

**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 at Shipbourne Village Hall at 7.00 p.m. on Monday 7 March 2022**

The Clerks appraisal took place with Cllr Tyler and Cllr Redman prior to the meeting at 6.30pm.

Present: Cllr Tyler (Chair), Cllr Redman (Vice Chair), Cllr Dagger, Cllr Leach, Cllr Sheldrick, The Parish Clerk and Viv Packer

1. **Apologies for absence** - Cllr Bate and Cllr Oram, Borough Cllrs Taylor and Palmer and County Cllr Rayner
2. **Dispensations and Declarations of Interest** - None
3. **To approve as a correct record the Minutes of the Parish Council meeting 7 February January 2022** - The Minutes were agreed and signed as a true record.
4. **Public Open Session** - Viv Packer attended the meeting to give an update on the arrangements for the Jubilee celebrations. Viv reported that she would be attending a meeting on Thursday and would be looking at the facilities at the cricket pavilion. The Fairlawne Estate have agreed to the beacon which will be lit at 9.15pm on Thursday 2<sup>nd</sup> June. It is proposed that there will be a family event beforehand with food a bar and games. Decisions about budget and ticketing will need to be discussed. There are also plans for some celebrations on Sunday 5<sup>th</sup> June including a street party outside the village hall. The Clerk said that she would apply for a road closure licence and for some trees to be planted under the Queens Green Canopy scheme. A question was raised about whether Marshalls were needed to help people leaving the event. Cllr Leach said the Farmers Market had some slow signs that could be used.
5. **Highways & Footpaths - Highways Improvement Plan (HIP) –** Our HIP has been submitted and we are awaiting feedback. Update. Logs on Hildenborough Road – we have received an email about logs on a verge on Hildenborough Road, Cllr Sheldrick agreed to speak to the owner about moving them back. Potholes and verge erosion at the end of Hildenborough Road near the bridge – The Clerk will report.
6. **Matters arising**
  - 6.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022 –** defer to April
  - 6.2 **Broken sign post at Dunks Green –** Update. The sign hasn't been installed and the Clerk was asked to arrange collection.
  - 6.3 **Village Hall & Shipbourne Farmers Market – FCC Funding –** The Clerk reported that she had registered for the grant and Cllr Leach reported that he had put together a quote for works to be done . The work includes insulation, decoration to the kitchen and lobby and replacement windows which totals £65,000. The Clerk will look at the criteria and make the application. The Farmers market had a good week last week and has now secured new fruit and veg sellers. Bob Taylor is obtaining quotes for resurfacing the church approach and the footpath.
  - 6.4 **Climate Change** - Defer to April
  - 6.5 **Little Mead** - The Clerk reported that the leak hadn't yet been fixed and had called Southern Water again today. Cllr Sheldrick offered to contact them if the problem didn't get resolved. The Ash trees have now been taken out on the verge outside Little Mead and we need to decide what to plant, depending on how much room there is being mindful of the sewer and road. Under the agreement a replacement Oak will be planted by the owners of Little Mead.
  - 6.6 **Street Lighting on Upper Green Lane –** Update – Nothing to report.
  - 6.7 **Green Lanes - We have received a consultation regarding** “An opportunity to end the use of green lanes by recreational motor vehicles in Kent Downs Area of Outstanding Natural Beauty”. It was agreed that we should respond to say that we would be supportive of stopping traffic on such routes, of particular concern in Shipbourne is the pathway behind Woodcocks, MR379.

Signed.....Dated.....

**6.8 Dunks Green Parking Area** - Resurfacing request – we have received a message from the Rifleman about resurfacing the parking area on the common at Dunks Green, they would be happy to organise the work and for a contrib. It was agreed that this would be a good idea and that the Parish would pay for the work and would be grateful to receive a contribution from the Rifleman.

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

**8. Update from KALC T&M Area meeting** - The Clerk reported tha the garden waste collections would be resumed but had no date.

**9. Communications – \* Circulated**

Waste Collections - weekly update briefings

Tunbridge Wells Local Plan Examination

New Senior Development Obligations Officer for TMBC - Chelsea Honey-Bradfield.

An opportunity to end the use of green lanes by recreational motor vehicles in Kent Downs Area of Outstanding Natural Beauty\*

Councils crack down on fly tippers

<https://www.tmbc.gov.uk/news/article/45/councils-crack-down-on-fly-tippers>

PTAB Agenda – 1<sup>st</sup> March\*

TMBC Housing Strategy Consultation – Deadline 13 April\*

Final recommendations published for Tonbridge & Malling Borough Council\*

Bus Consultation – It was reported that the 222 would have a restricted service during the day and the Saturday service would cease under the new proposals. The Clerk was asked to respond to say that the service should be retained.

