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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** |

**Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chairman), Cllr Bate, Cllr Hine, Cllr Leach, Cllr Sheldrick, the Parsh Clerk and 1 member of the public.**

**Minutes of the** **Meeting of the Parish Council** held at Shipbourne Village Hall commencing at **7.30 p.m. on Monday 10 February 2020**

The Clerk Appraisal took place prior to meeting at 7pm with Cllr Tyler & Cllr Redman

1. **Apologies for absence Borough -** County Cllr Rayner**,** Cllr Taylor and Borough Cllr Palmer
2. **Dispensations and Declarations of Interest –** Cllr Leach declared an interest in Martins Oast. Cllr Hine declared an interest in Puttenden (late application).
3. **The Minutes of the Parish Council meeting held 13 January 2020** wereagreed and signed as a true record.
4. **Public Open Session -** 1Member of the public was present to find out about the casual vacancy.
5. **Highways & Footpaths -** We have received further complaints aboutdangerousparking on junction A227/Upper Green Road, particularly on a Sunday. The resident spoke to TMBC Enforcement who weren’t particularly helpful. Cllr Tyler suggested that we write to Enforcement again as it happens every weekend and email PCSO Mark Thomas to see if he can help. The Clerk reported planned repatching / resurfacing of Hamptons Road but no date has been given. It was agreed that we should write to Cllr Rayner about the potholes being caused during the Brexit works. Cllr Sheldrick reported flooding on A227, caused by a blocked drain on the East side of A227, near to the entrance to the Cricket Club. Cllr Tyler reported a blocked drain opposite the school, raising the manhole cover on Stumble Hill.
6. **Matters arising**
	1. **Defibrillators –** Update - Training – Clerk to arrange.
	2. **New Speed Calming Signage -** Update - We have received a quote (£2,200) and drawing for a new sign. It was suggested that we should respond to ask whether we can use the existing AONB sign and 30mph sign instead to make it a bit cheaper. The locations are okay.
	3. **Verges on Back Lane –** reinstatement – Cllr Hine mentioned the verges at the last meeting, they have recently got worse, especially outside Whitwicks and on Back Lane where people park. If we put in posts, they would have to be set back by half a metre. There was some discussion about whether or not to install posts or ask KCC to repair but there was a concern about these measures may lead to further erosion. Some members though that grass would grow back in the Spring. Cllr Sheldrick said that he can level the ground so that grass will grow quicker as a short term solution. Leave on the agenda for now.
	4. **Contract for grass cutting –** Areas to cut areoutside Whitwicks and Dunks Green in mid-July and September. The first cut should be with a blade and second with flail. Cllr Hine suggested that mid areas should be left long but cut around the edge to give the sight lines. Cllr Sheldrick agreed to write a spec for both areas. The Clerk will ask Shaun Gould, Geoff Taylor and Landscape Services to quote.
	5. **Village Hall –** Update - We received a request from Village Hall Trustees for funding for new toilets, cost estimated at £10k. Cllr Leach circulated the management accounts for the village hall. They have enough funding to replace the windows which also need doing but needs to raise funds for the new toilets, which need to be repaired now. The Parish Council can look at grants and Cllr Rayner indicated that there was an opportunity for a Members grant of £1,500 at the last meeting. The Parish Council have allowed £1,000 in the 2020-21 budget. Cllr Hine asked whether the Trustees are committed to increasing their funds? Cllr Leach said they are but there are limits on what the hall can be used for and therefore income isn’t guaranteed. Cllr Tyler asked about the timing? Cllr Leach said that the plan was to replace the windows first, this Spring, however a recent leak in the toilets mean that the toilets are more urgent. The Clerk agreed to look at loan forms and grant funding. The £1,000 allowed for in the budget will go to a reserve fund for future maintenance of the hall. There is a shortfall of around £8,500 for the toilets.
	6. **Climate Change** Committee on Climate Change - Nothing to report. Cllr Bate will circulate something on energy.
	7. **Little Mead -** Update – It was reported that the driveway had some hardcore put down to allow for delivery /building trucks. The Clerk was asked to write to the owners ask for a response to the recent letter and to be informed about any developments that affect the access. Cllr Bate said that we do need an agreement for reinstatement of the driveway. The Clerk will also email Warners.
	8. **Shipbourne Cricket Club –** Update - This item can come off the agenda for now.
	9. **Casual Vacancy -** A potential candidate in attendance**.**
	10. **New waste and recycling collection –** Update – There have been improvements, these were reported at the recent PPP meeting. Residents are advised to continue to report issues to the Borough Council and Cllr Palmer. Separate trucks are now being sent out for the various different collections and the next stage of the service is improved customer service. The Clerk was asked to put TMBC’s telephone number on the newsletter for residents that don’t have access to the internet.
	11. **Litter Pick 2020 –**The Clerk reported that the village hall is booked on 29th March. Clerk to ask the church to make an announcement and borrow equipment from TMBC.
7. **Reports: County Councillor, Borough Councillor, PCSO –** Nothing to report.
8. **Reports: KALC / PPP – Update on Article 4 –** See below.
9. **Communications – *circulated prior to the meeting***

