

# Shipbourne Parish Council

## Minutes of Full Council Meeting

Monday 12 September 2016, 7:30pm, Village Hall, Shipbourne

**Present:** Cllrs Mrs Cohen (Chair), Pettengell, Mrs Redman, Sheldrick, Wallington and Wright.

Mr P Codling – Clerk

1 member of the public who arrived at 7.45pm

As all members of the Council were present at 7.10pm the Chair proposed to start the meeting early and this was agreed.

The Chair also proposed changes to the running order of the meeting. **Item 5** – Public Open Session to be moved to after Item 11 – Report from External Bodies as the meeting had started early, **Item 12** – Finance to after Item 20 – To review continued subscription to CPRE and **Item 18** – To report back on interviews for Clerk vacancy to after Item 22 – Urgent Business.

### 1. Apologies for absence

Apologies received from Cllr Tyler (family commitments) and Borough Cllrs Shaw & Taylor (attending Borough Green PC meeting). All apologies were accepted.

### 2. Declarations of Interest or Dispensations

Cllr Mrs Cohen declared an interest in Item 13 with regards to planning application TM/15/03865/FL

### 3. Minutes of the Meeting, 11 July 2016

In the absence of Cllr Tyler (Vice Chair), the minutes of the meeting 11 July 2016 were approved and signed by Cllr Pettengell on behalf of the Council as a true and accurate record.

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

4.1 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 was to contact BT.

*Cllr Mrs Redman confirmed that the cable had been repaired*

**Completed**

4.2 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.

*The clerk reported that an e-mail from Mr Bescou had been received in which he volunteered his services to Speedwatch. Cllr Pettengell reported that the Parish Partnership Panel had invited a representative from Speedwatch to the next PPP meeting and suggested that Cllr Wright might want to attend.*

**Action: RW**

4.3 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.

*The Clerk has spoken with CPS – road signs now not option as anyone working by roadside doing such work needs to have a very large liability insurance and specific training. The Clerk has checked the location of the signs and identified them on a map. KCC Highways have been e-mailed and asked to clean them up*

**Action: Clerk**

4.4 Clerk is to contact Highways about possibility of removing the roundels on the road - 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.

*The Clerk reported that in a response to item 4.5 the KCC Highways had advised that any work to scour the paint from the road would damage the road surface and that they would prefer to leave them to fade over time.*

**Completed**

4.5 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.

*The Clerk reported that KCC Highways had sent a response but has not sent copy of letter. KCC advised that they had written to Mrs Peploe agreeing to move the Speed Limit sign to the boundary between their property and their neighbour so that it was no longer in front of their property. KCC advised that they had not had a reply so presume the matter to have been resolved unless SPC has heard anything. The Chair asked that the Clerk contact Mrs Peploe to confirm all has been satisfactorily been resolved*

**Action: Clerk.**

4.6 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.

*The Clerk advised that Mr Cruse has taken a look but was unsure of actual issue and asked for clarification of the issue. The Clerk has forwarded photo's taken by Cllrs and Mr Cruse has said he will be taking another look asap and will advise accordingly. Cllr Pettengell advised that the top of the sign comprises of several pieces of wood which are bolted together and the work requested is to protect those bolts from water ingress.*

**Action: Clerk**

4.7 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 *The Clerk reported that a revised quote had been rec'd now DP has spoken with Mr Cruse – the original quote had been for £365 for parts/labour but the revised quote was now £430 comprising £230 for authentic parts and £200 for labour. Mr Cruse has advised that he can do the work on 24.09.2016 as long as the Parish Council could give him payment of £230 for the parts in advance so that the parts can be delivered in time. Cllrs discussed the work required and agreed to accept the quote. The Clerk would add the cheque request to the Finance section of the agenda.*

**Action: Clerk**

4.8 The Clerk is to review the financial regulations regarding the limit to seek quotes.

*The Clerk referred Councillors to Section 11.f of Financial Regulations 2015 which states:*

*“When the Council is to enter into a contract less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are expected, the RFO shall obtain, (where appropriate), 3 quotations; where the value is below £1,000 and above £100 the RFO shall consider obtaining 3 estimates.”*

**Completed**

4.9 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 **To be dealt with under agenda Item 19**

4.10 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.

*The Clerk advised that an e-mail from Curtis Galbraith had been received which confirmed that the bench had been added to the Shipbourne Village Hall insurance policy. The Chair asked the clerk to acknowledge the e-mail and thank Mr Galbraith for sorting this out.* **Action: Clerk**

4.11 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.

*The Clerk advised that he hadn't been able to contact the contractor yet. Cllrs asked for this to be followed up asap and establish whether contractor was still able to honour the contract or not.*

**Action: Clerk**

4.12 Councillors requested the Clerk to write to the Village Hall asking for an update regarding the electric heaters – carried forward.

*The Clerk advised that a detailed reply explaining the current status of the project had been received from Curtis Galbraith which had been circulated to Councillors* **Completed**

## **5. Public Open Session**

This item was postponed until after Item 11.

## **6. Communications**

The Clerk advised that the majority of the communications listed had already been circulated to Councillors as there had not been a Parish Council meeting since July 2016.

The Clerk brought attention to the new Network Power “105” National Emergency Number now in place so that anyone suffering loss of electricity, etc, only had to call “105” and they would be transferred automatically to the local power company.

This information had also been sent to be included in the next Parish Newsletter.

Cllr Sheldrick expressed an interest in accepting the invitation to visit Gatwick Airport. The Clerk agreed to forward the invitation to him again **Action: Clerk**

## **7. Report from County Councillor**

None.

## **8. Report from Borough Councillor**

None.

## **9. Report from PCSO**

None.

## 10. Chair's Actions and Correspondence

The Chair reported that there had been Clerk interviews and that these would be discussed at the end of the meeting. The Chair also advised that the Internal Audit Report had been received and circulated to Councillors with any discussions to be held under the Finance Agenda item later in the meeting.

Cllr Wright announced that he would like to read a written statement to the meeting:

*"Councillor Wright objects to the manner in which those representing the Council at the interviews for prospective Clerk were appointed, viz by the Chairman rather than the Council as a whole or a majority thereof. He does not have confidence in the Chairman. He also takes exception to the fact that a number of Councillors to whom he addressed an e-mail of 9 September failed to answer the questions therein posed. He regards that as a breach of trust. Mrs Redman is wholly excepted. In the circumstances he does not wish to remain on the Council and accordingly resigns. For the avoidance of doubt Councillor Wright is not resigning on grounds of ill health, though he does have some medical issues. R Wright 12.09.2016"*

Cllr Wright left the meeting at 7.35pm

Councillors were surprised by and regretted Cllr Wright's resignation. The Councillors agreed that the Clerk should contact TMBC to advise them of Cllr Wrights resignation and to establish the process of finding a new Councillor

**Action: Clerk**

## 11. Report from External Bodies

Cllr Pettengell reported on his attendance to the Parish Partnership Panel on 8 September 2016. Funding – there had been consultations regarding the withdrawal of Section 136 payments with effect from 01 April 2017 – there will be a new Special Expenses funding created in its place. Local Plan- there will be an 8 week period of public consultation from 30 September 2016 focussing on a revised Way Forward document. We need to look out for that.

Planning Enforcement – there has been a review of the Planning Enforcement Service. A point to note was that the PC would only receive information about cases if it was the "original complainant".

Borough Green Sewer System – TMBC asked to contact Southern Water about the ageing sewer system in Borough Green and recent flooding incidents. Other Parishes had the same issues.

Kent Police – Speedwatch – an invitation was to be extended to the new police co-ordinator for Speedwatch to attend the November 2016 PPP meeting. Councillors asked if we had any Speedwatch equipment and, if so, what and where was it?

**Action: Clerk**

Hive Lotto – A new Community Lottery had been launched recently and was a fund-raising scheme to help good causes. A leaflet was passed to the Clerk to look into.

**Action: Clerk**

Cllr Pettengell asked the Clerk to contact PPP to get an explanation of why a number of pages in the documents available show "page left intentionally blank".

