

**SHIPBOURNE PARISH
COUNCIL**

SARAH HUSEYIN
Clerk to the Council

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Minutes of the AGM and Parish meeting at 7.30 p.m. on Monday 9 May 2022

Present: Cllr Tyler (Chair), Cllr Redman (Vice Chair), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick and The Parish Clerk and 2 members of the public.

1. **Apologies for absence** - Cllr Taylor
2. **To Elect Chair** – Cllr Tyler was proposed by Cllr Bate and seconded by Cllr Oram - Agreed
3. **To Elect Vice Chair** – Cllr Redman was proposed by Cllr Tyler and seconded by Cllr Sheldrick - Agreed
4. **To Elect Parish Representatives:**
 - 4.1. **KALC** – Cllr Bate was proposed by Cllr Tyler and seconded by Cllr Redman. The Clerk said that she would be attending meetings as she was the Secretary. Agreed.
 - 4.2. **PPP** – It was suggested that Councillors attend on a rota – agreed.
 - 4.3. **Village Hall Committee** – Cllr Leach and The Clerk are Trustees of the Village Hall Committee and should continue to represent the Parish Council - agreed
5. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in Ambleside.
6. **The Minutes of the Parish Council meeting 4 April 2022** - were agreed and signed as a true record.
7. **Public Open Session** - A member of public attended the meeting to raise some concerns at Dunks Green:
 1. In the Minutes of the March meeting, it was stated that the hedge at Dunks Green shouldn't be cut, however, several residents would like the hedge to be cut so that the views could be enjoyed. Cllr Bate said that the reasons for not cutting were so that the Little Mead could not be seen and to avoid it looking like an "urban" hedge in the woodland setting. It was agreed that the hedge should mark the woodland edge with a view at the lower end. The hedge is currently at a good height so when it grows, the height can be reduced but without making it look too manicured. The hedge should be allowed to grow in width. The Clerk will contact Geoff Taylor to let him know.
 2. The hedge along the boundary with Long Mill Lane is encroaching onto the road which is also a bus route and needs to be cut back to allow safe access for the double decker buses. It was agreed that the Clerk should contact Duncan Simpson and ask him to take all the arisings.
 3. There is an ongoing issue with foul water on Dunks Green – The Clerk reported that she had contacted both South East Water and Southern Water who had both been out to test the water and it is neither fresh or waste water. South East Water thought that the water was run off from one of the farmers' fields. It was agreed that the Clerk should pursue the water companies and try and set up a meeting to try and establish the source. This should also be taken up with the Environment Agency at TMBC. Cllr Bate suggested that the Clerk should approach Cllr Taylor as he has had dealings with SE Water.
8. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Site meeting with Clare Venner from Kent Highways scheduled for 23rd May, Cllr Tyler, Cllr Oram and Clerk to attend. The Clerk had received a response from PCSO regarding parking on double yellow lines to say that the Police wouldn't be able to follow up, we can pick this up with Claire Venner.
9. **Matters arising**
 - 9.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - The Clerk reported that she had received an email from The Rifleman requesting that the grass is cut for an event to celebrate the Jubilee. It was agreed that the Clerk should write back to ask for a formal request to use the space with details about the event so that we can instruct Geoff Taylor to cut the grass, on this occasion, the arisings should be taken away.
 - 9.2. **Broken sign post at Dunks Green** – Sign not yet installed – Cllr Sheldrick will follow up.

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- 9.3. Village Hall & Shipbourne Farmers Market – FCC Funding –** Clerk has set up application and awaiting meeting with Trustees of SVH to discuss work to be done and funding. Cllr Leach said that he would put together some revised quotes.
- 9.4. Climate Change -** Cllr Bate circulated a draft document that might be used as our Climate Change Strategy. Cllr Bate reported that the Kent Wildlife Trust are setting up a system of credits for offsetting carbon. The Clerk was asked to find out what section of the LGA we would be able to use if we decided to contribute. To be discussed further at the June meeting.
- 9.5. Little Mead -** Update – Site meeting to be arranged.
- 9.6. Jubilee –** Following the request from Viv Packer at the Annual Parish meeting, it was agreed that the Parish would be willing to contribute £600 towards expenses in return for a donation to the village hall if there are any profits. We will also request a breakdown of expenses.

Cllr Tyler left the meeting at 8.30pm and Cllr Redman took over as Chair

- 9.7. Resurfacing path to the Church –** Update – Cllr Leach reported that Bob Taylor was in the process of getting quotes and was also talking to The Chaser and immediate neighbours. Figures will be available at the next meeting.
- 9.8. Street Lighting on Upper Green Lane –** Update - The Clerk was asked to chase up Kent Highways.
- 9.9. Dunks Green Parking Area -** Resurfacing complete, invoice to be signed off tonight.
- 9.10. Visual Tree Inspection –** The Clerk will request a quote from Duncan Simpson.
- 9.11. Ukranian Refugees –** TMBC are hosting a meet up on Tuesday 17th May for Ukrainian families and hosts.

