

**SHIPBOURNE PARISH  
COUNCIL**

**SARAH HUSEYIN  
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**Minutes of the Meeting of the Parish Council held at 8.00 p.m. on Monday 11 September 2023 in Shipbourne Village Hall.**

**Present:** Cllr Redman (Chair), Cllr Sheldrick (Vice Chair), Cllr Dagger, Cllr Davis, Cllr Oram and The Parish Clerk and Dan Simmonds, Project Manager, Fairlawne.

1. **Apologies for absence** - Cllr Leach
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in Ambleside and Church Gate Cottages planning applications.
3. **Co-option of new Councillor** - Cllr Davis signed the Acceptance of Office.
4. **Minutes of the Parish Council meeting on 10 July 2023** - were approved and signed as a true record.
5. **Public Open Session** - Dan Simmonds, from the Fairlawne Estate was in attendance to outline the work at Church Gate Cottages: Church Gate Cottages is a listed building which is in need of severe maintenance. The proposal is to change the roof covering however the property won't look any different. The original proposal was to replace the crittle windows with timber frames windows but the planners have asked for this element to be omitted from the plans so that they can approve the remaining works. Separate plans will need to be resubmitted for the windows. Consent for the work has been given today and scaffolding is going up. It is hoped that the work will be completed by Christmas. Dan said that he would take some questions on Ambleside although it isn't his project. Cllr Dagger said that the PC had raised some concerns about the sewerage pumping station which is already at capacity. Dan said that there would be new drainage on site but it would link into the existing system. Drainage will be checked as part of the planning process and Dan said that he would check up on this. Cllr Oram said that concerns had also been raised about the access and road safety. Dan said that the new house would use the agricultural track entrance and there would be a traffic management plan for remaining properties that will use the Back Lane entrance.
6. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Items for inclusion on the HIP. We received a request from residents to deter HGV's from Puttenden Road but Kent Highways have said it's unsuitable for signage and the detour would be too long. Cllr Davis suggested that we request priority signage on Puttenden Road where the road narrows near Puttenden Manor – agreed. Clerk to contact Highways.
7. **Matters arising**
  - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - Cllr Sheldrick reported that Wightwicks is due to be cut this week.
  - 7.2. **Removal of Telecoms box** - Dunks Green – The Clerk was asked to contact BT to see if the box can be removed as it is dilapidated.
  - 7.3. **Village Hall** - At the annual parish meeting preceding this meeting, all current Trustees retired, and a vote was taken to appoint SPC as Sole Trustee. We will now contact the Charity Commission for approval and we will need to agree the next steps and appoint a committee for the day to day running. We know that the electrics need to be upgraded and it was agreed that this should go ahead. We have also had a request from Cllr Leach to book a skip to remove some rubbish from behind the shed and this was also agreed.
  - 7.4. **Shipbourne Farmers Market** - We have been approached by Bob Taylor about applying for a grant for £1,000 from Cllr Rayner's members Grant Funding towards "EatDrinkKent" magazine. Cllrs agreed that SPC could make the application as long as Cllr Rayner was happy with the application.
  - 7.5. **Website Upgrade** - Cllr Davis said that the website looked dated but the site would be difficult to upgrade without co-operation from the Church. Cllr Davis thought the site could be refreshed rather than upgraded and we would just need to have some design work and a new template. Cllr Davis asked whether it would be possible to get the

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

Wordpress login from Saul so that he could check the background info. Cllr Oram and Cllr Davis will raise this with the church at the PCC.

**7.6. Climate Change Group** – The next meeting will be at the end of September.

**8. Communications** – \*Circulated in advance of the meeting.

KALC News September 2023\*

PPP - 2/11/23, 8/2/24, 30/5/24

KALC Training & Events\*

Kent Mineral Sites Plan - Second Call for Sites - Hard Rock **Thursday 12<sup>th</sup> October 2023.**

Annual Canvass - annual check of the Electoral Register, to ensure all eligible residents registered in the correct properties. **Runs from July until the end of November.**

Kent Highways - New Highways Information Pack

Email from Tom Tugendhat with new reporting tool for fly tipping, litter and graffiti on his website

Libraries – to note 3 residents emailed to say they use the mobile library

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

**10. Finance & Policy**

**10.1. Payment of Accounts** – Accounts were presented for agreement to pay: Cllrs Dagger and David initialled the invoices. Cllr Redman initialled the bank statements and bank reconciliations from July and August.

