



BRENTLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield.co.uk

30th November 2022

I hereby give you notice that a meeting of Brenchley and Matfield Parish Council will be held at
7.00pm on Monday 5th December 2022 at Matfield Pavilion

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

Due to space limitations at this venue if members of the public wish to attend please advise the Clerk in advance.

Chantal Brooks
Clerk to the Parish Council

AGENDA

1. To accept apologies for absence
2. To approve Minutes of the last meeting
3. To record declarations of interest in any item on the Agenda
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 Councillor
6. Chair's Announcements
7. Councillors' Corner – to outline
8. Committee memberships and responsibilities – to allocate
9. Planning

1. Planning Applications

22/02986/FULL Foxhole Farm, Foxhole Lane, Matfield, Tonbridge, Kent, TN12 7ES	Extension to existing tractor store building and the provision of a replacement barn for hay storage
22/03084/FULL and 22/03085/LBC Little Portobello, Windmill Hill, Brenchley, Tonbridge, Kent, TN12 7NP	Erection of small glazed link extension from kitchen, Alterations to existing fenestration, Erection of glazed dormer window box to west of centre roof slope at second floor level, Alterations to internal walls and ceiling

22/03221/FULL Rowan, Maidstone Road, Matfield, Tonbridge, Kent, TN12 7LD	Erection of loft conversion with front facing roof light, rear facing flat roof dormer and roof lights. Original approved application 21/02411/FULL - changing
22/03232/FULL 22/03233/LBC Burtons, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BU	Demolition of existing rear kitchen extension, Erection of new kitchen extension, Erection of extensions to two rear wings, Replacement glazing to existing oak framed extension

2. **Delegation of planning responses**
 3. **Neighbourhood Plan update**
 4. **Local Plan update**
 5. **Correspondence with Clarendon Homes – to note**
 6. **Correspondence with Voltaia regarding community benefits – to note**
 7. **Enforcement action regarding 22/03087/AGRIC – to note**
10. **Brenchley Post Office – update**
11. **Cinderhill - to consider reinstatement of the woodland at the football pitch**
12. **Traffic**
1. **Highways Improvement Plan – update**
 2. **Correspondence from residents about near miss on Brenchley Road – to consider actions**
 3. **Concerns regarding dangerous parking on Windmill Hill – to consider actions**
 4. **Reed Solar Farm – traffic route**
13. **Finance Committee**
1. **Minutes of the meeting of 23rd November 2022 – to approve**
 2. **Budget and Precept 2023-24 – to consider**
- RECOMMENDATION: that the Council approves the suggested Fees and Licenses from 1.4.23.**
- RECOMMENDATION: that the Council approve the Finance Regulations as amended.**
- RECOMMENDATION: that the Council approve the Finance and Governance Risk Register as amended.**
- RECOMMENDATION: that the Council opens an easy access deposit account.**
14. **Policy and Management Committee**
1. **Minutes of the meeting of 15th November 2022 – to approve**
- RECOMMENDATION: that the Scheme of Delegation as amended be re-approved by the Council.**
- RECOMMENDATION that the Section 106 Funding Policy be approved by the Council as amended.**
- RECOMMENDATION: that the Policy for Meetings with Developers be approved by the Council as amended.**
- RECOMMENDATION: that the PC rescinds the Website Charging Policy**
- RECOMMENDATION: that the Parish Council re-adopts the Grievance Policy unamended**
- RECOMMENDATION: that the Parish Council re-adopts the Protocol for Engaging with Local Organisations unamended**
- RECOMMENDATION that the Parish Council adopts the Equality and Diversity Policy as drafted**
- RECOMMENDATION: that the Parish Council adopts the updated Risk Register**
- RECOMMENDATION: that the Council approves the Terms of Reference for the Traffic and Highways Working Group**

RECOMMENDATION: that the Council approves the Terms of Reference for the Environment and Sustainability Working Group

- 15. Clerk's and RFO's Report**
 - 1. Correspondence – Samaritans donations request**
 - 2. Correspondence – Homestart donation request**
 - 3. Accounts payable**
- 16. Meetings attended and reports by Councillors**
- 17. To be advised of urgent business as may be previously notified**
- 18. Date of next meeting:**

Full Parish Council Meeting 7pm, Monday 9th January 2023