



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

2nd April 2025

I hereby give you notice that a meeting of Brenchley and Matfield Parish Council will be held at 7.00pm on Monday 7th April 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 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. Chairman's Announcements**
- 7. Youth Provision – Cllr Astra Birch**
- 8. Planning**
 - 1. Planning Applications**

25/00303/FULL 1 Burrs Hill Oast, Horsmonden Road, Brenchley, Tonbridge, Kent, TN12 7AT Erection of a front porch & boot room
25/00390/FULL 3 Chestnut Lane, Matfield, Tonbridge, Kent, TN12 7JJ Erection of a garden studio, and demolition of garage
25/00408/LBC Holmbush, Brenchley Road, Matfield, Tonbridge, Kent, TN12 7PP Listed Building Consent - Internal alterations to relocate previously approved bathroom & dressing room under 22/00949/LBC

25/00463/FULL 5 Bass Orchards, Brenchley Road, Matfield, Kent, TN12 7BZ Erection of rear outbuilding & (relocated) bin & cycle structure.
25/00593/FULL 1 Church Close, Brenchley, Tonbridge, Kent, TN12 7AA Two-storey side extension & addition / alteration of windows.
25/00616/FULL 4 Bramble Reed, Bramble Reed Lane, Matfield, Tonbridge, Kent, TN12 7EX Demolition of existing garage & outbuildings, Construction of new porch, two storey side extension & single storey rear extension
25/00702/FULL The Spinney, Hatmill Lane, Brenchley, Tonbridge, Kent, TN12 7AE Proposed replacement dwelling

2. Local Plan Modification Consultation – to consider response

9. Application for Right of Way in front of the Wheelwrights Arms – to confirm appeal submission

10. Finance Committee

1. Minutes of the meeting of 26th March 2025

RECOMMENDATION that the Parish Council implement a deposit scheme for new Allotment tenants totalling 1 year's tenancy fee.

RECOMMENDATION to amend the Financial Regulations regarding 5.4 , 5.7 and 5.11 as per NALC guidelines.

2. Finance Committee Terms of Reference – to review

11. Matfield Fête – to consider purchases for Parish Council Stand

12. RFO end of probation – confirmation of permanent employment

13. Scout Hut Lease - to review amendments

14. Projects

- 1. Posts around Matfield Green - update**
- 2. Jack Verrall - update**
- 3. Sale of Cooksfield – update**

15. Memorial Bench on Matfield Green – to consider application

16. Overflow drain from Matfield Pond – quote to reinstate

17. Clerk's report

18. Risk Assessment for VE Day beacon lighting – to note

19. RFO's Report

- 1. Accounts payable**

20. Meetings attended and reports by Councillors

21. To be advised of urgent business

22. Date of next meeting: Annual Meeting Tuesday 6th May 2025, 7pm, Matfield Pavilion