

**SHIPBOURNE PARISH
COUNCIL**

**SARAH HUSEYIN
Clerk to the Council**

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**Minutes of the Meeting of the Parish Council held at Shipbourne Village Hall at 7.00 p.m. on
Monday 10 October 2022**

Present: Cllr Nick Tyler (Chair), Cllr Valerie Redman (Vice Chair), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick, The Parish Clerk, Borough Cllr Taylor, Cllr Sue Butterworth (Borough Green PC), Plaxtol PC representatives Cllr Mike Brewin and The Parish Clerk and 2 members of the public.

1. **Apologies for absence** - Cllr Rayner
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in the Local Plan sites and the discussion around the footpaths.
3. **To approve as a correct record the Minutes of the Parish Council meeting 11 July 2022** - The Minutes were agreed and signed as a true record.
4. **Reports: Borough Councillor - Update on the Local Plan, Reg 18** – Cllr Taylor reported that the consultation was open and the Local Plan will be drawn up from the responses to the consultation. TMBC need to provide c. 16,000 houses throughout the Borough by 2040; this number has been imposed on the Borough by central Government. The figure was increased by 23% following the failure of the most recent draft Local Plan on the duty to co-operate. 5% housing is for immigration and refugees, 45% is for substandard accommodation and the remainder is for internal migration. The Leader of TMBC is challenging the figures however, in the meantime, everyone is encouraged to send in some form of response to the consultation. Cllr Taylor has simplified all of the documents, and these are on the Borough Green website along with the maps of site that were put forward in the Call for Sites. There will be public meetings on 14th October at 7.30pm at Borough Green Village Hall and 18th October at 7.30pm at Ightham Village Hall. The deadline for responses is 3rd November.

In terms of sites in Shipbourne, there were 5 spatial sites put forward by landowners in the Call for Sites, these are not yet in the plan, they will be assessed after the consultation process which will establish what people want. The Consultation is made of a questionnaire with 50 questions and one of the options, Option 1 is for no development in greenbelt or AONB. We don't know how many sites there are for each option but know that there aren't enough brownfield sites to fulfil the housing needs. Cllr Bate said that it was difficult to navigate the questionnaire and care should be taken in answering questions as by selecting one option, you could be agreeing to something else that may not be desirable.

Cllr Bate said that in Shipbourne we have AONB, greenbelt and conservation areas that we would like to protect, we have no large sites for development but by agreeing to smaller developments we would not want to undermine principles of protecting the AONB, greenbelt and conservation areas. Cllr Bate has looked at the 5 sites put forward and the only one that looked feasible was the school/Back Lane site in the sustainability appraisal, however, the sustainability appraisal doesn't apply in greenbelt and AONB so encourages people to reply with local knowledge of the sites.

Cllr Brewin from Plaxtol said that he would be happy to work with Shipbourne as we should have a co-ordinated response. Cllr Taylor said that as part of the Parish Alliance the response would be geared towards protecting greenbelt and AONB.

Cllr Bate encouraged Councillors and Parishioners to look at the plan and make individual responses. In terms of the Shipbourne Parish response it was suggested that the most important considerations in answering the questions are as follow:

1. Protecting greenbelt and AONB
2. Development of Management policies – these are vital as we need strong design policies
3. Climate Change, very little in the local plan about climate change and achieving net zero by 2020.
4. An evidence base – it is already very difficult to get conditions imposed
5. The impact of any major local development on A227 and the infrastructure and minor roads, for example Borough Green Gardens would affect all local parishes.

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

These principles were agreed and Cllr Bate will draft a response to the questionnaire to be circulated and ratified at our November meeting.

Cllr Bate mentioned that when making personal responses, it was important to note that MMC buildings (kit buildings) should only be supported with a zero carbon specification which includes use renewable energy as power source and where possible PV panels etc.

