

**MINUTES OF A FULL MEETING OF BRENCHLEY PARISH COUNCIL ON MONDAY 5th SEPTEMBER
2016 IN MATFIELD PAVILION AT 7.30pm**

Present

Chairman C Woodley presided, Vice Chairman R Wickham, Cllrs A deGuingand, J Grant, I McEwen, Mrs G Warner, Mrs N Marriott, Mrs L Butler. Borough Cllr A McDermott. Clerk M Powell. Two members of the public.

No Item

1 To accept apologies for absence

Cllr D Batty for family commitments.

2 To approve Minutes of the last meeting

2.1 Approve minutes of the meeting of 23rd August 2016

Resolved: - To accept the minutes presented 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

A resident and his planning advisor spoke in support of item 5.2. The tennis court would occupy the same footprint as the existing sand school but concerns were expressed by the lack of any details around lighting. The resident explained that there were no plans to change from the existing twenty-four lights.

5 To consider the following planning applications.

5.1 16/06230 Matfield Barn The Green Matfield

Installation of chimney flue to exit side wall and continue up outside of building

Resolved: - To recommend approval

5.2 16/06107 Poulhurst Furnace Lane, Brenchley

Removal of existing sand school and erection of tennis court on same footprint

Resolved: - To recommend approval

Recommend approval on basis of the application as submitted without lighting. In the event that lighting is required, as per the applicant's planning statement, then such lighting should be the subject of a separate application and care should be taken that such lighting does not cause intrusion or loss of amenity to any properties by reason of light pollution."

5.3 16/06069 Crooke End Crook Road Brenchley

Demolition of flat roof garage and erection of replacement carport

Resolved: - To recommend approval

6 To receive items for information

6.1 Decisions by TWBC

6.11 16/05716 Egypt Oast Cryals Road Matfield

Detached garage and garden equipment store to serve adjacent Egypt Farmhouse

Recommendation-Refusal Decision-Refusal

1) The proposal by reason of its size and scale would not be modest in size and would not be in proportion with the residential unit, which it would serve. The size and scale of the proposed structure would potentially lend itself to future

subdivision to form a separate dwelling, which would be located in an unsustainable location. The building itself, and its potential use as a separate dwelling would impact on landscape character, and would not preserve or enhance the character and appearance of the Area of Outstanding Natural Beauty. The proposal is in contravention with The National Planning Practice Guidance 2014, The National Planning Policy Framework 2012, Core Policies 4, 5 and 14 of the Tunbridge Wells Borough Core Strategy 2010 and Policies LBD1, EN1, EN25 and H11 of the Tunbridge Wells Borough Local Plan 2006.

(2) The excavation of land within the development site already undertaken and required for the proposed structure comprises an engineering operation, which would be significantly detrimental to the surrounding landscape. The excavation of the land undertaken does not preserve or enhance the character and appearance of the Area of Outstanding Natural Beauty. The proposal is in contravention with The National Planning Practice Guidance 2014, The National Planning Policy Framework 2012, Core Policies 4, 5 and 14 of the Tunbridge Wells Borough Core Strategy 2010 and Policies LBD1 and EN25 of the Tunbridge Wells Borough Local Plan 2006.

- 6.12 16/504815** Kings Barn Gedges Hill Matfield
Erection of timber framed open fronted storage building to be used as a lambing shed
Recommendation-Approval Decision-Approval
- 6.13 16/505278** Crewkerne Crittenden Road Matfield
Erection of first floor side extension above existing garage/study
Recommendation-Approval Decision-Approval
- 6.14 16/505257** 2 Broad Oak Close Brenchley
Single storey extension to east and south sides
Recommendation-Approval Decision-Approval
- 6.15 16/505477** Newfield Cottage Crittenden Road Matfield
Replacement porch, garden room and garage. Proposed ancillary store
Recommendation-Approval Decision-Approval
- 6.16 16/05662** The Star, Maidstone Road Matfield
External illumination to main building and car park
Recommendation-Approval Decision-Approval

7 Decisions required

7.1 Clerks review.

The Chairman, the Vice Chairman and the Clerk had previously met to review his work, plans for the future and consideration of salary and office allowance. A report has been circulated. From October 1st the PC is obliged to contribute into a pension pot for its employees. The Clerk gave a brief explanation of the legal requirements on the PC and some alternatives. He then left the building.

