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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**

**Parish Council** **Meeting** held at Shipbourne Village Hall at **7.30pm on Monday 8 October 2018**

Present: Cllr Cohen (Chair), Cllr Bate, Cllr Pettengell, Cllr Razaq, Cllr Redman, Cllr Sheldrick, Borough Cllr Taylor and The Parish Clerk

1. **Apologies for absence -** Cllr Tyler
2. **Dispensations and Declarations of Interest -** None
3. **The Minutes of the Parish Council meeting held 10th September 2018** were signed as a true record. Cllr Pettengell raised a point about a financial review which was dealt with later on in the meeting.
4. **Public Open Session -** None
5. **Highways & Footpaths -** MR390A.  A member of the public has brought to the attention of the PC that a public footpath MR390A which runs beside Great Budds has been blocked. This has been reported to PROW and the PC understands  that it is a restricted byway. The  Parish Council will also follow this up. It was reported that the footpath sign by the tennis club had been pushed over and needs to be reinstated.
6. **Matters arising**
	1. **Defibrillators–** Update – The Clerk reported that she had applied for a grant from the National Lottery for a cabinet and was waiting to hear back from them. If unsuccessful, she has recently received a list of funding sources from KCC
	2. **New Speed Calming Signage –** AONB help with signage – The Clerk has spoken to Mr Owen from AONB who was waiting to hear back from Kent Highways about the signage. He said that he would call back with an update.
	3. **Village Hall –** Update - Cllr Cohen reported that the Trustees were trying to get the remote controls up and running for the heating.
	4. **Tree Survey –** VTA - The Clerk reported that she had been in touch with Duncan Simpson about the tree work who had confirmed that it was scheduled in. Cllr Sheldrick asked about risk assessments and the Clerk said that she would follow up.
	5. **Village Sign –** The damaged sign has been reported to the Insurance company and they have requested to see the PC Asset Register and a copy of the quote for repair/replacement.
	6. **Bus Shelter Repairs -** Update – The roof has now been replaced and the noticeboard and map are in situ. The invoice will be signed off at this meeting and the Clerk can then make the application for the grant money from KCC. Clerk to update the Asset Register.
	7. **Parish Assets –** Maintenance – Cllr Pettengell reminder Councillors to complete the Asset Register within their areas so that the PC can audit each asset for budgeting purposes. The Clerk will update the sections bus shelter and sign and recirculate.
	8. **Repositioning of Dog Bin -** The Clerk reported that she hadn’t yet followed this up but wanted to check with The Fairlawne Estate that it was acceptable to move the bin to the corner of the layby first before contacting TMBC. It has already been established that the PC would need to purchase a new bin and it was suggested that we purchased a larger bin in green or brown. Parish Clerk to write to the Estate Manager of the Fairlawne Estate in the first instance and then get costings.
	9. **Remembrance Sunday –** Cllr Cohen had spoken to the Rector who alternates each year between Plaxtol and Shipbourne Church; this year he will be doing the service at Plaxtol. The Rector had suggested that Shipbourne do something next year to mark the end of the First World War. Cllr Cohen offered to read the names of Soldiers at the church service this year including those not mentioned on the war memorial and asked for support of the Parish Council in creating a small display at the church. This was agreed. Cllr Cohen has also written a piece for the Newsletter. Cllr Razaq reported that Tom Tugendhat MP was promoting poppy displays at local schools and offered to email the school to ask whether they would like to do something for the Church this year. It was agreed that we would look into other means of commemorating the end of WW1 Next year.
	10. **New Noticeboard –** Cllr Cohen said that the boards were very tatty and that we should purchase new ones. The Clerk has details of some boards and a price list and was asked to get some quotes for a smaller board at Dunks Green and a larger one outside the village hall. It was agreed that both should be replaced. In the meantime the Clerk will put Parish notices in the new board in the bus stop.
7. **Reports: County Councillor, Borough Councillor, PCSO**

Cllr Taylor apologised for not attending recent meetings and thanked the Parish Council for attending the recent Parish Alliance Meeting and hoped that Shipbourne will join the Parish Alliance.

A site visit has been requested at Great Budds and a Parish Councillor can attend. The Clerk will find out when the meeting is.

Cllr Taylor asked for clarification on why we wanted Butchers Cottage called in. Cllr Cohen said that the cottage is within the conservation area and that there seems to be a recent trend for applications to be granted against NPPF guidelines. The cottage is in a very sensitive area on the brow of the hill and is highly visible. The Parish Council has made reasonable suggestions to achieve the objective of the application without changing the character of the cottage, and are hoping that they will be taken up. The PC feel that the current application would adversely affect the street scene and period feature of the cottage. The Shipbourne Design Statement is in place to protect and maintain the distinctive character of the village.

Cllr Taylor commented that the Great Budds submission from the Parish Council was the best that he had ever seen and that it was supported by some excellent AONB Officers.

