**Minutes of the**  **Meeting of Shipbourne Parish Council** **on Monday 5 February 2018**

**Present: Cllr Cohen (Chair), Cllr Tyler (Vice-Chair), Cllr Bate Cllr Pettengell, Cllr Redman, Cllr Sheldrick, The Parish Clerk and 3 members of the public.**

1. **Apologies for absence -** Cllr Razaq, Borough Cllr Taylor and Shaw
2. **Declarations of Interest -** Cllr Sheldrick declared an interest in the Marchurst Barn planning application.
3. **To approve as a correct record the Minutes of the Parish Council meeting held on 8 January 2018.** Cllr Pettengell asked whether an explanation about the precept calculation could be included and later in the meeting there was a change to the wording about the Great Budds application to clarifythat we had only received outline plans in January. The changes were agreed and the Minutes were approved and signed.
4. **Public Open Session -** A member of public and owner of the trees asked to speak about the Marchurst Barn application: the application has now been amended to remove lower hanging branches only of 10 Horse Chestnut trees, they are all subject to a Tree Preservation Order (TPO). The owner of the trees had given a written and verbal objection to the application based upon the potential resultant disease, death and adverse visual amenity. The owner had commissioned a tree report which would support these objections, the report was delivered to the Parish Clerk. The owner referred to page 12 of the report where it stated that the work could cause wounds to the trees and reduce their life expectancy. There was also a concern about damage to the root systems of the trees by tractor mowing. Everything in the report had been passed to the Tree Inspector at TMBC.

Two residents raised concerns about fly tipping in the access road and layby at Hoad Common. It has been a persistent problem which has recently got worse; almost a daily occurrence and there is also a belief that there is also some drug taking/dealing in the area. Neither have been reported and the residents were asking for some guidance on how best to deal with the problem. The waste is both personal and commercial and this week some tyres have been dumped there. As a bit of background, Cllr Cohen said that this was originally part of the A227 until the road was simplified. It is now only an access road to Hoad Common properties. It is owned by Highways and therefore they are duty bound to clear the rubbish. The residents are reluctant to confront the people dumping the rubbish due to potentially dangerous confrontation and have also been discouraged from touching the rubbish. Cllr Cohen suggested that lights and CCTV could be an option as a deterrent. The Parish Clerk will write to Highways and the County Councillor about it to draw their attention to the problem. It was also suggested that signage saying “No Parking/No dumping” may help.

Cllr Sheldrick asked to speak on behalf of the Fairlawne Estate in relation to the Marchurst Barn application. He said that he had met with the owner and Liz Guthrie, the Tree Inspector at TMBC and the Forest Manager at Fairlawne. It was at this meeting that Liz Gurthrie had suggested that the application should be amended to cut the lower branches to a maximum height of 4m. A question was asked about what would happen if the work didn’t take place? Cllr Sheldrick said that there would be bramble growth underneath the trees and weeds. He confirmed that the ground underneath the trees would not be ploughed. Liz Gurthrie had suggested a height of 4m but Cllr Sheldrick said that they would only be taken to the height that they needed to be to enable to mower to get underneath the cut the grass. The owner had circulated some photos of the trees and a question was asked why the branches on the drive side appeared to be higher? The owner said that it was due to where the sun hits the branches.

