

SHIPBOURNE PARISH  
COUNCIL

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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 12 September 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 Redman to Chair the meeting.*
2. **Dispensations and Declarations of Interest**
3. **To approve as a correct record the Minutes of the Parish Council meeting 11 July 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) – No 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 – Application sent with additional information requested by FCC. Awaiting response. Parish Clerk and Cllr Leach attended a meeting of Trustees of SVH on 1<sup>st</sup> August to appoint new Trustees and Committee. Mr Galbraith will stand down as Chairman at the end of the year Agreed that SVH would obtain quotes to refurbish the kitchen, main hall and store room. Priority is replacing windows, particularly given rise in energy costs
  - 6.4. **Climate Change** - Cllr Bate emails 13 & 20 August
  - 6.5. **Little Mead** - Nothing to report
  - 6.6. **Resurfacing path to the Church** – Awaiting response from Bob Taylor
  - 6.7. **Kentish Rifleman** – Plans for outside dining
7. **Reports: County Councillor, Borough Councillor**
8. **PPP& KALC** – Next KALC Meeting 13 October 2022 - Ryarsh Village Hall. Next PPP meeting on 3<sup>rd</sup> November at TMBC Offices – Kent Police – deadline for questions 23<sup>rd</sup> September
9. **Communications – Please request items of interest \* Circulated**  
**Parish Partnership Panel** – Feedback from meeting on Thursday 1 September 2022  
**Kent County Council Rail Summit** – 18<sup>th</sup> October 2022 at 6pm – MS Teams meeting  
**UKSPF Perceptions Survey** [UK Shared Prosperity Fund – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.uksharedprosperityfund.org.uk) Deadline for responses is **30 September 2022**  
**Retirement of Mark Simmons** - Highway Manager. From 16 September, Jez Massy will be available should you need any help, The Senior Highway Manager is Richard Emmett.  
**TMBC: Specialist teams to get tough on littering** - 2-month pilot scheme with leading enforcement company, NES, to clamp down on the dropping of food wrappers, cigarette butts, bottles, cans and other waste – Penalty fines will be issued.  
**Citizens Advice in North & West** - Kent Energy Talks  
**KALC AGM** – MOTIONS – Deadline 23<sup>rd</sup> September  
**KALC Newsletter** – August 2022  
**South Eastern Trains** - Strike action on Thursday 15, Saturday 17, Monday 26 and Tuesday 27 September  
**KALC T&M Climate Change Questionnaire**
10. **Chairs Action and Correspondence**
11. **Finance & Policy**
  - 11.1 **Payment of Accounts** – Accounts will be presented for agreement to pay:  
Parish Clerk August Salary & Expenses £496.62

	HMRC – Clerks Tax & NI Contribution	£17.20
	St Giles' Church Grasscutting & Newsletter printing	£975.00
	Tree Services Ltd – Cutting hedge on Dunks Green	£120.00
	ICO – Data Protection Fee	£40.00
	Transfer to Unity Trust Bank	£5,000.00
11.2	Timesheet Report – July & August	
11.3	Receipt from PKF Littlejohn for notification of Exempt Status.	

## 12. Planning Matters

### 12.1 Local Plan – Update - Regulation 18

### 12.2 Planning Applications Received

**TM/22/01566/FL & TM/22/01567/LB** - The Roses, Dunks Green Road, Shipbourne, Tonbridge, Kent TN11 9RU. Demolition of rear extension built 2015. Proposed two storey rear extension, one and a half storey linked annexe, carport with new vehicle access and associated internal and external. *“No objection with conditions.”*

**TM/22/01797/TNCA** – Fanecourt, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL. T1 Magnolia - Tree has split at a union. Remove the two stems directly over the roof of the store that the stem is resting on. Crown reduce the rest of the tree by 1-2m to balance and reduce the weight on the other unions.

**TM/22/01806/FL** - Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9QY. Proposed exercise swimming pool with associated plant

### 12.3 Planning Applications Approved

**22/00709/LDE & 22/00257/LB** - Lawful Development Certificate Existing: Installation of 12 x solar panels, mounted in South West elevation roof - The Stables Dunks Green Road Shipbourne Tonbridge Kent TN11 9RU – Certifies

**22/00250/FL & 22/00251/LB**- - Great Budds House - Conversion of Oast house to holiday let accommodation including forming new internal partitions to separate the existing spaces, new rooflights and door canopy. Conversion of Stables to Holiday Let accommodation including insulating the existing walls, floor and roof, alterations/forming of new window and door openings and forming new internal partitions to separate the existing spaces.

**22/00256/FL** - Great Budds House - Creation of new ensuite and dressing room with new opening from bedroom. New ensuite at second floor and formation of new pitched roof with concealed flat roof and roof lantern over existing breakfast room and utility.

**22/00216/FL** - 2 Hoad Hill Cottages. Infill front of barn.

**22/00614/LB** - Great Budds House - 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.

**22/00546/FL** - Hookwood Farm - Change of use to incorporate land into the residential curtilage.

**22/00739/FL** - Hollis Cottage - Erection of two storey side extension.

**22/01264/FL** - Ambleside - Demolition of existing bungalow and replace with new dwelling.

**22/01365/FL** - Land South Of Woodbine Cottages - Erection of a single dwellinghouse and associated works. Removal of existing buildings and concrete hardstanding.

### 13. To review submission to Parish Newsletter

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

### 15. Date of next meeting – Monday 10<sup>th</sup> October 2022 – Shipbourne Village Hall at 7.00pm

## PART 2

16. 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*