

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 **8.00 p.m. on Monday 11 September 2023** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

1. **Apologies for absence** - Cllr Leach
2. **Dispensations and Declarations of Interest**
3. **Co-option of new Councillor & Cllr Davis signing Acceptance Office**
4. **To approve as a correct record Minutes of the Parish Council meeting on 10 July 2023**
5. **Public Open Session**
6. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Items for inclusion on the HIP. Request from resident to deter HGV's from Puttenden Road but KH have said it's unsuitable for signage and the detour would be too long.
7. **Matters arising**
 - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - Update
 - 7.2. **Removal of Telecoms box** - Dunks Green
 - 7.3. **Village Hall** - Retirement of current Trustees and appointment of SPC as Sole Trustee. Agree next steps and day to day running and appointment of a committee. Agreement to upgrade electrics.
 - 7.4. **Shipbourne Farmers Market** - Cllr Rayner members Grant Funding Application for "EatDrinkKent" magazine for £1000 - Agreement for SPC to make the application.
 - 7.5. **Website Upgrade**
 - 7.6. **Climate Change Group** – Feedback from meeting on 15th August 2023 via Zoom
8. **Communications** – *Circulated in advance of the meeting.
 - KALC News September 2023*
 - PPP - 2/11/23, 8/2/24, 30/5/24
 - KALC Training & Events*
 - Kent Mineral Sites Plan - Second Call for Sites - Hard Rock **Thursday 12th October 2023.**
 - Annual Canvass - annual check of the Electoral Register, to ensure all eligible residents registered in the correct properties. **Runs from July until the end of November.**
 - Kent Highways - New Highways Information Pack
 - Email from Tom Tugendhat with new reporting tool for fly tipping, litter and graffiti on his website
 - Libraries – to note 2 residents emailed to say they use the mobile library
9. **Chairs Action and Correspondence**
10. **Finance & Policy**
 - 10.1. **Payment of Accounts** – Accounts were presented for agreement to pay:

AUGUST – PAID	
Parish Clerk Salary & Allowance (Standing Order) August	£478.32
HMRC – Clerks Tax & NI Contribution (August & September)	£34.00
Marian Hemsted – Internal Audit Fees	£150.00
TMBC – Electoral Expenses	£196.48
SEPTEMBER	
Parish Clerk Salary & Allowance (Standing Order) September	£478.32
Clerks Expenses – August & September	£16.20
Information Commissioners Office – Data Protection Fee	£40.00
CPRE – Subscription	£36.00
Village Hall electrics - tbc	
 - 11.2 Timesheet Report July & August
 - 11.3 To accept the Internal Auditor Report.

Agreement to update mandate for Unity Trust Bank

12. Planning Matters

12.1 Planning Applications

TM/23/01492/TNCA - Little Budds Mote Road Shipbourne Tonbridge Kent TN11 9QD Dead tree by gate at the rear of the property, fell to ground level. Failed conifer front of house, fell to ground level. Willow front boundary re-pollard roadside lower limb only, finishing length 4m. "No objection."

TM/23/01579/FL - Ash Tree Cottage, School Lane, Shipbourne, Tonbridge, Kent TN11 9RT. New single storey extension is proposed to improve accessibility and internal circulation for a physically impaired resident. "No objection."

TM/23/01599/FL - The Old Coach House, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. Removal of existing conservatory and single storey side/rear extension, two storey part front extension, new porch, alterations and extension to roof incorporating a dormer window and rooflights and associated external alterations. "No objection."

TM/23/01692/TNCA - Meadow Place Upper Green Road Shipbourne Tonbridge Kent TN11 9PG. T1 and T2 (Applicants Reference) 2x Ash trees- Fell- Signs of ADB and T3 (applicants reference) Horse Chestnut tree- Fell- Sooty bark disease. "No objection."

TM/23/01537/LB - 1-3 Church Gate Cottages, Stumble Hill, Shipbourne Tonbridge Kent TN11 9PF. Listed Building Application: Replace existing clay roof tiles with new clay roof tiles on 3x No. cottages (1, 2 and 3), incorporating new insulation behind. Replace existing timber single glazed windows to first floor with new timber double glazed windows. Overhaul existing single glazed crittall windows to ground floor. External repairs and redecoration. "No objection."

TM/23/01560/FL – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent TN11 9RR. Section 73 application to vary condition 2 (Plans listed) TM/23/00839/FL New detached house and garage with new driveway access to replace bungalow previously approved under ref TM/22/02492/FL to update the external materials and therefore replace the listed drawings. "No objection."

12.2 Planning Applications Approved

23/01492/TNCA - Dead tree by gate at the rear of the property, fell to ground level. Failed conifer front of house, fell to ground level. Willow front boundary re-pollard road side lower limb only, finishing length 4m. Little Budds Mote Road Shipbourne Tonbridge Kent TN11 9QD.

23/01002/FL - Erect a greenhouse in the back garden as part of the redesigned kitchen garden - Wellhampton House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PN.

23/01141/FL - Change of use of the land to residential and demolition of two storage barns to be replaced with 2x detached dwellings - Land And Buildings, South And East of Higlrs Farm, Back Lane, Shipbourne, Tonbridge, Kent.

12.3 Planning Applications Refused –

23/00401/FL - Change of use of Grade II Listed Threshing Barn for use as wedding/entertainment venue - Barn 30 Yards Northwest of Great Budds, Mote Road, Shipbourne, Tonbridge, Kent.

Withdrawn

22/01206/FL 22/01207/LB Works to the existing barn to include new barn doors and windows within the existing tool store - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent TN11 9QD.

23/00402/LB - Listed Building Application: Change of use of Grade II Listed Threshing Barn for use as Wedding/Entertainment Venue - Barn 30 Yards Northwest of Great Budds, Mote Road, Shipbourne, Tonbridge, Kent.

23/01278/PDVLR - Prior Notification for Residential Extension (Part 1 Class A): A new single-storey rear extension is proposed to improve accessibility and internal circulation for a physically impaired resident - Ash Tree Cottage, School Lane, Shipbourne, Tonbridge Kent TN11 9RT.

13. To review submission to Parish October Newsletter

14. Urgent Business that occurs and requires attention before the next meeting

15. Date of next meeting – Monday 9th October 2023

Signed: S R Huseyin

Parish Clerk & Responsible Finance Officer