**10. Chairs Action and Correspondence - None**

**11. Finance & Policy**

**11.1 Payment of Accounts** – Accounts were presented for agreement to pay:

Parish Clerk February Salary & Expenses	£563.36
HMRC – Clerks Tax & NI Contribution	£26.20
Tree Services Ltd – Removal of Ash Trees	£504.00
KALC – Training AGAR Workshop	£60.00

**11.2 Review of Policy Documents** – The clerk had circulated the Standing Orders, Risk Assessment and Asset Register and had updated the documents/ The Changes were agreed and the Clerk will upload them onto the website. It was agreed that we should obtain a quote for a tree inspection from Duncan Simpson.

**11.3 Timesheet Report** – February - Circulated

**12. Planning Matters**

**12.1 Local Plan – Update** – The Clerk reported that the Call for Sites had closed and that there were approx. 240 sites put forward. We will await the next steps

**12.2 Planning Applications**

**TM/22/00250/FL & TM/22/00251/LB** - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent TN11 9QD. Conversion of Oast house to holiday let accommodation including forming new internal partitions to separate the existing spaces, new rooflights and door canopy. Conversion of Stables to Holiday Let accommodation including insulating the existing walls, floor and roof, alterations/forming of new window and door openings and forming new internal partitions to separate the existing spaces. “No objections to the proposed physical alterations to the Stables and Oast provided they are acceptable to the Conservation Officer. No objections to the conversion of the Stables and Oast to holiday let accommodation provided that:

- the upgrade of the track surface and width is minimal to conserve and enhance its rural nature, and the trees on either side of the PROW are retained and maintained.
- Parking for visitors to the Oast and stables holiday accommodation should be restricted to the location as set out in the application behind the stables, to ensure the setting of the listed buildings, conservation of the farmstead courtyard, and amenity of the main farmhouse.
- no exterior lighting in order to conserve dark night skies in the Kent Downs AONB.
- retention and maintenance of the hedgerow along the PROW and Mote Road in the interests of conservation of rural lanes in the AONB. (in accordance with the guidance set out in the Kent

Signed.....Dated.....

Downs AONB Guidance documents - Landscape Design Handbook and Rural Lanes - and the KDAONB Management Plan) .  
Shipbourne Parish Council (SPC) welcomes these proposals that keep Great Budds, the Oast, barn, and stables as one residential unit.”

**TM/22/00256/FL & TM/22/00257/LB** - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent TN11 9QD. Creation of new ensuite and dressing room with new opening from bedroom. New ensuite at second floor and formation of new pitched roof with concealed flat roof and roof lantern over existing breakfast room and utility. “No objections provided the Conservation Officer accepts the proposals”.

**TM/22/00292/FL** - Copse Cottage, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PH. Alterations to roofs of garage and existing extension. “No objection”

**TM/22/00327/FL** - Single storey rear extension and internal alterations. 5 Back Lane Shipbourne Tonbridge Kent TN11 9PS. “No objection”.

### 12.3 Planning Decisions

#### Certifies

**TM21/03226/LDP** - Lawful Development Certificate Proposed: Construction of a detached outbuilding to provide a garage, garden store shed and home office - 1 Springfield Cottages Reeds Lane Shipbourne Tonbridge Kent TN11 9RR

#### Approved

**TM21/03218/FL** - Proposed single storey rear extension - Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9QY.

**TM21/02361/FL** - New window to front elevation in location of previously infilled window - Cyder Cottage, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR.

**TM21/01919/FL** - Demolition of existing single storey rear additions to be replaced with larger single storey rear extensions to 2 No. cottages - Crockwell And 1 Martin Cottages, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

#### Refused

**TM21/03124/FL** - Proposed exercise swimming pool with associated plant - Hookwood Farm Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9QY.

#### Withdrawn

**TM21/03191/FL** - Conversion of gamekeepers storage barn used to store pheasant shoot apparatus and equipment into four dwellinghouses with associated works to provide access and parking facilities – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR.

**12.4 – Clarion Houses – Upper Green Lane** – We have been notified of works to roofs at Clarion owned houses in Upper Green Lane. These issues are that the roof tiles don’t match existing tiles and where there is a Clarion owned house attached to a privately owned house, the roof has been divided by a metal bar. Planning permission was not sought, therefore the Parish Council hasn’t had an opportunity to comment on the materials. Planning permission isn’t usually required for such work. The Parish Clerk was asked to check with Building Control whether building regulations have been adhered to including the Party Wall Act and whether it is within their remit to look at the joining of the roofs.

13. **To review submission to Parish Newsletter** – The Clerk was asked to add information about adding List B planning applications to the website.
14. **Urgent Business that occurs and requires attention before the next meeting** - None
15. **Date of next meeting** – Monday 4 April 2022 at 7pm. Annual Parish meeting Monday 9<sup>th</sup> May 2022 at 6.30pm, AGM at 7.30pm. All meetings are now at Shipbourne Village Hall.

The meeting closed at 8.45pm.

Signed.....Dated.....