# **Kent County Council Consultations** - Strategic Statement - Five Year Plan. Consultation open 6th January to 17th February 2020 [www.kent.gov.uk/5yearplan](http://www.kent.gov.uk/5yearplan)

**Parish Newsletter** Tonbridge, Hadlow, E Peckham Hildenborough Jan 2020

**UK Protect Bulletin** regarding the new free Counter Terrorism e-learning training package

**Highways England** – closure of A21 between the Sevenoaks Weald Interchange and Vauxhall Lane Interchange in both directions for ten days. The closure starts at 10pm on Friday 14 February 2020 and lasts until 6am on Monday 24 February 2020.

**KALC Survey** 2020

**The Countryside Not Car Park Petition**

1. **Chair’s Actions and Correspondence – Nothing to report**
2. **Finance & Policy**

**11.1** **Payment of Accounts** – Accounts were presented for agreement to pay: Cheques signed by Cllr Redman and Cllr Sheldrick

 Parish Clerk January Salary & Expenses £469.31

 Action with Communities in Rural Kent £55.00

**11.2** Budget 2020 – Confirmation of spend – It was agreed that Councillors would look

 at the draft budget and give comments to the Clerk so that it could be agreed at the

 next meeting.

**11.3** Emergency Plan – Update – Defer to next month

**11.4** Banking - Cllr Hine and Cllr Leach – HSBC – The Clerk will call HSBC to get the new

mandate form.

**11.5** Timesheet Report – The Clerks hours are marginally under budget for this year.

1. **Planning Matters**
	1. **Planning Applications**

**TM/20/00151/FL**: Martins, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR.

Removal of the existing chimney stack to the South East wing of the property. “No objection.”

Plantation House and Church House applications – ask for an extension.

**TM/19/02843/LB** – Ightham Mote – Area 2 – Update – Both Heritage and Arch statements. Check Area 2 agenda.

**Applications for Puttenden and Church House were on List B but we haven’t yet received papers**: It was agreed that we would circulate comments request an extension until the March meeting.

**12.2 Planning Decisions**

**19/02866/LB** : Listed Building Application: Removal of 2.0m length of non-loadbearing Victorian wall within bedroom - Puttenden Manor, Puttenden Road, Shipbourne Tonbridge Kent TN11 9RH. **Approved**

**19/00869/NMA**- Non Material Amendment to planning permission TM/18/00820/NMA: Regularisation of various minor variations that occurred during the course of construction: minor modifications to doors and windows, construction of brick retaining wall to front (East) elevation and associated railings to comply with current building regulations, addition of 1 skylight and relocation to rear (West) elevation, omission of glazing bars to lower section to the South elevation, addition of safety railing to North elevation in order to comply with current building regulations and omission of two windows and modification of central, lower window to improve the outlook for the occupants. - Tinley Lodge Farm, Fairlawne, Hildenborough Road, Shipbourne, Tonbridge, Kent. **Approved**

**19/02609/FL** - Proposed raising of existing roof to make the building viable as a store, stabilisation of the existing building to ensure its long term viability - Martins Oast, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. **Approved**

**19/02762/FL** - Erection of dormer window to rear of 2 Grange Cottages and the replacement of all windows of the property. These will be replaced with matching timber framed double glazed units to match existing - Rose Cottage, 2 Grange Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PJ. **Approved**

* 1. **Article 4 Direction –** Update from PPP – KALC T&M wrote a series of questions to go to PPP on how to obtain an Article 4 Direction. TMBC answered the questions in advance of the meeting. Anyone can make a request for Article 4 with clear supporting evidence on planning grounds. There is no requirement for it to be supported by a Borough Cllr but suggested it would be helpful. The application can be a delegated matter. The Local Planning Authority will consider an application with supporting evidence; it has to be on clear planning grounds. Cllr Bate is concerned that the Director and the Planning Authority (LPA) may not feel that there are clear planning grounds when we feel that there are. If it goes to Committee and the LPA directs the Councillors then we don’t have a say in the matter and won’t have a right of appeal. It was agreed that we will continue to take Cllr Rayners advice and will put in a request to Area 2 Planning Committee members. Cllr Bate will liaise with Cllr Rayner and will circulate a revised application. It was agreed that Councillors could send email approval to Cllr Bate and then Clerk can forward the request.

**12.4 Local Plan –** Update - Nothing to report. The Clerk was asked to forward any information when received. The Tunbridge Wells Plan comments are now on the portal.

1. **To review submission to Parish Newsletter –** Agreed.
2. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.** A caravan has been abandoned at The Hoad; it has been reported.
3. **Date of next meeting** – Monday 9 March 2020

The meeting closed at 9.30pm