

**SHIPBOURNE PARISH  
COUNCIL**
**SARAH HUSEYIN**  
 Clerk to the Council

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**Meeting of the Parish Council** held at **7.00 p.m. on Monday 14 July 2025** at Shipbourne Village Hall

**Present: Cllr Redman (Chair), Cllr Leach (Vice Chair), Cllr Bond, Cllr Dagger, Cllr Davis, Cllr Oram, the Parish Clerk and County Cllr Rayner**

1. **Apologies for absence** - Cllr Hollobon (Illness) & Cllr Lark (report submitted)
2. **Dispensations and Declarations of Interest** - None
3. **Report from Beat Officer** - The Clerk received a report from the Beat Officer of a youth riding a stolen moped across the fields behind Upper Green Lane on 5<sup>th</sup> July, he has asked for any CCTV footage.
4. **Reports: County Councillor** - Cllr Rayner reported that committee meetings had started in the first week of July. As the number of Reform candidates available during the day is limited, we are seeing the same councillors on several committees. Agendas are limited and are currently only meeting the statutory requirements put forward by officers, therefore there is nothing of any consequences to report. The new leader of Kent has made statements about cost savings, however, no figures are available. Councillors are currently working on a medium-term financial plan and members allowances were reduced by 5% last week. This saving will go towards parish grant funding and is advantageous for parish councils as they're able to recover VAT. Unfortunately, the non parished areas will not qualify for this saving. The sale of Sessions House is no longer going ahead. There will be a Eurostar showcase at Ashford and Ebbsfleet with potential for the Eurostar service from these stations to be reinstated, . There is currently competition from Spanish Rail. KCC has made an application to the Department of Transport for a share of the Dartford crossing tolls as the leading Highway Authority. KCC is continuing with the arrangements to bring integrated social services in-house as it will be better to gauge the market and with local government reform plans, KCC do not want to expend significant capital. A question was raised about where the migrant boats are kept that come over from the channel? Councillor Rayner said that they are kept in the western harbour at Dover but this fell under the remit of our MP. Counsellor Redman gave thanks to Cllr Rayner who left at 7:23 PM. Borough Councillor Lark submitted a report to say that planning continues to be extremely challenging with the Planning Inspectorate, ignoring local decisions and following the government guidelines to build. Hadlow, by way of example are likely to have another 250 houses built, which will be rejected locally, in addition to the permission already granted for 57 houses in Court Lane. The planning enforcement team has recently been expanded, recruiting Jody Solomon as Planning Enforcement Manager and Lisa Dixon as an additional Enforcement Officer. Both will work alongside Richard Edmonds. There is no more news on the unitary authorities and negotiations between the likely member councils continues.
5. **The Minutes of the Parish Council meeting on 12 June 2025** were approved and signed as a true record.
6. **Public Open Session** - No members of the public were present.
7. **Highways & Footpaths - Highways Improvement Plan (HIP)** Plaxtol Lane planned closure from 28<sup>th</sup> July to 8<sup>th</sup> August – SE Water. The Clerk reported that the application for a stopping up order at Ambleside had been abandoned by Kent Highways. Cllr Oram reported several signs on A227 being obscured by vegetation, the Clerk will report via the portal.
8. **Matters arising**
  - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2025** - Grass at Wightwicks has just been cut.
  - 8.2. **Shipbourne Farmers Market** - Cllr Leach reported that numbers are still down.

Signed.....Dated.....

