|  |  |
| --- | --- |
| **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 12 November 2018**

***Present: Cllr Cohen (Chair), Cllr Tyler (Vice Chair), Cllr Bate, Cllr Pettengell, Cllr Redman, Cllr Sheldrick, Cllr Taylor (TMBC representative), The Parish Clerk and 1 member of public.***

***Cllr Cohen said that this would be her last meeting as she was retiring. It was agreed that she would Chair this meeting.***

1. **Apologies for absence -** Cllr Razaq and Cllr Rayner (County Councillor)
2. **Dispensations and Declarations of Interest –** Cllr Sheldrick declared an interest in Martins Oast and left the meeting when it was discussed.
3. **The Minutes of the Parish Council meeting held 8 October 2018** were signed as a true record
4. **Public Open Session -** Viv Packer said that she was in attendance so that she could personally thank Cllr Cohen for all her hard work on the Parish Council over the last 20 years. This was echoed by Parish Council members and Cllr Tyler said that Cllr Cohen would be missed with her depth of knowledge. Cllr Cohen was thanked by Parish Members and presented with a bunch of flowers from the Parish Council.
5. **Highways & Footpaths -** The pathway on MR390A  has been narrowed by a fence which needs to be moved over. This has been reported to Sam Honey at PROW and was also brought up at the recent Area 2 Planning meeting at TMBC where Great Budds was raised. Although TMBC have no jurisdiction over footpaths, they will be looking to check on its status with PROW.
6. **Matters arising** 
   1. **Defibrillators– Lottery Grant Application** Update - The Clerk reported that we had been turned down for a National Lottery Grant for a second defibrillator cabinet but will investigate other funding sources. Cllr Cohen asked the Clerk to check the Plaxtol defibrillator as she thought that it wasn’t in a cabinet. Cllr Pettengell said that we still had £750 in the budget as an under-spend and asked what allowance should be made in next years’ budget. This will be discussed at the next meeting when we discuss the budget.
   2. **New Speed Calming Signage –** AONB help with signage – The Clerk had spoken with Tim Owen at AONB who was chasing up Kent Highways regarding positioning of the signage. The Clerk said that we have Members Grant funding for this which needs to be spent. Cllr Bate said that even if the signage was free, we could use the funding for installation.
   3. **Village Hall –** Update - Cllr Cohen reported that the next meeting of the Village Hall Committee would be in December and that she was going to stay on the Committee. Cllr Tyler mentioned that one of the heaters wasn’t working and asked to have an update on the hard wiring.
   4. **Village Sign – Insurance -** Update - The Clerk reported that the Insurance Company had agreed to repair the village sign that was struck by lightning. There is an excess of £250. We have found a company to carry out the repairs and they will schedule in the works as soon as they have received payment (cheque to be authorised and signed at this meeting).
   5. **Parish Assets –** Maintenance – Cllr Pettengell had circulated the Assets Register for completion by Councillors of their individual sections. Cllr Pettengell urged everyone to fill in their sections so that we can use any cost estimates for maintenance to prepare the budget for next year.
   6. **Dog Bin - Repositioning –** The Clerk had emailed The Fairlawne Estate to request to move the dog bin on Shipbourne Common; this has been agreed subject to approval on a new location and style of bin. It was agreed that it needed to be in an obvious place near to the car park and needed to be much bigger. The Clerk will get some prices and we will look at potential locations. We will also need to decide where to locate the existing bin.
   7. **New Noticeboards –** The Clerk had some prices and styles of noticeboards. There was a discussion about whether we needed to have 2 noticeboards, currently there is one in Dunks Green and one outside the Village Hall. It was suggested that the one outside the village hall is relocated to the end of the pathway and that a sign should possibly replace the one in Dunks Green. The noticeboards are used to display the Agendas and other village information. Pending replacement, the Parish Clerk is posting the notices on the new noticeboard inside the refurbished bus stop opposite The Chaser. We will make an allowance for one noticeboard in next years’ budget.
   8. **Telephone Box –** Cllr Pettengell had looked at the phone box and reported that it is in a reasonable state of repair but needs to be repainted. It was last repainted in 2013. It was agreed that this should be a priority for next year.
   9. **Climate Change –** It was agreed that this should be mentioned in all of our planning responses; it is referred to in The Shipbourne Design Statement. This is of particular importance in any new buildings. Cllr Sheldrick questioned whether the newsletter needed to be printed for all households. The consensus was that most people currently preferred to receive it in hard copy.
7. **Report: Borough Councillor** – Cllr Taylor said that Climate Change should be mentioned in the Local Plan response. Cllr Taylor reported that there had been a disappointing outcome at the Area 2 Planning Committee in relation to Great Budds but the change in access was a good result. School Cottage had been called in on behalf of the applicant and the Parish Council which was an unusual situation and Cllr Taylor had been questioned on it as applications likely to be refused should not be called in. (It was refused.) Butchers Cottage was approved. Cllr Taylor said that he was happy to call in applications that Shipbourne Parish Council were not happy with as it gave the Planners greater transparency and the message that we are serious about planning.

Cllr Bate added that we are disappointed with the result  and will check the conditions on the planning permission when they become available. Thanks was given to Cllr Taylor for his support.

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

**Community Transport Grant Scheme –** Applications for funding to support the establishment or further development of Community Transport projects in Kent. It was agreed to advertise this in the newsletter to see if there was any interest.

**Thames Crossing – Consultation** details on the consultation and supporting documents can be accessed via <https://highwaysengland.citizenspace.com/ltc/consultation/>

**New procedure for Road Closure Public Events**

**KCC Budget** Kent County Council is currently consulting on its proposed budget for 2019/2020. Consultation and supporting documents can be accessed via the following link: [www.kent.gov.uk/budget](http://www.kent.gov.uk/budget) The consultation closes on 21 November 2018.

**KCC New Waste and Recycling Collection Service 2019  -** It was agreed that we would request that we request a presentation at our annual parish meeting. Parish Clerk to email about dates. <https://www.tmbc.gov.uk/services/environment-and-planning/recycling,-rubbish-and-waste/household-waste-information-and-advice/new-improved-recycling-collections-2019>

**Upcoming closures on the M20 J3-5 smart motorway scheme** <https://highwaysengland.co.uk/projects/m20-junctions-3-to-5-smart-motorway/>

1. **Chair’s Actions and Correspondence –** Cllr Cohen said that she would be involved in the Remembrance Service next year and asked whether we would be able to borrow silhouettes from a neighbouring Parish; this will need to be planned well in advance. Cllr Cohen also said that she would be like to continue to be involved in Shipbourne Community Projects and keep a key for the archive. This was agreed.
2. **Finance & Policy –**

**9.1** The followingaccounts were agreed and cheques signed by Cllr Tyler and Cllr Pettengell:

Parish Clerk November Salary & Expenses £462.50

Community Heartbeat Trust – Defibrillator Rental £151.20

Treeservices Ltd – Tree work at Dunks Green £120.00

Fitzpatrick Woolmer – Repairs to village sign (*insurance will cover £1,110*) £1,360.80

Royal British Legion – Poppy Wreath £17.00

**9.2** Data Protection – Gmail Addresses – The Clerk had contacted Saul Cullen about a laptop health check and to set up the new email addresses and has requested this for January 2019.

**9.3** Finance Report – Budget Update - Cllr Pettengell asked for the draft budget to be prepared for discussion at the next meeting. The Clerk will prepare some figures and meet with Cllr Pettengell to discuss.

**9.4** Timesheet Report - Cllr Pettengell reminded the Chair that the Clerks annual appraisal is due.

1. **Planning Matters -** 
   1. **Local Plan – Finalise responses to Reg 19 –** Cllr Cohen gave thanks to Cllr Bate for all her efforts in drafting the responses to Regulation 19 of the Local Plan. Cllr Bate said that the online form was very difficult to format. Cllr Tyler questioned the implications of our response and Cllr Bate said that it was not possible for the Plan to be modified at this stage except for very minor changes such as typos, however if the plan were to be successfully challenged on the “Duty to Co-operate” then the whole plan could fail. The Inspector would determine the plan unsound and it would not be accepted for Examination, TMBC would miss the January deadline and we would be subject to the uplift in housing numbers. If the Inspector thinks that the Plan is unsound for other reasons raised then the Examination process and the adoption of the plan could be delayed but TMBC would still make the transitional date. The Inspector will look at consultation responses and decide what to make ‘matter’ for discussion. If we challenge something on a point of legality, he *has* to look at it. The Local Authority cannot make any changes to the Plan at this point; this consultation is for the Inspector to decide if there are any real problems with it and anything that will make it undeliverable. If the Inspector wishes to remove an allocation from the plan because of deliverability the Borough will be looking for an allocation/s elsewhere to make up the numbers. Cllr Pettengell asked what the implications were for Shipbourne if we object to the Plan? Cllr Bate said that the Plan needs to be sound, for example, the previously adopted Plan has policies within it that we can use to object to unacceptable planning applications. We need to ensure that similar arrangements are set for the future, e.g. that it contains Natural Environment and Heritage policies and that Supplementary Planning Documents and Guidance (SPD/G) such as the Shipbourne Design Statement are saved as material considerations in planning decisions. The Plan and supporting evidence indicates that all SPD/Gs will be superseded by this Plan. We need to ensure that the Shipbourne Design Statement remains as adopted and a material consideration, and is supported by Local Plan policies. The proposed response challenges the plan on soundness - on the basis that it does not fulfil the requirements of the NPPF and legal requirements of the CROW Act 2000 and that it neglects policies to address climate change (this was decided at the previous SPC meeting).

**10.2 Area 2 Planning Committee -** There were 3 applications up for review: Great Budds, School Cottage and Butchers Cottage**.** Great Budds changed the application just before the meeting to take out the new access. Great Budds and Butchers Cottage were approved and School Cottage was refused (although the original planning permission will stand). Cllr Cohen gave thanks to Cllr Tyler for presenting at the Committee.

**10.3 Planning Applications**

**TM/18/02518/FL –** Martins Oast, Back Lane, Shipbourne – Demolish Granary. Erect a detached four bedroomed house. Detached open oak-framed carport/garage.

"In principle, we have no objection to the house being rebuilt and are pleased to see that it is retaining the original building line. However we feel strongly that the Oast should be retained as integral to the house as dividing will change the distinctive character of this historic farmstead. Shipbourne Parish Council object to the style of the house; the chimneys are at odds with the local vernacular and it changes the street scene. The design and materials should comply with the Shipbourne Design Statement Should permission be granted, any new house should comply with the higher standard in insulation and should have a sustainable heating system and be built with sustainable materials. The footprint should  be similar to the existing footprint; we are concerned that this seems to be about 20% larger."

*(Full response on TMBC website)*.

It was decided that we should call this in if TMBC are minded to approve it.

**10.4 Planning Decisions from TMBC - Approved**

**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). Higlers Farm, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

**TM/18/02195/TNCA**. Remove variegated Holly (Bramble covered and interfering with overhead lines).  Mallow House, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE.

**11. To review submission to Parish Newsletter –** The Newsletter was agreed with the amendments suggested

**12. 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 December 2018. It was agreed that Cllr Tyler would be Chair until the elections. Vice Chair to be appointed at the next meeting along with a discussion about potential candidates to replace Cllr Cohen.

The meeting closed at 10.10pm