**Action: Clerk**

The Clerk advised of problems scanning the presentation from the TMBC meeting regarding the Local Plan attended by the previous clerk. This will be circulated as soon as possible.

**Action: Clerk**

## 12. Finance

This item was postponed until after Item 20

## 5. Public Open Session

No public were present at this time.

## 13. Planning

### 13.1 To consider applications:

- **Application: TM/15/03865/FL**  
**Location: Great Oaks House, Puttenden Road, Shipbourne, Tonbridge, TN11 9RX**  
**Proposal: Demolition of existing stable block and hay barn buildings and construction of a 3 bedroom dwelling house. Please note the above amended description. Also amended block plan and proposed plans, elevations and sections have been received**

The Chair, Mrs Cohen left the room for this item

**Response:** The members discussed the application and drafted a response.

Please see addendum at the end of these minutes for further details.

The Chair, Mrs Cohen returned to the room.

#### **A member of the public arrived at 7.45pm**

The Chair asked the Councillors if they were happy to let the member of the public speak at this point and all were in agreement that he could. The member of the public addressed the Council with his objections to the Planning Application TM/16/02494/FL for Church House, Stumble Hill, Shipbourne, TN11 9PE

The application was then discussed by the Council and the following response was agreed:

- **Application: TM/16/02494/FL**  
**Location: Church House, Stumble Hill, Shipbourne, TN11 9PE**  
**Application: Demolition of existing dwelling and construction of new two-storey dwelling with attached triple garage with games room over**  
**Response:** The proposal at Church House is sited in an Area of Outstanding Natural Beauty in the Shipbourne Conservation Area in prominent position on the brow of Stumble Hill. The site is adjacent to St Giles Church which is a listed property sited opposite to the Common which is managed as a traditional hay crop. The over-riding character of the area is of a rural English village which has escaped pastiche new development.

The buildings in this small enclave have evolved over the centuries and the character is of mellow, small scale or closely clustered dwellings that are subservient to the adjacent larger church and public house.

Whilst SPC has no objection to the demolition of the dwelling known as Church House and its replacement with a dwelling of a similar size it objects strongly to the present proposal on the basis that is not of a similar size, but is much larger with a larger footprint and a greater height, and being materially larger it will not enhance and preserve the setting which is in a Conservation Area. The PC also consider that the design of the dwelling is inappropriate in design as it does not use local materials – nor does it use traditional boundary treatments - and does not reflect the character of the setting.

OBJECTION 1: The proposal at Church House is materially larger than the building it replaces, particularly in height as it has incorporated a second storey with a large roof. In addition, the proposed footprint is materially larger than the current dwelling. The single garage has been replaced with a much larger three bay garage with living space above.

POLICY: National Planning Policy Statement, paragraph 89, states that all replacement buildings should 'not be materially larger than the one it replaces' it is therefore inappropriate development in the Green belt and with a Conservation Area.

OBJECTION 2: the proposal is not a good design and is inappropriate in scale and design contrary to planning policies.

POLICY: Paragraph 55 of the National Planning Policy Framework states that new buildings should 'enhance the setting and be sensitive to the defining characteristics of the area'. NPPF Paragraph 58 states that 'Good design should respond to local character and history and reflect the identity of local surroundings and materials'.

The proposed design has not been inspired by the regional personality of Shipbourne (See SPG, SDS, page 26) and is contrary to NPPF policy. SPG (p27) states that any new building should be 'unassertive and subsumed by the landscape setting'. Page 20 (SPG, SDS) states that 'Tiled ad gabled low-swept cat slide roofs, weather boarded or tile-hung upper storeys, brick or ragstone lower storey are part of the vocabulary of Shipbourne buildings'. However, (SPG, SDS, p20) large 'suburban pattern-book executive houses' (balconies, pillars, mock Georgian facades) are not 'part of the vocabulary of Shipbourne buildings' and as such are contrary to policies of the NPPF.

OBJECTION 3: the proposal will have a negative impact on the adjacent listed building and it will not conserve or enhance its setting. The proposed replacement dwelling at Church House is materially larger and because of its material increase in height it will have a negative impact on the adjacent listed building of the church which at the moment is the dominant structure in the landscape. It will also compromise the setting as it will be viewed from footpaths and from far across the surrounding landscape.

Current TMBC Supplementary Planning Guidance (SPG) (see The Shipbourne Design Statement - SDS) states that Page 29, item 9: 'The Church of St Giles is a symbol of the village and a waymark. Because long distance and glimpsed views of the tower of the church of St Giles are important references, views of them should not be compromised by inappropriate scale or colour in building or planting. No development or structure of any type should compromise or interrupt these views'.

OBJECTION 4: the proposal does not conserve or enhance the character of the setting with traditional boundary treatments and it does not increase bio-diversity of the site or setting.

POLICY: NPPF Paragraph 109 states that 'The planning system should contribute to and enhance the natural and local environment' and 'minimise impacts on biodiversity and provide net gains in biodiversity where possible'.

Bat and bird boxes will not increase the bio-diversity of the site as stated without suitable habitats for them to hunt in. The habitats should come first: deciduous trees, flowering shrubs, hedges and ponds will increase bio-diversity and then bats will feed on the insects above the water and owls will hunt small mammals and birds in hedges and shrubs.

SPG (SDS page 28) states that 'high close boarded fences are inappropriate to the character of Shipbourne' and the current proposal includes these as boundary treatments which are contrary to the SDS (see page 25, SPG, traditional local boundary treatments). This is also contrary to NPPF policy where a new development should incorporate plantings such as native mixed hedges as boundary treatments to increase bio-diversity.

TMBC Planning Department PLEASE NOTE: Permitted Development Rights do not automatically apply in Conservation Areas.

In the opinion of SPC the proposal would need to be materially reduced in height and the roof reduced in mass to be acceptable in terms of size and would need to show that the design reflects the character and materials of local vernacular architecture and that any gates to the property are no taller than 1200cm and traditional in style (see SDS) to be in character with the area.

Shipbourne Parish Council cannot see that there are any special circumstances whatsoever that could be quoted as a reason for the proposal to be appropriate in planning terms.

If permission is granted for any proposal the Parish Council would like to see these fully enforceable conditions below applied:

CONDITION: that the LPA impose as a condition that Code for Sustainable Homes, Level 4 is a minimum requirement of energy performance. REASON: There has been no indication or schedule to show that highly sustainable features have been incorporated in the design of the proposed dwelling.

CONDITION: If permission is granted for a replacement dwelling Shipbourne Parish Council would like to see a condition apply that allows no burning of materials and no bonfires on site either during demolition, construction or residential use. REASON: To safeguard the nearby trees and the amenity of the area as it is adjacent to a church where the public go for worship and a churchyard where they go to enjoy quiet reflection.

CONDITION: Lighting could be intrusive in this area and would compromise the clear sky of the Common so the SPC would expect to see (in line with current policies) a condition that any external lighting is time-switched; low amp; erected only at low level or no higher than 3 metres; angled downwards. REASON: To safeguard the local amenity against light pollution.

- **Application: TM/16/02491/RD**

**Location: 6 New Cottages, Upper Green Road, Shipbourne, TN11 9PN**

**Proposal: Details of condition 6 (joinery) submitted pursuant to planning permission TM/15/01896/FL (two storey side extension)**

**Response:** Shipbourne Parish Council objects to the design of the front door as it is not in keeping with the period or style of the house or its neighbouring mirror image cottages all of which are in a Conservation Area.

In addition to the inappropriate design of the front door with its modern side lights the timber shown on the photograph is varnished which stains the natural oak, a style that is out of keeping with the style or character of the property.

Close grained hardwood like oak is sustainable and does not need varnishing or oiling in order to last. Over time untreated oak weathers down to a pleasing grey colour. Otherwise properly treated and painted softwood or hardwood doors of a design sympathetic to the 1900 period without side lights would be suitable (please see the original door at Number 1, New Cottages).

Please see NPPF, Good Design & Quality Design. Also please see the Shipbourne Design Statement, Supplementary Guidance, Design Features, page 24 and page 28, "In the Conservation area every effort should be made to use matching period materials and styles, and retain or repair architectural details" and "Timber mouldings, frames and features should have a painted finish, although unstained oak is traditional".

Please see the Shipbourne Design Statement, Supplementary Guidance, Design Features, page 24 for window styles of neighbouring cottages and local front door styles.

The Parish Council would also prefer to see the window joinery in timber which is the traditional window treatment for period properties in the Shipbourne Conservation Area (see sustainable options in Kent Design and the Shipbourne Design Statement, Supplementary Guidance).

Hardwood timber frames or properly treated and painted softwood frames are highly sustainable and wood is an excellent insulator. However, the PC is aware that other of the cottages have replaced their timber window frames with UPVC and whilst the PC would object to UPVC in most cases they understand that these would therefore not look so out of place.

- **Application: TM/16/01992/LB**

**Location: Old Woodcocks, Reeds Lane, Shipbourne, TN11 9RR**

**Proposal: Listed Building Consent: Replacement of windows**

**Response:** Shipbourne Parish Council does not object in principle to the replacement of the windows or frames in this listed building which is one of the original Wealden Hall Houses of the Parish and of historic interest. However, the application form does not make clear the materials that will be used to replace the windows.

There is a presumption in favour of preservation of listed buildings and if the windows and frames in this listed building are to be replaced in timber the Parish Council has no objection.

Hardwood timber windows and frames or properly treated and painted softwood frames are highly sustainable and wood is an excellent insulator. Cleverly designed, good quality double glazing units can be incorporated in period timber window designs with no loss of appearance but every benefit of conserving energy and reducing heat loss and draughts.

Close grained hardwood like oak does not need varnishing or oiling in order to last and is therefore a good investment. Over time untreated oak weathers down to a pleasing grey colour. Otherwise properly treated and painted softwood frames and hardwood frames of a design sympathetic to the property and medieval period would be suitable. Please see NPPF, Good Design & Quality Design. Also please see the Shipbourne Design Statement, Supplementary Guidance, page 28, "Timber mouldings, frames and features should have a painted finish, although

unstained oak is traditional” and every effort should be made to use matching period materials and styles when replacing or repairing features of listed buildings.

- **Application: TM/16/02228/FL**

**Location: Land adjacent to Wagoners, Back Lane, Shipbourne, TN11 9PP**

**Proposal: Conversion of two forestry buildings into three dwellings**

**Response:** The development of this Green Belt site was only originally granted as it was to be for a forestry/tree surgery use and the current buildings were only allowed as they were for business use.

B1 Business use is defined by the Town & Country Planning (Use Classes) Order 1987, as

- Offices (other than those that fall into A2);
- Research & development of products and processes;
- Light industry *appropriate in a residential area*.

Previously, in 2006 and for the ancillary building application since, Shipbourne Parish Council objected to the material change of use to residential/domestic use as regards this site (see one example Delegated Application details below). SPC would like to see what real efforts (e.g. no adverts appear to have been posted) have been made by the applicant, and what negotiations have been undertaken with the Local Planning Authority, to secure alternative B1 Business Use appropriate in a residential area.

If it can be demonstrated that without a doubt there are material and very special circumstances that warrant change of use from B1 business use to residential use then the Parish Council would like to see the following conditions met:

- There is at present only one ingress/egress onto the highway serving the two structures (3 proposed units) and SPC consider it an essential condition that, either now or at any future date, no alternative or additional access onto the highway is permitted (in the interests of safety for the nearby primary school and the fact that there is a dangerous ‘blind spot’ on the adjacent section of Back Lane);
- There should be no increase in size, height, mass or footprint of the structures or any domestic extensions to the structures (3 dwelling units) involved in the change of use to dwellings (in the interests of conserving the setting and conserving the Green Belt);
- No close boarded fencing should be permitted or erected on the entire site and mixed native hedges and native trees should form all boundaries around, in front of, between and behind the dwellings, in the interests of increasing bio-diversity in line with NPPF policies and Shipbourne Design Statement, Supplementary Planning Guidance;
- All Permitted Development Rights should be removed from all three dwelling units as it is considered that domestic extensions of any kind and any sheds, garden buildings, stores or garages would constitute over-development of the site(s) in the Green Belt.

EXAMPLE 2006: APPLICATIONS DELEGATED TO DIRECTOR OF PLANNING & TRANSPORTATION TO DETERMINE PARISH: Shipbourne APPLICATION NO: TM/06/03299/FL

WARD: (Borough Green And Long Mill)

PROPOSAL : Use of barn and land as a training and residential establishment for the training of tree surgeons, including accommodation, ancillary offices and storage of equipment

LOCATION : Wagoners Back Lane Shipbourne Tonbridge Kent TN11 9PP

Planning Categorisation: Highway Categorisation:

VALIDATED: 9th October 2006

Expiry Date: LAST WORKING DAY BEFORE 4 December 2006

CONSULTATIONS Date due by: Comments

**Parish Council Shipbourne No objections subject to restriction to no more than four trainees staying and no residential/ domestic use**

BRIEF DESCRIPTION OF PROPOSAL/COMMENTS

Planning permission was granted under the reference TM/02/01913/FL for the construction of a new barn at this site to serve as a base for a tree surgery business with some ancillary training/teaching of tree surgery practices. That planning permission expressly restricted the use of the barn and land surrounding land to a range of tree



surgery type activities that were restricted by condition to activities cited within the application. These activities did not include temporary residential activities in connection with the training.

This application seeks planning permission to change the use of the barn and its surrounding land solely to a tree surgery training centre including residential training courses where pupils can stay on site for several days (up to 28 days). The applicant states that the base/depot use for a commercial tree surgery business will cease as a result of this new use and that, as a result, there will no longer be a need for significant on-site open storage of chippings/logs or large vehicle movements.

The applicant states that there would be no more than 11 people on site at any given time - with a maximum of 8 pupils staying at the site on a residential basis and courses lasting as long as 28 days.

(The training centre is accredited and the pupils obtain all appropriate certificates that a potential employer would expect for the business). Normally there will only be four pupils on any given course but with the potential for overlapping the applicant has asked for permission for 8 pupils to stay on the site. Justification is provided for the need for pupils to stay on a residential basis because of the rural locality of the site and because courses are quite intensive and often require pupils to work long into the evening after practical site work during the day. Accommodation would be provided within small dormitories and through communal bathroom and kitchen facilities.

In policy terms, a commercial use of this existing building is essentially supported by PPS7 and I consider that, if appropriately conditioned and controlled, the training centre use including residential stays will not fall foul of any currently applicable planning policies. There is a question regarding sustainability because of the site's rural location but – because of the residential training course use – I consider that this would in fact provide a very sustainable way of training new tree surgeons because the need to travel to and from a place of study would be eradicated and such a facility must in any event be located within the rural area for logistical reasons. Accordingly, I do not consider that the proposals are objectionable on sustainability grounds.

Given the shift in the balance of activity at the site from a base for a tree surgery business into a training centre and given the distance of the site from neighbouring dwellings, I am satisfied that this proposal poses not harm to the amenities of any other property. Indeed, this is likely to be a quieter and cleaner use. However, I consider it appropriate to apply similar conditions to those on TM/02/01913/FL to restrict the use of powered machinery, open storage etc.

Turning finally to highways matters – KCC has raised no objection to the proposals and I concur that the development would not be likely to give rise to any undue hazards to traffic on the public highway since there is adequate parking, a safe access and the numbers of movements generated would be small.

