

**SHIPBOURNE PARISH  
COUNCIL**

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**Minutes of the meeting of the Parish Council of Shipbourne held at 7.00 p.m. on Monday 9  
October 2023**

*The meeting was preceded by the Clerk's appraisal at 6.30pm by Cllr Redman & Cllr Sheldrick*

**Present:** Cllr Redman (Chair), Cllr Sheldrick (Vice Chair), Cllr Dagger, Cllr Davis, Cllr Leach, Cllr Oram, The Parish Clerk, County Cllr Rayner, Borough Cllrs Lark and Crisp and 2 members of the public.

1. **Apologies for absence** - None
2. **Dispensations and Declarations of Interest** - None
3. **Councillor Vacancy** – Cllr Oram suggested somebody who may be interested and will invite her along to the November meeting.
4. **Minutes of the Parish Council meeting on 11 September 2023** – were approved and signed as a true record.
5. **Public Open Session** - 2 members of the public attended to raise the issue of the speeding traffic on the Hildenborough Road and to ask for “Quiet Lanes” around Shipbourne and Underriver. This followed a comprehensive email which the Clerk had forwarded to KCC to ask whether this was feasible. KCC did respond to say that although Quiet Lanes are designed to reduce speed, Hildenborough Road may not be suitable as certain criteria are required. The resident said that the speed of traffic made it difficult for residents to safely pull out of their driveways and made alternative suggestions to calm traffic such as:
  - Moving white lines to increase the verge width
  - Increase the natural verge and hedges to discourage driving on the verge
  - Discourage farm vehicles from Fairlawne and National Trust from driving on the verge
  - Not cutting grass verges so that they are rewilded/ flower which will discourage drivers from driving on them.

Cllr Sheldrick said that the white lines were there to preserve the road edge and that narrowing them would make it difficult for large vehicles to pass other vehicles safely.

Unfortunately, Hildenborough Road has become a cut through which has increased the traffic.

It was suggested that we ask Cllr Rayner about a budget for traffic calming measures.

Cllr Lark said that Underrivver and Shipbourne had separate Ward Councillors and are in separate Boroughs which may make it difficult for the Parishes to work together. Cllr Crisp said that there was an ongoing campaign to reduce the statutory speed limit on country roads and it may be worth contacting our MP.

6. **Reports from County Cllr and Borough Cllrs:** Cllr Lark reported that TMBC is busy working on the Local Plan and the Active Travel Plan. TMBC have a new “Agile” system for planning but there have been some technical issues therefore no planning applications have been circulated to Parishes since 25<sup>th</sup> September. We can expect to see the first list on 16<sup>th</sup> October. In the meantime, if Shipbourne would like to call in any applications, they should do so as soon as possible due to the 21 day rule. Speedwatch is moving forward but Plaxtol do not want to join. Hadlow PC still has some working equipment that they may be willing to share. Cllr Lark left the meeting at 7.20pm  
Cllr Rayner reported that he is now Deputy Cabinet Member for Finance at KCC so may not be available to attend all Parish meetings. A member of public asked about the reduction of speed along Hildenborough Road and Cllr Rayner said that national speed is a matter for our MP and recommended contacting Tom Tugendhat.  
Cllr Rayner reported that problems with the school bus schedules are decreasing but that traffic through Tonbridge and roadworks in Southborough are making the journeys difficult.

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

Cllr Rayner thought that this would be the last year that Members Grants would be held at £10k so if there are any projects that the Parish would like financial support with, to apply now. Cllr Crisp introduced himself and said that he is very familiar with the village. He is supportive of cycle footpaths to reduce congestion and address climate change, but we need the infrastructure to make them safer and securing funding is an issue. Cllr Crisp reported that he knows Jenny Bate through Climate Change work.

- 7. Highways & Footpaths - Highways Improvement Plan (HIP)** – We have made a request to KCC for priority signage on Puttenden Road but there is a difficulty of not having enough verge width for putting up the signage. Cllr Rayner said that Platt PC had non kerbed priority arrangements and perhaps KCC could look at combining existing signs. Cllr Rayner would be supportive of an amendment to the TRO and would be prepared to sponsor it. He suggested engaging services of a Traffic Consultant to help with the layout if necessary. Cllr Davis said that there is a pillar that a sign could go on but was unsure whether this was feasible. The Clerk will contact KCC. Cllr Rayner left the meeting at 7.35pm.

Request for Quiet Lanes on Hildenborough Road- discussed above.

