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| **SHIPBOURNE PARISH COUNCIL** | **Gable Cottage, Ismays Road**  **IGHTHAM, TN15 9BE** |
| **SARAH HUSEYIN**  **Clerk to the Council** | **Telephone: 01732 886402**  **email:** [**shipbourneparishcouncil@gmail.com**](mailto:shipbourneparishcouncil@gmail.com) |

**Minutes of the Meeting held** in the VILLAGE HALL, **SHIPBOURNE** at **7.30 p.m. on Monday 11 September 2017**

Present: Cllr Cohen, Cllr Pettengell, Cllr Redman, Cllr Sheldrick, Cllr Tyler & The Parish Clerk, County Cllr Rayner Borough Cllr Taylor, Mr Anjum Razaq and Mrs Jennifer Bate and 2 members of the public.

1. **Apologies for absence -** None
2. **The Minutes of the Parish Council meeting held 10 July 2017** were approved and signed as a true record of that meeting.
3. **Public Open Session -** Mr Campbell, agent for the applicant of planning application ref TM/17/01741, School Lane Cottage, asked whether he could say a few words in relation to the application as he noted that the Parish Council had raised an objection. He had been in contact with Paul Batchelor at TMBC who had raised a policy issue, in his opinion the dwelling is isolated and contrary to para. 55 of  NPPF. Cllr Cohen said that the Parish Council had reached their decision democratically and said that the final decision rested with TMBC so it would be more effective to lobby them directly.
4. **Highways & Footpaths –** The Parish Clerk reported that she had received a message from KCC to say that many of the signs that we had requested to be cleaned were actually going to be replaced. Cllr Sheldrick also confirmed that the overgrown footpath near to the village hall did not belong to Fairlawne. The Parish Clerk was asked to check ownership and contact the owners accordingly.
5. **Matters arising** 
   1. **Defibrillator Chaser & Dunks Green –** Update – The Parish Clerk reported that the Defibrillator training had been booked for 7th November at The Chaser from 7-9pm. We have also received information from the VETS Scheme to say that it would be £45 + VAT set up fee plus annual fee of £100 to register the VETS. This is a scheme whereby local volunteers are called to deliver and administer the defibrillator pending the arrival of the ambulance. It was decided that we would take a view on whether this was worthwhile after the training session. The Parish Clerk had also received an email from The Kentish Rifleman to say that he had received some quotes for a cabinet and they cost in the region of £500, the Parish Clerk had received similar quotes. He also asked about a contribution towards the battery. It was suggested that The Parish Clerk contact Plaxtol Parish Council to see whether they would be prepared to go halves with us on the battery and also on the cabinet as it would also be of benefit to Plaxtol residents as well as Shipbourne residents.
   2. **New Speed Indication Device –** Update – The Parish Clerk had received a quote from CA Traffic Ltd to carry out a radar survey which is a requirement for obtaining a speed indication device. Ightham Parish Council are also carrying out a survey and will share the cost. The cost for the Shipbourne location which will be near to the school, is £375 plus VAT. It was agreed that we should go ahead and use some of the members grant funding from Cllr Dagger. It was also agreed that a note should go into the newsletter asking for residents to let us know when the busiest times are.
   3. **Refurbishment of the Village Hall –** Update - The Village Hall Committee are now in a position to go ahead with works to the ceiling, insulation and lights and are waiting to hear from TMBC whether we need to submit a full Planning Application or get Listed Building Consent. It was agreed that The Parish Council would make the application as they would get a 50% reduction in fees. Parish Clerk to complete the application. We can start to use the funds from the Members’ Grant. The Parish Clerk was asked to see whether we could obtain an additional grant for the lagging.
   4. **Litter –** Update – No further developments although it was noted that there was still a lot of litter in the village. It was also noted that the dog waste bin was overflowing, the Parish Clerk will check how frequently it is emptied and request that it is emptied just before bank holidays.
   5. **Tree Survey –** Update – The Parish Clerk had brought along some maps to identify the Parish owned trees. It was suggested that she contacted a resident to verify. TMBC had sent some suggestions of Tree Surgeons and we have details of an Arboriculturalist. Parish Clerk to contact both once we have a definitive map to get quotes for a tree survey.
   6. **Churchyard –** Maintenance and payment – We have received a query from the Church about payment for grounds maintenance now that the TMBC grant has ceased. The Parish Clerk confirmed that the Parish Council had allowed for the ground work in the annual budget (under S.215 LGA 1971) and would pay an instalment of 50% at this meeting.
   7. **Traffic cones on Marchurst Drive –** We have received a complaint about the number of cones on Marchurst Drive, in the region of 100. It was noted that it is a private road but there is a footpath going across it and they are visible from the path. It is understood that some works are being carried out to a nearby property and they may be there to prevent parking whilst works are underway. It was suggested that we write to the resident to find out how long they will be there for.
   8. **Village Sign –**The wooden sign was struck by lightning and the ends have broken off. A resident had offered to glue it together but we are not sure how effective this would be. The Parish Clerk had been in touch with the insurance company, there is a £250 excess. It was agreed that the cost of replacement would far exceed this so we should go ahead and make a claim. Cllr Cohen will try and find the details of the sign makers.
6. **Report from External Bodies - PPP & KALC.** Cllr Pettengell had attended the PPP meeting earlier in the week and the main topic for discussion was the draft Parish Charter. The Parish Charter hadn’t taken off in the past and a new draft has been circulated. One of the focal points is for Parish Councils to engage with each other and the Borough Council. The Parish Clerk was asked to circulate the draft and send any comments to KALC before the deadline in October. Cllr Pettengell also reported the Police report stated that they had issues with funding. The new Police and Crime Commissioner will be attending the KALC meeting on 13th February.
7. **Reports: County Councillor, Borough Councillor, PCSO –** Cllr Rayner added to Cllr Pettengell’s summary to say that the Parish Charter was being driven by Cllr Sarah Barker, new Chair of KALC. He believed that the most effective way of serving parishes was to forge a good relationship withNicolas Heslop and Martin Coffin, Leader and Deputy Leader of TMBC however that the Parish Charter could be the way forward. In the KCC report there are various consultations underway including; lorry watch; a review of sat navs; apprenticeships and fostering. Cllr Rayner also reported that the highways reporting was being overhauled and that the Kent Combined Members Scheme was open and that there may be money in the pot for the speed indication device.

