

# Shipbourne Parish Council

## Minutes of Full Council Meeting

Monday 11 July 2016, 7:30pm, Village Hall, Shipbourne

**Present:** Cllrs Pettengell, Mrs Redman, Sheldrick, Tyler, Wallington and Wright.

Mrs S Codling - Clerk

*In the absence of the Chair, Councillors approved Cllr Tyler to chair the meeting.*

### 1. Apologies for absence

Apologies received from Cllr Mrs Cohen (holiday). All apologies were accepted.

### 2. Declarations of Interest or Dispensations

None.

### 3. Minutes of the Meeting, 13 June 2016

The minutes of the meeting 13 June 2016 were approved and signed as a true and accurate record.

### 4. Matters arising from the Minutes (not on agenda)

- T&MBC to be advised that the phone cable on the west side of Hoad Common has been hanging low since the winter storms –the Clerk is to contact BT. **Action: Clerk.**
- The Police are to be asked whether Back Lane could be authorised as a site for Speedwatch – Cllr Wright has spoken to the police who have not objected to the proposed sites. **Action: RW**
- The Clerk advised of the Community Payback Scheme – Cllrs proposed requesting signs to be cleaned. Cllr Mrs Cohen is to advise the Clerk which signs need cleaning - The sign at the bottom of Claygate Lane, on Puttenden Road, needs to be cleaned. Also, the 'beware of deer' sign past the school on Hildenborough Road (on the left travelling south) – the signs have been noted.
- Clerk is to contact Highways about possibility of removing the roundels on the road - completed. Highways advised that it may be best to wait for the roundels to fade and then they are not repainted as the cost is high. A quote for the cost of removal has been requested. **Action: Clerk.**
- Clerk to request response to Mrs Peploe's letter point-by-point – Highways have advised that the response is awaiting sign off from a manager. **Action: Clerk**
- Cllr Pettengell advised that some bolts on the Shipbourne sign have lost their cover. Cllr Sheldrick is to review – the Clerk is to ask Mr Cruse to put hard wood dowels in the holes. **Action: Clerk**
- The tree is still across the footpath at Woodcocks Way - completed.
- The hinge of the phone box has broken in the high winds. The Clerk is to ask Martin Cruse to quote for repair and making provision for this type of damage recurring – Mr Cruse has completed a 'quick fix' before being available to complete the work. Concern was voiced that the correct stays are used in order to maintain the integrity of the phone box. The parts are listed on the 'unicorn restoration' website. DP suggested that the contractor should contact him over any of the details **Action: Clerk**
- The Clerk is to review the financial regulations regarding the limit to seek quotes. **Action: Clerk**
- The double yellow lines outside The Chaser have not been repainted. The Clerk is to chase as the issue is dangerous – awaiting response from TMBC - completed.
- Clerk to ask Highways to lower the 30mph signs from 6ft to 4ft – Highways have advised they will not reduce the height owing to safety for pedestrians.
- The Clerk is to find out which Borough Councillors are on the Planning and Transportation Board – this is no longer required following the outcome of Call for Sites.
- The Clerk is to find out who installed the defibrillator cabinet – the Clerk advised that Community Heartbeat received the relevant paperwork following the installation of the defibrillator. The Clerk has contacted the previous Clerk who is unaware of the defibrillator having been used. Emergency Services are to be contacted to see if the defibrillator has been deployed and not replaced. The Clerk is also to contact the insurers advising that the defibrillator is not in situ and to seek written assurance from the Chaser that a regular check on the equipment will be done once a replacement defibrillator is found **Action: Clerk**

- The Clerk is to respond to the Emergency Questionnaire - completed.
- The Clerk is to check whether the new bench at the village hall should be added to the Parish Council or Village Hall insurance policy – the Clerk is to advise the Trustees to add the bench to the village hall insurance if they wish to insure it. **Action: Clerk**
- The Clerk is to attend a meeting about the Local Plan on 28 June - completed. The Clerk is to scan and send the presentation from TMBC to distribute to Councillors. **Action: Clerk**  
 It was noted that Plaxtol and Shipbourne have both fared well out of the Call for Sites exercise as no sites have been deemed suitable. However, this is still at the draft stage prior to the consultation in September. There may be some landowners who appeal. Councillors noted they are pleased the way TMBC have protected greenbelt and rural villages. They have concentrated developments in more urban settlement so small villages come off very well.  
 The consultation is when developers have their say. A developer could make a case to the Inspector that their site is needed. As TMBC will have fulfilled all housing and commercial requirements there would not be a case to bring forward greenbelt.
- Complaints have been received that the grass is not being picked up once it has been cut. The Clerk is to contact the contractor – completed but no response received. The Clerk is to advise the contractor that payment is conditional on picking up the cuttings. **Action: Clerk**
- Councillors requested the Clerk to write to the Village Hall asking for an update regarding the electric heaters – carried forward. **Action: Clerk**
- Shipbourne Parish Council should write a letter of support re J5 slips - completed.

**5. Public Open Session**

None.

**6. Communications**

Noted.

- Communication has been received advising that BT have now installed superfast broadband. Cllr Pettengell has reviewed this and will draft something for the newsletter. **Action: DP**
- Communication has been received from a resident in Back Lane regarding the speed of traffic. The Clerk is to respond. **Action: Clerk**
- The mobile police stations are ceasing, effective immediately. This is to be published in the parish newsletter. **Action: Clerk**
- The minutes from the Parish Alliance have now been adopted as a document for Call for Sites by TMBC.