#### RECOMMENDATION: GRANT PERMISSION

##### Conditions

1. The development hereby permitted shall be begun before the expiration of three years from the date of this permission. Reason: In pursuance of Section 91 of the Town and Country Planning Act 1990.
2. Only pupils/persons attending the site for tree surgery training courses operated by 'Kingswood Training Services' shall stay/reside within the building and there shall be no more than 8 persons staying/residing within the building at any one time. Reason: In the interests of amenity, highways safety and Green Belt policy.
3. Those persons attending training courses at the site shall stay for no longer than 28 consecutive nights and the applicant shall maintain a log book at the site containing the names of all those attending courses, the dates when they arrived and stayed at the site. The log book shall be made available for inspection by the Local Planning Authority upon reasonable notice being given. **Reason: In accordance with the terms of the application and to ensure that the building is not occupied as a permanent dwelling in multiple occupation in an area where it would not normally be permitted.**
4. **There shall be no external storage at the site including any previously permitted by planning permissions TM/02/01913/FL, TM/97/01085/FL and TM/97/01674/RD. Reason: In the interests of visual amenity.**
5. Chain saws, chipping machinery and other equipment audible at the site boundary shall be used on no more than 2 days in any calendar month, such days to be non-consecutive, and only between the hours of 08.00 - 18.00 Mondays to Fridays, 08.00 - 13.00 Saturdays, with no use on Sundays, Public Holidays or Bank Holidays. Reason: To protect the amenity of nearby dwellings.
6. No materials shall be burnt on the site. Reason: To protect the amenities of nearby dwellings.
8. The premises shall be used solely as a training centre by Kingswood Training Services and, following implementation of this permission, the previously permitted use of the site as a base/depot for KingswoodTree Services (under the references TM/02/01913/FL and TM/97/01085/FL) shall cease.

Reason: In order that the Local Planning Authority can control development in the interests of the character and appearance of the locality, highway safety and residential amenity.

#### Informatives

The applicant is reminded that under the terms of planning permission TM/02/01913/FL, an asbestos barn on site is required to be removed.

#### Justifications

Summary of main reasons for this decision and relevant Development Plan policies and proposals:

**Any demonstrable and potentially significant harm to interests of acknowledged importance can be satisfactorily mitigated by the imposition of the stipulated conditions.**

### **13.2 Decisions from T&MBC**

None

### **13.3 Other Planning Matters**

The Clerk reported that one planning enforcement case had been sent to TMBC

## **14. Street Scene**

### **14.1 Footpaths/Trees**

None

### **14.2 Highways**

The Clerk advised that KCC Highways had sent advance notice of the closure of Mote Road, Shipbourne for up to 2 days from 13 October 2016. The information has been forwarded to Lindsay Miles to be included in the next Parish newsletter.

## **15. To discuss the Parish Website.**

Cllr Wallington advised that the new website had been built and is now running concurrently with the existing website. Links to the new website have been circulated to Councillors and he has asked for feedback as soon as possible. Councillors expressed their thanks to the team who have been working on the new website and proposed that the new website go Live from 30 September 2016

## **16. To review Emergency Plan**

Cllr Pettengell confirmed that Zone Reps had now been signed up apart from 2 areas. Draft documents circulated to Councillors for comments by 27 September 2016 with the intention to sign off the Emergency Plan at the next Parish Council meeting. The Chair expressed her thanks to Cllr Pettengell for his work.

## **17. Calls for Site Consultation**

No new information to report

## **18. To report back on interviews for Clerk vacancy**

This item was postponed until after Item 22

## **19. To receive update on defibrillator**

The Clerk had distributed a report prior to the meeting.

Cllrs asked for this item to be carried forward to the next meeting with the item placed earlier on the agenda to allow proper time for a discussion.

The Chair asked the Clerk to contact The Chaser again to ask them to search again for the defibrillator.

## **20. To review continued subscription to CPRE**

The Clerk enquired if Councillors were happy to renew the subscription for another year. It was agreed to renew with a subscription of £36.00

**21. To review process of Workplace Pensions**

The Clerk reported that, although the Clerk earns below the threshold requiring a Workplace Pension, the Parish Council still has duties to perform. An information leaflet has been received and everything can be dealt with online on The Pensions Regulator website.

The Clerk reported that during the Internal Audit, the Auditor advised that responsibility for this process falls to the Chair of the Council as the “employer” and not the Clerk as “the employee”. The Staging Date is 01 November 2016 and the Council has to write to the Clerk confirming their position regarding a Workplace Pension within 6 weeks of that date. Templates are available on the website.

