



**To all Members of Pembury Parish Council**

*Cllrs Barrett, Birch, Brooks, Gautam, Hall, Reilly, Snow, Stratton, Weaver & Webster*

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 5 February 2024** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

*H Munro*

Helen Munro  
Parish Clerk

Date of Issue: 30 January 2024

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

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**A G E N D A**

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1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence from Parish Councillors.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests. None

*The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.*

3. **CHAIR'S ANNOUNCEMENTS.** To receive announcements
4. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

*To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. 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 Committee. For further information please see [our website](#)*

5. **MINUTES.** To receive and approve the minutes of the meeting held on 8 January 2024 for signature.
6. **COMMITTEE & WORKING GROUP MINUTES.** To note draft minutes of Committees and/or Working Groups for adoption and receive verbal report and update from Committee or Working Group Chairs:
  - a. Climate & Environmental Action Working Group – 10 January 2024
  - b. Open Spaces Committee – 15 January 2024
  - c. Events Working Group – 16 January 2024

- d. Pembury Village News Advisory Group – 17 January 2024
  - e. Finance & HR Committee – 22 January 2024
  - f. Planning & Highways Committee – 22 January 2024
7. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **ALLOTMENT TRACK.** To receive update on remedial work to track by neighbouring developer and agree any actions.
9. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.**
- a. To receive reports.
  - b. To receive updates on the Local Plan with specific reference to housing developments.
10. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
11. **COMPLAINT.** To receive response to complaint from Tunbridge Wells Borough Council (TWBC) and agree any further actions.
12. **PLANNING APPLICATION.** To consider planning application and agree response to TWBC.
- a. 23/03419/FULL – Cornford Court, Cornford Lane – Demolition of existing single storey structure and erection of a part two/part three storey Assisted Living unity (use C2) comprising of 69 two-bedroom suites along with a gym, Community Room and Hydrotherapy Pool along with associated car parking, landscaping and alterations to site levels.
13. **LOCAL PLAN CONSULTATION.** To consider TWBC's Local Plan Consultation and recommendation from Planning & Highways Committee.
14. **COMMITTEE & WORKING GROUP MEMBERSHIP CHANGES.** To approve changes to memberships.
15. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.** To consider recommendations:

Events Working Group

- a. To approve the format and budget for Pembury in the Park 2024.
- b. To approve the format and budget for the Fireworks Display 2024.

PVN Advisory Group

- c. To note recommendation that a review of PVN printer to be undertaken on a three year cycle.

#### Open Spaces Committee

- d. To receive a verbal report on initial discussion with TWBC regarding Biodiversity Net Gain in local woodlands.
- e. To consider quotes for unbudgeted work to memorials and consider funding options.
- f. To approve Memorial Policy.

#### Finance & HR Committee

- g. To approve the IT Policy Disclaimer for Councillors to sign annually.
- h. To approve the annual risk assessment.
- i. To approve the system of internal control and its effectiveness.
- j. To note the Interim Auditors Report and its recommendations.
- k. To approve the appointment of Mulberry & Co as Internal Auditors for a three year period.

#### Planning & Highways Committee

- l. To approve Protocol for future meetings with Developers.

16. **PEMBURY BOWLS CLUB.** To consider request to erect signage on the bowls club pavilion.
17. **FINANCIAL INFORMATION.** To receive and approve:
  - a. The Accounts for Payment.
  - b. Income and Expenditure report to 31/12/2023
  - c. Bank Balances as at 31/12/2023.
  - d. Earmarked Reserves as at 31/12/2023
18. **RISKS.** To consider any new risks affecting the Council and actions required.
19. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
20. **FUTURE MEETINGS.**
  - a. Full Council – Monday 4 March 2024 at 7:15pm at Pembury Baptist Church Hall.
  - b. Annual Parish Meeting – Thursday 25 April 2024 at 7:15pm at Pembury Village Hall.
21. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, to consider excluding the public and press from the meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.
22. **HR MATTERS.** To consider salary review for 2024/25.