**7. Report from County Councillor**

None.

**8. Report from Borough Councillor**

The Parish Alliance had its first meeting with almost all parishes represented. It is very important for all parishes to work together.

The minutes were submitted to TMBC and went forward to the Planning and Transportation Advisory Board. This has been accepted as a supplementary informative note for members and is now a part of TMBC history.

Several parishes have advised they are having issues with enforcement. If there are issues then advise a Borough Councillor. Shipbourne Parish Council advised they have not had any problems.

**9. Report from PCSO**

None.

**10. Chair's Actions and Correspondence**

None.

**11. Report from External Bodies**

The Clerk attended the TMBC meeting regarding the Local Plan. The presentation is to be scanned and distributed to Councillors.

**Action: Clerk**

## 12. Finance and Personnel

### a) Payment of Accounts

Approved.

| DATE         | BENEFICIARY     | DETAILS                   | CHQ NO | AMOUNT           |
|--------------|-----------------|---------------------------|--------|------------------|
| 11.07.16     | St Giles Church | S136                      | 838    | 671.50           |
| 11.07.16     | Sarah Codling   | Clerk's Salary: July 2016 | 839    | 466.50           |
| 11.07.16     | HMRC            | Clerk's Tax: July 2016    | 840    | 100.40           |
|              |                 |                           |        |                  |
| <b>TOTAL</b> |                 |                           |        | <b>£1,238.40</b> |

## 13. Planning

### a) To consider application:

- **TM/16/01836/FL – Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY**

Retrospective application for the construction of garden structures, access gates, retaining walls (including HAHAs) and landscaping works

*The Parish Council strongly objects to this application.*

*We request that Planning Officers look at the volume in context of the total development since 2011 as we believe it should adhere to the planning criteria stated in the application dated 2011. Certainly, we believe the site is becoming overdeveloped.*

*The original application made use of the full volume available on the site. Subsequently there has been a slew of additional buildings which are, apparently, beyond the original volume agreement. It appears that the buildings, for which there have been retrospective applications, all went ahead knowingly without obtaining the relevant consents. Please advise whether the residential curtilage has been extended from the original application.*

*The Parish Council is concerned that this application is retrospective. We are concerned that this is an open breach of planning regulations and what has previously been agreed. The Parish Council hope that this is not an indication that the applicant wishes to circumnavigate the planning process by retrospectively applying for planning permission which may not have been approved when considered in advance of works undertaken. When the original application was approved on this site a condition was that the landscaping be in keeping with the countryside it is sat in, as supported by TMBC documents. We believe the sundry developments lay out an estate which was not originally envisaged. Please can Planning Officers review some of the hard landscaping developments as we are unaware of permission granted (for example the rose garden).*

*The gates can be seen from the road. The Parish Council believes they are not in keeping with the character of the area. The Shipbourne Design Statement gives examples of designs which would be more suitable.*

*The Parish Council believes that, owing to the scale of the application and that it is retrospective, this should be submitted to Committee.*

- **TM/16/01808/FL – Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9QY**

Retrospective application for the construction of an agricultural service barn measure 87 square metres, a meter house and associated access and landscaping works on the land.

*The Parish Council strongly objects to this application.*

*We understand that the volume of all the barns on site were used to build the house in the original application. Therefore, there is no volume allocation available to build more barns. Certainly, we believe this site to be overdeveloped.*

*The Parish Council would ask for clarification regarding whether this barn is actually for agricultural purposes.*

*The gates are not in keeping with the area. There is concern whether the 2 gates and boarding on the barn are in keeping with the area.*

*The Parish Council believes that, owing to the scale of the application and that it is retrospective, this should be submitted to Committee.*

**b) Decisions from T&MBC**

None.

**c) Other Planning Matters**

None.

**14. Street Scene**

**a) Footpaths/trees**

Cllr Mrs Redman advised that there was a lot of flytipping on Tonbridge Road which was causing obstruction. It has now been removed. It was noted that there was also a wardrobe dumped in School Lane.

Cllr Sheldrick advised that the stile at the corner of the Green has been repaired.

**b) Highways**

**i. To receive update regarding new 30mph limit**

This was reviewed under correspondence.

To date there have been no further volunteers for speedwatch.

**15. To discuss the Parish Website**

The website is due to be launched in September. Cllr Wallington is to have meetings with the various administrators. The whole website is to be copied and the administrators advised how to amend the content.

**16. To review Emergency Plan**

Cllr Pettengell has reviewed the allocation of addresses to zones and made some changes. These have been reviewed with Cllrs Mrs Cohen and Sheldrick. The new zones are to be brought to the September meeting, having recruited zone representatives and completed the document.

**17. Calls to Site Consultation**

d) This has been discussed above. The consultation is to go live at the end of September.

e) The Clerk is to ask Planning to advise if there are any appeals relating to Shipbourne sites. **Action: Clerk**

**18. Urgent Business**

It was noted that there are a lot of overhanging trees on the A227 that have been cut back as a result of demands from KCC.

Shipbourne Parish Council agreed that they do not have significant knowledge to assess the sites outside our parish but support the initiative of the parish alliance. **Action: Clerk**

The deadline for applications for the Clerk vacancy is 22 July. Councillors are to advise the Clrk and Chair of the availability for interviews. Councillors thanked the outgoing Clerk for all her work during her tenure a Clerk and wished her every success in her new teaching role.

**19. Date of Next Meeting**

12 September 2016.

The meeting closed at 9:00pm.