

**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 10 November 2025** to transact the undermentioned business. ***Sarah Huseyin, Parish Clerk***

1. **Apologies for absence**
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 13 October 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.
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. Update
 - 8.4. **Climate Change Group –Update on project – Grant Funding Agreement. CASP Christmas events. CASP budget request.**
 - 8.5. **Little Mead** – Update – Tree work 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/repainting quotes
 - 8.9. **Local Government Reorganisation - Update**
9. **Shipbourne Village Hall**
 - 9.1 **Window repairs** – Completed
 - 9.2 **Next meeting - approval of Trust Deed – 11.11.25**
 - 9.3 **Quiz - Update**
10. **Communications** –*Circulated in advance of the meeting. *Please contact Clerk for details*
 Parish Partnership Panel - Thursday 20 November, 7.30pm
 KALC Training Bulletin
 KALC News November 2025*
 NOTICE OF THE 78th ANNUAL GENERAL MEETING – SATURDAY, 22nd NOVEMBER 2025*
KALC COMMUNITY AWARDS SCHEME 2026 – Application Deadline January 2026*
ANNUAL POLICING SURVEY 2025 [Annual Survey link](#)
 KCC Help Us Shape Kent's New Walking & Cycling Itineraries - deadline 30 November 2025
TMBC A town council for Tonbridge - second consultation – deadline 12 December 2025
 Support for DAVSS – Ensuring Continued Domestic Abuse Services in West Kent
Chairs Action and Correspondence
11. **Finance & Policy**
 - 12.1 **Payment of Accounts** – Accounts for agreement to pay:

Parish Clerk Salary & Expenses September 2025	£709.87
HMRC – Clerks Tax & NI Contribution	£129.20
Aubergine – WCAG Website set up	£598.80
SCRIBE – Monthly subscription DD [paid]	£24.00
Royal British Legion – Wreath	£20.00
Bank Charges 31.10.25	£6.00
Balance at 31.10.25: Unity Bank £19,093.21	

SVH Accounts – HSBC balances £tbc

All Home Maintenance - Installation of windows £3,580.00

All Home Maintenance - Painting & Internal and external decoration £1,800.00

Timesheet Report October (Circulated)**12.2 Review of Policy Docs: Update****13. Planning Matters****13.1 Planning Applications**

25/01680/PA HOOKWOOD FARM, PUTTENDEN ROAD, SHIPBOURNE, TONBRIDGE, TN11 9QY. Installation of swimming pool, erection of plant/storage building with associated Works.

25/01706/PA CATARACT COTTAGE, HORNS LODGE, SHIPBOURNE ROAD, TONBRIDGE, TN11 9NJ. Lawful Development Certificate application: Proposed provision of a mobile home, within the garden, for use as additional accommodation by one household

13.2 Planning Decisions - APPROVED

25/01583/PA PROVIDENCE COTTAGE, UPPER GREEN ROAD, SHIPBOURNE, TONBRIDGE, TN11 9PL. 1 x dying Ash tree in rear garden (circled black on applicants plan) - fell and remove stump.

13.3 Update on Local Plan – www.tmbc.gov.uk/local-plan - Out for consultation

Public Meeting at Borough Green Village Hall on 28th November 7.30 for the new Local Plan. Reg 18 – all welcome.

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 8 December 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