On his return the PC advised they were happy with his work and had

Resolved: - To award a salary increase of 1.9% in line with the RPI, A contribution of 3% to a workplace pension which would be subject to setting up costs. The Clerk would investigate and report back by e-mail. As a thanks for ten years service an honorarium of £150.00 would be granted. Further that the office allowance be increased by £50 a month to take into account the last three years since it was last reviewed and the forthcoming year. All awards to be backdated to August 1st.

KPIs had been agreed. Additional requirements were that the minutes should be sent to the web master within the week following signature and that before recommendations of refusal of planning applications the recommendation should be sent to the Chair of the planning sub-committee for review before submission to the Borough.

8 Parish Plan

8.1 To hear reports

8.11 Co-ordination Group

The COG met on Wednesday 31st August. Amendments to the timetable had been proposed. The pilot plan was ready for piloting during September to generate feedback with ten days being allowed for this. It was thought that the actual survey would then be ready towards the end of October or the beginning of November. The plan would be for one survey per household as opposed to one per person over 14 years old. A separate young persons survey was being considered. The Chairman expressed concern that the timetable was slipping in the interests of perfection, which was not necessarily desirable or possible. Cllr Mrs Butler and McEwen both thought that if the pilot doesn't throw up too many issues the survey could be distributed at the end of October or early in November for returns to be obtained before Christmas. However, Cllr deGuingand made the point that there was only one opportunity to send the final survey and it was important to get it right. Cllr Mrs Warner advised she was withdrawing from the group as she was unable to commit to any additional meetings. Some expenses for fliers etc. were proposed.

Resolved: - To agree the expenditure of £800.00 for this printing.

9. Correspondence

9.1 Matfield House

Following a visit by the Highways Engineer meeting the Chairman and Dr Garthwaite, he has provided various options to try and protect the brick pillar on the east side of the frontage to Matfield House.

Option 1

To install double yellow lines from the junction with Maycotts Lane to the entrance of Matfield House on both sides of the road. This would require funding and support from KCC and Tunbridge Wells Borough Council.

Option 2

To install 2No. bollards, 1No. bollard on either side of the two pillars being damaged, therefore 4No. in total. The bollards would be timber and have red and white reflectors. These can be painted white or left unpainted. In addition, a white edge line would be installed along the perimeter wall of Matfield House with a hatch marking, therefore taking traffic away from the wall. The hatching would come out from the wall approximately 1.2m at the junction with Maycotts Lane coming down to 0.6m approaching the entrance to Matfield House. I have attached an image of how this would appear on site. In addition, some carriageway works would be required to repair damage to the carriageway outside the entrance to Matfield House.

Option 3

As above, but with an additional 'KEEP CLEAR' marking across the entrance to Matfield House

Option 4

As per Option 2 & Option 3 but with an additional edge line opposite the perimeter wall of Matfield House up to the entrance of Matfield House.

All options would be subject to a safety audit, which would be undertaken by KCC.

After discussion the PC agreed that most options would be unsightly within this conservation area but single bollard, unpainted and with reflectors would be the preferred option.

9.2

Moles

A request from a resident living alongside the Drying Ground that the PC should pay for the trapping of moles burrowing into his garden supposedly from the Drying Ground.

Agreed: - That this was an issue for the householder and at present the moles some distance away were not too much of a problem and would not be eradicated at present.

