

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 the **Meeting of the Parish Council** to be held at Shipbourne Village Hall commencing at **7.00 p.m. on Monday 11 July 2022** to transact the undermentioned business. **Sarah Huseyin, Parish 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** - Cllr Tyler, Cllr Dagger
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 13 June 2022**
4. **Public Open Session** - Members of the public are welcome to address the Parish Council with any concerns they have, this item will be limited in time at the discretion of the Chairman
5. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update**
6. **Matters arising**
 - 6.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Update
 - 6.2. **Broken sign post at Dunks Green** – Update from Cllr Sheldrick.
 - 6.3. **Village Hall & Shipbourne Farmers Market** – FCC Funding – Awaiting response.
Agree to request additional quote to refurbish the kitchen, main hall and store room and set up an application for Listed Building Consent once works to be carried out are agreed.
 - 6.4. **Climate Change** - Feedback from Cllr Bate draft document and agree next steps.
 - 6.5. **Little Mead** - Nothing to report
 - 6.6. **Resurfacing path to the Church** – Quotes for tarmac path and car park received and request for PC contribution towards the cost. *Information circulated prior to the meeting from Clive Powell.*
 - 6.7. **Street Lighting on Upper Green Lane** – Update – Clerk has spoken to Sue Kinsella, Street Light Asset Manager at Kent Highways about trialling turning off the lights outside no's 15 and 20 Upper Green Lane. Sue explained that following a consultation "all night lighting" is current policy. The lights in Upper Green Road are low impact with low energy consumption and cost £20 per year to run, the pillars have a maintenance score of 0, ie no maintenance required, due to be reassessed in 2025. As it is an area of low crime, they would be inclined to remove the lights completely rather than turn them off, however there would have to be a consultation to remove the energy supply. Removal would cost approx. £3000 plus a disconnection cost. All lights would have to be removed; they wouldn't leave just one. Given the low carbon footprint, consider keeping the lights on but not replacing them when they need replacing.
7. **Reports: County Councillor, Borough Councillor**
8. **PPP& KALC** – KALC Meeting via Zoom 21 July 2022 and PPP meeting via Teams on 1st September 2022 - Agree who should attend.
9. **Communications – Please request items of interest * Circulated**
 - KALC T&M Meeting – Thursday 21 July via Zoom
 - KCC bus funding reduction consultation
 - Revised Kent Model Code of Conduct – Clerk to review
 - Private Members' Ballot - Local Electricity Bill
 - Parish Partnership Panel - Thursday 1 September 2022 at 1930 hours -Online meeting
 - KALC News May 2022*
 - The Kent Classic Road Cyclo Sportive that we are organising to take place on Sunday, 9th October 2022.
 - Census 2021 first results
 - Review of Polling District/Places/Station 2022 – No changes for Shipbourne in the new Bourne Ward - consultation part of the review, runs until 21 August

Tonbridge & Malling Community Safety Partnership newsletter Summer 2022
Tonbridge and Malling Ramblers August walks

10. Chairs Action and Correspondence

11. Finance & Policy

- 12.1 Payment of Accounts** – Accounts will be presented for agreement to pay:
- | | |
|-------------------------------------|---------|
| Parish Clerk June Salary & Expenses | £507.57 |
| Microsoft 365 | £59.99 |
| HMRC – Clerks Tax & NI Contribution | £17.20 |
| Parish Clerk July Salary | £468.62 |
| HMRC – Clerks Tax & NI | £17.20 |
- 12.2** Timesheet Report – June
- 12.3** Sign mandate form to close HSBC current account

13. Planning Matters

13.1 Local Plan – Update

13.2 Planning Applications

TM/22/01264/FL – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR.
Demolition of existing bungalow and replace with new dwelling

TM/22/01365/FL - Land South of Woodbine Cottages, Roughway Lane, Roughway, Tonbridge, Kent. Erection of a single dwellinghouse and associated works. Removal of existing buildings and concrete hardstanding.

13.3 Planning Decisions -

22/00335/FL - 1 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU Part one/ part two storey side extension. – **Refused.**

22/00491/FL - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD.
Conversion of the Granary to Let accommodation including externally insulating the structure, forming new internal partitions to separate the existing spaces, new rooflights and alterations/forming of new window and door openings – **Approved.**

22/00761/NMA - Martins Oast, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP – Non-Material Amendment to planning permission TM/21/01473/FL: Change to 'hand' the left hand side unit to match the right hand side unit. Add 'back doors' to side elevations, increased width of bi-fold doors to the rear elevations. Add obscure first floor window to side elevation of right cottage. Add 4no. velux windows to rear roof elevation - **Approved.**

14. To review submission to Parish Newsletter

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

16. Date of next meeting – Monday 12th September 2022 – Shipbourne Village Hall at 7.00pm

PART 2

17. Exclusion of Public and Press: Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of a confidential item.

Signed

SR Hüseyin