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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 of the Parish Council** held at Shipbourne Village Hall at **7.30 p.m. on Monday 9 July 2018**

Present: Cllr Cohen – Chair, Cllr Tyler – Vice Chair, Cllr Bate, Cllr Pettengell, Cllr Razaq, County Cllr Rayner and The Parish Clerk.

1. **Apologies for absence -** Cllr Sheldrick and Cllr Redman
2. **Dispensations and Declarations of Interest -** None
3. **To approve as a correct record the Minutes of the Parish Council meeting held 11 June 2018 –** The Minutes were approved and signed as a true record.
4. **Reports: County Councillor, Borough Councillor, PCSO –** A question was asked about Great Budds; Cllr Taylor had asked for it to be called in if TMBC were minded to approve the application. Cllr Tyler asked whether there would be an option to appeal an approval and Cllr Rayner said that the only option would be to have a judicial review.

Cllr Rayner had attended a meeting at Borough Green for the Big Conversation about buses. He said that it was a constructive meeting and that it looked as though KCC were working towards their objective of getting better value for money for the subsidised bus services.

Cllr Rayner asked whether we had received notification of a possible footpath diversion and the Clerk confirmed that we had not. Cllr Rayner said that he would follow up.

Cllr Rayner said that he fully supported Cllr Bate in her challenge to the wording of the Minutes of the recent PPP meeting as they did not reflect what happened at the meeting, but were amended to reflect discussions afterwards. Cllr Bate was asking to ensure that every representation for Regulation 19 of the draft Local Plan would be made available in full in a way that ensured there would not be a Data Protection issue.

Cllr Bate explained the reason for her question was that there is no accountability available for Regulation 18 (the summary of consultations) which means that it cannot be properly challenged. The only possibility is a judicial review but who would take it on? It is accepted that the Council are not legally bound to publish the full responses to the Regulation 18 consultation but traditionally good practice has been to show all representations.

At the PPP meeting, Cllr Bate had suggested that it is by Reg. 22 (d) that the representations in full will be required in the public domain for Regulation 19.

Cllr Bate has offered to talk to local parishes about how best to respond to the Local Plan once the Consultation period starts in September.

Shipbourne Parish Council is concerned about the site at Back Lane that was put forward in the Call for Sites, the Parish Clerk was asked to write to TMBC to ask for more information.

It was noted that there is no longer a Heritage Officer at TMBC; it was decided that in future if we object to a planning application that we ask Cllr Taylor to call it in.

1. **Highways & Footpaths -** Cllr Cohen reported that some blue tubing had been put onto the barbed wire on the footpath behind the Chaser. The Clerk had received an email from PROW to say that they were waiting to allocate an Officer to look at the path. The Clerk was asked to chase up.

Potholes on Hildenborough Road near Hollenden Farm towards A21.

There is a new KCC Footpath Consultation and the Clerk was asked to circulate and advertise on our website and noticeboards. This consultation closes on 12 September 2018.

1. **Matters arising** 
   1. **Defibrillators–** Update - The Clerk said that the cabinet needed to be cleaned and that she would investigate a lottery grant for a new cabinet outside the village hall.
   2. **New Speed Calming Signage –** AONB help with signage – The Clerk was asked to chase up Tim Owen from AONB about the signage. Cllr Bate said that we are still waiting for a date to meet.
   3. **Village Hall –** Update - Cllr Cohen said that the heaters were incorrectly wired and need to be hard wired. The next village hall meeting is likely to be in August.
   4. **Parking –** The Clerk had contacted TMBC to find out who is the best contact to report parking issues to and is waiting for a response.
   5. **Tree Survey –** VTA - Nothing to report.
   6. **Village Sign –** Update – Quote received for repairing and replacing the sign– The Clerk was asked to find out from the Insurance company what they would cover and if possible we will claim to replace the sign.
   7. **Bus Shelter Grant Application & PROW Noticeboard-** We are waiting for a quote to repair the roof and relocate the footpath noticeboard. Once received the Clerk will complete and send the application for a matched funding grant from KCC. Cllr Bate suggested that PROW may offer some funding towards the noticeboard.
   8. **Parish Assets – Maintenance –** This will be deferred until September**.**
   9. **Shipbourne Summer Fete** – Cllr Razaq has been in touch with the organisers of the Shipbourne Fete about the possibility of St Johns Ambulance coming along and they have said that they will look into it.
   10. **The Local Plan –** See above. The Clerk was asked to draft a letter with Cllr Bate to TMBC requesting to see the full consultation response to a site on Back Lane put forward in the Call for Sites as we are concerned that it may be put back on the agenda if the Borough Green development is undeliverable.
2. **Communications -** Items of information circulated prior to the meeting**.**

Update on M20 Junctions 3 to 5 Smart Motorway Project: Part of the Kent Corridor Programme

<https://highwaysengland.co.uk/projects/m20-junctions-3-to-5-smart-motorway/>and Traffic England <http://www.trafficengland.com/>

Councillors Conference taking place on Tuesday 10th July at West Faversham Community Centre. <http://www.kentalc.gov.uk/event-2928898>

Big Conversation Programme.

Highways England publicly launched their listening exercise on Operation Stack. According to the Government press notice (see <https://www.gov.uk/government/news/operation-stack-listening-exercise-starts-today>), the exercise is part of a completely fresh look at how traffic can be managed better when there is disruption to services across the English Channel.

