

**SHIPBOURNE PARISH
COUNCIL**

SARAH HUSEYIN
Clerk to the Council

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To: The Members of the Parish Council of Shipbourne - I hereby summon you to attend a **Meeting of the Parish Council** to be held at **7.00 p.m. on Monday 13 March 2023** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

1. **Apologies for absence** - Cllr Tyler
2. **Dispensations and Declarations of Interest** - None
3. **Discussion on the future of Shipbourne Village Hall** – Trust Dissolution
4. **Reports: County Councillor & Borough Councillor & from PPP meeting**
5. **To approve as a correct record the Minutes of the Parish Council meeting on 6 February 2023**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update** – Nothing to report
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - Nothing to report. Schedule sent to Geoff Taylor.
 - 8.2. **Broken sign post at Dunks Green** – Cllr Sheldrick update – work has started on the sign
 - 8.3. **Village Hall & Shipbourne Farmers Market** – Update on radiators.
 - 8.4. **Little Mead** - Nothing to report. Schedule spring meeting.
 - 8.5. **Local Elections 4 May 2023** – Canvassing new candidates, process and dates for applications.
 - 8.6. **Website Upgrade** – Update on conversation with Nick Ward.
 - 8.7. **Bollards opposite the Rifleman** – Repairs – Update from Cllr Sheldrick.
 - 8.8. **Coronation Weekend** – To receive information on plans for celebrations.
9. **Communications** – *Circulated in advance of the meeting.
 - KALC News March *
 - KALC Becoming a Councillor – Information*
 - KALC Becoming a Local Councillor – Encouraging your Community to Join in
 - TMBC - Voter ID requirements for the elections*
 - KCC - Public consultation on its Community Services 17 January to 26 March 2023*
 - TMBC - Council welcomes more public say in planning decisions*
<https://www.tmbc.gov.uk/news/article/92/council-welcomes-more-public-say-in-planning-decisions>
 - KCC - REVISED ELIGIBILITY CRITERIA Professional Referral Energy Voucher Scheme -
 - Household Support Fund – Deadline 31 March 2023
 - KALC Climate Change Conference 2023 – 17th March 10-2pm*
 - TMBC - Sign up for news from Tonbridge and Malling Borough Council **Residents wishing to register to receive the newsletter should visit** <https://www.tmbc.gov.uk/council/newsletter>*
 - Kent Police & Crime Commissioner Newsletter - Victim Voice Special Edition
 - KALC - Coronation information events on the Coronation weekend from Saturday 6th May – Monday 8th May.*
 - Parish Infrastructure Statement for completion 16th June 2023
 - KCC Home to School and Post-16 Transport for Mainstream and SEND Pupils – Deadline 21 March*
 - Kent Dementia Showcase event taking place on the 19th May 2023 at the Kent Event Centre, Kent Showground, Detling – Free Event.
10. **Chairs Action and Correspondence** - None
11. **Finance & Policy**
 - 11.1. **Payment of Accounts** – Accounts were presented for agreement to pay:

Parish Clerk	Salary & Expenses	£528.77
HMRC	– Clerks Tax & NI Contribution	£24.00
KALC	- Year-end & audit workshop	£48.00

- 11.2 Timesheet Report February
- 11.3 **Approval of review of Standing Orders, Financial Regs, Asset Register and Risk Assessment**

12. Planning Matters – Agree information for newsletter

12.1 Planning Applications

TM/23/00270/LDP - Brambleside Upper Green Road Shipbourne Tonbridge Kent TN11 9PH
Lawful Development Certificate Proposed: the installation of solar panels to the rear face of the property. "Support".

TM/23/00365/FL -1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent TN11 9RU Part one/ part two storey side extension (Revision to refused application TM/22/00335/FL).

TM/23/00401/FL TM/23/00402/LB - Barn 30 Yards Northwest Of Great Budds, Mote Road, Shipbourne, Tonbridge, Kent, Change of use of Grade II Listed Threshing Barn for use as wedding/entertainment Neil Luxton Barn 30 Yards Northwest Of Great Budds Mote Road Shipbourne Tonbridge Kent Listed Building Application: Change of use of Grade II Listed Threshing Barn for use as Wedding/Entertainment Venue

TM/23/00457/CNA - Rooks Hill House, Rooks Hill, Underriver, Sevenoaks, Kent, Consultation by Sevenoaks Borough Council (Reference: 23/00444/HOUSE): Installation of 72 ground mounted solar PV panels for domestic use.

12.2 Planning Applications Approved

TM/22/02731/FL - New replacement garage in same position due to existing garages structural failings. Stumble Hill Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PB.

TM/22/00801/FL & TM/22/00802/LB- Listed Building Application: Proposed internal alterations and reordering at ground floor level with new structural opening to connect with existing garage building, existing garage building and connecting redundant stables and proposed conversion of both elements and fenestration's alterations with new opening between structures to provide ground floor level habitable accommodation. Installation of external Air Water Heat Pump and installation of solar panels to east roof slope of Coach House. (Alterations to consented scheme TM/21/00013/LB).The Coach House, Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH.

- 13. **To review submission to Parish March Newsletter**
- 14. **Urgent Business that occurs and requires attention before the next meeting**
- 15. **Date of next meeting** – Monday 3rd April 2023 – Shipbourne Village Hall at 7.00pm.

Parish Elections will be held on Thursday 4th May and the first meeting of the new Council will be on Monday 15th May. Outgoing councillors officially retire from their appointment at 00:01 on Wednesday 10th May.