

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 11 March 2024** to transact the undermentioned business. *Sarah Huseyin, Parish Clerk*

1. **Apologies for absence**
2. **Dispensations and Declarations of Interest**
3. **Councillor Vacancy**
4. **To approve Minutes of the Parish Council meeting on 12th February 2024**
5. **Report from County Councillor and Borough Councillors**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) –** Flooding Mote Road update – scheduled road closure 11th March for 5 days.
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - Nothing to report
 - 8.2. **Shipbourne Farmers Market** - Nothing to report
 - 8.3. **Website Upgrade** - Update
 - 8.4. **Climate Change Group** –CEF pre-application Sent – Awaiting comments and information about making a full application. Next meeting 2.4.24. Minutes from Meeting 21 February available.
9. **Shipbourne Village Hall**
 - 9.1 **Meeting of new committee 25/03/24 - Update**
 - 9.2 **Quote for repairs to the roof £1,740 - Approval**
 - 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
 - Public Consultation on Tunbridge Wells Borough Council's Response to the Inspector's Initial Findings Letter – Deadline: **Friday 12 April 2024**
 - KALC News March 2024**
 - TMBC - Community Development Grant Scheme for grants of up to £5000). Applications are invited from 1 March – 1 May 2024.
 - TMBC Carbon Literacy Training Grant deadline for applications has been extended to Sunday 10th March.
 - Local Green Space - Information
11. **Chairs Action and Correspondence**
12. **Finance & Policy**
 - 12.1 **Payment of Accounts** – Accounts for agreement to pay:

Parish Clerk Salary & Expenses March	£623.93
HMRC – Clerks Tax & NI Contribution	£65.00
Porch Repairs - Village Hall	£408.00
 - 12.2 **Timesheet Report** February (Circulated)
 - 12.3 **Review of Policies** – Standing Orders, Risk Assessment and Assets Register
 - 12.4 **Insurance Renewal** – Due 1st June 2024
13. **Planning Matters**
 - 13.1 **Planning Applications**
24/00188/PA - Brambleside, Upper Green Road, Shipbourne, Tonbridge, TN11 9PH.
 Remove a Birch Tree (noted Birch B on plan drawing attached to application) - originally an ornamental Rubra variety now turned common green and getting too high with regard to proximity to house. Ash tree (noted Ash Tree on plan drawing attached to application) cut back a number of branches of up to approximately 15cm

diameter to beyond the east garden boundary hedge / fence; cut out dead / mis-shapen wood and shape on that fence side. "No objection."

13.2 Planning Applications Approved

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

13.3 Planning Appeals

23/0065/FL - 1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, TN11 9RU

Proposal: Part one/part two storey side extension (Revision to refused application TM/22/00335/FL) Planning Inspectorate's Ref: APP/H2265/W/23/3325169. If you wish to make any additional comments, or modify/withdraw your previous representation, you can do so online at <https://acp.planninginspectorate.gov.uk> or by submitting three copies to The Planning Inspectorate, Room 3B Eagle, Temple Quay House, 2 The Square, Bristol BS1 6PN, to arrive within 5 weeks of the appeal start date (23-Feb-2024).

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

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer