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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** |

**Minutes of the Meeting of the Parish Council** held at Shipbourne Village Hall at **7.30 p.m. on Monday 11 June 2018.**

Present: Cllr Cohen - Chair, Cllr Tyler – Vice Chair, Cllr Bate, Cllr Pettengell, Cllr Razaq, Cllr Redman, Cllr Sheldrick, The Parish Clerk and 1 member of public.

1. **Apologies for absence -** Cllr Taylor
2. **Declarations of Interest –** Cllr Sheldrick in relation to the Tinley Barn Planning Application.
3. **Declaration of Acceptance of Office –** Cllr Cohen signed the Declaration of Acceptance of Office**.**
4. **To approve as a correct record the Minutes of the Parish Council meeting held 14 May 2018 –** The Minutes of the meeting were signed as a true record.
5. **Public Open Session –** A resident raised an objection to the Great Budds Planning Application on the basis that the character of Budds Green would be irreversibly damaged. It is in a conservation area, an area of outstanding natural beauty and in green belt. The subdivision of the farmstead into 3 separate units will destroy the openness of the Kent farmstead. He also raised concerns about the quality of the proposed development being poor in terms of design and materials. Of major concern is the driveway which will result in the loss of hedgerows and the conversion of grazing land to gardens. He also raised a concern about trees, in particular the large Oak on National Trust property between the footpath and the barn. The National Trust have also raised a concern.
6. **Highways & Footpaths -** Potholes on Hamptons Road and on A227 by the cottages. Cllr Pettengell to circulate a document about stiles. There is a blocked gully by the bus shelter and ongoing flooding at the junction with Carroty Wood.
7. **Matters arising**
	1. **Defibrillators–** Update - The Parish Clerk was asked to investigate National Lottery grant funding. Cllr Pettengell had an example of resuscitation signage that could go in the village as an A4 laminated poster.
	2. **New Speed Calming Signage –** AONB help with signage – Tim Owen from AONB had contacted KCC about signage and will do a site visit. Cllr Bate will circulate possible dates. It was agreed that the white gateway signage would be appropriate for the village.
	3. **Village Hall –** Nothing to report.
	4. **Litter -** We have received a note from TMBC to say that they are offering free caddy’s for composting food waste. A notice will go into the newsletter.
	5. **Tree Survey –** Duncan Simpson to schedule work after the nesting season.
	6. **Village Sign –** Update – The Parish Clerk has found a company that can repair or replace the sign and is awaiting a quote.
	7. **Re-siting and repair of the PROW Noticeboard in the Churchyard –** Nothing to report.
	8. **Bus Shelter –** We can apply for a KCC grant and it was agreed that the shelter needs a new cedar shingle roof and we would like to be able to display the PROW noticeboard. The deadline for applications for the grant is 19th July. Cllr Sheldrick recommended East Peckham Building Services for repairs. Parish Clerk to call to get a quote so that it can go onto the application form.
	9. **Parish Assets –** Maintenance – Cllr Pettengell to pursue. It was noted that the fountain outside Shipbourne House is on common land which is owned by Shipbourne House.
8. **Reports: County Councillor, Borough Councillor, PCSO –** None. Cllr Bate and Cllr Pettengell will attend the PPP meeting on Thursday 14 June.
9. **Communications -** Items of information circulated prior to the meeting**.**

**Letter** from Fairlawne re footpaths

**KALC** – Introduction to Planning for Local Councils - 13 June 2018 6:00 PM, Bearsted Parish Council

**KALC** - GDPR Events that Kent County Council are organising on 28th June 2018

**Annual Councillors' Conference** 2018 West Faversham Community Centre
Date: 10 July 2018

**Letter** from Plaxtol PC/Resident regarding dangerous parking outside the Rifleman – The Clerk was asked to respond to say that we would keep an eye on the situation. It was also noted that the parking outside the Chaser was still an issue, people are parking on the pavement and double yellow lines. The Clerk was asked to email Cllr Rayner and the PCSO. Cllr Bate reported that she had tried to access the reporting function on the police website but it didn’t work and had also waited for 45 minutes to access the 101 number. The Clerk was asked to circulate the contacts for parking issues and the to put signage on the agenda for next month.

**Local Plan** – Update – Cllr Bate said that at the Planning and Transportation Advisory Board (PTAB) meeting on 5th June, Regulation 19 of the draft Local Plan was discussed. This is the Plan that will go to public examination and to the Inspector. There will be a further meeting of PTAB in July. The Chair of PTAB went through the strategic allocations and other policies and generally everyone at the meeting was happy with the plan apart from the allocations. The Local Plan will need to be in place by December or risk having an uplift in allocations by 28% as set out in the National Planning Policy Framework Guidelines so this puts a lot of pressure on TMBC to submit it before then. There will be a Cabinet meeting in September at which the draft Plan will be adopted and then it will go to public consultation for 6-8 weeks; this is scheduled for 12th September. Cllr Bate was concerned that there was nothing about design criteria or climate change in the Plan. There are no allocations for Shipbourne but we will need to consider that any developer can object to Regulation 19 and therefore some sites that were previously discounted could come back into the Plan. One area that has been allocated housing is Borough Green, around 3,000 houses are planned. This will be fought by Borough Green Parish Council particularly as a lot of the development will be on despoiled land which may be contaminated in places.

Cllr Bate has raised a query with the Borough Council about Regulation 18 of the Local Plan in respect of seeing other people’s responses; this is within the law but the concern is that we are not able to see some big issues that may have been raised unless there is a Freedom of Information request. Cllr Bate is going to challenge this and ask whether we will be able to see the responses under Regulation 19.

The Clerk was asked to circulate a copy of the Local Plan.

1. **Chair’s Actions and Correspondence -** None
2. **Finance & Policy**

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

Parish Clerk April Salary & Expenses £486.90

Came and Company – Insurance Policy 2018/9 £398.13

Saul Cullen – Reimbursement for TSO Host Invoice – Domain hosting £17.99

Clerks and Councils Direct – Subscription £12.00

**11.2** Cllr Pettengell circulated the budget figures and accounts to date. We have made some adjustments to the budget to allow for training, hedge cutting, speed calming and defibrillator cabinet. The revised figures also exclude the members grant which will give us better visibility on recurring expenditure. Members gave thanks to Cllr Pettengell for his efforts.

**11.3** Review of Annual Governance Statement - The annual Governance statement was approved and signed.

**11.4** Signing of Accounting Statement – The accounting statement was approved and signed.

**11.5** Signing Certificate of Exemption - The Exemption Certificate was duly signed and will be returned to the External Auditors. The Annual Governance Statement and Accounting Statements together with this certificate will need to be displayed on the website and parish noticeboard from 2nd July for 30 business days. This is a statutory requirement.

**11.6** Data Protection – Email Addresses – The Clerk reported that some encrypted email accounts would cost a monthly fee to retain. It was decided that Gmail would offer good enough security and the Parish Clerk was asked to investigate automatic responses with privacy notices.

1. **Parish Clerk –** Timesheet Report - The report was circulated and Cllr Pettengell suggested that an allowance should be made for extra hours worked and the Clerk should be paid for these hours and the contracted hours should be revised. This will be deferred to the next meeting.

**13. Planning Matters**

* 1. **Planning Applications**

**TM/18/01178/FL –** Adjacent Tinley Lodge Farm, Coldharbour Lane, Hildenborough, Tonbridge, Kent, Demolition of existing portal frame barn and construction of a smaller oak framed garage. “No objection.”

**TM/18/01087/TPOC-** Martins, Reeds Lane, Shipbourne. Oak tree, remove to ground level and hornbeam, remove large branch. “Without arboriculturalist advice the TPOs should be respected on both trees and in any event we would object to the replacement by an Ash Tree.

**TM/17/03471/FL & TM/17/03472/LB–** Great Budds House, Mote Road, Shipbourne. Sub-division of existing site containing one Grade II listed dwelling, one Grade II listed barn and one oast house into 3 self contained plots with Grade II listed barn and oast house converted into dwellings. “**Shipbourne Parish Council determined to request refusal of the applications for reasons set out in our letter of 7th February 2018 and the following comments:**

The amendments to the Design and Access and Heritage Statement and the changes to the access and alterations to the design of the Listed Barn do nothing to change our views that the application should be refused, for the following reasons:

This is a highly important farmstead, unique in this area, both in terms of the significance of the farmstead as a group, the significance of the individual heritage buildings, and its setting in the Great Budds Conservation area. The Parish feel very strongly about keeping this farmstead as an important heritage asset that is recognisable in its form and function, a valuable asset forming the hub of the historic character of the area.

The Access

The applicant’s ascertain that the revised access replaces an historic access to the front of the house, this is contested, but whether true or not does it not justify a new access at this point in time. Great Budds was listed in 1954 and the setting of the listed building was as it is today. The current amended proposal breaks up the setting of the farmhouse and does not reflect the function and historic use of the farmhouse and relationship with the rest of the farmstead. The historic access to the farm and its farmhouse was from the rear, and this is indicated by the historic layout of the farmstead, as we still see it today.