Cllr Taylor reiterated the importance of the Parish Charter and had requested a change to some wording and also asked for a contact list to be available.

1. **Communications -** Items of information circulated prior to the meeting**.**
   1. Support for the remembrance of the end of the First World War  - It was agreed that we wouldn’t go ahead with this. The Parish Clerk was reminded to order a poppy wreath from The British Legion.
   2. Reform of Data Protection Legislation – Parish Clerk to look into reforms once published and also register with the Information Commissioners Office, it costs £35 per annum.
   3. Parish Charter – Draft papers to be circulated.
   4. Rights of Way Improvement Plan – Consultation 2017 – The Parish Clerk was asked to follow this up as the links on the document weren’t working.
2. **Chair’s Actions and Correspondence**
3. **Finance**

**10.1** **Payment of Accounts** – The outstanding accounts were presented for agreement to pay and were proposed and seconded by Cllrs Tyler and Pettengell.:

Parish Clerk Salary & Expenses (July & August) £844.51

Churchyard Maintenance £675.00

Cllr Pettengell circulated the finances to date.

* 1. VAT Return – Cheque received for £233.79
  2. Internal Audit Actions – to reference the payments and download the Equal Opportunities Policy.

1. **Personnel**
   1. **Parish Clerk – The** Timesheet Report was circulated and the Clerk has done 16 hours over the target. It was agreed that these would be carried forward to next year. The Clerk was asked to set up an appraisal with Cllr Cohen.

**12. New Councillors –** Introduction of 2 candidates: The candidates gave a brief summary of their backgrounds. The Parish Council agreed that they would take a vote at the end of the meeting in accordance with the guidelines set out by TMBC.

**13. Planning Matters**

**13.1 To consider planning applications:**

**TM/17/02081/LB** - **The Wood House**, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PQ.

Listed Building Application: Demolition of existing external staircase and replacement with new staircase

Applicant: Mr & Mrs Richard Everett. “No objection.”