PPP Minutes of the meeting on Thursday 14th June.

Legal Topic Note 87 on Procurement

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

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

Parish Clerk July Salary & Expenses £420.18

Parish Clerk August Salary – post dated £420.18

Ferncroft – Internal Parish Audit £231.00

**9.2** Data Protection – Email Addresses – The clerk was asked to draft wording to go into the signature box of the gmail account and set up gmail accounts where required ready for September meeting.

**9.3** Standing Orders – Clerk to check the current standing orders and amend with the new NALC standing orders over the summer.

**10. Parish Clerk –** Timesheet Report - Cllr Pettengell explained that the Clerks hours went over target by 16.10 hours in year 1 and have also gone over in year 2. It was agreed at the last meeting that the Clerk would be paid for the extra hours and that this would need to come out of the reserves, it will amount to around £600. Going forward it was agreed that the target hours would remain at 360 but that we would budget for 400 hours and then settle up with any extra hours at the end of the year. The Clerk is currently on a pay scale of 25 spinal points and this will be reviewed in September.

**11. Planning Matters**

**Planning Applications**

**TM/18/01307/FL –** Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent TN11 9QB. Demolition of timber stable block, timber storage shed and metal corrugated shed and erection of a four bay timber storage barn. “No objection to the application but we understand that the ownership boundaries are incorrect and would like this to be checked by TMBC.”

**TM/18/01369/PDVLR -** The Granary, Fairhill, Riding Lane, Hildenborough, Tonbridge, Kent, TN11 9QL. Prior Notification for Residential Extension: (Part 1, class A) depth to 5.3m,

eaves to 2.8m and maximum height of 4m: single storey rear extension. (Information only, no paperwork received for this).

**TM/18/01359/FL -** Mallow House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE.

Two storey side extension and demolition of existing garage and construction of new garage

The application is within the Conservation Area of Shipbourne which is within the Kent Downs AONB and designated Metropolitan Green Belt. Mallow House is situated in a prominent position at the brow of Stumble Hill and has therefore a significant effect on the street scene and the distinctive rural character of the village.

“We have no objection in principle to a pitched roof garage and the side extension but object to the increase in frontage which will dominate the site.

SPC would suggest that:

1. The height of the roof of the extension is reduced in height;

2. The extension is set back from the façade by a significant amount;

3. The garage is reduced in length as viewed from the A227 by omitting the store room.

SPC hope that these measures will ameliorate the increase in mass and bulk and decrease the domination of the proposed frontage.

We were surprised that there was no design and access statement included with the plans and would like to see one if there is one available.”

**TM/18/01487/FL** - Stanley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent TN11 9QB.Demolition of existing portal framed barn and its replacement with a smaller

oak framed garage and change of use of agricultural land to residential garden within the designated curtilage. “We have no objection to the replacement garage but object to the change of use from agricultural land to residential land as it is an intrusion into the green belt.”

**TM/18/01509/TNCA** - The White House, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PG. T1 Mature Juniper - fell to near ground level and grind out stump to approx

300mm in depth including any visible surface lateral roots, H2 Mature Laspe - reduce height to level with the top of the maintained section of hedge and cut/trim all side faces hard back to form an even compact surface whilst maintaining a green covering and T3 Mature Ash - remove low scaffold branch and remove any dead, dying and suspect branches present within the overhanging crown only. “T1 Mature Juniper - We would prefer to reduce the crown rather than fell

H2 Mature Lasped – No objection

T3 Mature Ash – No objection”

**Planning Decisions from TMBC - Approved**

**TM/18/00909/FL** - The proposal is to construct a 20m x 40m equestrian arena. Works to include a small amount of cut and fill, new land drains, membrane, stone base, silica sand and fibre surface - Paddock and Stables, Hamptons Road, Shipbourne, Tonbridge, Kent.

**TM/18/00950/FL -** Residential glass link to between the main house and annexe accommodation in detached garage. Reconfiguration of garage layout following approved application (TM/15/02929/FL) - Valley House, Shipbourne Road, Tonbridge, Kent, TN11 9NU.

**TM/18/01003/FL** - Demolition of existing conservatory and the construction of part single, part two storey rear extension, rear dormer window, single storey bay extension to the front and extension of the roof slope over extended hallway - 1 New Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PN.

**TM/18/01025/FL** - Replacement of existing detached garage, log store, shed, fuel oil storage tank and firewall with an oak framed detached garage and compact fuel oil storage tank. Realignment of driveway from Dunks Green Road - 3 Silverhill Cottages, Dunks Green Road, Shipbourne, Tonbridge Kent TN11 9RU.

**TM/18/01087/TPOC** - Oak Tree - Pollard and Hornbeam - remove large branch – Martins, Reeds Lane, Shipbourne, Tonbridge Kent TN11 9RR.

**Application Withdrawn**

TM/18/01178/FL - Demolition of existing portal frame barn and construction of a smaller oak framed garage - Adjacent Tinley Lodge Farm, Coldharbour Lane, Hildenborough, Tonbridge Kent TN11 9QB.

**12. To review submission to Parish Newsletter –** The Clerk was asked to include TMBC responses to planning applications in future newsletters. Add in the information on the Footpath Consultation.

**13. 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 10 September 2018

Close