**Shipbourne Parish Council**

**Minutes of the Full Council Meeting**

**Monday 10 April 2017 in Shipbourne Village Hall at 7.30pm**

**Present: Cllr Libby Cohen (Chair), Cllr Nick Tyler (Vice- Chair), Cllr David Pettengell, Cllr Valerie Redman, Cllr James Sheldrick, Cllr Keith Wallington, The Parish Clerk, and Borough Cllr Mike Taylor**

1. **Apologies for absence -** None
2. **Declarations of Interest or Dispensations –** Cllr James Sheldrick declared an interest in the Martins Cottages and Tinley Barn Planning Applications and left the meeting whilst they were being discussed.
3. **To approve as a correct record the Minutes of the Parish Council meeting held 13 March 2016 –** The Minutes were signed as a true record of the meeting.
4. **Public Open Session -** There were nomembers of the public present.
5. **Appointment of Parish Councillor -** To be advertised in the newsletter and in the Annual Parish Meeting Invitation.
6. **Matters arising**
	1. **Defibrillator –** Update – We have had another volunteer for the VETS scheme and the Parish Clerk is waiting for someone to contact her from CHT to do the registration. Cllr Taylor said that Borough Green have recently purchased 2 defibrillators and are organising a training session that we would be welcome to join. He will send details to the Parish Clerk. In the meantime the Parish Clerk has been given details of other training sessions but there will be a charge. Parish Clerk to contact First Responders who organised the Shipbourne training before. The Parish Clerk is also waiting for a response about the insurance value and will add it to the Risk Assessment/Assets Register once received
	2. **New Speed Indication Device –** Update – We have now received £2,000 from the members fund which will go towards a new speed indication device. The Parish Clerk is waiting to hear from Highways to set up a meeting to discuss location and will do some further research into costings. The Parish Clerk recently attended the Joint Parish Councils Transport Consultation Group where one of the members reported that he had just obtained a speed indication device from Speedwatch for £2,000, the new version is pole mounted rather than a hand held radar.
	3. **Refurbishment of the Village Hall –** Update - The Parish Clerk had been in contact with TMBC about Planning Permission. The works require Listed Building Consent, no fee. There is however a fee for a pre application inquiry which is £120. This would give written advice on how to go about making the application. Parish Clerk to make some further enquiries. The Committee haven’t met yet, we need to have a decision on the exact type of works being carried out.
	4. **Litter –** Update – The Parish Clerk has written to MacDonalds about the increase in litter in Shipbourne since the Drive-Thru’ opened. Cllr Sheldrick reported that a dead cow had been dumped by the Hurst, KCC had taken it away. Cllr Cohen said that we must continue to keep on top of the litter as litter attracts litter.
	5. **Dog training on Shipbourne Common -** Update – The Parish Clerk has received 2 further complaints about dog trainers on the common. The issues are with parking and with cordoning off sections and excluding other dog walkers from using parts of the common. The Parish Clerk was asked to find out what the regulations are before taking any action and it was suggested that we look at The Crow Act, Rights of Way over Common Land and CPRE for advice.
	6. **Tree Survey –** Update – The Parish Clerk was asked to get details from the file of previous surveys. Trees are on Dunks Green and Budds Green. Cllr Sheldrick also has details of the warden at Ightham Mote.
7. **Communications -** Items of information circulated prior to the meeting**.**
	1. Dynamic Councillor Seminars - 22nd April, 18th & 23rd May
	2. Open Spaces Society - renewal £45 – Do we wish to go ahead? – Councillors to look at the details.
	3. County Council Elections – Cllr Valerie Dagger is retiring and Cllr Raynor is standing as the Conservative Candidate, Cllr Taylor is supporting him and recommended that he would be a good candidate.
	4. Audit 2017 – The Parish Clerk has just received the papers which need to be returned by Friday 16th June. It was agreed that the Parish Clerk should use the same internal auditor retained by Ightham Parish Council.
	5. Better Broadband Campaign <http://basicbroadbandchecker.culture.gov.uk/>. Cllr Pettengell reported that he had attended a meeting held by Tom Tugendhat MP about poor broadband speeds.
	6. KALC Subscriptions – We have just received the renewal forms. Paperwork to be signed at the next meeting
8. **Reports: County Councillor, Borough Councillor, PCSO –** Cllr Taylor reported that Cllr Harry Rayner, current Chair of KALC and Councillor for Wrotham Parish Council would be standing as the County Council candidate. He also recommended that KALC was a good forum to share issues with as they can take them forward to the Parish Partnership Panel. He reported that The Parish Alliance has had 2 meetings, Shipbourne PC, whilst on the periphery is very supportive. The idea of the Alliance is that it has a stronger voice when Parishes work together. Cllr Taylor has referred Church House to Area 2. Shipbourne Parish Council confirmed to him that they are objecting as the house is materially larger, particularly in relation to height being 3 storey. Cllr Taylor will speak against the application on the grounds of size, it being in a conservation area and will dominate the churchyard.
9. **Chair’s Actions and Correspondence –** Cllr Cohen raised the question of barbed wire being used on the footpaths adjoining the Fairlawne Estate that should be removed as it constitutes a danger. Cllr Sheldrick said that he would look into it.
10. **Report from External Bodies -** None
11. **Finance**

