

SHIPBOURNE PARISH  
COUNCIL

SARAH HUSEYIN  
Clerk to the Council

Gable Cottage, Ismays Road  
IGHTHAM, TN15 9BE

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 at **7.00 p.m. on Monday 12 February 2024** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

1. **Apologies for absence** - Cllr Oram
2. **Dispensations and Declarations of Interest**
3. **Councillor Vacancy**
4. **To approve Minutes of the Parish Council meeting on 8th January 2024**
5. **Report from County Councillor and Borough Councillors**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) –** Flooding Mote Road update.
8. **Matters arising**
  - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - Approve proposal and quote for 2024
  - 8.2. **Shipbourne Farmers Market** - Nothing to report
  - 8.3. **Website Upgrade** - Update
  - 8.4. **Climate Change Group** – Approval of CEF pre-application drafted by Jenny Bate. Next meeting 21.2.24 - Update
9. **Shipbourne Village Hall**
  - 9.1 **Meeting of new committee 30/01/24 - Update**
  - 9.2 **Caretaker Fee – Update**
  - 9.3 **Charity Commission – Next steps**
- 10 **Communications** – \*Circulated in advance of the meeting.
  - KALC News & Training 2023/2024
  - PPP - 30/5/24, 29/08/24
  - Views Sought - Open Spaces for TMBC Open Space Study -**Friday 23<sup>rd</sup> February 2024**
  - Green Business Grant Scheme - **13 March 2024**
  - New Traffic Regulation Order Consultation in Tonbridge and Malling - consultation on a proposed order to prohibit access to all vehicles except for buses on Lower Haysden Lane in Tonbridge & Malling. 19<sup>th</sup> February.
  - Tonbridge and Malling Digital Inclusion Support Project -Tonbridge & Malling Borough Council, using funding from the Business Rates Retention Pilot Programme and UK Shared Prosperity Fund (UKSPF), have granted (Digital Kent) funding to deliver support to their digitally excluded residents by providing 2-in-1 laptops.
  - February KALC News 2024
11. **Chairs Action and Correspondence**
12. **Finance & Policy**
  - 12.1 **Payment of Accounts** – Accounts for agreement to pay:
 

Parish Clerk Salary & Expenses February	£646.35
HMRC – Clerks Tax & NI Contribution	£65.20
Fairlawne Estate – Rent for village sign	£16.00
St Giles' Church -Grass cutting	£675.00
  - 12.2 **Timesheet Report** January (Circulated)
  - 12.3 **Review of Policies** – Standing Orders, Risk Assessment and Assets Register
13. **Planning Matters**
  - 13.1 **Planning Applications**  
**23/03399** - 2 Springhill Cottages, Ightham Road, Shipbourne, Tonbridge, TN11 9PT. Demolition of existing single storey side extension and erection of new two storey side extension with

extended roof. Conservation rooflight to rear and new front porch. "No objection, request for materials to match existing".

**23/03480** - 2 Rose Cottage, Grange Cottages, Upper Green Road, Shipbourne, Tonbridge, TN11 9PJ - Single storey side and rear extension incorporating a new porch.

**Kent Minerals and Waste Local Plan 2024-39**

Pre-Submission Draft (Regulation 19) Public Consultation - Deadline 29 February 2024

**13.2 Planning Applications Approved**

**23/03416** 1, Grange Cottages, Upper Green Road, Shipbourne, TONBRIDGE, TN11 9PJ. T1 Trim Catoneaster, T2 Prune Honey Locust (6.5m to 3m), T3 Prune Sorbus (5m - 4m), T4 Prune Lilac, T5 Remove Shrub, T6 Prune Malus (5m-4m) and T7 Trim Pear, T8 Prune Acer to previous (7m-5m) non protected items listed and shown on map for reference only. All works for maintenance.

**23/030512** 1 Upper Green Lane, Shipbourne, Tonbridge, TN11 9PW. Proposed two storey rear and side extension, with new porch to the front.

**23/02048/FL** Fairview House, Back Lane, Shipbourne, Tonbridge, TN11 9PP. Demolish lean too structure and erect single storey rear extension. New paved area

14. **To review submission to Parish March Newsletter**
15. **Urgent Business that occurs and requires attention before the next meeting**
16. **Date of next meeting** – Monday 11<sup>th</sup> March 2024, Monday 15<sup>th</sup> April (Moved from 8<sup>th</sup>)

**Signed:** *S R Huseyin*

**Parish Clerk & Responsible Finance Officer**