- 8.3. Website Upgrade** - The website has been upgraded and Saul Cullen has made some amendments, the new website now uses a local government theme which is supported. Picture from the photo competition have been used and the Clerk said that the website was much improved. Cllr Davis said that some fine tuning needed to be done to improve the look and feel of the site and invited councillors to feed back comments to him. There is an accessible driven menu on the front page.
- 8.4. Climate Change Group** –The Clerk reported that the CASP Home Energy Project event took place on 28<sup>th</sup> June. The event was run by CEE who launched The Home Energy Project and Fairer Warmth platform at the event. The aim was to invite residents to sign-up for free home energy advice and to invite those who are interested to receive a free home energy assessment. This will enable CEE to analyse the local housing stock data which will allow the team to build a model of the retrofit needs for the area. We are looking for up to 20 houses to apply for the assessment. The project is being funded by the £40k grant from CEF which we are expecting to receive in the next month or so. The Parish Council have been asked to sign an agreement for a subscription to the Fairer Warmth Platform and the Clerk confirmed that the money would come directly from the grant funding rather than from the Parish Council. It was agreed that the Clerk could sign the agreement on behalf of the Parish Council and CASP and will include Plaxtol PC in the communication with CEE. A question was raised about Parish funding for the CASP events and the Clerk reported that all previous activities were funded by the £1,000 grant from TMBC apart from a small contribution towards catering which had been approved at our last meeting. Any expenses going forward will be covered by the CEF grant unless otherwise approved. The Clerk reported that CASP were due to meet next Thursday.
- 8.5. Little Mead** – Update – Quote for tree work, we have received 3 quotes for tree work at Dunks Green, it was agreed that we would accept the quote from Treeability for £2,597.
- 8.6. Damaged bench at Dunks Green** – The Clerk reported that there is wood rot on the bench. Cllr Davis reported that someone has treated it but he will ask Will, who originally made the bench, whether he could repair it.
- 8.7. Bus Stop** - Repairs to timber – Update – Cllr Leach reported that he was having difficulty in contacting the carpenter who had agreed to do the repairs. He will continue to chase up but may need to ask someone else if unsuccessful.
- 8.8. Shipbourne Sign** – update – Cllr Leach reported that he had collected the sign.
- 8.9. Defibrillator** – New pads required, the Clerk reported that she had ordered new pads for the defibrillator at The Chaser but had received notification that our support contract had ended. The Clerk will follow this up and reinstate if necessary.
- 9. Shipbourne Village Hall**
- 9.1 Window repairs** – Order update – Cllr Leach reported that the windows have been delivered and look good, we are just waiting for the carpenter to fit them.
- 9.2 Trust Deed** – The Clerk has drafted a new Trust Deed which was circulated to the PC for comments. The Clerk will also circulate to the Village Hall Committee for comments and will make any amendments and run past the Charity Commission before final approval from the Parish Council. The Village Hall Committee is meeting next Thursday.
- 9.3 Insurance renewal** - due 18 August 2025 – The Clerk is awaiting the quote and will circulate for approval in advance of the deadline.
- 9.4 Repairs** – Cllr Leach reported that the mower needed to be serviced and a replacement base unit was needed in the kitchen. It was agreed that a budget of £250 was allowed for these items.
- 10. Communications** –\*Circulated in advance of the meeting.  
 Parish Partnership Panel - Thursday 28 August 2025 & 20 November, 7.30pm - Cllr Oram to attend on 28<sup>th</sup> August.  
 KALC Training Bulletin  
 KALC News July 2025\*  
 Clerks' Forum 15th July 2025  
 Chairs Forum 22<sup>nd</sup> July 2025 – Cllr Redman to attend.  
 KALC T&M Area meeting - 17 July 2025 - Ditton Community Centre @ 7.30pm – The Clerk will attend.

Signed.....Dated.....

Historic Landfill Sites – Email from Mike Taylor to create informal register of contaminated sites –  
 There are no sites in Shipbourne that anyone was aware of.  
 NALC – Updated Local Councils Explained – online version  
 KCC 2025-26 Community Transport Grant Launch  
 Kent Bus Service Changes Bulletin - June, July, August & September 2025

# **11. Chairs Action and Correspondence - None**

## **12. Finance & Policy**

**12.1 Payment of Accounts** – Accounts were approved agreement to pay: Invoices were initialled by Cllrs Bond and Dagger. Cllrs Redman and Leach to authorise online payments

Parish Clerk Salary & Expenses June 2025	£814.49
Microsoft 365 renewal	£84.99
HMRC – Clerks Tax & NI Contribution	£124.20
SCRIBE – Monthly subscription	£24.00
St Giles – Grasscutting and newsletter	£975.00
Sandy Oram – Reimbursement CASP expenses (from grant)	£48.50
New Moonshot Ltd – Saul Cullen website migration	£300.00
Saul Cullen – Reimbursement domain and host renewal	£183.92
Inscope – Reimbursement village hall windows balance	£tbc
Bank Charges 30.6.25	£6.00

**Balances at 30.6.25:** Unity Bank £21,318.28 – Cllr Redman initialled the bank reconciliation which had been circulated in advance of the meeting.

Cllr Leach will forward the invoice for the windows once received. The Clerk said that she would set up payment for August invoices during the second week of August and would circulate for approval.

