

1st December 2021

I hereby give you notice that a meeting of Brenchley and Matfield Parish Council will be held at

7.30pm on Monday 6th December 2021 at Brenchley Memorial Hall

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

Due to social distancing measures at this venue if members of the public wish to attend please advise the Clerk in advance, please wear a mask.

AGENDA



Chantal Brooks
Clerk to the Parish Council

1. To accept apologies for absence
2. To approve the 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 Councillors – to receive information
6. Planning
 1. Neighbourhood Development Plan
 2. Planning Applications

21/03655 Ranworth Cottage, Hatmill Lane, Brenchley, Tonbridge, Kent, TN12 7AE	Partial demolition of existing single storey rear extension and proposed increase in footprint floor area to provide larger extension
21/03278 Poulhurst Farm Furnace Lane Brenchley Tonbridge Kent	Demolition of existing pole barn; Conversion of three barns to provide three No. dwellings with detached garage and single storey extension to Barn 'C'. Provision of parking and turning areas; provision of domestic curtilages; Associated hard and soft landscaping.
21/03377 Hononton Farm, Furnace Lane, Brenchley, TN12 7BX	Insertion of windows and doors
21/03649 Old Barn, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Loft conversion to existing roof including proposed small dormer window to rear elevation and 5 No. additional rooflights

21/03650 Old Barn, Watermans Lane, Paddock Wood, Tonbridge, Kent, TN12 6ND	Conversion of existing large single garage to ancillary residential accommodation
21/03696 Knowle Lodge, Knowle Road, Brenchley, Tonbridge, Kent, TN12 7DW	Erection of single storey rear extension; loft conversion; new porch; fenestration changes; brick plinth and timber cladding to whole dwelling
21/03332 Burtons , Crook Road, Brenchley, Tonbridge, TN12 7BU	Removal of existing timber clad sheds and replacement with new; Removal of existing pool tiles and replacement with new; Removal of existing pool hard landscape including paving and replacement with new; Removal of existing low walls surrounding the perimeter of the pool and replacement with new; Forming new steps from garden down to pool area; Forming a new gate from garden down to pool area; New low level ambient lighting around pool area; New soft landscaping about the perimeter of the pool area
21/03714 8 Pixot Hill, Brenchley, Tonbridge, Kent, TN12 7BD	Single storey side and rear extension
21/03759/OUT Land Rear Of, 5 - 19 Chestnut Lane, Matfield, Tonbridge, Kent,	Outline Planning Application (Access not reserved) - Erection of 22 dwellings, access and landscaping
21/03760 Swingle Swangle Farmhouse, Goshen Farm, Brenchley Road, Matfield, Tonbridge, Kent, TN12 7DT	Erection of a new oak-framed glazed single storey entrance porch to enlarge and replace the restricted existing main entrance

7. Policy and Management Committee minutes and recommendations

- that the Terms of Reference for the Policy and Management Committee be approved by the Council.
- that the Publication Scheme be adopted by the Council.
- that the Policy for Memorials Plaques, Benches and Trees be adopted by the Council.
- that the Environment, Sustainability and Climate Emergency Policy be adopted by the Council.
- that the Code of Conduct as amended be adopted by the Council.
- that the Gifts and Hospitality Policy be adopted by the Council.
- that the Procedure for Co-Option as amended be adopted by the Council
- that the Data Protection and Document Retention Policy be re-adopted un-amended by the Council
- that the Council approve the text of the email disclaimer for use on Councillor emails.
- that the Grants Policy be re-adopted un-amended by the Council
- that the Complaints Procedure be adopted as amended by the Council
- that the Policy for Pre-Application meetings with Developers be adopted as amended by the Council

8. Finance Committee minutes and recommendations

- that the proposed fee structure of 50p per square metre be used to calculate allotment rental fees for 2022-23 with a discount for two tenants
- that Pavilion licence fees for MGCC and the Guides remain unchanged for 2022-23 at £220
- that booking fees for Matfield Pavilion are increased to £15 for the first hour and remain at £10 for subsequent hours from 1.4.2022
- that the discretionary free-use of Matfield Pavilion remains in place for Matfield Women's Institute, the Love Matfield Society, the Tunbridge Wells Area Committee of KALC, and Paddock Wood Community Advice Centre. St. Luke's to be given free use of the Pavilion for the Carol Service.
- that the Council adopts the Finance and Governance Risk Register as amended.

- that the Council approve the draft budget of £144,200 and precept requirement of £127,900 for 2022-23
9. Audited 2019-2020 AGAR – to note
 10. Allotment Tenancy Agreement – to agree
 11. Brenchley Post Office – to discuss
 12. Clerk's/RFO's report
 1. PC Meeting Dates 2022
 2. Accounts payable
 13. Meetings attended, and reports by Councillors
 14. To be advised of urgent business as may be previously notified
 15. Date of next meeting:
Full Council Meeting Monday 10th January 2022, 7.30pm