

SHIPBOURNE PARISH  
COUNCIL

SARAH HUSEYIN  
Clerk to the Council

Gable Cottage, Ismays Road  
IGHTHAM, TN15 9BE

Telephone: 01732 886402  
email: [shipbourneparishcouncil@gmail.com](mailto:shipbourneparishcouncil@gmail.com)

**Minutes of the Meeting of the Parish Council held via Zoom at 7.00 p.m. on  
Monday 9 November 2020**

**Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chair), Cllr Bate, Cllr Leach, Cllr Oram, Cllr Sheldrick (arrived late), County Cllr Rayner, Borough Cllr Palmer, The Parish Clerk and 2 members of the public.**

During Covid-19 all meetings will be held remotely following Government advice.

([SI 2020/392 The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020](#)). Effective 4 April 2020. \*\* See Footnote

1. **Apologies for absence** - Borough Cllr Taylor
2. **Dispensations and Declarations of Interest** - None
3. **The Minutes** of the Parish Council meeting 12 October 2020 were approved with a couple of typos. The Clerk will deliver a clean copy to Cllr Tyler to sign.
4. **Public Open Session** - 2 members of the public were in attendance to observe the meeting as they expressed an interest in the Parish Councillor vacancy.
5. **Highways & Footpaths** - Speed restriction request Puttenden Road – The Clerk reported that she had contacted the Clerk at Hadlow who was going to raise the issue at the Hadlow Planning & Environment meeting being held on 27 October; in the meantime she had reported that Hadlow are experiencing similar issues with speeding and would be open to working together if necessary. Cllr Tyler reported that he had spoken to the Manager at the Chaser about discouraging customers from parking on double yellow lines and he had agreed to put up signage however they have since been closed again during lockdown.  
We have received a letter from a parishioner about traffic congestion on Upper Green Road suggesting a short length of double yellow lines just at the brow of the hill near the tennis courts. It was agreed that this would be a good idea as visibility is poor here and it would allow room for passing vehicles. Cllr Rayner advised that there were 2 elements to this: (1) asking for a traffic regulation order (TRO) to put the yellow lines in and this needs to be done via the Joint Transportation Board and (2) enforcement which we would need to pursue with Andy Edwards at TMBC. Cllr Rayner advised that the average timescale for getting a TRO is 4-6 years but if we could agree the area that was hazardous, he would be willing to approach Highways. It was agreed that the Clerk would write to Andy Bracey and cc Andy Edwards, Cllrs Wendy Palmer, Mike Taylor, Tim Shaw and Harry Rayner to make a request for a formal application to go to the Joint Transportation Board for the yellow lines. In addition, we will continue to pursue the enforcement issue via PPP and KALC and follow up on the invitation from Andy Edwards to meet Parishes to discuss parking issues.
6. **Matters arising**
  - 6.1 **Speed Calming** - A227 Stumble Hill and Back Lane - The Clerk reported that the police has recently done a speed gun check on Stumble Hill but unfortunately hadn't managed to find much evidence of speeding; the roads were unusually quiet due to half term and poor weather. It was agreed that we should request a repeat speed check once lockdown is lifted. It was noted that drivers reduced their speed when they noticed the police presence; it is a legal requirement that he presence is noticeable.
  - 6.1 **Verges on Back Lane & Wildlife Camera** – Garden Waste - Nothing to report.
  - 6.2 **Grass Cutting at Wightwicks and Common Land at Dunks Green** – Update – The Clerk reported that the cutting schedule had been confirmed as correct by Cllr Sheldrick and Geoff Taylor. Cllr Bate requested that we should allow for collection of the cuttings next year.
  - 6.3 **Broken sign post at Dunks Green** – Update – Nothing to report.

Singed.....Dated.....