**Comments submitted – Please refer to our website or TMBC website for full responses**

**TM/17/01741/FL - School Lane Cottage** School Lane Shipbourne Tonbridge Kent TN11 9RT. Conversion of existing garage and ancillary accommodation to main house to 2 bedroom dwelling, with single storey rear extension. Applicant: Mr T Mills. “Objection”

**TM/17/01871/FL - Puttenden House** Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9RH. Two bay Oak framed garage with storage space. Applicant: Ms Gill Miller. “No objection subject to conditions”

**TM/17/01887/LB - Claygate House**, Claygate Lane, Shipbourne, Tonbridge, Kent, TN11 9RL.

Listed Building Application: Internal alterations, new french door to rear in existing window position, two conservation rooflights to rear elevation and minor excavation to rear and underpinning. Applicant: Mr & Mrs W May. “No objection”

**TM/17/02166/LDE – Ambleside,** Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Lawful Development Certificate Existing: non - compliance with agricultural occupancy condition of TM/75/1070. Applicant: Fairlawne Estate Co Ltd, Mr R McCormack. “No objection to the bungalow no longer being tied to

Agricultural occupancy but objection to the land being included in the curtilage.”

* 1. **Planning Approvals from TMBC**

**TM/17/01860/RD** - The Barn, Tinley Lodge Farm, Hildenborough Road, Shipbourne, Tonbridge, Kent TN11 9QB. Details of Part A and B of condition 1 (site investigation) pursuant to planning permission **TM/14/01783/PD3MB** (Notification of application for prior approval of Class MB(a) and (b) development consisting of a change of use of an agricultural building to a dwelling house and associated building operations).

**TM/17/01554/FL**- Dynes Cottage, Long Mill Lane, Dunks Green, Tonbridge, Kent, TN11 9SD. Demolition of conservatory, detached garage, porch & single storey rear extension. New two storey rear extension and open porch along with associated window/door opening revisions and new detached single garage.

**TM/17/01390/FL**  - Church House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Section 73 application for variation of condition 9 of planning permission TM/16/03581/FL (added under planning reference 17/01302/NMA to provide list of approved plans): To substitute approved plans with new plans to show proposed new basement to approved dwelling.

**TM/17/01376/LB** - Claygate House, Claygate Lane, Shipbourne, Tonbridge, Kent TN11 9RL. Listed Building Application: Retrospective listed building consent for permission approved under planning consent TM/00/02308/FL. Demolition of existing garage and store and to replace with oak framed garage and store, replacement link, change in accesses and an additional window.

**TM/17/01288/RD**  - Church House, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. Details of conditions 2 (materials), 3 (joinery, soffits and eaves), 4 (levels) and 6 (landscaping) submitted pursuant to planning permission TM/16/03581/FL (Demolition of existing dwelling and construction of new two storey dwelling and detached double garage (Resubmission of TM/16/02494/FL).

**TM/17/01432/FL**  - Bassam Lodge, Lane End, Stumble Hill, Shipbourne, Tonbridge Kent TN11 9PF. Construction of a passing bay to serve Bassam Lodge.

**TM/17/01871/FL** - Puttenden House, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH. Two bay Oak framed garage with storage space.

**TM/17/00703/FL** -  1 Martins Cottages And Crockwell, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP. Change of use of land from agricultural to residential curtilage, demolition of an existing garage and construction of a new detached two bay garage; demolition of existing rear extensions and erection of two storey side extensions, single storey rear extensions and rear dormers to 1 Martins Cottages and Crockwell; and associated landscaping.

**14. To review submission to Parish Newsletter -** A few amendments were made to the draft submission.

**15. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion**. Parish Clerk to contact Saul Cullen about the website domain registration**.**

**16.** Members of public left the meeting and after a short discussion it was unanimously agreed that both candidates above would be suitable as Parish Councillors and that the Parish Clerk should let them know.

**17.** **Date of next meeting.** – Monday 9th October 2017. Cllr Sheldrick gave his apologies.

**The meeting closed at 9.10pm**