10 Meetings attended and reports by Councillors

10.1 Kevin Hinton Planning Policy Manager TWBC

The Chairman, Cllr Mrs Marriott, The Clerk and Borough Cllr A McDermott met with Mr Hinton on Thursday 25th August to discuss issues around planning policy and the merits of Parish Plans and Neighbourhood Development Plans. Mr Hinton explained the current local plan was coming to its end. The new document would be simpler and would start with basic strategies. The new plan would be replacing the existing 2006 plan and would contain strategy and a horizon until 2033-2035. There would be a 2½-year time scale once consultations began probably in the spring of 2017. This would include a review of the Green Belt. The draft plan was scheduled for 2018 and for adoption in 2019. The Government required some 13000 new houses to be built within the borough in the next 20 years. The call for proposed sites was still open until 15th September and it was expected that over 220 sites so far would be considered. If the PC were to opt for a Neighbourhood Development plan the sooner the better but it should be expected to take at least two years to get it adopted and at a considerable cost. Mr Hinton will address the full council at its October 3rd meeting, on the merits and constraints of a neighbourhood plan.

10.2 Great War Commemoration

A report by the Chairman as follows

PROPOSAL TO ESTABLISH A WORKING PARTY

Purpose of the Initiative

- To commemorate and honour the sacrifice made by the officers, men and women, and to celebrate the legacy of communal life made possible by that sacrifice.
- It will be led by the parish council, in recognition of its role as the body responsible for representing and promoting the interests of the whole community.
- A Working Party will be established to undertake the arrangements for the Commemoration.

Terms of Reference

1. The Working Party will be responsible overseeing the development and implementation of a programme of events to mark the centenary of the Armistice that ended the Great War.
2. It will consist of eight members; two appointed by the Parish Council, and six volunteers from the community. The initial membership will be Cllrs. Chris Woodley and Jon Grant, Graham Bignell, Paul Oliver-Smith, Tom Trinder, Bev Barsley, Ann Rabbitt, and Richard Beale. The Chair will be taken by Chris Woodley. Should any of these stand down before completion of the initiative, the Working Party may co-opt a replacement or replacements, in consultation with the Parish Council.
3. The Working Party will be responsible for securing funding for the initiative; it is not intended that the precept would be used to support the programme of events.
4. The Working Party will provide regular reports to the council, as the programme is developed. Final approval for the programme will be made by the council, on the basis of a fully-costed report.
5. It is expected that all members of the Working Party will declare an interest in any matter under consideration that might give rise to a conflict-of-interest.

Outline timescale

- The programme would run from March to November, 2018.
- Initial meetings of the Working Party: late September and mid-October.

- An informal launch event to be held on Friday, November 11, 2016.

Resolved: - To adopt the above proposal.

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

11.1 Unity Trust Bank

Cllrs not present at the last meeting provided signatures on the bank mandate forms

12 Accounts for payment

12.1	M Powell	Salary & Expenses	1080	TFR	£1409.21
12.2	HMRC	Tax & NI	1081	TFR	£403.58
12.3	Wendy Cane	JV Garden maintenance	1082	TRF	£127.50
12.4	TWBC	Public Convenience fee	1083	TRF	£10205.40
12.5	Planning for Real	Questionnaire Development	1083	TRF	£777.80
12.6	Peter King	Mole catching	1084	CHQ	£90.00
12.7	BT	Broadband	1085	TFR	£99.60
12.8	Playsafety	Playground Inspection	1086	TFR	£109.20
12.9	Commercial Services	First ½ yr mowing	1087	TRF	£3211.94
12.10	Eon	Electricity	1088	TRF	£62.02
12.11	Came and Co	Annual Insurance	1089	TRF	£2478.62
12.12	Matfield Village Hall	Parish plan hall hire	1090	CHQ	£15.00
12.13	Jo Moffatt	Parish Plan open day expenses	1091	TRF	£96.28

Resolved: - to agree the above invoices and to pay them.

Cllrs McEwen and Mrs Marriott would authorise.

13 Date of next meeting

Tuesday 20th September at 7.30pm in Matfield Pavilion.