



BRENCHEY AND MATFIELD PARISH COUNCIL

Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU

Tel: 01892 723586 Web: www.brenchleyandmatfield-pc.gov.uk

29th April 2026

I hereby give you notice that the Annual Meeting of Brenchley and Matfield Parish Council will be held at 7.00pm on Tuesday 5th May 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. **Election of a Chair of the Parish Council**
2. **Election of a Vice Chair of the Parish Council**
3. **To accept apologies for absence**
4. **To approve the Minutes of the last meeting**
5. **Declarations of Interest**
 1. Training and information provided by the Clerk
 2. To record declarations of interest in any item on the Agenda
6. **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.**
7. **Borough and County Councillor Reports**
8. **Chair's Announcements**
9. **Planning**
 1. Confirmation of planning comments submitted – to note
 - **26/00330/FULL 1 Cinder Hill Wood, Five Wents, Matfield, Tonbridge, Kent, TN12 7ED**
Two-storey rear extension; alterations to the external fenestration & roof; installation of 5no rooflights
 2. Planning Applications – to consider
 - **26/00766/FULL Childs Cottage, Crook Road, Brenchley, Tonbridge, Kent, TN12 7BE**
Proposed infill and rear extension, front porch and alterations to the dwelling, oil tank relocation, and erection of detached ancillary outbuildings (alternative to planning permission 24/03176/FULL)
 - **26/00747/FULL and 26/00748/LBC The Old Vicarage, High Street, Brenchley, Kent, TN12 7NQ**
Dormer window, rooflight & woodburning stove; alterations to rooflights

- **26/00889/FULL The Allotment Gardens (Part OS Plot 9527), Tibbs Court Lane, Matfield, TN12 7NB**
Replacement shed
- **26/00884/FULL and 26/00885/LBC Bourne House, High Street, Brenchley, Kent, TN12 7NQ**
(Part-retrospective) Replacement of single glazed bay windows with double glazing; repairs to internal sills

10. Traffic

1. **Highways Improvement Plan – to note update from KCC**

11. Annual Grant/Contract Reports – to receive

1. **Paddock Wood Community Advice Centre**
2. **Brenchley Archives**
3. **Kent High Weald Partnership - Cinderhill**

12. Policy and Management Committee

1. **Minutes of the meeting of 22nd April 2026 – to approve**

RECOMMENDATION: that the Council adopts the NALC Model Standing Orders as amended

RECOMMENDATION: that the Council adopts the Code of Conduct as amended

RECOMMENDATION: that the Council adopts the Financial Regulations as amended

RECOMMENDATION: that the Council adopts the Equality, Diversity and Inclusion Policy as amended

RECOMMENDATION: that the Council adopts the Expenses Policy to apply from 1st April 2026

13. Committee Terms of Reference – to review

1. **Personnel Committee**
2. **Finance Committee**

14. Committees, Responsibilities and Working Groups – to appoint

15. Council Meeting Dates 2026-27 – to note

16. Weald of Kent Protection Society (WKPS) Membership – to consider

17. Clerk's Report with works list

1. **Matfield Pavilion Fire Risk Assessment – to note annual review**
2. **Donation request – Castle Hill Cricket Club**
3. **Overflow drain reinstatement – to consider further expenditure**

18. RFO's Report with budget monitoring

1. **Accounts payable**

19. Meetings attended, reports by Councillors and urgent business

20. Date of next meeting: Annual Meeting, Monday 1st June 2026, 7pm, Matfield Pavilion