**11.1** **Payment of Accounts** – The outstanding accounts will be presented for agreement to pay:

Parish Clerk Salary & Expenses £440.42

Estate Field & Management Ltd £90.00 (inc £15 VAT)

**11.2** **Internal Audit Recommendations**.

14.2.1 Risk Assessment – Cllr Tyler had given his comments and Cllr Sheldrick had a few comments which he will email to the Clerk. Once finalised the document will be circulated and added to the website.

14.2.2Annual Review of Internal Financial Controls – To go onto the website.

* + 1. Review of Asset Register – Parish Clerk to make a few amends that we are awaiting information on.
		2. List of other documents to review for website – Cllr Pettengell had reviewed the Complaints Policy and the Parish Clerk will amend and put onto the website. It was agreed that the Policy which is from a NALC template should be simplified as we are a smaller authority.

 **11.3 Outturn Statement -** We have been sent the outturn statement from TMBC which we need to return to confirm that we have spent the grant for the churchyard and maintaining village amenities. Whilst not all of the grant had been spent in 2016/7, the remaining amount is earmarked for churchyard grass cutting and improvements to the village hall. Parish Clerk to return the statement.

 **11.4 Budget & Finances to Year End -** The Parish Clerk will prepare the year end finances and work with Cllr Pettengell to set up the new finance spreadsheet for 2017/8 and set up a new reporting system.

 **12. Personnel**

* 1. **Parish Clerk –** Timesheet Report – The Parish Clerk did approx. 31.5 hours in March.

**13. Planning Matters**

* 1. **To consider planning applications:**

**TM/17/00665/FL - Old Stables**, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Loft conversion. Applicant: Mr & Mrs Clews Old Stables Upper Green Road Shipbourne Tonbridge, Kent TN11 9PL. “SPC have no objection providing they stick to the materials stipulated and the design is sympathetic to the adjoining property.”

**TM/17/00703/FL - 1 And 2 Martins Cottages**, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Change of use of land from agricultural to residential curtilage, construction of a detached three bay garage and two storey side extensions, single storey rear extensions and rear dormers to 1 Martins Cottages and Crockwell. Applicant: Fairlawne Estate Co. Ltd. “The site is situated in an AONB and the MGB in a prominent position on a major road through the Parish and can be clearly seen from the adjacent footpath MR397. The site and adjoining field was put forward in the Call for Sites exercise but was considered by the LPA to be unsuitable as a site for development.

SPC are disappointed to see the extension of two modest cottages of the size so much needed within the village of Shipbourne but consider that the proposed designs for the extensions to the pair of semi-detached cottages (Martins & Crockwell) are sensitively designed in that they mirror each other and are not too bulky or too out of scale. As such **SPC DO NOT OBJECT to the built extensions proposed at Martins Cottage and Crockwell**.