**SVH Accounts** – Helen Leach has sent Clerk I&E to end June. At 5 June 2025 HSBC Bank balances:£18,007.25 & £2,466.91. Charlie Keeling has reviewed accounts to end April 2025 with no comments to make.

**12.2 Timesheet Report** June (Circulated)

**12.3 Removal of James Sheldrick from Unity mandate** – Cllrs Redman and Oram resigned the mandate as it had been rejected due to incorrect signature.

**12.4 Pensions Regulator Declaration** – Clerk to complete in July

**12.5 Review of Policy Docs: Emergency Report** – Comments to be passed to the Clerk over the summer.

**12.6 Gov.uk email addresses** – The Clerk reported that these were now mandatory and will make an application over the summer.

## **13. Planning Matters**

### **13.1 Planning Applications**

**25/00985/PA** FAIRHILL, RIDING LANE, HILDENBOROUGH, TONBRIDGE, TN11 9QL. Re-routing of the existing driveway outside of the woodland, removal of existing driveway and replacement with natural, permeable surface to form a footpath, and alterations to the forecourt including the reinstatement of a historic ha-ha. *"No objection."*

**25/01017/PA** HOOKWOOD FARM, PUTTENDEN ROAD, SHIPBOURNE, TONBRIDGE, TN119QY. Erection of wing extension to western elevation; erection of single storey extension to eastern elevation, front portico and associated works. *"No objection, i) the plans do not specify the material to be used for the new walls for the new dining area in the south east corner, and this should be disclosed. If they are glass, some measures should be taken to limit light pollution from these windows, and from the proposed skylight above the dining area/ snug. ii) sightlines to the main entrance to the property are poor; construction traffic should use the north drive (entrance close to the stream)."*

**25/00854/PA** GREAT OAKS HOUSE, PUTTENDEN ROAD, SHIPBOURNE, TONBRIDGE, TN11 9RX. Single storey rear extension. The application has been amended as follows: Amended red boundary line 11.07.25.

**25/01121/PA** FAIRHILL, RIDING LANE, HILDENBOROUGH, TONBRIDGE, TN11 9QL Details of conditions 13 (Construction Environmental Management Plan) and 14 (Landscape and Ecological Management Plan) submitted pursuant to planning permission TM/24/01952/PA

Signed.....Dated.....

(Works to dwellinghouse including reinstatement of original East Wing, replacement side extension, a new basement, replacement windows/doors, alterations to existing porch, new veranda and balcony to the rear elevation and new conservation rooflights. Internal works to include removal of modern partitions, alterations to layout and fabric improvements. Landscape enhancements with associated works.

**25/01165/PA** BOUNDARY WALL AND Lychgate to Church, Stumble Hill, Shipbourne, 1 x Yew Tree (*Taxus Baccata*) (applicants ref. Y1) - Fell tree and grind out stump. The PCC are resolved to offset the felling of this tree with the planting of a new tree.

### **13.2 Planning Decisions**

**25/00054/PA** FAIRLAWNE, TONBRIDGE ROAD, SHIPBOURNE, TONBRIDGE, TN11 9PT. Retrospective Application: Details of conditions 2 (External materials) 3 (a and b) (Levels, fence, footpath, access) 4 (a and b) Tree protection plan and Arboricultural method statement) 5 (Tree felling/pruning specification) Pursuant to planning permission 22/00123/FL Erection of a new folly within the gardens of the Fairlawne Estate

**13.3 Update on Local Plan – [www.tmbc.gov.uk/local-plan](http://www.tmbc.gov.uk/local-plan)** - Nothing to report

- 14. To review submission to Parish Newsletter –** Draft agreed.
- 15. Urgent Business that occurs and requires attention before the next meeting** -The Clerk reported that a hosepipe ban would come into effect this week and would be reviewed every 7 days.  
Cllr Dagger reported that 4 x 4's were using some of the byways and raised this in relation to the email received by the All-Party Parliamentary Group (APPG). They are asking for ideas for new legislation that would enable more people to access green spaces including public rights of way. This is an opportunity for parish councils whose green lanes are affected by off-roading to provide evidence of the need for new legislation to protect their lanes. It was suggested that we should respond to say that 4x4's are adversely affecting other users.
- 16. Date of next meeting** - Monday 8<sup>th</sup> September at 7pm

The meeting went into Part 2 and closed at 8.20pm.

**Part 2** Matters to be discussed in private (Public Bodies Admission to Meetings Act 1960)

Signed.....Dated.....