

**MINUTES OF A FULL MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 6th JUNE 2016 IN
MATFIELD PAVILION AT 7.30pm**

Present

Chairman C Woodley presided, Vice Chairman R Wickham, Cllrs J Grant, A de Guingand, D Batty, I McEwen, Mrs G Warner, Mrs L Butler, Borough Cllr A McDermott. Clerk M Powell.

No Item

1 To accept apologies for absence

Cllr Mrs N Marriott for family commitments

2 To approve Minutes of the last meeting

2.1 Approve minutes of the AGM of 17th May 2016

Following the removal of the word “possibly” from Item 8 –Parish Plan it was: -

Resolved: - To accept the minutes as accurate. Then were then duly signed by the Chairman

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 Parish Plan

5.1 To hear reports

Cllr McEwen reported that the WGs and central team have been working on the draft survey. There had been a four-hour meeting the previous week and about 50 questions were discussed. Some leading questions were contained within them and these needed rewording. The original hope was to condense these to about 40. Again it was hoped that the majority of responses would be online but there was some difficulty using Survey Monkey, which would not allow more than one response from one computer. An alternative service Survey Gizmo was no more expensive, could cope with multiple responses and was being explored.

Approval was sought for the Chairman and Cllr McEwen to have joint authority to agree to expenditure of £300/ day for Mr J Boot's services, whose primary responsibility was to get the survey compiled.

Resolved: - To give such authority.

The Chairman had circulated an invitation to the WG leads to discuss the survey and it was agreed to wait for further responses to arrive. Mr Woodward had taken the view that the survey should be out by the end of June but the likelihood was that September was more realistic. Cllr Grant expressed that there was now no democratically elected representation within the PP and no survey could be issued without the PC's approval.

6 To consider the following planning applications.

6.1 16/502793 Top Barn Farm Gedges Hill Matfield

Alterations and conversion of buildings to 2 no dwelling houses

Resolved: - To recommend approval, However with the note that the Borough needed to satisfy itself that the proposal would not impact on a public footpath which appeared to be bisected the land in question.

Resolved: To recommend approval

With the note that the planning officers are aware of the footpath which appears to bisect the land.

- 6.2 16/503825** Former Primavera Site Maidstone Road Matfield
Minor material amendment to previously approved 14/01472- to enlarge detached office building, reduce amount of glazing and increase roof height by 1.2metres
Resolved: - To recommend approval
- 6.3 16/502338** Bassetts Hastings Road Matfield
Erection of conservatory
Resolved: - To be unable to determine the recommendation because of inadequate information regarding size on the plans.
- 6.4 16/502339** Bassetts Hastings Road Matfield
Erection of replacement boiler shed
Resolved: - To be unable to determine the recommendation because of inadequate information regarding size on the plans.
- 6.5 16/504027** Honey Meads Brenchley Road Brenchley
Demolition of existing domestic garages and erection of contemporary three-bedroom dwelling.
Cllr Mrs Warner declared an interest, as the applicant was well known to her. Whilst remaining in the room she took no part in the discussion or vote.
Resolved: - To remain neutral
- 6.6 16/503777** Swingle Swangle Farmhouse, Goshen Farm Matfield
Erection of single storey entrance lobby extension
Resolved: - To recommend approval

7 To receive items for information

7.1 Decisions by TWBC

- 7.11 16/500314** Dolphins Maidstone Road Matfield
Erection of single storey extension to front, part single part two storey rear extension and addition to a first floor to side and rear elevations
Recommendation- Refusal Decision- Approval
- 7.12 16/500492** Wealden Furnace Lane Brenchley
Retrospective application for revised access path
Recommendation- Approval Decision- Approval
- 7.13 16/501539** Crundalls Bungalow Gedges Hill Matfield
Demolition of existing bungalow and erection of replacement dwelling and erection of detached garage and equipment store
Recommendation- Approval Decision- Approval
- 7.14 16/502253** Sunbury Foxhole Lane Matfield
Proposed ground and first floor side and rear extensions and internal alterations
Recommendation- Approval Decision- Approval
- 7.15 16/502599** 1 Porters Wood Petteridge Lane Matfield
Ground floor front extension two storey side extension and single storey rear extension with roof lantern
Recommendation- Approval Decision- Approval
- 7.16 16/502432** Crooke End Crook Road Brenchley
Demolish existing house and replace with new dwelling and plant room shed
Recommendation- Approval Decision- Approval
- 7.17 16/502340** Bassetts Hastings Road Matfield
New Outbuilding
Recommendation- Approval Decision- Refusal

Conditions for recommendation: - Subject to the building only being used for the purpose applied for and only as ancillary to the main house.