However, **SPC OBJECT to the change of use of agricultural land to residential use** on the following criteria:

* SPC wish to point out that the side extensions do restrict access to the rear gardens and that they do not believe that it is appropriate to extend a garden in order to create space for enlarging a dwelling.
* At present the cottages each have a substantial garden commensurate with a semi-detached cottage.
* The change of use of land from agricultural to residential curtilage is not an appropriate form of development as all current planning policies confirm.
* The aspect and location of the site is such that a garden extension and increase in domestic curtilage would have a negative impact on the appearance and character of the surrounding countryside.
* SPC consider it essential to safeguard the rural character and visual amenity of the area.
* Other relevant planning: TMBC have recently refused permission for such change of use from agricultural to residential use at Tinley Lodge, Shipbourne for such reasons as above.

**SPC also OBJECT to the proposed garage on the following criteria:.**

* The land on which the proposed garage would be sited is part of an agricultural field (see photograph attached).
* The surrounding countryside is open and has attractive landscape qualities that are highly valued and the building would have a negative impact on it (see attached photograph).
* In the MGB there is a strong presumption against inappropriate development which in this case constitutes substantial harm to the visual amenity of the area.
* The proposed building is large and the ridge of such a height that it will dominate the site and be visually intrusive.
* The garage is sited forward of the Crockwell’s building line and is therefore not subservient to the its dwelling.
* The prominent garage and hardstanding will have a significant and negative visual impact from Back Lane and be clearly visible from the adjacent footpath MR397.
* The proposed garage increases the amount of built form and intensifies the use of this area of land thereby failing to preserve the open nature and function of the MGB.
* There is already sufficient space on the site to provide off-street parking for these houses without the need for additional development of a garage.
* Other relevant planning: TMBC have recently refused permission for a building in the grounds of Tinley Lodge, Shipbourne and this proposal at Back lane would constitute a greater negative visual impact.
* SPC do not think that the quoted permission at Kingswood is in any way relevant to this application as it is of a different nature.

SPC suggests that if the garage was situated closer to the site of the existing garage, or preferably sited behind the property, with a smaller footprint and much reduced in height it would have far less visual impact on the countryside and be more acceptable in policy terms. “

**TM/17/00784/FL** - **Kingswood Training Services**, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Proposed double garage and new vehicular access to dwelling. “**SPC OBJECT strongly to a new vehicular access:**

* TMBC granted permission for change of use of forestry buildings to residential use on this site on the understanding that there would be no additional access. See Officers Delegated Report dated 25 July 2016 which states: “5.9 it is proposed to retain the existing access for use by each of the three units. The proposal will not result in an intensification of the site….so no detrimental impact on highway safety of the area” and SPC think that this point is therefore still valid.
* A second vehicular access would constitute a material highway safety concern.
* New Vehicular Access Planning History A:In 2010 SPC strongly objected to planning application TM/10/01589/FL concerning construction of a new access drive stating “The proposed new access is even closer to the Primary School than the original. At school times children are in and out of cars, mothers huddle in groups and many parents, children and toddlers cross the road on foot. Parents park their cars along Back Lane directly in front of the proposed new access. Two vehicular exits on back lane for drivers and young road users to be aware of must constitute twice the danger. A new access could cause a road safety hazard that is quite unacceptable in such a situation.
* New Vehicular Access Planning History B: In July 2016 SPC objected to application TM/16/02228/FL for an additional vehicular access then or in the future adding that it was “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”.
* Highways did not address this safety concern and SPC think it is essential that Highways meet with members of the SPC who know the road well and can demonstrate where saloon cars are obscured as they exit this site causing a significant safety hazard.
* There is sufficient room on the site of both buildings for the access to remain as it is with cars able to park at the rear of the semi-detached dwelling out of view of the road and having minimal impact on the countryside.

