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| **SHIPBOURNE PARISH COUNCIL** | **Gable Cottage, Ismays Road**  **IGHTHAM, TN15 9BE** |
| **SARAH HUSEYIN**  **Clerk to the Council** | **Telephone: 01732 886402**  **email:** [**shipbourneparishcouncil@gmail.com**](mailto:shipbourneparishcouncil@gmail.com) |

**To: The Members of the Parish Council of Shipbourne -** I hereby summon you to attend a **Meeting of the Parish Council** to be held in the VILLAGE HALL, **SHIPBOURNE** commencing at **7.30 p.m. on Monday 12 June** to transact the undermentioned business.Sarah Huseyin, Clerk

**AGENDA**

The business of the Parish Council will be taken in the following order. All matters discussed will include information items as well as:

1. **Apologies for absence - Cllr Wallington, Borough Cllrs Taylor, Perry & Shaw**
2. **Signing of Acceptance of Office for Chair and Vice Chair**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 8 April 2016**
4. **Public Open Session -** Members of the public will be welcome to address the Parish Council with any concerns they have. Please note this item will be limited in time at the discretion of the Chairman**.**
5. **Matters arising** 
   1. **Defibrillator –** Update
   2. **New Speed Indication Device –** Update
   3. **Refurbishment of the Village Hall & AGM–** Update
   4. **Litter -** Update
   5. **Dog training on Shipbourne Common -** Update
   6. **Tree Survey -** Update
6. **Communications -** Items of information circulated prior to the meeting**.**
   1. Joint Parish Transport Consultation Group Meeting – 26th June 2017
   2. Good Councillors Guide to Neighbourhood Planning
   3. Good Councillors Guide 2017
   4. South Eastern Rail Franchise Consultation – Deadline extended to 30th June
   5. ‘What next for Localism’ NALC survey
   6. Support for the remembrance of the end of the First World War
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Chair’s Actions and Correspondence**
9. **Report from External Bodies**
10. **Finance**

**10.1** **Payment of Accounts** – The outstanding accounts will be presented for agreement to pay:

Parish Clerk Salary & Expenses £455.91

Insurance Renewal £334.74

Action with Communities in Rural Kent £50.00

**Total £840.65**

* 1. Budget & Finances to Year End & Annual Return
  2. Sign off Annual Return
  3. Sign off Complaints Policy

1. **Personnel**
   1. **Parish Clerk –** Timesheet Report
   2. **New Councillor**

**16. Planning Matters**

**16.1 To consider planning applications:**

**TM/17/01432/FL** – Bassam Lodge, Lane End, Stumble Hill, Shipbourne. Construction of passing bay to serve Bassam Lodge. Applicant: Fairlawne Estate Ltd.

**TM/17/01288/RD** - Church House, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. Details of conditions 2 (materials), 3 (joinery), 4 (levels) and 6 (landscaping) submitted pursuant to planning permission TM/16/03581/FL (Demolition of existing dwelling and construction of new two storey dwelling and detached double garage (Resubmission of TM/16/02494/FL). Applicant: Mr & Mrs J Heraty.

**TM/17/01390/FL** Church House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Section 73 application for Variation of condition 1 (approved plans) of planning permission 17/01302/NMA (Non-material amendment to planning permission TM/16/03581/FL: Addition of a condition listing the approved plans). The variation is to substitute approved plans with new plans to show new basement to previously approved replacement dwelling approved under 16/03581/FL. Applicant: Mr & Mrs J Heraty

**16.2 Planning approvals from TMBC**

**17/00665/FL** - Loft conversion | Old Stables, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL.

**17/00833/PDVAR** - Prior Notification: Change of use of agricultural building to a dwelling house and associated building operations (part 3 class Q). Land Adjacent To The Barn, Tinley Lodge Farm, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

* 1. **Planning Refused by TMBC**

**17/00676/FL** - Demolition of the existing dwelling (former granary) and construction of a replacement dwelling alongside repair works and reinstatement to the oast roundel. Martins Oast, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

**17/00784/FL** - Proposed double garage and new vehicular access to dwelling.  Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

* 1. **Other Planning Matters –** Shipbourne Enforcement Case at TMBC (confidential**)**.

**17. Highways & Footpaths**

**18. To review submission to Parish Newsletter**

1. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.**
2. **Date of next meeting.** – Monday 10th July 2017

NOTES: Members are reminded of the need for them to declare any interests not previously declared as a pecuniary interest, which they may have on any matters coming before the Parish Council for consideration. Further advice can be sought, whenever necessary, from the Clerk. Members are asked to be in the Village Hall in good time prior to commencement of the meeting at 7.30p.m so that they may acquaint themselves with the contents of any written material laid round the table.