



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

26th April 2023

I hereby give you notice that the Annual Meeting of Brenchley and Matfield Parish Council will be held at
7.00pm on Tuesday 2nd May 2023 at Matfield Pavilion

All Members of the Council are summoned to attend the meeting to consider and make resolutions upon the business shown.

Chantal Brooks
Clerk to the Parish Council

AGENDA

1. **Election of Chairman of the Parish Council and Declaration of Acceptance of Office**
2. **Election of a Vice Chairman of the Parish Council and Declaration of Acceptance of Office**
3. **To accept apologies for absence**
4. **To approve Minutes of the last meeting**
5. **To record declarations of interest in any item on the Agenda**
6. **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.**
7. **Chairman's Announcements**
8. **Allocation of responsibilities and Committee membership**
9. **Paddock Wood Community Advice Centre – to receive report on use of PC grant 2022-23**
10. **Planning**
 1. **Response to Capel Regulation 14 (pre-submission) NDP**
 2. **NDP Monitoring Data for information**
 3. **Planning Applications**

23/00511/LBC Town Farm House, High Street, Brenchley, Tonbridge, Kent, TN12 7NH	Listed Building Consent - Demolition of outbuildings, Creation of bathroom, Restoration of existing bathroom, Installation of partition wall to create boiler room, Kitchen upgrades
---	--

23/00738/FULL Bell Cottage, Hatmill Lane, Brenchley, Kent, TN12 7AE	Demolition of single-storey lobby, Proposed two storey extension, replacement of fenestration
23/00800/FULL Far Far Away, Beech Lane, Matfield, Tonbridge, Kent, TN12 7HG	Increase of amenity area associated with the mobile home permitted under 22/02633/FULL; submission of details to address conditions 3-5 of 22/02633/FULL

11. **Post Office – to discuss options**
12. **Finance – to agree Earmarking funds**
13. **Policy and Management Committee**
 1. **Minutes of the meeting of 12th April**
 2. **Dignity at Work Policy – to consider draft**
 3. **Recommendations**

RECOMMENDATION to re-adopt the Code of Conduct unamended

RECOMMENDATION to re-adopt the Gifts and Hospitality Policy unamended

RECOMMENDATION to re-adopt the Standing Orders unamended

RECOMMENDATION to re-adopt the Health and Safety Policy unamended

RECOMMENDATION that the PC adopts the Land and Assets Risk Assessment as amended
14. **Environment and Sustainability**
 1. **EV Charging points update**
 2. **Big Green Week**
15. **Projects**
 1. **Porters Wood – to consider quotes for playground project**
 2. **Matfield Pond - update**
16. **Clerk's and RFO's Report**
 1. **Verges on Matfield Green**
 2. **WWI Tommy Silhouette**
 3. **IT Support Contract – to consider**
 4. **RFO announcements**
 5. **Annual review of Standing Orders and Direct Debits**
 6. **Accounts payable**
17. **Meetings attended and reports by Councillors**
18. **To be advised of urgent business as may be previously notified**
19. **Date of next meeting:**

Full Meeting of the Council, Monday 6th June 2022, 7.00pm, Matfield Pavilion