

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

**Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE**
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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 13 October 2025** to transact the undermentioned business. ***Sarah Huseyin, Parish Clerk***

1. **Apologies for absence** - Cllr Rayner
2. **Dispensations and Declarations of Interest**
3. **Report from Beat Officer**
4. **Reports: County Councillor & Borough Councillors**
5. **To approve as a correct record Minutes of the Parish Council meeting on 8 September 2025**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP)** - Request to KCC to add Stumble Hill and Hildenborough Road to our HIP. Winter preparation – Salt sack requested to be delivered to Bon Taylor for Church Approach/Farmers Market
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2025** - Nothing to report
 - 8.2. **Shipbourne Farmers Market** - Nothing to report
 - 8.3. **Website Upgrade** -.Changes. Requirement to have Gov.UK domain, email addresses and fulfil accessibility requirements WCAG2.2AA for April 2026. Feedback and recommendations from call with Saul.
 - 8.4. **Climate Change Group** – New constitution agreed and bank account opened for CASP (separate entity). Update on project – Grant Application – payments and VAT.
 - 8.5. **Little Mead** – Update – Tree work due October 2026.. Request from Little Mead to purchase a strip of land incorporating the driveway to the house and woodland adjoining their boundary with the roadside to the right of Dunks Green.
 - 8.6. **Damaged bench at Dunks Green** - Bollards at Dunks Green and bench repairs
 - 8.7. **Bus Stop** - Repairs to timber – update. KCC Bus Stop Shelter Grant application – awaiting response -
 - 8.8. **Shipbourne Sign** – update – sandblasting quotes
 - 8.9. **Defibrillator** – Checked.
 - 8.10. **Telephone Box** – Budget item for next year
9. **Shipbourne Village Hall**
 - 9.1 **Window repairs** – Update.
 - 9.2 **Next meeting - approval of Trust Deed –**
 - 9.3 **Wine Tasting – 4th October 2025 Feedback**
10. **Communications** –*Circulated in advance of the meeting. *Please contact Clerk for details*
 - Parish Partnership Panel - Thursday 28 August 2025 & 20 November, 7.30pm
 - KALC Training Bulletin
 - KALC News October 2025*
 - Plaxtol PC Meeting with Local Parishes on LGR*
 - NOTICE OF THE 78th ANNUAL GENERAL MEETING – SATURDAY, 22nd NOVEMBER 2025*
 - Citizens Advice Energy Community Reach Project – Offer of free energy advice sessions
 - Asian Hornet monitoring traps for farmers and landowners - free traps -
 - <http://www.kentdowns.org.uk/making-trapping-happen>
 - Kent Downs National Landscape Team are updating the Kent Downs Management Plan Visit <https://letstalk.kent.gov.uk/shaping-the-kent-downs-together> before 2 November,
 - Tonbridge & Malling Public Space Protection Order Consultation
 - <https://www.tmbc.gov.uk/community-services/pspo-consultation> – by 2nd November 2025
 - KALC COMMUNITY AWARDS SCHEME 2026 – Application Deadline January 2026***
 - New Grants Available to Support Older Adults in Kent – Join an Information Session – 9th October to 12 November 2025

Funding request: Baby Umbrella charity

Protecting Commons, Greens and Open Spaces Training 14&15 October

Local Government Reorganisation (LGR) <https://letstalk.kent.gov.uk/local-government-reorganisation> by the 26 October 2025

Kent Bus Service Changes Bulletin - September, October, November & December 2025

Chairs Action and Correspondence

11. Finance & Policy

12.1	Payment of Accounts – Accounts for agreement to pay:	
	Parish Clerk Salary & Expenses September 2025	£724.32
	HMRC – Clerks Tax & NI Contribution	£129.20
	SCRIBE – Monthly subscription DD [paid]	£24.00
	ICO – Data Protection Annual Fee DD (Listed in September)	£47.00
	Bank Charges 30.7.25	£6.00
	Balance at 30.9.25: Unity Bank £19,091.30	

Precept received 12.09.25 £8,757.50

SVH Accounts – HSBC balances xx£18,056.22 & 2,572.86

- 12.2** Timesheet Report September (Circulated)
- 12.3** Review of Policy Docs: Emergency Report
- 12.4** Interview IIA – Cllr Bond - Feedback
- 12.5** Gov.uk email addresses – See above

13. Planning Matters

13.1 Planning Applications

25/01233 HOME FARM FAIRLAWNE, SCHOOL LANE, SHIPBOURNE, TONBRIDGE, TN11 9RT. Change Of Use Of Three Agricultural Buildings To Class B2 Business Use With Associated Parking And Landscaping Works. "Objection"

25/01583/PA PROVIDENCE COTTAGE, UPPER GREEN ROAD, SHIPBOURNE, TONBRIDGE, TN11 9PL1 x dying Ash tree in rear garden (circled black on applicants plan) - fell and remove stump.

13.2 Planning Decisions

25/01308/PA Fairlawne Estate, Tonbridge Road, Shipbourne, Tonbridge. T1 Beech, Reduce canopy by 3 metres overall to suitable growth to reduce excess weight and wind sail because of extensive decay on the main stem.

13.3 Update on Local Plan – www.tmhc.gov.uk/local-plan - Due in November

- 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 10 November at 7pm

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

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer