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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 September 2019**

Present: Cllr Redman (Vice Chair), Cllr Bate, Cllr Sheldrick, Cllr Hine, Borough Cllr Palmer, County Cllr Rayner and the Parish Clerk.

1. **Apologies for absence** - Cllr Tyler
2. **Dispensations and Declarations of Interest -** Cllr Hine declared an interest in The Martins planning application.
3. **The Minutes of the Parish Council meeting held 8 July 2019** were approved and will be signed at the next meeting as a hard copy wasn’t available.
4. **Public Open Session –** No members present.
5. **Highways & Footpaths - Re parking at the entrance to MR385:** The Public Rights of Way Officer confirmed thatthere is no width recorded in the statement of the definitive map for MR385. Historical evidence suggests the path was approximately 2.4m wide from Upper Green Rd to the kissing gate, although that width would not be completely enforceable. In terms of ownership, the first section ‘the verge’ is in the same ownership as the common. The ‘track’ up until the field is then unregistered and there is a common law presumption that the adjacent landowners own up to the centre line of the path. The Officer suggested that some signs stating that it is an offence to obstruct a Public Right of Way are attached to the fingerpost. The Fairlawne Estate are the landowners of the verge and have been contacted.**Programme of planned highway maintenance works during 2019/20-2020/21 -** Hamptons Road, from the stream to Park Road Shipbourne – surface preservation.
6. **Matters arising** 
   1. **Defibrillators –** Update The defibrillator at the village hall is currently a loan defibrillator as CFR sent ours off for repairs. The defibrillator at the Chaser has been checked.
   2. **New Speed Calming Signage -** Update – Tim Owen, AONB has referred us back to Kent Highways as we now have to have a “Highways Improvement Plan” in place. The Parish Clerk has contacted Ian Grigor with a request for gateways at each end of the village and asked how best to achieve this, offering to part fund them with our grant funding from Valerie Dagger. The Clerk also asked about the street lights in Upper Green Lane and whether we can consult with neighbours to turn them off.

**Speeding –** Cllr Hine asked whether consideration has been given for speeding cars coming from Reeds Lane to Back Lane and asked whether we should we include this in our highways improvement plan? It was agreed that this part of the village should have consideration in our future plans? It was agreed that we should wait to hear from Ian Grigor but that it would be preferable to include all areas that we would like to improve in our plan even if we couldn’t afford to do them all at once.

* 1. **Village Hall –** Update - New windows - The Clerk has put in a planning application for replacement windows at the village hall. TMBC have requested a heritage statement as it will be necessary to make reference to the specific alterations now proposed and what impact, if any, these may have on the architectural and/or historic value of the listed building and its context. The windows will be sash style timber framed and will be a close match to the existing windows The Clerk had received confirmation from the Trustees about the double glazing panels and will put forward a document to send to TMBC. Cllr Bate offered to give her assistance with the heritage statement. The planning application will come to the Parish Council once finalised.
  2. **Climate Change** Committee on Climate Change. An organisation called Climate Earth, run by Environmental Lawyers have sent letter to 100 local authorities across England warning them that they will violate their legal obligations and risk legal challenge if they do not introduce proper climate change plans when drafting their local plans. Local authorites must, in their local plans, include guidance and development management policies that address the way in which buildings are developed in order to meet targets to reach net zero carbon emissions by 2050. They haven’t written to TMBC as our local plan has already been submitted but TMBC met in July and have accepted the challenge to become carbon neutral by 2020. There may be pressure from other local authorities and the policies should be given consideration in all future developments regardless of size. Climate change considerations may help us in the Examination.
  3. **Little Mead -** We now have the Office Copy entry for the right of way and measurements of the access. We have received a request from the owners to connect to mains drainage which will require crossing our land and removal of a tree. It was agreed that in principle this would be okay but we would be keen to meet with the owners to understand the exact plans and invite them along to the next meeting. The Clerk was asked to request the plan to be emailed and Cllrs Bate and Hine will go and do a site visit.
  4. **Shipbourne Cricket Club –** KCC Member Grant Request for Shipbourne Cricket Club

Shipbourne Cricket Club are in dire need of funds in order to buy groundsman’s equipment and to improve the back of the pavilion to upgrade the shower area and toilets.

Cllr Tyler has spoken to Harry Rayner on this issue and he is sympathetic to the club and keen to see if he can help out through his KCC member grant.  He has suggested that the best way to apply for a grant would be for the Parish Council apply on behalf of the Cricket Club.

The total cost that the cricket club need is probably in excess of £30,000 which is way beyond the amount that can be obtained through a grant.  Cllr Rayner suggested that a grant application be made for £1,980.00 from the Members Discretionary Fund. The Cricket Club may also ask for some funding from the Parish Council. The Parish Council agreed that they were happy to make the application on behalf of the Cricket Club if they make an approach to us for funding. Cllr Rayner advised that any such approach should be minuted.

1. **Reports: County Councillor, Borough Councillor**

Borough Cllr Palmer said that the new recycling service would take place in 20 days. Each household should receive a leaflet with a calendar and details of how each recyclable material is collected. Some of the collection days will be changed. It was suggested that people paint their number/house name on their own bins.

Cllr Rayner reported that Paul Carter is retiring as Conservative Leader and KCC Leader on 9 October 2019. He intends to remain as County Councillor and have a role in Education. Nominations for his replacement close on 27 September and applications will be considered and announced in early October. There is likely to be a new leader and deputy leader.

No Deal Brexit preparations – in Kent there is enormous concern about HGV’s and customs arrangements in Kent, it was reported that there will be a paper based system to start with. New funding for fibre direct to dwellings will be announced tomorrow and will start in January. The Government will contribute £1,500 per resident and KCC will top up with £1,000. This will start on 1 January for those applying for fibre direct to home.

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

TMBC - New Improved Recycling Service - we awaiting further details from TMBC.

Public Sector Bodies Web Accessibility Regulations 2018

KALC Meeting – Thursday 19th September – Potters Meade, Wrotham – Parish Clerk and Cllr Bate to attend.

KALC – New Model Financial Regulations 2019 for England and Wales

Kent Police - Shipbourne Parish Update August

KALC – Autumn Training Events

Lease of Village Sign – Letter received regarding the transfer from Insite to the Fairlawne Estate.

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

**10.1** **Payment of Accounts** – Accounts were presented for agreement to pay: Cheques were signed by Cllrs Sheldrick and Bate.

Parish Clerk August Salary & Expenses £528.02

(inc Land Registry Fees £47.94)

KALC – Planning Training £72.00

KALC – Dynamic Councillor Training £60.00

CPRE – Membership £36.00

ICO – Data Protection Fee £40.00

AMEX – New Printer £81.97

Bank Current Account: £17,864.40 Community Account: £2,094.38

**10.2** Timesheet Report – Clerks hours were just under what was required for the year that runs from September to August. The Clerk will set up a new timesheet for next year.

**10.3** Emergency Plan – Update – The Clerk will circulate an amended version to be approved at the next meeting.

**10.4** Pensions Regulator –– Clerk to complete the reregistration documents.

1. **Planning Matters**

**10.1 Planning Applications**

**TM/19/01710/FL** – Huntsview House, Upper Green Road, Shipbourne, Tonbridge. Side and front extension, two new rear dormers, one with balcony. Provision of pitched roof to existing front dormer. “No objection.”

**TM/19/01718/TNCA –** 2 Bateys Cottages, Stumble Hill, Shipbourne, Tonbridge. Willow tree, required pollarding, around 1/3 and Cherry Tree fell due to windy weather and replace with Cherry Tree. ”No objection.”

**TM/19/01902/TNCA** - 3 New Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent,TN11 9PN. T1 Goat Willow - remove because of excessive shading and low amenity value, as well as additional risk to garden outbuilding. Replant two apple trees 2.5 meters away, T2 Holly Tree - remove because of shading and risk to outbuilding, T3 and T4 Hawthorns - remove because of excessive shading and low amenity value. Replant with four ornamental fruit trees (apple and

cherry) at rear of site (N1, N2, N3, N4). “No objection.”

**TM/19/01981/FL** – Martins, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR.

Proposed two slate clad dormer windows to the existing property's south eastern slate covered end wing roof pitch to facilitate the renovation of the existing derelict rooms within this roof space and to render them habitable. The replacement and slight enlargement and of the existing windows set within the existing north west and south east gables of the same end wing

roof rooms to further facilitate the renovation. “No objection.”

**10. 2 Planning Decisions** – Approved

19/01710/FL - Side and front extension, two new rear dormers, one with a balcony. Provision of pitched roof to existing front dormer - Huntsview House, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL.

19/01718/TNCA - Willow Tree - Requires pollarding, around 1/3 - 2 Bateys Cottages, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE.

19/01495/TPOC - Mature Oak - Prune according to specification - Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9RH.

**10.3 Article 4 Direction –** A response was received from Eleonor Hoyle on 14th August to our letter following up on the meeting to discuss Great Budds on 20th June 2019. We had requested an article 4 on Great Budds or the Conservation Area as a whole. We asked for particular permitted development rights to be removed as when planning was granted the correct conditions was not put on. We feel that TMBC need to help us preserve our heritage assets. All we have had is a letter saying that it wouldn’t work and at the meeting the correspondence hadn’t been read. Cllr Rayner suggested that we made an official application for Article 4 Direction. Cllr Rayner is a representative on a TMBC Strategic Forum Committee and can approach them with a draft of the application and would be happy to take it forward.

We have previously discussed a Judicial Review are confident that the decision regarding Great Budds would be been quashed. We now need to decide as a Parish how to respond to the letter and it was agreed that we would send a brief response and would pursue an application for Article 4 Direction. The Clerk will draft a response.

**10.4 Local Plan –** Update – There are 2 responses to Inspectors from Ian Bailey. TMBC have now produced a schedule of responses of the main issues raised by consultees. They still haven’t adequately covered the points that Shipbourne Parish Council raised. TMBC haven’t made mention of what they will do in terms of main and minor moderations as requested by the Inspectors. There are still questions outstanding on GDPR and how to re-consult.

After discussing GDPR, Cllr Hine raised the question of Parish Council individual email addresses. The Clerk reported that this had been discussed before and will circulate a format of gmail addresses for next meeting.

**11. To review submission to Parish Newsletter –** the Newsletter content wasagreed

**12. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –** It was reported that the new fence on A227 doesn’t have an access gate to common land. The Clerk was asked to write to the Fairlawne Estate to request that it is reinstated.

**13. Date of next meeting** – Monday 7 October 2019

The meeting closed at 9.40pm