**To all Members of Pembury Parish Council**

You are hereby summoned to attend the meeting of Pembury Parish Council at the Parish Council Offices, Lower Green Recreation Ground, Lower Green Road, Pembury TN2 4DZ on **Monday 7 October 2019** at **7:15pm**.

Helen Munro

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Parish Clerk

Date of Issue: 1 October 2019

**Members of the Public and Press are welcome to attend**

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy the Council’s procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

**A G E N D A**

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|  | **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence. |  |
|  | **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.  |  |
|  | **MINUTES.** To receive and approve the minutes of the meeting held on 2 September for signature. | p.1-9 |
|  | **COMMITTEE MINUTES.** To note draft minutes of the Planning & Highways Committee – 16 September 2019. | p.10-12 |
|  | **CHAIRMAN’S ANNOUNCEMENTS.** To receive announcements. |  |
|  | **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council. *Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Parish Council.* |  |
|  | **CLERK’S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken. |  |
|  | **REPORTS OF COUNTY & BOROUGH COUNCILLORS’.** To receive questions and reports. |  |
|  | **STONE COURT LANE PLANNING APPLICATION 198/03929/PAPL.** To consider a resident’s request to formally complain to TWBC about the Planning Department’s advice to the developer following their Freedom of Information Request.  |  |
| 1.
 | **DRAFT LOCAL PLAN.** * 1. To receive update from Public Consultation on 23 September 2019 and receive report on residents’ comments and surveys received.
	2. To consider liaison with other stakeholders in Pembury
	3. To consider the Council’s response to the Local Plan and timetable.
 | To Follow |
|  | **MOTION FROM CLLR STRATTON.** To receive a report on undertaking a Neighbourhood Development Plan for discussion. | p.23-27 |
|  | **NEW PROJECTS / IDEAS.**  To receive update and consider priorities. | p.28-29 |
|  | **CRIME AND ANTISOCIAL BEHAVIOUR.** To note meeting with Kent Police to discuss recent incidents in Pembury and review draft agenda.  | p.30 |
|  | **PLANNING APPLICATIONS.** To agree response to TWBC for the following planning applications: * 1. **19/02489/OUT** Outline (All Matters Reserved) - Proposed new 3 bed chalet bungalow dwelling within existing rear garden of 28 Lower Green Road.
	2. **19/02167/LBC** - Listed Building Consent: Replacement of kitchen windows and door with wooden double-glazed windows and door - 61 Lower Green Road
	3. **19/02651/FULL** - Conversion of existing garage into study and erection of new single storey side extension - 30 Henwoods Crescent
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|  | **INSTAGRAM.** To consider setting up an Instagram account.  | p.31 |
|  | **OPEN SPACES WORKING GROUP.** To receive the minutes of the meeting held on 24 September 2019 for approval and consider the following recommendations of the Working Group:* 1. To agree allotment rent increases for 2020/21.
	2. To agree delegated powers for the Clerk to waive double fees for non-residents.
 | p.32-35 |
| Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press will be excluded from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information. |
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|  | **DISCHARGE OF COVENANT.** To report update.  |  |
| The meeting will be re-opened to the press and public |
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|  | **FINANCE AND ADMINISTRATION.** * 1. To receive and approve the Accounts for payment for signature.
	2. To receive report on proposed new procedure for making payroll payments due to NatWest stopping their Autopay.
 | p.36p.37 |
|  | **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only. |  |
|  | **FUTURE MEETINGS.** 4 November 2019. |  |