Reason for decision: -The size and bulky nature of the proposed outbuilding would not result in a modest outbuilding and would not appear ancillary to the main dwelling and thus it would significantly compromise the landscape beauty of the Area of Outstanding Natural Beauty. Therefore the proposal would be in direct conflict with The National Planning Policy Framework, The National Planning Practice Guidance, Core Policy 4 and 5 of the Tunbridge Wells Borough Core Strategy 2010, EN1, EN25 and H11 of the Tunbridge Wells Borough Local Plan 2006 and the Alterations and Extensions SPD 2006.

7.2 Jack Verrall Garden

The top two steps at the entrance to the garden constructed in crazy paving are breaking up and are potentially dangerous. The Clerk has accepted a quote for £190 in total for their repair from Jeremy Foulser of Brick Kiln Builders Ltd.

For advice, our gardener Wendy Cane who has been tending the garden for the last couple of years is hoping to move and if this comes about she will no longer be able to undertake this work. The Clerk was asked to monitor the situation and to recruit a suitable replacement if possible once a date was known.

8 Decisions required

8.1 HM Queen's Birthday Grant

The PC has received £400 by way of a grant from TWBC. Both Love Matfield Society and Grays Tea Room have asked for a contribution. LMS has provided approximate details of proposed expenditure of some £400 and any grant must be for a maximum of 50%. A decision is required on allocating this money. A further £250 was promised from Alex King's membership fund, which is being chased.

Resolved: - To allocate £300.00 to Love Matfield subject to receiving copies of monies spent to at least twice this. Any grant to Grays to be advised if they submit estimates of their intended programme of events.

9. Correspondence

9.1 Resident Signs

A complaint has been received regarding the "Vote Leave" sign erected in Matfield. Following a call to TWBC planning dept. and advice from the enforcement officer it would appear that these signs if erected on private property do not need permission but must be removed within 14 days of the end of the election/referendum they refer to.

9.2 Resident ACV

The PC originally applied for the Bull to be listed as an Asset of Community Value. This did not proceed as the premises were sold before the listing could be considered. A resident has made comments to the effect that this [is not an acceptable reason for a refusal to list it as an Asset of Community Value under the Localism Act 2011](#) if (a) is in the authority's area, and (b) is of community value." The Clerk was asked to pass these comments onto TWBC for a response.

9.3 Community Amenity Vehicle.

Various correspondence had been received regarding the new rota for the vehicle to attend. It was scheduled to start at the end of July on a fortnightly basis. These collections would alternate between domestic waste and compostable garden waste

10 Meetings attended and reports by Councillors

10.1 KALC Area Committee

The Chairman attended the above meeting on Wednesday May 25th. The main theme was surrounding the implementation of Neighbourhood plans and the

implications of such. Costs were a major consideration with Hawkhurst already having spent £30000 so far. Paddock Wood has employed consultants with expected costs to be in the region of £40-£50,000. There may be grants available.
Agreed: - To consider a NDP in the future as the Parish Plan completes.

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

11.1 Annual Audit and Accounts.

The annual audit return had been reviewed by Cllr de Guingand and the Clerk as RFO. These were presented to the PC for approval.

11.11 Annual Governance Statement 2015-2016

Resolved: - The Annual Governance Statement was satisfactory and all statements made were agreed. The Chairman and Clerk duly signed them.

11.12 Accounting Statements 2015-2016

Resolved: - That the accounting statements as presented were in accordance with the agreed accounts for the year, which had been accepted, as accurate. The Chairman and the Responsible Finance Officer (the Clerk) both duly signed them.

11.2 Website Information

Cllr McEwen reminded Cllrs that their personal information as much as they saw fit to release was needed for the website.

12 Accounts for payment

12.1	M Powell	Salary & Expenses	1053	TFR	£1568.59
12.2	HMRC	Tax & NI	1054	TFR	£474.20
12.3	A deGuingand	Refreshments for APM	1055	CHQ	£62.03
12.4	Managed Technology	Photocopier copies	1056	TFR	£19.50
12.5	BT	Broadband	1057	TFR	£99.60
12.6	Eon	Electricity	1058	TFR	£56.66
12.7	Streetlights	Maintenance contract	1059	TFR	£240.92
12.8	SE Water	Pond water	1060	TFR	£22.20
12.9	W Cane	JV Garden maintenance	1061	TFR	£120.00
12.10	TWBC	lease for Cinderhill Wood	1062	TFR	£10.00
12.11	SE Water	Allotment water	1063	TFR	£25.25
12.12	Matfield Pavilion	Transfer of hire fees	1064	CHQ	£955.00

Resolved: - To accept these invoices and to pay them.

13 Date of next meeting

Tuesday 21st June at 7.30pm in Matfield Pavilion.