- 6.4 Village Hall – Update** - The Clerk reported that Mr Galbraith had circulated a financial statement to Trustees. The Clerk reported that the invoice that the Parish paid for works had yet to be reimbursed by the Trustees and that she would chase this up with Mr Galbraith.
- 6.5 Climate Change** - Update - Nothing to report.
- 6.6 Shipbourne Farmers Market – Update** – The Clerk reported that the market continued to operate online with volunteers.
- 6.7 Volunteers during lockdown** – The Clerk reported that she had updated the volunteers list in case it was needed during the second lockdown although no requests had been received to date. TMBC have circulated details of a Community Hub which will identify those who are clinically vulnerable and put them in touch with volunteers who can help with shopping and prescriptions.
- 6.8 Little Mead** - Update – The Clerk said that we still haven't received the legal documents and would chase up with Warners.
- 6.9 Web Site & Accessibility** – Upgrade of Parish Website – The Clerk reported that there was an ongoing issue with amending the website and this was thought to be to do with the plug-in for accessibility. The Clerk has been in contact with Saul Cullen who was going to identify the issue and see what the alternatives were. The Clerk reported that we may have to purchase an alternative plug in. In the meantime, the Parish agendas and newsletters have been uploaded to the home page.
- 7. Reports: County Councillor, Borough Councillor** – Cllr Rayner had nothing to report. Cllr Palmer reported that there would be some disruption to waste services due to the temporary closure of Dunbrik. The household recycling facility in Sevenoaks will remain open. Cllr Palmer reported that a new person has taken over the role of dealing with fly-tipping and that enforcement of lock-down infringements will only take place in Tonbridge. Cllr Tyler asked about cardboard recycling and commented that the green box was too small. Cllr Palmer said that it was possible to order an additional box from TMBC. The Clerk reported that there was also a cardboard recycling facility in Ightham Village Hall lower car park.
- 8. Communications – items circulated prior to the meeting**  
 NALC Chief Executives Bulletin  
 KALC News October 2020  
 Response from Tom Tugendhat on our Planning Consultation submission  
 NALC Tree Charter Newsletter  
 Dunbrik Waste Transfer Station - temporary site closure  
 KALC Event - Chairing virtual meetings - skills for councillors  
 T & M Planning and Transportation Advisory Board - 11 November, 2020 7.30 pm  
 KALC Minutes – 1<sup>st</sup> October 2020  
 TMBC - Innovation Park Medway – Consultation Deadline 30 November 2020  
 Notice & papers for the KALC AGM 28 November 2020
- 9. Chair's Actions and Correspondence** – Nothing to report.
- 10. Finance & Policy**
- 10.1 Payment of Accounts** – Accounts were presented for agreement to pay:
- |  |         |
|--|---------|
| Parish Clerk November Salary & Expenses        | £511.98 |
| HMRC - Employer Tax                            | £6.40   |
| Royal British Legion – Poppy Wreath            | £17.00  |
| Community Heartbeat Trust – Loan defibrillator | £151.20 |
| Saul Cullen – Domain renewal                   | £25.77  |
- Current Account £18,102.31, Reserve Account £2,094.38
- 10.2** Timesheet Report – November - Circulated
- 10.3** New Parish Laptop – The Clerk reported that the Parish laptop would need replacing soon as it was around 7 years old and was very slow. It was agreed that a new laptop could be purchased when needed.

Singed.....Dated.....

## 11. Planning Matters

### 11.1 Planning Applications -

**TM/20/02331/TNCA** - Meadow Place, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PG. T1 Dead Silver Birch - dismantle to near ground level and T2 Beech - dismantle to near ground level. *"No objection."*

**TM/20/02327/LDP** - Nightingale Cottage, Tonbridge Road, Shipbourne, Tonbridge, Kent, TN11 9PA. Lawful Development Certificate Proposed: Side extension, two storey rear extension, porch and proposed garden room. *No objection however, Cllr Bate commented that an email referenced in the application didn't appear on the portal and the Clerk was asked to request this. Cllr Rayner said that a Lawful Development Certificate didn't have to go before the Planning Committee, these applications usually fall within permitted development however if any statements made in the application were not correct then it wouldn't go through. Cllr Tyler said that the risk with a garden room is that it could become a separate hereditament and we should ask TMBC to ensure that it wouldn't become a separate dwelling.*

**TM/20/02371/TNCA** - Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. 4 no Prunus trees G1 to crown reduce to reduce height and width whilst still maintaining shape, T2 Acer to crown reduce to sympathetically reduce size and to shape, T3 Smoke Bush to crown reduce to sympathetically reduce size and to shape. *The Plan was difficult to understand and The Clerk was asked to request a clearer plan however there was no objection to the height reductions.*

**Cllr Sheldrick joined the meeting.**

**TM/20/02390/FL & TM/20/02391/LB** - Yew Tree Cottage, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Rear extension, internal alterations, reorganisation of internal spaces, additional bedroom and accommodation within loft space with new stair access. *Comment that the heritage statement wasn't proportionate to the significance of the building however it was noted that the improvements would make the dwelling fit for purpose. We would like to ensure that the Conservation Officer will address any points of heritage internally. The roof line and aspect of the building should not be broken up by roof lights in the conservation area and there should be no further development of fenestration in the roof in the future.*

**11.2 Planning Applications Response to the Planning White Paper** – The Clerk reported that she had received an email from our MP thanking us for our comments.

**11.3 Local Plan – Update** - Stage 1 Hearing – Cllr Bate reported that the Inspectors had written to TMBC to say that they were concerned about legal elements that hadn't been complied with and as a result were cancelling the second sessions. The Inspectors said that they needed more time to put together a letter to TMBC to say what the concerns were. At the first stage hearings, Cllr Bate had raised the issue of climate change and gave the Inspectors a list of modifications that we would be satisfied with. Other points raised by the Inspectors were how TMBC justified changing green belt boundaries and whether they had carried out sustainability issues legally. If TMBC aren't able to respond to the points then the plan will get pulled. They will try and give them an opportunity to make the sound however. Cllr Bate said that the Sevenoaks Plan is currently under a Judicial Review and the Inspectors may be waiting for the outcome of that before writing to TMBC as one of the major sticking points was the failure of the duty to co-operate. Failure to co-operate would cause a plan to fail.

Cllr Palmer and Cllr Rayner left the meeting.

12. **To review submission to online Parish Newsletter** – The Clerk was asked to add in the information about cardboard recycling and will also contact Fairlawne about including some information about ash dieback.
13. **Urgent Business that occurs and requires attention before the next meeting** - Cllr Sheldrick reported an abandoned car at Dunks Green.
14. **Date of next meeting** – Monday 14 December 2020 at 7pm.

Close

Singed.....Dated.....