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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 December 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 -** Cllr Pettengell
2. **Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 13 November 2017**
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. **Highways & Footpaths -** Resurfacing required junction Upper Green Road A227. Various repairs required: handrail crossing of stream on MR397 Back Lane to Dene forest, support of stile gate MR372 onto Hamptons Road, hedge to be cut back both sides stile footpath MR392 junction with MR395 behind church to allow crossing of style. Stiles by Shipbourne Church.  Query from resident about the footpath that joins the Hildenborough Road at the lower end of Mote Road to the east-west footpath that runs through the fields behind East House and West House.
6. **Matters arising** 
   1. **Defibrillators–** Update
   2. **New Speed Indication Device –** Update
   3. **Refurbishment of the Village Hall –** Update
   4. **Litter -** Update
   5. **Tree Survey –** Update
   6. **Village Sign –** Update
   7. **Policy on planning between meetings -** Update
   8. **Bench to commemorate Arthur Greer**
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications -** Items of information circulated prior to the meeting**.**

Request for donation by The Samaritans & The Counselling Centre

Volunteer Warden Scheme

1. **Chair’s Actions and Correspondence**
2. **Finance**

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

Parish Clerk November Salary & Expenses £440.34

Donation for Dunks Green Defibrillator Battery (Jon Austin) £267.00

CA Traffic – Radar Survey £450.00

**10.2** Review of accounts and budget 2018

**11. Parish Clerk –** Timesheet Report

**12. Planning Matters**

* 1. **Planning Applications**

**TM/17/03117/FL** - Grange House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL.

Single storey rear extension, first floor side extension, enclosure of utility

area, part conversion.

**TM/17/03204/TNCA** – The Lee, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PH. T1 Mature Oak – lift lower canopy by approx. 1 m by removal of secondary growth, T2, T3, T4 – remove lowest horizontal branches and T5 self seeded Horse Chestnut – remove secondary branches from Noth Eastern stem to reduce the interference with mature Oak canopy.

**TM/17/03263/FL** - Woodlands Farm, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP. Proposed double garage and new vehicular access. Applicant: Kingswood Training Services.

**TM/17/03279/LDP** - Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Formation of access to unclassified road and formation of vehicular hard standing between principal elevation of dwelling and highway.

**Planning Approvals from TMBC**

**TM/17/01741/FL** School Lane, Cottage School Lane, Shipbourne, Tonbridge, Kent TN11 9RT. Conversion of existing outbuilding containing garage/residential accommodation to main house to 2 bedroom dwelling, with single storey rear extension.

**TM/17/02580/LB**  Village Hall, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL. Listed Building Application: replacement ceiling and internal works.

**TM/17/02581/FL** 1 Grange Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PJ.Single storey rear extension.

**17/02885/TNCA** Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. T1 - Twin stem Eucalyptus to fell to ground level.

**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.

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

**14. 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 8th January 2018

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.