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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 11 September 2017** 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**
2. **To approve as a correct record the Minutes of the Parish Council meeting held 10 July 2017**
3. **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**.**
4. **Highways & Footpaths**
5. **Matters arising** 
   1. **Defibrillator Chaser & Dunks Green –** Update
   2. **New Speed Indication Device –** Update
   3. **Refurbishment of the Village Hall –** Update
   4. **Litter -** Update
   5. **Tree Survey –** Update
   6. **Churchyard –** Maintenance and payment
   7. **Traffic cones on Marchurst Drive**
   8. **Village Sign –** Damaged in the storm
6. **Report from External Bodies - PPP & KALC**
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications -** Items of information circulated prior to the meeting**.**
   1. Support for the remembrance of the end of the First World War
   2. Reform of Data Protection Legislation.
   3. Parish Charter
   4. Rights of Way Improvement Plan – Consultation 2017
9. **Chair’s Actions and Correspondence**
10. **Finance**

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

Parish Clerk Salary & Expenses (July & August ) £844.51

Churchyard Maintenance £675.00

* 1. VAT Return – Cheque received for £233.79
  2. Internal Audit Actions

1. **Personnel**
   1. **Parish Clerk –** Timesheet Report
   2. **New Councillors –** Introduction of 2 candidates

**13. Planning Matters**

**13.1 To consider planning applications:**

**TM/17/02081/LB** - **The Wood House**, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PQ.

Listed Building Application: Demolition of existing external staircase and replacement with new staircase

Applicant: Mr & Mrs Richard Everett

**Comments submitted – Please refer to our website or TMBC website for full responses**

**TM/17/01741/FL - School Lane Cottage** School Lane Shipbourne Tonbridge Kent TN11 9RT. Conversion of existing garage and ancillary accommodation to main house to 2 bedroom dwelling, with single storey rear extension. Applicant: Mr T Mills. “Objection”

**TM/17/01871/FL - Puttenden House** Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9RH. Two bay Oak framed garage with storage space. Applicant: Ms Gill Miller. “No objection subject to conditions”

**TM/17/01887/LB - Claygate House**, Claygate Lane, Shipbourne, Tonbridge, Kent, TN11 9RL.

Listed Building Application: Internal alterations, new french door to rear in existing window position, two conservation rooflights to rear elevation and minor excavation to rear and underpinning. Applicant: Mr & Mrs W May. “No objection”

**TM/17/02166/LDE – Ambleside,** Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Lawful Development Certificate Existing: non - compliance with agricultural occupancy condition of TM/75/1070. Applicant: Fairlawne Estate Co Ltd, Mr R McCormack. “No objection to the bungalow no longer being tied to

Agricultural occupancy but objection to the land being included in the curtilage.”

* 1. **Planning Approvals from TMBC**

**TM/17/01860/RD** - The Barn, Tinley Lodge Farm, Hildenborough Road, Shipbourne, Tonbridge, Kent TN11 9QB. Details of Part A and B of condition 1 (site investigation) pursuant to planning permission **TM/14/01783/PD3MB** (Notification of application for prior approval of Class MB(a) and (b) development consisting of a change of use of an agricultural building to a dwelling house and associated building operations).

**TM/17/01554/FL**- Dynes Cottage, Long Mill Lane, Dunks Green, Tonbridge, Kent, TN11 9SD. Demolition of conservatory, detached garage, porch & single storey rear extension. New two storey rear extension and open porch along with associated window/door opening revisions and new detached single garage.

**TM/17/01390/FL**  - Church House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Section 73 application for variation of condition 9 of planning permission TM/16/03581/FL (added under planning reference 17/01302/NMA to provide list of approved plans): To substitute approved plans with new plans to show proposed new basement to approved dwelling.

**TM/17/01376/LB** - Claygate House, Claygate Lane, Shipbourne, Tonbridge, Kent TN11 9RL. Listed Building Application: Retrospective listed building consent for permission approved under planning consent TM/00/02308/FL. Demolition of existing garage and store and to replace with oak framed garage and store, replacement link, change in accesses and an additional window.

**TM/17/01288/RD**  - Church House, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. Details of conditions 2 (materials), 3 (joinery, soffits and eaves), 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).

**TM/17/01432/FL**  - Bassam Lodge, Lane End, Stumble Hill, Shipbourne, Tonbridge Kent TN11 9PF. Construction of a passing bay to serve Bassam Lodge.

**TM/17/01871/FL** - Puttenden House, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH. Two bay Oak framed garage with storage space.

**TM/17/00703/FL** -  1 Martins Cottages And Crockwell, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP. Change of use of land from agricultural to residential curtilage, demolition of an existing garage and construction of a new detached two bay garage; demolition of existing rear extensions and erection of two storey side extensions, single storey rear extensions and rear dormers to 1 Martins Cottages and Crockwell; and associated landscaping.

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

**15. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.**

1. **Date of next meeting.** – Monday 9th October 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.