish Plan expenses	2025	TFR	£150.00
12.9	I McEwen	Web fees	2026	TFR	£90.14
12.10	ACRK	Rural Evidence Document	2027	TFR	£120.00
12.11	DJ Knight	Playground repairs	2028	TFR	£200.00
12.12	EJP Fire Protection	Pavilion Maintenance	2029	TFR	£39.84

Resolved: - To accept the above invoices and to pay them. The Chairman and Cllr McEwen agreed to authorise the payments on-line.

13 Date of next meeting

Tuesday 22nd March at 7.30pm in Matfield Pavilion.