Before 01 April 2017 the Council has to complete a Declaration of Compliance to show how it has met its legal duties. Again, this is done online.

The Council is required to review the situation regarding Workplace Pensions on a regular basis, for example, when the budget for the next financial year is agreed. **Action: Chair**

**12 Finance**

**12.1 Payments of Accounts - Approved**

DATE	BENEFICIARY	DETAILS	CHEQUE NO	AMOUNT
12.09.16	P Codling	Clerks Salary: Aug/Sept 2016	841	443.32
12.09.16	HMRC	Clerk’s Tax: Aug/Sept 2016	842	104.00
12.09.16	G W Davies	Website	843	135.00
12.09.16	S R Brentnall	Auditor	844	150.00
12.09.16	Martin Cruse	Parts for phone box repairs	845	230.00
12.09.16	CPRE	Annual Subscription	846	36.00
<b>TOTAL</b>				<b>£1098.32</b>

**12.2 List of Receipts**

DATE	FROM	DETAILS	RECEIPT No	AMOUNT
09.09.16	TMBC	Precept		4596.00
<b>TOTAL</b>				<b>£4596.00</b>

The Clerk advised that as confirmation had not been received relating to the additional hours undertaken in August & September, the Clerks Salary had been paid on the 20 hour per month minimum as deductions for Income Tax and National Insurance had to be calculated before the meeting. The Chair confirmed that additional hours would be agreed and paid in due course

**Action: Chair & Clerk**

**22. Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.

None

The Chair advised that the meeting would enter a closed session for the next item and the Clerk left the meeting at 10.00pm

**18. To report back on interviews for Clerk vacancy**

Councillors were already in receipt of the CV’s of the three candidates who had applied. The interviews were conducted in the Village Hall commencing at 9am on Saturday 10<sup>th</sup> September and

two applicants attended. Cllr.Pettengell, Cohen and Tyler met before the interviews to co-ordinate questions. Cllr.Wallington had previously emailed all Councillors his observations.

Cllr.Pettengell reported on the interviews and ran through the questions that the applicants were asked and their responses. He explained that although the other candidate was very capable Mrs Huseyin was their preferred applicant as she had a legal and financial background and was already acting as a Parish Clerk and Responsible Financial Officer for a neighbouring parish.

Cllr.Cohen pointed out that there might conceivably be a conflict of interest as the parishes were adjacent although Mrs Huseyin did not think there would be any difficulty. The members discussed the parish boundaries in common and decided that it was a not a substantial issue. Cllr.Sheldrick thought that, on balance, the benefits of having a Clerk living nearby that could serve the two parishes outweighed any possible conflict there may be in the future. Cllr.Wallington and Cllr.Redman concurred.

Cllr.Wallington asked if the applicant was able to update the new website and it was noted that the applicant was confident that with some guidance she would be capable. The hours and pay rate were discussed and agreed. All Councillors were in agreement that Mrs Huseyin was a very good candidate and voted unanimously to offer her the post.

**23. Date of next meeting**

Monday 10 October 2016

The meeting closed at 10.15pm

**ADDENDUM**

Following the meeting on 12 September 2016, the Applicant for the planning application below, made representations to the members of the Parish Council expressing her concern that incomplete documentation had been sent from TMBC to the Parish Council for deliberation and as a result they had not been able to form an informed response.

Councillors were asked to review the application again and the following response was agreed:

- **Application: TM/15/03865/FL**

**Location: Great Oaks House, Puttenden Road, Shipbourne, Tonbridge, TN11 9RX**

**Proposal: Demolition of existing stable block and hay barn buildings and construction of a 3 bedroom dwelling house. Please note the above amended description. Also amended block plan and proposed plans, elevations and sections have been received.**

**Response:** The councillors who considered this revised application felt they were unqualified to arbitrate on the interpretation of some of the more technical aspects of the relevant planning legislation/guidance that applies to it. They were however pleased to see the reduction in bulk in the revised proposal. Shipbourne Parish Council does not have any objection to the proposed development.