1. **Highways & Footpaths -** Update – Cllr Cohen said that she still had some concerns about barbed wire on some of the footpaths but due to the long public session would deal with this at the next meeting.separately. The Parish Clerk said that she had reported a number of potholes in Dunks Green. Cllr Bate said that the stile was broken on the footpath at Budds Green.
2. **Matters arising**
	1. **Defibrillators–** Update - The Parish Clerk had chased up the invoice for the lease of the defibrillator and asked whether we could renew it at the end of the term in November. The defibrillator at The Chaser has been checked and is working okay.
	2. **New Speed Indication Device –** Update – the radar survey results have been analysed and the statistics don’t show a significant enough speeding problem to justify the expense of another speed indication device; the vast majority of cars were travelling within the 30mph limit and the results showed that the speeds were greater in the direction of Tonbridge where we already have a device. There was a discussion about some alternative signage and the Parish Clerk was asked to contact Highways and come back to the next meeting with some options.
	3. **Refurbishment of the Village Hall –** Update - The works are due to start at the end of February and will include a new ceiling, redecoration and possibly a new floor as well as electric radiators. The heating will be controlled by remote control via wifi and Gigaclear have offered the Village Hall Committee a special arrangement regarding cost. This will also be a bonus for village hall users. Councillors pointed out that the VH Committee should be aware that costs might rise after the initial arrangement period. The March Parish meeting will have to be held at an alternative venue and the Parish Clerk was asked to see whether Ightham Village Hall was available.
	4. **Litter – March Litter Pick** 2-4 March 2018- Some residents have recently reported an increase in litter. The Parish Clerk had put together a poster advertising a litter pick that is being advertised by Keep Britain Tidy and TMBC Great British Spring Clean in March. This will also go into the newsletter.
	5. **Tree Survey –** Update – The Visual Tree Inspection will take place on 6th February.
	6. **Village Sign –** Update – Cllr Cohen had been unable to locate details of the sign maker.
	7. **Bench to commemorate Arthur Greer –** Nothing to report.
	8. **Re-siting and repair of the PROW Noticeboard in the Churchyard –** The posts are rotten and the Warden will remove the posts and map. The map will be relocated and the Parish Clerk was asked to get a quote from Martin Cruse. This will also need to be added to the risk assessment.
	9. **Posts on the common at Dunks Green –** Some of the posts are rotten and have fallen over, Cllr Sheldrick will have a look at them.
3. **Reports: County Councillor, Borough Councillor, PCSO –** None.
4. **Communications -** Items of information circulated prior to the meeting**.**

Consultation on on-street parking charges in TMBC – No comment

Invitation to Discover Gatwick 21st February 2018 – Nobody wanted to attend.

KCC Consultation on Improving Access to Tonbridge Station Revised Design – No comment

Highways England Consultation - Template for use with J5 slips support letters – The Parish Clerk was asked to include this in the newsletter.

New role to Kent Police – Community Policing Volunteer

KCC Public Protection, on Avian Influenza (or bird flu)

1. **Chair’s Actions and Correspondence-** Cllr Cohen discussed the possibility of a piece of land in the village being used as a community amenity space. The Parish Clerk was asked to engage a land surveyor to do an initial assessment.
2. **Finance & Policy**

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

Parish Clerk November Salary & Expenses £440.93

KALC – Transparency Seminar (50% share with Ightham PC) £36.00

St Giles’ Church – Second half of yearly grant towards maintaining the churchyard £675.00

St Giles’ Church – Annual contribution towards printing of newsletter £300.00

Open Spaces Society – Annual subscription £45.00

 **10.2** Review of accounts - The bank statements had not yet been received.

Review of Risk Assessment - The Risk Assessment was circulated and various comments made. The Parish Clerk will make the amendments so that it can be signed off at the next meeting along with the asset register. It was suggested that the assets are divided up so that each Councillor and the Parish Clerk has responsibility for checking some each.

Data Protection Regulations 2018 (GDPR) – The Parish Clerk circulated a summary paper of what needs to be done before the new GDPR comes into effect in May 2018. It was agreed that we should check our anti-virus software and get encryption on the laptop – Parish Clerk to email Saul Cullen for advice. It was also agreed that personal details of Councillors should come off the website and that all correspondence should be directed via the Parish Clerk in future. This is in accordance with advice given so that we are compliant with the new regulations. Cllr Pettengell asked about the Emergency Policy and the details given therein. Parish Clerk to seek advice.

Planning Policy between meetings – The Parish Clerk circulated a paper on how to deal with planning matters between meetings.

