**MINUTES OF A PLANNING MEETING OF BRENCHLEY PARISH COUNCIL ON TUESDAY 22nd MARCH 2016 IN MATFIELD PAVILION AT 7.30pm**

**Present**
Chairman C Woodley presided, Cllrs M Mackenzie, P Randall, A de Guingand, N Woodward, I McEwen. Clerk M Powell. No members of the public.

**No Item**

**1 To accept apologies for absence**
Cllrs B Stanley, Mrs N Marriott and Mrs G Warner for family commitments.

**2 To approve Minutes of the last meeting**

**2.1** Approve minutes of the full meeting of 7th March
**Resolved**: - To accept the minutes as accurate. The Chairman then duly signed them.

**3 To record declaration of Interests on any item on the Agenda**
Members were 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.

**4 To adjourn to allow public participation- questions and comments**
None

**5 To consider the following planning applications.**

**5.1** **16/501539** Crundalls Bungalow Gedges Hill Matfield Demolition of existing bungalow and erection of replacement dwelling and erection of detached garage and equipment store
**Resolved: -** To recommend approval

**5.2** **16/501524** Garden Cottage Tibbs Court Lane Matfield
Demolition of single storey attached garage to incorporate a replacement single storey kitchen/ dining room to side. Erection of new timber and brick porch with pain tiled roof
**Resolved: -** To recommend approval

**5.3** **16/501373** Cherry Trees The Green Matfield
Change of use of existing building from one house and one ground floor shop unit to two houses.
**Resolved: -** To recommend refusal
We feel that the curtilage proposed needs further clarification. We are also unhappy that both the post box and the Parish notice board are being made inaccessible to the public.

**6 To receive items for information and decisions required**

**6.1 Decisions by TWBC**

**6.11** **15/500431** Monktons Windmill Hill Brenchley
Extensions and internal/ external alterations to existing dwelling
*Recommendation- Refusal Decision- Approval.*

**6.2 Parish Plan Survey**
Cllr Woodward provided an update from the meeting of the 25th February. 23 people attended. Two working groups are fine-tuning questions for the survey a pilot of which is planned for the end of April. There was a need for the survey to have some form of independent survey and Cllr Woodward agreed to investigate whether Planning for Real were able to undertake that role and if so would that

involve financial support and to what degree from the PC. It was also agreed that whilst a paper survey had its merits an online version was essential. Cllr McEwen proposed that the online service Survey Monkey would provide all the data capture and a lot of textural analysis needed. It could be subscribed to on either a monthly or annual basis but the annual subscription would retain all the information and provide a better and more detailed result. The cost of this is £300 pa.

**Resolved: -** To accept the proposal and to subscribe on an annual basis.

## 7 Meetings Attended

### 7.1 Management Group

The MG met on Wednesday 16th March. The Chairman had circulated a report in which the terms of reference were detailed. The report is attached below

**BRENCHLEY PARISH COUNCIL**
**MANAGEMENT GROUP: INAUGURAL MEETING**
**Report to Full Council, March 22, 2016**

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**1. Purpose and Terms of Reference of the Group**

a. It is recommended that:
   i. it acts as an informal group of the council, meeting as required;
   ii. its membership to be the chairman or deputy chairman, plus two other councillors;
   iii. it considers training and development for councillors and the clerk;
   iv. it develops, and keeps under review, procedures for resolving disputes (between the council and the clerk);
   v. it develops, and keeps under review, the people aspects of business continuity; and that
   vi. it makes recommendations to the council, in relation to items iii, iv, and v.

**2. Immediate actions**

a. It is recommended that, in relation to training and development, the follow be given consideration:
   i. An induction and orientation event for the benefit of new councillors. This would be an informal get-together after the election [possibly May 7th]. At the event councillors would be given the crib-sheet prepared by the Policy Group, and the principle documents of the council. There would also be a run-through of the A.P.M. and the A.G.M. The latter would provide the context for considering the list of committees, informal groups, "portfolios" and jobs.
   ii. The principle documents of the council would be:
      1. Standing Orders;
      2. Financial Regulations;
      3. Code of Conduct;
      4. Budget information; and
      5. the list of meeting dates.
   iii. In addition, the following would also be provided:
      1. The Good Councillor Guide; and
      2. the link to 'Governance and Accountability for Local Councils' on the N.A.L.C. website.

b. Arrangements would be made for new members to attend the K.A.L.C. Dynamic Councillor training course. This could be a bespoke session, delivered locally. An invitation would be made to other councils having elections, to make it viable and spread the cost.

c. Consideration should be given to the mentoring of new councillors by returning councillors, and by former councillors.

d. Finally, arrangements would be made for new councillors to attend workshops on key issues – such as planning – provided by T.W.B.C.

**3. Future work**

a. Developing procedures for resolving disputes, with support from K.A.L.C., and taking into account N.A.L.C's. "Being a Good Employer" guide.
b. In terms of the people aspects of business continuity, the following issues would be addressed.
    i. Arrangements for the clerk's performance review.
    ii. Training and development for the clerk, in respect of Proper Officer, Responsible Financial Officer, and advisor to the council.
    iii. Review of training that has already been completed.
    iv. Reinstatement of membership of S.L.C.C.
    v. Chairman as first alternative point-of-contact, in the clerk's absence.
    vi. Information, to allow access the computer, provided to the chairman and at least one other member.
    vii. Plan for administrative work to be carried out, in the clerk's absence.

Cllr McEwen had provided a suggestion that Section 2, a, 1,regarding the induction of new Cllrs would be better held at an early start to the AGM rather than immediately after the election.
**Resolved: -** To accept the report of the MG with an amendment to the altered date/ timing for induction of new Cllrs also is accepted.

## 8 To be advised of urgent Business as may be previously notified.

8.1 **Plaques for the Beacon and the Sassoon Tree**
There has already been some input from the Cricket Club on the wording of the Sassoon plaque but they would again be consulted on the final wording. Members also agreed that the plaque should commemorate the poet and not the end of the Great War, and it would be best unveiled on the day of the Flower Show. The PC also agreed that it would not provide money to fund a plaque to commemorate the lighting of the beacon on the Queen's 90$^{th}$ birthday

## 9 Date of next meeting

Monday 4$^{th}$ April in Matfield Pavilion at 7.30pm