



BRENCHELEY AND MATFIELD PARISH COUNCIL  
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU  
Tel: 01892 723586 [www.brenchleyandmatfield-pc.gov.uk](http://www.brenchleyandmatfield-pc.gov.uk)

27<sup>th</sup> August 2025

I hereby give you notice that a meeting of Brenchley and Matfield Parish Council will be held at 7.00pm on 1<sup>st</sup> September 2025 at Matfield Pavilion.

All Members of the Council are summoned to attend the meeting to consider and make resolutions upon the business shown. Supporting papers may be obtained from the Clerk on request.

Chantal Brooks  
Clerk to the Parish Council

#### AGENDA

1. To accept apologies for absence
2. To approve the Minutes of the last meeting
3. Declarations of Interest
4. To adjourn to allow public participation. At the Chairman's discretion, 15 minutes will be set aside for questions from members of the public each one of whom may speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. Members of the public are not permitted to participate in the meeting after this agenda item, without prior invitation from the Chairman.
5. Borough and County Councillors
6. Chair's Announcements
7. Traffic
  1. Disabled parking space in Brenchley – to consider
  2. Highways Improvement Plan – update
  3. School Crossing – to note progress
8. Planning
  1. Planning Applications

|                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25/01576/FULL Walters Farmhouse, High Street, Brenchley, Kent, TN12 7NU</b><br>Erection of a garden home office, lean to, partial boundary fence & window replacement. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25/01578/LBC Walters Farmhouse, High Street, Brenchley, Kent, TN12 7NU</b><br>Listed Building Consent - Erection of lean-to extension and replacement window |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25/01322/FULL and 25/01636/LBC11 Mile Oak Cottages, Mile Oak Road, Brenchley, Kent, TN12 6NE</b><br>Alterations to front porch; amendments to external fenestration; rear single storey extension; internal alterations |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>25/01758/FULL and 25/01759/LBC and 25/01757/LBC Chapel Cottage , Brenchley Road, Matfield, Tonbridge, Kent, TN12 7PH</b><br>Listed Building Consent - Conversion of Chapel into annexe, insertion of rooflights & construction of glazed link to connect the cottage & Chapel |
| <b>25/01860/AGRREQ Land South Of, Marle Place Road, Brenchley, Kent</b><br>Prior Notification for agricultural development - Proposed storage building                                                                                                                           |
| <b>25/00827/FULL Little Cowden Farm , Fairmans Lane, Brenchley, Kent, TN12 7BB</b><br>Conversion of poultry sheds to 4 dwellings with partial demolition (Alternative to plots 4 & 5 of 21/03395/FULL)                                                                           |

## **2. Confirmation of Planning Recommendations submitted**

Under delegated responsibility the attached recommendations were submitted in July and August.

|                                                                                 |
|---------------------------------------------------------------------------------|
| 25/01548/AGRIC Land South Of Marle Place Road, Brenchley, Tonbridge Kent        |
| 25/00702/FULL The Spinney, Hatmill Lane, Brenchley, Tonbridge, Kent, TN12 7AE   |
| 25/01013/FULL Bramleys, Beech Lane, Matfield, Tonbridge, Kent, TN12 7HG         |
| 25/01441/FULL OS Plots 3100 & 3600, Crittenden Road, Matfield, Tonbridge, Kent, |
| 25/01466/FULL Wat Tylers Cottage, Crook Road, Brenchley, Kent, TN12 7BE         |
| 25/01610/FULL Burford Place, High Street, Brenchley, Tonbridge, Kent, TN12 7NQ  |
| 25/01638/FULL Oakleigh, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7LE     |
| 25/01722/FULL Court Farmhouse, Maidstone Road, Matfield, Kent, TN12 7LE         |

## **9. Scout Hut**

1. Lease – to agree
2. Project re fencing - update

## **10. Projects Update**

1. Posts on Matfield Green – to consider further posts
2. Jack Verrall Memorial Gardens

## **11. Cinderhill - Kent High Weald Partnership (KHWP) proposal for 2026-27 – to consider**

## **12. Annual RoSPA Playground Inspections – to note reports**

## **13. Allotment Gate access – to consider project**

## **14. Staff Appraisals**

1. Responsible Financial Officer
2. Clerk

## **15. Clerk's report**

1. Newsletter and Works update
2. Correspondence re Biodiversity of verges - to consider

## **16. RFO's Report**

1. Accounts authorised in August – for information
2. Accounts payable

## **17. Meetings attended and reports by Councillors**

## **18. Date of next meeting: Monday 6<sup>th</sup> October 2025, 7pm, Matfield Pavilion**