5. **Public Open Session** - A member of the public raised a question about the accessibility issues with the stiles on Footpath MR392 on the Greensand way route from Shipbourne Church towards Ightham Mote and the Cricket Field. Some of the stiles are too high to climb over for elderly people and dogs and the footpath surface gets very muddy in the winter. It was agreed that the Clerk would contact the Fairlawne Estate in the first instance and also contact KCC PROW about the surface as that falls within their remit. It was also noted that some of the markers were missing, and the Clerk will report to PROW.
6. **Highways & Footpaths - Highways Improvement Plan (HIP)** – No update. The Clerk reported that Shipbourne Road would be closed on 14th October between the stream and Riding Lane. Cllr Taylor said that the dog bin needed emptying on the Shipbourne Common and said that this one is often full whereas the one near the church isn't and asked whether a notice could be put on the bins to tell people that there was another bin. The Clerk will report the full bin. Cllr Oram reported that she had contacted Des Keers, TMBC Cabinet Member for Community Services, about parking on the double yellow lines opposite the Chaser and he said that he would take it up with the various stakeholders as he agreed that it was dangerous.
7. **Matters arising**
 - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Update
 - 7.2. **Broken sign post at Dunks Green** – Update from Cllr Sheldrick
 - 7.3. **Village Hall & Shipbourne Farmers Market** – The Clerk reported that our application for FCC funding for the replacement windows was turned down. Cllr Leach said that cost of heating the building is a problem and that the hire cost will be increased to cover the increased cost. Mr Galbraith will stand down as Chairman at the end of the year. Unfortunately, despite some initial interest, no new Trustees have come forward and it looks as though the Trust will need to be disengaged; the Village Hall Committee could then become a sub-committee of the Parish Council.
 - 7.4. **Climate Change** - Cllr Bate had circulated a final draft of the Climate Change Strategy and Action Plan. It was unanimously agreed that we should adopt the Plan, Cllr Redman proposed and Cllr Oram seconded. Cllr Bate urged Councillors to look at the actions that we have committed to. Cllr Bate asked whether we should ask Cllrs Rayner and Taylor to endorse the Plan and this was agreed, the Clerk will contact them to ask. The Plan will go onto the website and we will discuss publicising the document at the next meeting.
 - 7.5. **Little Mead** - Nothing to report
 - 7.6. **Resurfacing path to the Church** – Bob Taylor has received a new quote for resurfacing of the church approach and path and we are being asked for a £5,000 contribution. The Clerk reported that she had contacted the legal advisor at KALC who advised that we were limited to what we would contribute as it is not our land; we can only make a donation under S.137 Local Government Act. The Clerk said that she would check the total amount as it is £8.41 per elector but it would probably be in the region of £3,500. It was agreed that the Clerk would respond to Bob Taylor once the amount is checked with a suggestion that we approach Cllr Rayner for some members funding.
 - 7.7. **Kentish Rifleman** – Plans for outside dining – See planning application below.
8. **PPP& KALC** – Next KALC Meeting 13 October 2022 - Ryarsh Village Hall. Next PPP meeting on 3rd November 2022
9. **Communications** –* Circulated in advance of the meeting.
 - Kent County Council Rail Summit** – 18th October 2022 at 6pm – MS Teams meeting
 - Retirement of Mark Simmons** - Highway Manager. From 16 September, Jez Massy will be available should you need any help, The Senior Highway Manager is Richard Emmett.
 - TMBC: Specialist teams to get tough on littering** - 2-month pilot scheme with leading enforcement company, NES, to clamp down on the dropping of food wrappers, cigarette butts, bottles, cans and other waste – Penalty fines will be issued.

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

Citizens Advice in North & West - Kent Energy Talks

KALC T&M Climate Change Questionnaire – Deadline 10 October 2022 – The Clerk will complete this to send.

