



BRECHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

26th November 2025

I hereby give you notice that a meeting of Brenchley and Matfield Parish Council will be held at 7.00pm on Monday 1st December 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. Local Government Re-Organisation
8. Traffic
 1. Highways Improvement Plan – outcome of meeting with KCC and further addition
9. Planning
 1. Planning Applications

25/02431/FULL7 Porters Wood, Petteridge Lane, Matfield, Tonbridge, Kent, TN12 7LR

Single-storey rear extension; proposed entrance canopy; alterations to external fenestration & installation of rooflight; installation of ASHP; demolition & replacement of outbuilding; increased rear patio & driveway alterations

25/02527/FULL Foxwood House, Foxhole Lane, Matfield, Tonbridge, Kent, TN12 7ES

Variation of Condition 2 of Planning Permission 24/01562/FULL - Addition of timber canopy, addition of front porch, removal of external chimney stack, relocation of oil tank, internal alterations & changes to fenestration

25/02538/FULL Little Cowden Farm, Fairmans Lane, Brenchley, Kent, TN12 7AD

Variation of Condition 2 of Planning Permission 21/03395/FULL - (Addition of 3 no. garages)

25/02565/FULL August Pitts Farm, Churn Lane, Horsmonden, Kent, TN12 8HW

(Retrospective) Change of use from agriculture to B8 on three buildings

25/01269/FULL Land To The Rear Of August Pitts Farm, Churn Lane, Horsmonden, TN12 8HW Change of use of the land for the stationing of 1 mobile home, 1 day room and 1 touring caravan for Gypsy / Traveller accommodation. Associated hard and soft landscaping (Part retrospective)
25/02630/LBC 6 Whitethorn Cottages, Brenchley Road, Matfield, Kent, TN12 7PR Listed Building Consent -Repairs to timber-framed roof structure, roof tiles & internal plaster
25/02681/FULL 10 Porters Wood, Petteridge Lane, Matfield, Kent, TN12 7LR Demolition of existing single storey extension; Proposed two storey side extension; Extension of driveway
25/02698/FULL Little Tawsden, Spout Lane, Brenchley, Kent, TN12 7AS Proposed single storey rear extension

2. Planning Enforcement
 1. Matters previously reported – to note
 2. Apparent recent planning breaches – to consider
3. Proposals for the play area, parking and s.106 for the Clarendon Development in Matfield – to note outcome of meeting with Developer
10. Interim Internal Audit – to note report
11. Finance Committee
 1. Minutes – to approve
 2. Recommendations - that the Council:
 - adopts the Finance and Governance Risk Register as amended
 - approves that the Allotment Fees and Pavilion license and hire fees remain unchanged for the 2026-27 financial year
 - approves the net budget for 2026-27 of £173,182 and precept requirement of £149,000
12. Policy and Management Committee
 1. Minutes – to approve
 2. Recommendations - that the Council:
 - adopts the Terms of Reference for the Policy and Management Committee as amended
 - adopts the Terms of Reference for the Planning Committee as presented
 - adopts the Health and Safety Policy as amended
 - adopts the Policy on Meetings with Developers as amended
 - adopts the Publication Scheme as amended
 - re-adopts the Data Protection and Document Retention Policy unamended
 - re-adopts the Social Media Policy unamended
 - adopts Dignity at Work Policy as amended
 - adopts the Memorials, Plaques, Benches and Trees Policy as amended
 - adopts the Tree Policy as amended
 - adopts the Equality, Diversity and Inclusion Policy as amended
 - adopts the Website Accessibility Statement as amended
 - re-adopts the Website Privacy Notice unamended
 - adopts the IT Policy as presented
 - adopts the Risk Management Policy including Risk Assessment Schedule as amended
13. Clerk's Report with works list
14. RFO's Report with budget monitoring
 1. Accounts payable
15. Meetings attended and reports by Councillors
16. Date of next meeting: Monday 12th January 2026, 7pm, Matfield Pavilion