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

28th October 2026

I hereby give you notice that a meeting of Brenchley and Matfield Parish Council will be held at 7.00pm on Monday 2nd November 2026 at Matfield Pavilion, The Green, Matfield, TN12 7JU

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

Members of the public are welcome to attend and supporting papers may be obtained from the Clerk.

Chantal Brooks
Clerk to the Parish Council

AGENDA

1. **To accept apologies for absence**

2. **To approve the Minutes of the last meeting**

3. **To note Declarations of Interest in any item on the Agenda**

4. **To adjourn to allow public participation**
   At the Chair'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 Chair.

5. **Borough and County Councillors' Announcements**

6. **Chair's Announcements**

7. **Planning**
   1. **Planning Applications – to consider**
   - **26/01852/FULL Friars Coach House, Maidstone Road, Matfield, Kent, TN12 7LG**
   Removal of outbuildings and erection of single storey dwelling
   - **26/02114/FULL The Nurseries, Pralls Lane, Matfield, Tonbridge, Kent,TN12 7DX**
   Single-storey extension to an existing residential outbuilding

   2. **Comments submitted regarding Companion Campfire Club, Pralls Lane – to confirm**
   3. **Housing Needs Survey – to receive report**
   4. **TWBC Settlement Role and Function Study (SRFS) – to note submission**

8. **Traffic**
   1. **Highways Improvement Plan (HIP) – to consider amendments**
   2. **Parking Stress at Market Heath – to discuss**

9. **Policy and Management Committee**
    1. **Minutes of the meeting of 22nd April 2026 – to approve**

    RECOMMENDATIONS:
    that the Council re-adopts the Section 106 Funding Policy unamended
    that the Council re-adopts the Scheme of Delegation unamended
    that the Council re-adopts the Procedure for Co-Option unamended
    that the Council adopts the Environment, Sustainability, Climate Emergency and Biodiversity Policy as amended
    that the Council re-adopts the Complaints Policy and Procedure unamended
    that the Council adopts the Protocol for Engaging with Local Organisations as amended
    that the Council re-adopts the Disciplinary Policy unamended
    that the Council re-adopts the Grievance Policy and Procedure unamended
    that the Council re-adopts the Vexatious Complainants Policy unamended
    that the Council adopts the Memorials, Plaques, Benches and Trees Policy as amended
    that the Council adopts the Risk Management Policy and Schedule as amended
    that the Council adopts the Finance and Governance Risk Assessment as amended

10. **Bench at Viewpoint – to consider replacement**

11. **Christmas – to consider further lights in Matfield**

12. **Walking Tour – to consider**

13. **Clerk's Report with works list**

14. **RFO's Report with budget monitoring**
    1. **Accounts payable – to approve**

15. **Meetings attended, reports by Councillors and urgent business**

16. **Date of next meeting: Monday 7th December 2026, 7pm, Matfield Pavilion**