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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 5 February 2018** 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. **Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting held 11 December 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 -** Update
6. **Matters arising** 
   1. **Defibrillators–** Update
   2. **New Speed Indication Device –** Update
   3. **Refurbishment of the Village Hall –** Update
   4. **Litter – March Litter Pick** 2-4 March 2018
   5. **Tree Survey –** Update
   6. **Village Sign –** Update
   7. **Bench to commemorate Arthur Greer**
   8. **Re-siting and repair of the PROW Noticeboard in the Churchyard**
   9. **Posts on the common at Dunks Green**
7. **Reports: County Councillor, Borough Councillor, PCSO**
8. **Communications -** Items of information circulated prior to the meeting**.**

Consultation on on-street parking charges in TMBC

Invitation to Discover Gatwick 21st February 2018

KCC Consultation on Improving Access to Tonbridge Station Revised Design

Highways England Consultation - Template for use with J5 slips support letters

New role to Kent Police – Community Policing Volunteer

KCC Public Protection, on Avian Influenza (or bird flu)

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

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

Parish Clerk November Salary & Expenses £440.93

KALC – Transparency Seminar (50% share with Ightham PC) £36.00

St Giles’ Church – Second half of yearly grant towards maintaining the churchyard £675.00

St Giles’ Church – Annual contribution towards printing of newsletter £300.00

Open Spaces Society – Annual subscription £45.00

**10.2** Review of accounts

Review of Risk Assessment

Data Protection

Planning Policy between meetings

**11. Parish Clerk –** Timesheet Report

**12. Planning Matters**

* 1. **Planning Applications**

**TM/17/03379/TPOC** Marchurst Barn, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QA.

10 Horse Chestnut Trees – Remove lower hanging branches only to height of up to 4m. Applicant: Fairlawne Estate Co Ltd.

**(resubmission)**

**TM/17/03472/LB** - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD.

Listed Building Application: Sub-division of existing site containing one Grade II-listed dwelling, one Grade II-listed barn and one oast house into three self-contained plots with Grade II- listed barn and oast house converted into dwellings. Applicant: Mr & Mrs Martin Miles Great Budds House Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD.

TM/17/03471/FL - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD. Sub-division of existing site containing one Grade II listed dwelling, one Grade II listed barn and one oast house into three self contained plots with Grade II listed barn and oast house converted into dwellings.

**Planning Approvals from TMBC**

**TM/17/03441/RD** - Details of condition 2 (a) and (b) (site investigation) submitted pursuant to planning permission TM/15/01739/PDVAR (Notification of Application for Prior Approval of Class Q (a) and (b) development consisting of a change of use of an agricultural building to form 2 dwellings and associated building operations (Class Q)) - Land Adjacent Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

**TM/17/03436/TNCA** - Yew Tree - Reduce height to approx. height of Yew on adjoining property. Allow to regenerate from top and maintain a shallow dome shaped crown – Brambleside, Upper Green Road Shipbourne, Tonbridge, Kent, TN11 9PH.

**TM/17/03380/TNCA** - 1 Golden Leylandii to be removed, currently approximately 9-10m in height - Grange House, Upper Green Road, Shipbourne, Tonbridge, Kent ,TN11 9PL.

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

**TM/17/03117/FL**- Single storey rear extension, first floor side extension, enclosure of utility area, conversion of garage - Grange House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL.

**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 12 March 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.