**SPC OBJECT to the proposed double garage:**

* TMBC granted permission in 2016 for change of use of the forestry buildings on the understanding that no further buildings would be erected. Officers Delegated Report dated 25 July 2016 it states: “5.13 Converted buildings....subsequent proposals requiring planning permission to extend such (converted) buildings or to erect ancillary buildings will not normally be granted. Therefore, I am of the opinion that it would be acceptable to remove permitted development rights to avoid any additional detrimental impact on the rural amenity of the countryside or openness of the MGB” and SPC think that this point is therefore valid.
* TMBC removed permitted development rights for the site in July 2016.
* The proposed garage would have a detrimental impact on the rural amenity of the countryside and the openness of the MGB.
* The proposed new garage increases the amount of built form and intensifies the use of this area of land, thereby failing to preserve the open nature and function of the MGB.
* Permission was granted for change of use from forestry buildings to residential use in 2016 on the understanding that there would be no additional intensification of the site. See Officers Delegated Report dated 25 July 2016 which states: “5.9 ……. The proposal will not result in an intensification of the site….”
* A garage would add to the domestic paraphernalia and have a detrimental impact on the rural amenity of the countryside.
* There is already sufficient space on the site using the shared access drive to provide off-street parking for both these buildings without the need for additional development of a garage or separate access.
* In the MGB there is a strong presumption against inappropriate development.

Please note that in July 2010 SPC noted, “The boundary treatment for the existing scheme was to include additional native hedging and planting of trees to protect and enhance the appearance and character of the site and locality”. As this has not been carried out as agreed SPC would like to see TMBC enforce this requirement as the close boarded fencing later erected is contrary to Supplementary Planning and the rurality of the location and has yet to be obscured from the highway with native mixed hedging.”

**TM/17/00833/PDVAR** **- The Barn, Tinley Lodge Farm**, Hildenborough Road, Shipbourne Tonbridge, Kent TN11 9QB. Prior Notification: Change of use of agricultural building to a dwelling house and associated building operations (part 3 class Q). “Shipbourne Parish Council (SPC) do not think that any permission should be renewed or granted until a structural survey has been carried out to prove that the building can be converted without significant works being carried out as per policy requirements.  An application in the nearby parish of Hadlow where no structural survey was carried out resulted in the agricultural building being demolished and rebuilt on basis it was not structurally sound.

SPC also ask TMBC to clarify what the “associated building operations (part3 class Q)” consist of.

SPC are aware that neighbours still object to the proposal and point out that access to the proposed conversion  is across a bridle path.”

* 1. **Planning approvals from TMBC**

**17/00341/RD** 2 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent TN11 9RU

Details of condition 2 (samples) submitted pursuant to planning permission TM/16/03531/FL (Demolition of single storey side extension and erection of two storey side and single storey side/rear extension).

**17/00343/RD** 2 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU.

Details of condition 3 (joinery) submitted pursuant to planning permission TM/16/03531/FL (Demolition of

single storey side extension and erection of two storey side and single storey side/rear extension.)

**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 HAHA) and landscaping works.

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

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

**13.3 Planning Refused by TMBC**

**16/03496/FL** Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent TN11 9QB. Change of use of land from agricultural to residential curtilage and the construction of an outbuilding to be used as a gym.

* 1. **Other Planning Matters –** Shipbourne Enforcement Case at TMBC (confidential**).**
1. **Highways Matters -** None
2. **Footpaths –** See above comments re barbed wire
3. **To review submission to Parish Newsletter –** The submission was agreed with the addition of the invitation to the AGM on 8th May.
4. **Date of next meeting.** – Monday 8th May 2017 which is also the AGM. The AGM will start at 7.00pm and will be followed by the Parish Meeting at 7.30pm. Parish Clerk to invite the school, Valerie Dagger and a representative from the Village Hall Committee to give their reports from 2016/7. The minutes from 2016 will need to be approved.

The meeting closed at 9.45pm