

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

Present

Chairman C Woodley presided. Vice Chairman R Wickham, Cllrs J Grant, D Batty, A deGuingand, I McEwen, Mrs L Butler, Mrs G Warner, Mrs N Marriott. Clerk M Powell. Borough Cllr A McDermott. Three 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 meeting of 3rd October 2016

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

Dr Sarah Garthwaite read a statement regarding the proposals to restrict parking opposite the frontage of Matfield House. The eastern pier had been hit six times in the last five years and repaired at considerable cost. Being a Grade 1 listed property it had to be repaired to the standards demanded and was not a simple bricklaying job. She and her husband were reluctant to spend even more money until a solution could be found. Dr Garthwaite also felt that the PC by only recommending a single bollard was more concerned about the visual impact of such measures rather than their effectiveness, and asked the PC to reconsider their recommendation. She also agreed to forward her statement to the PC for consideration.

Agreed: - to revisit the issue and to put on the agenda for a future meeting.

Mr J Barsley, as a member of the public, noted that at the meeting of 7th December 2015 he was assured that work to repair the parking area around the Green, work to de-silt the pond and the felling of the elderly lime trees along the Avenue was work in progress but to date none of it had been started. He was answered that quotes were all more than the budget and it had been planned the money would come from the precept over more than one year. The parking area was work in progress but it would be undertaken in due course. He also noted that many of the posts around the Green were in a state of disrepair and should be treated as a matter of urgency.

5 To consider the following planning applications.

5.1 16/07005 Heatherbrae Maidstone Road Matfield
Loft Conversion with two front dormer windows and one front roof light. Front entrance porch

Resolved: - To recommend approval

5.2 16/06895 6 Burrs Hill Cottages Horsmonden Road Brenchley
First floor rear extension and replacement roof above existing single storey extension. Construction of single storey pool-house with retractable glass and aluminium pool cover

Resolved: - To recommend refusal

Whilst we have no objections to the alterations to the house itself we recommend refusal due to the inclusion of the pool house. It is outside the LBD and is inappropriate within the AONB, which it does not enhance. It is also adjacent to ancient woodland.

5.3 16/06981 Gate House Farm Fairmans Lane Brenchley
Conversion of redundant agricultural building (apple cold store) to three-bed dwelling including new four bay garage

Resolved: - To recommend approval

- 5.4 16/07050** 3 Woodbine Cottages Petteridge Lane Matfield
Extension to existing cottage including a two-storey side extension, single storey rear extension and addition of three dormers
Resolved: - To recommend refusal
Recommend refusal on the grounds it is over sized and dominates the existing house. The dormer windows are too big and the rear elevation in general looks over fenestrated.
- 5.5 16/07040** Burrs Hill Barn House, Horsmonden Road Brenchley
Single storey front extension and single storey front/side extension. First floor glazed area to replace part of wall/ window to north elevation. Conversion of garage to habitable use. Addition of rooflights on all roof slopes. Installation of flues
Resolved: - To recommend refusal
Recommend refusal as we feel the amount of fenestration is excessive and that the application changes the character of the barn. It does not protect the character of the landscape and fails to respect local building styles and is therefore contrary to EN25
- 5.6 16/07019** Littleworth Crook Road Brenchley
Proposed side/front extension and loft conversion including dormer with Juliet balcony
Resolved: - To recommend approval
- 5.7 16/06902** 1 Five wents villas Crittenden Road Matfield
Demolition of existing garage and construction of new single garage and outbuilding
Resolved: - To recommend approval
- 5.8 16/06952** Parkwood Farm Cryals Road Matfield
Removal of condition 2 the development shall be carried out in accordance with plans of 15/507552- Change of approved plans
Resolved: - To recommend approval
- 5.9 16/06551** The Poet Maidstone Road Matfield
Retrospective- Erection of wooden decking area and concrete barbeque area in garden
Recommendation-Approval
Resolved: - To recommend approval
Subject to a suitable hours restriction on music being played outside or audible outside and that all reasonable steps are taken to minimise pollution by cooking smells
- 5.10 16/06656** Orchard View Cottage, Brenchley Road Matfield
Lift rear gable to provide an upper floor on existing footprint and add a single storey garden room to rear elevation
Resolved: - To recommend refusal
Recommend refusal because it was felt the raising of the gable end will increase the bulk and visual impact rendering it out of keeping with the locality. We feel this is contrary to H11 being disproportionate additions, it is contrary to EN25 (5) in that it does not respect the architectural and historic integrity of the group of buildings of which it forms a part and overall it fails to conform to EN22 where it detracts from the beauty of the landscape.