Kent Country Parks Draft Strategy 2023-28 <https://letstalk.kent.gov.uk/countryparksstrategy>

Deadline 12 December

10. Chairs Action and Correspondence – None.

11. Finance & Policy

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

The cheques were signed by Cllrs Tyler and Redman:

Parish Clerk August Salary & Expenses £496.62

HMRC – Clerks Tax & NI Contribution £17.20

St Giles' Church Grasscutting & Newsletter printing £975.00

Tree Services Ltd – Cutting hedge on Dunks Green £120.00

ICO – Data Protection Fee £40.00

All of the above paid in September (meeting cancelled due to mourning period)

Parish Clerk September Salary & Expenses £483.92

HMRC – Clerks Tax & NI Contribution £17.20

CPRE Subscription (online Unity transfer VR/PL) £36.00

Precept Received £6,087.50

11.2 Timesheet Report – July, August, September – Circulated.

11.3 Receipt from PKF Littlejohn for notification of Exempt Status.

12. Planning Matters

12.1 Local Plan – Update - Regulation 18 – Response to consultation – Cllr Bate to draft a response to the questionnaire taking into account our desire to protect the greenbelt and AONB.

12.2 Planning Applications Received

TM/22/01566/FL & TM/22/01567/LB - The Roses, Dunks Green Road, Shipbourne, Tonbridge, Kent TN11 9RU. Demolition of rear extension built 2015. Proposed two storey rear extension, one and a half storey linked annexe, carport with new vehicle access and associated internal and external. *“No objection with conditions.”*

TM/22/01797/TNCA – Fanecourt, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL. T1 Magnolia - Tree has split at a union. Remove the two stems directly over the roof of the store that the stem is resting on. Crown reduce the rest of the tree by 1-2m to balance and reduce the weight on the other unions. *“No objection.”*

TM/22/01806/FL - Hookwood Farm, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9QY. Proposed exercise swimming pool with associated plant. *“No objection.”*

TM/22/01957/LB - 2 Hoad Hill Cottages. Infill front of barn (Listed Building application – Retrospective). *“Objection”*

TM/22/02142/FL TM/22/02143/LB - Kentish Rifleman, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11 9RU. Single storey extension to restaurant area. *“We approve the application, however, as it does not comply with the Parish's approved Climate Strategy we would wish to see a condition that the building is properly insulated both within the roof and the rear cavity wall in order to improve heat retention and energy efficiency.”*

12.3 Planning Applications Approved

22/00709/LDE & 22/00257/LB - Lawful Development Certificate Existing: Installation of 12 x solar panels, mounted in South West elevation roof - The Stables Dunks Green Road Shipbourne Tonbridge Kent TN11 9RU – Certifies

22/00250/FL & 22/00251/LB- Great Budds House - 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.

22/00256/FL - Great Budds House - 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.

22/00216/FL - 2 Hoad Hill Cottages. Infill front of barn.

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

22/00614/LB - Great Budds House - Conversion of the Granary to Let accommodation including externally insulating the structure, forming new internal partitions to separate the existing spaces, new rooflights and alterations/forming of new window and door openings.

22/00546/FL - Hookwood Farm - Change of use to incorporate land into the residential curtilage.

22/00739/FL - Hollys Cottage - Erection of two storey side extension.

22/01264/FL - Ambleside - Demolition of existing bungalow and replace with new dwelling.

22/01365/FL - Land South Of Woodbine Cottages - Erection of a single dwellinghouse and associated works. Removal of existing buildings and concrete hardstanding.

22/00706/FL - Barn West Of Ambleside, Reeds Lane, Shipbourne, Tonbridge Kent. 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.

22/01797/TNCA – Fanecourt, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. T1 Magnolia - Tree has split at a union. Remove the two stems directly over the roof of the store that the stem is resting on. Crown reduce the rest of the tree by 1-2m to balance and reduce the weight on the other unions.

13. To review submission to Parish Newsletter- Agreed

14. Urgent Business that occurs and requires attention before the next meeting - The Clerk reported that she had received the KALC Award for Libby Cohen and it was suggested that we should invite her to the December meeting.

The Clerk reported that we had been approached by a Parishioner about a donation towards a Christmas party for local Ukrainian families – it was agreed that we would offer the village hall free of charge.

Cllr Sheldrick reported that the Bonfire party was being slimmed down due to previous concerns about numbers.

15. Date of next meeting – Monday 14th November 2022 – Shipbourne Village Hall at 7.00pm

The meeting closed at 9.05pm

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