1. **Communications -** Items of information circulated prior to the meeting**.**

**Local Plan** - Regulation 19 of the Town and Country Planning (Local Plans)(England) Regulations 2012 will commence on Monday 1st October for a period of 6 weeks closing at 4pm on 19th November. All details, including copies of the relevant documents and information on how to respond, [www.tmbc.gov.uk/localplanreg19](http://www.tmbc.gov.uk/localplanreg19)

**Workshop** on TMBC Local Plan 17th of October at 2pm at Ditton Community Hall.

**KALC event**: The Dynamic Councillor - 22 October 2018

**Kent Waste Disposal Strategy** Proposal to implement a charging policy for non-household waste materials including soil, rubble, hardcore and plasterboard, deposited at Kent HWRC. Cllr Cohen commented that this may give rise to more fly tipping. This is separate to the new waste collection scheme which will come into force next March.

**Minutes for Parish Partnership Panel**, Thursday, 6th September, 2018 [Minutes details](https://democracy.tmbc.gov.uk/mgA.aspx?M=3549&LLL=0)

**Recycling ‘Bring’ Sites in the Borough** – 47 sites to close when the introduction of the kerbside collections come into force in 2019.

**Big Conversation** - update on the programme to date and Bus Summit **30 October 2018.** Bus journeys are currently being reviewed and there is a suggestion that smaller buses/ mini buses will replace some of the large buses that currently travel around empty during the day. Cllr Bate reported that Tom Tugendhat MP had advised that parents should apply for bus passes as soon as possible after being allocated a school place to give bus companies enough time to co-ordinate school bus routes.

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

**10.1** **Payment of Accounts** – Accounts will be presented for agreement to pay:

 Parish Clerk October Salary & Expenses £450.43

 East Peckham Building Services – Bus Shelter refurbishment £3,084.00

**10.2** **Data Protection** – Gmail Addresses – The Clerk asked whether she could ask for some help with some housekeeping and setting up the new addresses and it was suggested that she contacted Saul Cullen.

**10.3 Standing Orders** – Adopt new NALC Standing Orders. The revised Standing Orders were adopted and signed by Cllr Cohen. These will go onto the website.

**10.4 Finance Report –** The Clerk was asked to prepare a financial review with likely spend for the rest of the year.

**10.5 Timesheet Report** - The Clerk asked Cllr Pettengell to help set up a new Timesheet but had calculated around 34 hours for September.

1. **Planning Matters -**

**11.1 Planning – Local Plan –** Cllr Bate will circulate a response to the Plan.

 **11.2 Great Budds - Update**

 **11.3 Planning Applications**

**TM/18/02195/TNCA** -Remove Conifer. Mallow House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. “No objection.”

**TM/18/02248/FL –** Section 73 application: removal of condition 3 (Agricultural occupancy) pursuant to planning permission TM/69/10766/OLD (outline application for an agricultural dwelling adjoining Woodlands). Higglers Farm, Back Lane, Shipbourne, Tonbridge, Kent TN11 9DP. The Clerk was asked to clarify whether this was a retrospective application and if the application was in order it was agreed that SPC would not object to the application but want it noted that the PC does not want to create a precedent of houses being built for agricultural occupancy then being used as domestic dwellings.

**11.4 Planning Decisions from TMBC - Approved**

**TM/18/01487/FL** - Demolition of existing portal framed barn and replacement with a smaller oak framed garage and change of use of agricultural land to residential garden within the designated curtilage.  Stanley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

**TM/18/01307/FL** - Demolition of a timber stable block, timber storage shed and metal corrugated shed and the erection of a four-bay timber storage barn.  Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, Kent, TN11 9QB.

**12. To review submission to Parish Newsletter –** Agreed.

**13. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –** Cllr Sheldrick said that the telephone box was looking shabby and asked for it to be discussed at the next meeting. He also raised the subject of Climate Change and felt that SPC should be doing something. This was agreed and will go onto the next agenda and onto future newsletters. It should also be addressed in the PC response to the Local Plan and future planning applications. The Clerk was asked to find out what the standards are on new builds.

**Cllr Sheldrick left the meeting**

 **14. Local Plan - Parish Alliance and the Call for Sites in Shipbourne** – Cllr Cohen and Cllr Bate had attended the Parish Alliance meeting made up of Borough Green, Wrotham, Platt, Ightham and Plaxtol. The Alliance will support the removal of the Borough Green Gardens from the Local Plan and have engaged Consultants to represent them at the Examination. After a discussion it was agreed that SPC is supportive of the Parish Alliance that 3,000 new homes would have a detrimental impact on Borough Green and the surrounding villages. Shipbourne PC will support the Alliance but on the condition that the PC would have full access to the meetings with the Alliance, Consultants and Advisors to enable us to ensure that our representations align. Shipbourne Parish Council will also make its own representations on Regulation 19 whilst supporting the Parish Alliance objections. A decision on a financial contribution will be discussed once a financial review of Parish Accounts has been carried out.

 With regard to the Call for Sites, Shipbourne Parish Council are supportive of the Local Plan in its omission of any sites around Shipbourne. No case for local need has been demonstrated and therefore no justifiable reason for applying the rural exception sites policy.

1. **Date of next meeting** – Monday 12 November 2018

The meeting closed at 10.10pm