6 Items for information

6.1 Decisions by TWBC

6.11 16/505487 Crundalls Bungalow Geddes Hill Matfield
Erection of equipment store
Recommendation-Approval Decision-Approval

6.12 16/06017 Old Tong Farm Tong Road Brenchley
Minor alterations to interior of existing dwelling at ground and second floor level and external changes to exterior including replacing and providing conservation roof lights, replacing existing windows and blocking up door in existing ground floor extension, and replacing windows in annex "cottage" building
Recommendation-Approval Decision-Approval

6.13 16/060108 Poulhurst Furnace Lane, Brenchley
 Change of use of two existing stable buildings to create 1x1 bed holiday let and 1x1 bed holiday let/annexe accommodation ancillary to main house
Recommendation-Approval Decision-Approval

6.14 16/06107 Poulhurst Furnace Lane, Brenchley
 Removal of existing sand school and erection of tennis court on same footprint
Recommendation-Approval Decision-Approval

7 Decisions required

7.1 Viewing point/Jubilee

Messrs Forwards will be repairing the fencing shortly. One of the benches and the long seats are in need of urgent repair for which they have quoted £675 or £450 in softwood. The fencing around the area has been made and it is hoped installation will follow shortly.
Resolved: - To authorise the repairs as shown in hardwood. The Clerk was also asked to provide an account on monies to be spent on the viewing point to allow adequate provision to be made for the site as a whole.

7.2 Site Allocations/ Planning matters

Regarding the publication of the sites in the parish, put forward in the borough council's Call for Sites, the meeting considered a paper from the Chairman, setting out the what he believed should be the council's position on the matter. Councillors considered the paper and gave it their unanimous support. It was therefore **resolved** that the Council's Policy Group be requested to undertake further work on this issue, to enable the council to create a strategy on development. The Group would report back to the full Council. It was further **resolved** that the text of the paper be published along with the minutes of the meeting. Brg. Cllr. McDermott advised that the borough council's site allocations document was not ready for publication, and indicated that any comments received from the parish council would be taken into account.

7.3 Armistice Celebrations and lighting the beacon.

The council had received an invitation to take part in a national initiative involving the lighting of Beacons. It was agreed that the council would participate in the initiative, and that the Clerk would register the council's interest with the organisers. The Chairman indicated that this initiative would be taken forward by Working Party established to make arrangements to mark the Centenary of the Armistice."

8 Parish Plan

8.1 To hear reports

It was reported that the survey is now live. Flyers have been distributed. The next meeting of the co-ordination group is scheduled for the 17th November when the process of analysis can begin. Over 126 replies had been received so far. The Chairman asked that it be **Noted** in the minutes how delighted the PC was with the excellent work that has been done by all concerned in relation to the Parish Plan.

8.2 Co-Ordination Group

To consider a proposal to amend the terms of reference for the Co-Ordination Group to allow the Chair of the group to report to the PC
Agreed: - The proposal to be accepted and that the PC will be more than happy to receive such reports.

9 Correspondence

9.1 Resident re Planning Application

A letter objecting to planning application Item 6.12. The letter has been circulated via email and can be read on the TWBC planning portal.

9.2 Resident re speed limits

An email requesting support for an application to extend the 30 mph speed limit on Maidstone Road northward to take in the road in front of the houses on the west side of the road leading to the top of Geddes Hill. It was agreed to advise the resident that this issue as well as others was an issue for the Parish Plan and it was important that she completes a survey to insure her wishes are known.

9.3 Land near Maidstone Road

A copy of a letter from Mr Daniel Carter to TWBC proposing the development of some 7 acres of land he owns in conjunction with his mother.

9.4 PWCAC

A request for funding for the forthcoming year.

It was **agreed** to acknowledge receipt and to advise it would be considered in the forthcoming budget.

10 Meetings attended and reports by Councillors**10.1 Finance Sub-Committee**

The finance Sub-Committee met immediately prior to this meeting

Cllr deGuinand reported the sub-committee had met to review the first half years accounts. With an annual budget of some £78k, £34k had been spent so far. One area that stood out was the Matfield Pavilion spend running at 154% of budget but that was accounted for by the return of hire fees accumulated in the previous financial year. Matfield Green and the pond showed an underspend with £10.5K available. However with quotes for the pond on its own being in the region of £11.5k it was always known the costs would need to be spent with the budget of more than one year. A report from Mrs Klempau on the pavilion accounts showed that the Pavilion finances were in a good state. It was also thought that it would be necessary to raise the precept this year by more than last years 9%, especially if there was a cap possible in the future.

It was also noted that to ensure the bank accounts were fully reconciled there were some entries for cheques never cashed and a payment made in respect of a previous year. It was agreed that a credit should be shown to balance these and remove them from the reconciliation.

Resolved: - To accept the accounts and the report as satisfactory and that they caused no cause for concern.

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

None

12 Accounts for payment

12.1	M Powell	Salary & Expenses	1099	TFR	£1468.83
12.2	HMRC	Tax & NI	1100	TFR	£434.17
12.3	Wendy Cane	JV Garden maintenance	1101	TFR	£120.00
12.4	Woodread Ltd	artwork etc. for parish plan	1102	TFR	£120.00
12.5	I McEwen	SurveyGizmo subscription	1103	TFR	£80.52
12.6	CPRE	Annual subscription	1104	TFR	£36.00
12.7	BT	Phone & Broadband	1105	TFR	£324.79
12.8	Streetlights	Maintenance Contract	1106	TFR	£240.92
12.9	EON	Electricity	1107	TFR	£37.65

Please note that as agreed a direct debit mandate requires signing for payment into the pension fund. The Chairman and Cllr McEwen signed a direct debit form.

Resolved: - To agree these invoices and to pay them. The Chairman and Cllr McEwen agreed to authorise them.

13 Date of next meeting

Tuesday 22nd November at 7.30pm in Matfield Pavilion.