

**SHIPBOURNE PARISH  
COUNCIL**

**SARAH HUSEYIN**  
Clerk to the Council

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IGHTHAM, TN15 9BE**

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### **AGENDA**

**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 8 December 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 11 November 2025**
- 6. Public Open Session**
- 7. Highways & Footpaths - Highways Improvement Plan (HIP) - Meeting on 15 January 2026.**  
Request to add Back Lane to the 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 for 2026 and email hosting payment £5.60 per month. CASP letter 17 November.
  - 8.5. Little Mead** – Update – Tree work – completed. 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
  - 8.10. PPP Meeting** – Update from Cllr Oram
- 9. Shipbourne Village Hall**
  - 9.1 Trust Deed – Approval**
  - 9.2 Quiz - Update**
- 10. Communications** –\*Circulated in advance of the meeting. *Please contact Clerk for details*  
KALC Training Bulletin  
Unity Bank monthly fee increase to £7 per month  
Tunbridge Wells Borough Council Local Development Scheme Update November 2025  
News updates from Tonbridge and Malling Borough Council  
Local Government Reorganisation submission  
The Kent Classic 2026 Event Plan 24.10.26  
Update regarding IDOX return for Planning and Building Control  
New Updated Guide to Developing Affordable Homes in Rural Communities
- 11. Chairs Action and Correspondence**
- 12. Finance & Policy**
  - 12.1 Payment of Accounts** – Accounts for agreement to pay:

Parish Clerk Salary & Expenses November 2025	£710.28
HMRC – Clerks Tax & NI Contribution	£129.20
SCRIBE – Monthly subscription DD [paid]	£24.00
DAVVS – Donation	£50.00

Treeability – Work at Dunks Green	£3,116.40
Bank Charges 30.11.25	£6.00
<b>Balance at 30.11.25:</b> Unity Bank £19,093.21	

**SVH Accounts** – HSBC balances at 5.11.25 £2,152.11 & £14,625.85

**Payments**

EJP – Fire Alarm Service	£156.00
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 Agree Budget items for 2026**

**12.3 Policy Documents**

**13. Planning Matters**

**13.1 Planning Applications**

**13.2 Planning Decisions - APPROVED**

**25/01800/PA** ST GILES CHURCH, STUMBLE HILL, SHIPBOURNE, , TN11 9PE. 1 x Large mature Yew (T1 applicant reference) - Remove split branches back to source, thin large scaffold by approx 40% to alleviate weight on potential weak point. Tree standing on East boundary of churchyard, overhanging Farmers market sheds and neighbouring properties. 2 x large mature Yew ( T2 T3 applicant reference) Remove major dead branches throughout crown (5cm or larger) Inspect remaining crown for defects Trees standing adjacent to T1,

**25/01443/PA** COBTREE COTTAGE, CLAYGATE LANE, SHIPBOURNE, TONBRIDGE, TN11 9RN. Proposed demolition of existing detached garages and replace with a new double garage and store area with associated driveway works.

**13.3 Planning Decisions – WITHDRAWN**

**25/01233/PA** 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.

**13.4 Update on Local Plan – [www.tmbc.gov.uk/local-plan](http://www.tmbc.gov.uk/local-plan)** - Out for consultation. Agree Parish response.

**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 12 January 2026 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**