Providing a new access across the open space of meadowland between the farmhouse and farmstead and Mote Road also impacts on the openness of the Green Belt and the character of this part of the AONB, suburbanising the character of this rural road.

A further comment is that this new access is unnecessary. Other farmsteads which have been converted to other uses than agricultural frequently have shared accesses thereby enabling the conservation of the layout of the farmstead and the relationship of the buildings to one another so reflecting their historic functions. There is no reason why 3 different residences need to be served by different accesses. We do not support the splitting up of the group in this way.

The comments made in our previous letter in relation to the access still apply, and are supported by national and local policies.

The proposals for the barn

The barn is a Grade II listed building, listed in 1984 and at present it is clear to understand why it was listed. These proposals will change the barn so considerably that it would be extremely difficult to understand its original function and relationship to the way in which the farmstead worked. This is all part of the listing. Heritage farmsteads are becoming rarer, and therefore the significance of barns like this one is increasing. Nothing in the Heritage Statement has addressed the significance of this heritage farmstead despite the wealth of guidance provided by HE in the form of its own publications and those produced for Kent and the Kent Downs AONB (and part of the suite of guidance referred to in the Kent Downs AONB Management Plan adopted by T&M BC.). This view is supported by the Georgian group and we support their views.

The amendments suggested do nothing to address the issues we raised in our original response. If anything the provision of a larger window on the NE elevation further impact on loss of character, and provide for more light pollution. The location of the PROW enables the public at present to appreciate this historic barn. This would be lost.

Amendments to the SW elevation may address some of the valuable elements of the LB pointed out by HE, but they do not address the main issue of far too much fenestration, and complete loss of character of this aspect of the barn which currently indicates its historic functions.

Internal over development within the barn also means that the understanding of its origins construction and function is lost.

It is our view that this application represents ‘less than substantial harm’ (as defined by the NPPF 134) but that the designs for the barn are on the cusp of ‘substantial harm’. In any event the proposals have to be assessed to be in the public interest, and conservation of heritage assets like this must be given ‘great weight’ in the decision.

The Justification/need for splitting the farmstead in ‘the Public Interest’ (NPPF 134)

This listed barn can be viewed as either an asset or a liability by any particular owner. As it stands it could have a wide range of uses that would require far fewer changes and fewer windows, and remain as ancillary to the enjoyment of Great Budds farmhouse. (e.g. workspace, pottery, craft area, play area, gym etc.)

It is not in the public interest to convert the barn insensitively to residential use, and to impact on the setting of the 2 listed buildings and the heritage farmstead by creating new accesses. There is a duty on all owners of listed buildings, and as these have been listed for many years the liability of maintenance to owners was well known. The next owners will be handed similar obligations and there is no justification for the development. The application therefore does not comply with the NPPF.

The existing curtilage

The historic maps provided in the DAS indicate the boundary of the curtilage over time, and the agricultural uses of the area surrounding the farmstead. This application is dividing areas which are outside the existing residential curtilage and changing them from non-residential to residential use resulting in a loss of meadowland. This application therefore represents an incursion into the Green Belt and the Kent Downs AONB and conflicts with National and Local Planning Policies.

SPC have strong objection to:

* the creation of a new access onto Mote Road to the frontage of Great Budds farm house,
* the provision of new internal accesses and the division of the curtilage with fences, planting and walls which break up the historic farmstead group,
* the design solution for and the change of use of the barn.

Shipbourne Parish Council (SPC) objects to TM/17/03471/FL and TM/17/03472/LB. The proposals cause harm to the Grade II Listed Barn, the setting of the 2 Listed Buildings, the character of the heritage farmstead and challenge the historic landscape character of the AONB and openness of the Metropolitan Green Belt. SPC request that the applications be refused on grounds as set out in paragraphs 1-9 of our letter of 7th February 2018.”

**13.2 Planning Decisions from TMBC - Approved**

**TM/18/00834/TPOC** - T1 Oak tree- Remove dead wood and crown lift. Reduce branches overhanging adjoining building. Carry out climbing inspection to identify any further necessary work require for safety reasons. (work to be agreed on site with tree officer). Adjacent Tinley Lodge Farm, Coldharbour Lane, Hildenborough, Tonbridge, Kent TN11 9QB.

**TM/18/00820/NMA** - Non Material Amendment 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)): Revisions to internal layout and swapping of approved elevations.  Land Adjacent Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

**TM/18/00700/FL** - Single detached garage,  Kingswood Training Services, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

**14. To review submission to Parish Newsletter –** Agreed subject to a change in the wording about the police website.

1. **Date of next meeting.** – Monday 9 July 2018

The meeting closed at 9.50pm