10. Reports: County Councillor, Borough Councillor - Nothing to report.

11. Communications –* Circulated

Waste Collections - weekly update briefings
 Parish Partnership Panel - Thursday 26 May 2022 *- Policing and Anti-social Behaviour
 TMBC Proposal to have one unitary Area Planning Committee – Councillors have sent individual responses to object to the proposals. It was agreed that we should send a further response from Shipbourne Parish Council objecting to the proposals.
 KALC Environment Calculator Workshop – 19th May at 6.30pm
 Kent's Plan Bee "No Mow May" campaign
 Monthly alterations to register of electors – 1 April 2022

12. Chairs Action and Correspondence

13. Finance & Policy

- 13.1 Payment of Accounts –** Accounts were presented for agreement to pay: proposed by Cllr Bate and seconded by Cllr Leach.
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| Parish Clerk April Salary & Expenses | £505.28 |
| HMRC – Clerks Tax & NI Contribution | £17.20 |
| SM Gould – Resurfacing car parking area at Dunks Green | £600.00 |
| KALC – Annual Subscription | £302.93 |
- 13.2 Timesheet Report –** April report circulated.
- 13.3 Internal Audit –** The audit is currently being carried out.
- 13.4 AGAR 2021/2** Accounts need to be approved and signed off at our June meeting.
- 13.5 Unity Trust Bank –** The Clerk circulated the bank opening papers and Councillors Tyler, Redman, Bate and Leach signed the mandate. Cllrs Sheldrick, Oram and Dagger will be added once the account is set up.

14. Planning Matters

14.1 Local Plan – Update - Nothing to report.

14.2 Planning Applications

TM/22/00475/FL - The Stables, Dunks Green Road, Shipbourne, Tonbridge, Kent TN11 9RU. Erection of a replacement Riding Arena and associated hardstand extension/apron to front of stables and addition of a pathway to Muckheap. "No objection."

TM/22/00689/TNCA - The Coach House, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL. Fell 1 Conifer due to size and over shading of garden. "No objection."

TM/22/00706/FL - Barn West of Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent. Conversion of gamekeeper's storage barn used to store pheasant shoot apparatus and

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equipment into four dwellinghouses with associated works to provide access and parking facilities. A representative from Fairlawne was in attendance to respond to any questions as we had raised objections to the previous application. Councillors raised concerns about the access and traffic, sustainability of the building and the conversion of the building into 4 dwellings. It was agreed that Cllr Bate would put together out objections quoting the policies.

TM/22/00216/FL - 2 Hoad Hill Cottages, Tonbridge Road, Shipbourne, Tonbridge, Kent TN11 9PA. Infill front of barn. " We understand that the work has already been carried out without permission and we object, raising concerns about building regulations and requesting an inspection."

TM/22/00739/FL - Hollys Cottage, Hamptons Road, Shipbourne, Tonbridge Kent TN11 9RQ. Erection of two storey side extension. "No objection."

TM/22/00801/FL & TM/22/00802/LB- The Coach House, Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge, Kent TN11 9RH. Proposed internal alterations and reordering at ground floor level with new structural opening to connect with existing garage building, existing garage building and connecting redundant stables and proposed conversion of both elements and fenestrations alterations with new opening between structures to provide ground floor level habitable accommodation. Installation of external Air Water Heat Pump and part removal of clay tiles and replacement 'slate effect' PV tiles along southern garage elevation. (Alterations to consented scheme TM/21/00012/FL). "No objection as long as the conservation officer is happy."

14.3 Planning Decisions - Approved

22/00482/LDP - New Barn, School Lane, Shipbourne, Tonbridge, Kent TN11 9RT. Lawful Development Certificate Proposed: Erection of a garage to serve existing dwelling (Certifies)

22/00446/LDP - Stumble Hill Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PB. Lawful Development Certificate Proposed: To replace the french doors, window and external wall in between with patio sliding doors on the East Elevation, & infilling an area on the North Elevation currently glazed sliding doors & window to a utility room, to match existing & reusing an existing window - (Certifies)

22/00327/FL - 5 Back Lane, Shipbourne, Tonbridge Kent TN11 9PS. Single storey rear extension and external alterations.

22/00292/FL - Copse Cottage, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PH. Alterations to roofs of garage and existing extension.

15. To review submission to Parish Newsletter – Agreed

16. Urgent Business that occurs and requires attention before the next meeting - None

17. Date of next meeting – Monday 13th June 2022 – Shipbourne Village Hall at 7.00pm – Cllr Leach gave apologies.

The meeting closed at 9.15pm

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