**11. Parish Clerk –** Timesheet Report - the report was circulated. The Clerk did 31.45 hours in January 2018.

**12. Planning Matters**

* 1. **Planning Applications**

**TM/17/03379/TPOC** Marchurst Barn, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QA.

10 Horse Chestnut Trees – Remove lower hanging branches only to height of up to 4m. Applicant: Fairlawne Estate Co Ltd.**(resubmission) “**Shipbourne Parish Council do not object to the above planning application, providing that the following conditions are met:

Only smaller branches are removed

The maximum height should be reduced from 4m to approx 3.2 m (ie the height of the mowing tractor)

The mowing tractor should not mow closer than 1m to the boundary fence.”

**TM/17/03472/LB** - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD.

Listed Building Application: Sub-division of existing site containing one Grade II-listed dwelling, one Grade II-listed barn and one oast house into three self-contained plots with Grade II- listed barn and oast house converted into dwellings. Applicant: Mr & Mrs Martin Miles Great Budds House Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD.

**TM/17/03471/FL** - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent, TN11 9QD. Sub-division of existing site containing one Grade II listed dwelling, one Grade II listed barn and one oast house into three self contained plots with Grade II listed barn and Oast house converted into dwellings.

“The applications involve two Grade II Listed Buildings within the Conservation Area of Budds

Green which is within the Kent Downs AONB and designated Metropolitan Green Belt.

The buildings at Great Budds are grouped closely together as most historic agricultural

buildings were. They form a ‘group’ with a particular and special character and relationship

with one another. This attractive group of buildings at Great Budds add greatly to the

historic character of the parish and has important landscape value. To compartmentalise

each individual building and install walls, fencing and hedges to separate them would mar

the setting of the historic group of buildings around their open courtyard and obliterate the

original character. For these reasons SPC consider that the proposals cause ‘less than

substantial harm’ as defined in the NPPF; therefore Para. 134 of the NPPF needs to be

considered and this ‘harm should be weighed against the public benefits of the proposal,

including securing its optimum viable use’ Great weight needs to be given to the

importance of conserving and enhancing these heritage assets and any proposals must be

seen to be in the public interest, as well as conserving and enhancing the heritage asset(s). It

is not considered that a change of use to residential is required for the conservation and

enhancement of the Grade II Listed Barn or its viable use.

For these reasons alone SPC consider that the application should be refused as it does not

comply with LPA or NPPF policies and conflicts with the AONB Management Plan. Set out

below are SPC’s detailed comments on the application, its relation to Policy and reasons

why SPC request refusal of this application.” (Please refer to TMBC website for the full response)

**Planning Approvals from TMBC**

**TM/17/03441/RD** - Details of condition 2 (a) and (b) (site investigation) submitted pursuant to planning permission TM/15/01739/PDVAR (Notification of Application for Prior Approval of Class Q (a) and (b) development consisting of a change of use of an agricultural building to form 2 dwellings and associated building operations (Class Q)) - Land Adjacent Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

**TM/17/03436/TNCA** - Yew Tree - Reduce height to approx. height of Yew on adjoining property. Allow to regenerate from top and maintain a shallow dome shaped crown – Brambleside, Upper Green Road Shipbourne, Tonbridge, Kent, TN11 9PH.

**TM/17/03380/TNCA** - 1 Golden Leylandii to be removed, currently approximately 9-10m in height - Grange House, Upper Green Road, Shipbourne, Tonbridge, Kent ,TN11 9PL.

**TM/17/03279/LDP** - Formation of access to unclassified road and formation of vehicular hard standing between principal elevation of dwelling and highway -Kingswood Training Services, Back Lane, Shipbourne Tonbridge, Kent, TN11 9PP.

**TM/17/03117/FL**- Single storey rear extension, first floor side extension, enclosure of utility area, conversion of garage - Grange House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL.

**13. To review submission to Parish Newsletter –** the Parish Clerk was asked to include details of the litter pick and J5 Slips letter.

**14. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion** - None

1. **Date of next meeting.** – Monday 12 March 2018 – Venue to be determined. Cllr Tyler gave his apologies.

**The meeting closed at 10pm.**