**AUGUST – PAID**

Parish Clerk Salary & Allowance (Standing Order) August	£478.32
HMRC – Clerks Tax & NI Contribution (August & September)	£34.00
Marian Hemsted – Internal Audit Fees	£150.00
TMBC – Electoral Expenses	£196.48

**SEPTEMBER**

Parish Clerk Salary & Allowance (Standing Order) September	£478.32
Clerks Expenses – August & September	£16.20
Information Commissioners Office – Data Protection Fee	£40.00
CPRE – Subscription	£36.00

**11.2** Timesheet Report July & August – Circulated.

**11.3** To accept the Internal Auditor Report - Agreed.

**11.4** Agreement to update the mandate to add Cllrs Dagger, Oram and Sheldrick as signatories and remove Cllr Bate and Cllr Tyler. Councillors duly signed the forms.

**12. Planning Matters**

**12.1 Planning Applications**

**TM/23/01492/TNCA** - Little Budds Mote Road Shipbourne Tonbridge Kent TN11 9QD Dead tree by gate at the rear of the property, fell to ground level. Failed conifer front of house, fell to ground level. Willow front boundary re-pollard roadside lower limb only, finishing length 4m. "No objection."

**TM/23/01579/FL** - Ash Tree Cottage, School Lane, Shipbourne, Tonbridge, Kent TN11 9RT. New single storey extension is proposed to improve accessibility and internal circulation for a physically impaired resident. "No objection."

**TM/23/01599/FL** - The Old Coach House, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE. Removal of existing conservatory and single storey side/rear extension, two storey part front extension, new porch, alterations, and extension to roof incorporating a dormer window and rooflights and associated external alterations. "No objection."

**TM/23/01692/TNCA** - Meadow Place Upper Green Road Shipbourne Tonbridge Kent TN11 9PG. T1 and T2 (Applicants Reference) 2x Ash trees- Fell- Signs of ADB and T3 (applicants' reference) Horse Chestnut tree- Fell- Sooty bark disease. "No objection."

**TM/23/01537/LB** - 1-3 Church Gate Cottages, Stumble Hill, Shipbourne Tonbridge Kent TN11 9PF. Listed Building Application: Replace existing clay roof tiles with new clay roof tiles on 3x No. cottages (1, 2 and 3), incorporating new insulation behind. Replace existing timber single glazed windows to first floor with new timber double glazed windows. Overhaul existing single glazed crittall windows to ground floor. External repairs and redecoration. "No objection."

**TM/23/01560/FL** – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent TN11 9RR. Section 73 application to vary condition 2 (Plans listed) TM/23/00839/FL New detached house and garage with new driveway access to replace bungalow previously approved under ref TM/22/02492/FL to update the external materials and therefore replace the listed drawings. "No objection."

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

## 12.2 Planning Applications Approved

**23/01492/TNCA** - Dead tree by gate at the rear of the property, fell to ground level. Failed conifer front of house, fell to ground level. Willow front boundary re-pollard road side lower limb only, finishing length 4m. Little Budds Mote Road Shipbourne Tonbridge Kent TN11 9QD.

**23/01002/FL** - Erect a greenhouse in the back garden as part of the redesigned kitchen garden - Wellhampton House, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PN.

**23/01141/FL** - Change of use of the land to residential and demolition of two storage barns to be replaced with 2x detached dwellings - Land And Buildings, South And East of Higlrs Farm, Back Lane, Shipbourne, Tonbridge, Kent.

## 12.3 Planning Applications Refused –

**23/00401/FL** - Change of use of Grade II Listed Threshing Barn for use as wedding/entertainment venue - Barn 30 Yards Northwest of Great Budds, Mote Road, Shipbourne, Tonbridge, Kent.

### Withdrawn

**22/01206/FL 22/01207/LB** Works to the existing barn to include new barn doors and windows within the existing tool store - Great Budds House, Mote Road, Shipbourne, Tonbridge, Kent TN11 9QD.

**23/00402/LB** - Listed Building Application: Change of use of Grade II Listed Threshing Barn for use as Wedding/Entertainment Venue - Barn 30 Yards Northwest of Great Budds, Mote Road, Shipbourne, Tonbridge Kent.

**23/01278/PDVLR** - Prior Notification for Residential Extension (Part 1 Class A): A new single-storey rear extension is proposed to improve accessibility and internal circulation for a physically impaired resident - Ash Tree Cottage, School Lane, Shipbourne, Tonbridge Kent TN11 9RT.

13. **To review submission to Parish October Newsletter** - Add in thanks to the Trustees of the Village Hall.
14. **Urgent Business that occurs and requires attention before the next meeting** - Cllr Oram reported overgrown hedge and leak at Back Lane - these have already been reported. Cllr Oram also asked about reinstatement of verges at Back Lane and a low-lying electric cable. Cllr Sheldrick said that these were in hand. Cllr David asked why the Police hadn't attended any meetings? The Clerk will follow this up.
15. **Date of next meeting** – Monday 9<sup>th</sup> October 2023.

**The meeting closed at 9.10pm.**

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