**8. Matters arising**

- 8.1. Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - The grass has now been cut at Wightwicks and we will check whether it has been cut at Dunks Green.
- 8.2. Removal of Telecoms box** - Dunks Green – The Clerk has contacted OpenReach to remove the box at Dunks Green as it is in a state of disrepair.
- 8.3. Village Hall** - Update on Charity Commission and status of Trust. Shipbourne Parish Council has now been updated as Trustee with the Charity Commission. Curtis Galbraith came along before the meeting to hand over documents to the Clerk. The Clerk has spoken to Helen Leach who is willing to carry on doing bookings and making payments and The Clerk suggested that we would need to add at least one other person to the bank mandate but we should wait until we get some volunteers on board. It was suggested that the Clerk becomes a signatory and The Clerk will take advice from our Internal Auditor. There are 2 outstanding invoices from MK Veasey Electrical for the hall: one for the cooker repairs for £96 and another to for electrics and carry out a PAT Test for £1,096. It was agreed that these should be settled via the village hall HSBC account and invoices be passed to Helen Leach to process. Cllr Leach reported that further electrical work has been recommended by the Electrician and it was a condition of the village hall insurance policy that safety works were carried out. The Electrician is known to Cllr Leach and Cllrs agreed that the work should be carried out as soon as possible and Cllr Leach should go ahead and arrange this. The work will cost around £3,000 and Cllr Leach would circulate a cost breakdown. We need to form a committee who will be responsible for the day to day running of the hall and share responsibility for the organisational side of things. Cllr Leach will approach volunteers who had previously expressed an interest. Cllr Leach said that the windows are in a very poor state and would probably not last another winter and we should investigate grant funding as a priority. The last quote we had for replacement windows was for around £12,000. Cllr Leach said the Bob Taylor has just applied for a grant on a matched funding basis. The Clerk will get details.
- 8.4. Shipbourne Farmers Market** - Cllr Rayner has offered £1,000 of his Members Grant Funding for new marquees for the farmers market. The Clerk has completed the application form with Bob Taylor. The marquees will be used for the farmer’s market. The application was approved, and The Clerk will submit it.
- 8.5. Website Upgrade** - Update – Cllr Davis has been in contact with Saul Cullen about the website and has asked for access to see the structure. He has also been in touch with the Church who confirmed they would like to remain part of the Parish website. Cllr Davis recommended that Councillors look at other Parish websites to get an idea of how we would like ours to look. It was agreed that the current site looks dated. The Clerk recommended looking at Ightham and Addington.
- 8.6. Climate Change Group Climate Action Shipbourne (CAS)**– CAS has set up a meeting with Alex Templeton of SENE and Carrie Spencer, Climate Change Officer TMBC to publicise PV panels and discuss community engagement. The meeting will be on 15<sup>th</sup> November via zoom. The Clerk will circulate details to Councillors. Plaxtol

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

PC will be joining us as they have similar requirements. The Clerk suggested that we also invite Cllr Crisp.

- 8.7. Footpaths** – Update – The Clerk reported that she had spoken to The Fairlawne Estate about opening the gate to the footpath alongside footpath MR 392 which would avoid the stiles. We are awaiting confirmation of this.

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

KALC News October 2023\*

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

KALC Training & Events\*

KALC Chairmanship Conference – 17<sup>th</sup> October – East Malling 9.30am-2.45pm

TMBC - Biodiversity Net Gain

TMBC Agenda for General Purposes Committee, Wednesday, 11th October

NHW – October Newsletter

- 10. Chairs Action and Correspondence** - Cllr Redman reported that the Clerks appraisal had taken place prior to the meeting and recommended raising the hourly rate from £14.48 to £18.05 per hour. This was agreed.

**11. Finance & Policy**

- 11.1. Payment of Accounts** – Accounts were presented for agreement to pay:
- |  |         |
|--|---------|
| Parish Clerk Salary & Allowance (Standing Order) October | £478.32 |
| HMRC – Clerks Tax & NI Contribution                      | £34.00  |
| Clerks Expenses  | £15.05  |
- Cllrs Redman and Davis initialled invoices and Cllrs Redman and Leach will authorise the online payments. Cllr Redman initialled the bank reconciliation which reconciles to the bank statements.
- The Clerk reported that Cllrs Sheldrick, Dagger and Oram had now been added to the mandate and retired Councillors removed.
- 11.2** Timesheet Report September – circulated.

**12. Planning Matters**

**12.1 Planning Applications**

**TM/23/01949/FL** - Paddock And Stables, Hamptons Road, Shipbourne, Tonbridge, Kent, Removal of existing stables, hay store and concrete hardstanding and erection of a single storey 3x bed dwelling with associated works. We would like to seek further clarification on this application. Concerns were raised about where the horses would be relocated and to ask for a condition to prevent further development. It was agreed that we should ask for the application to be called in.

**12.2 Planning Applications Approved**

**TM/23/00073/FL** - Barn West of Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent. Conversion of gamekeeper's storage barn used to store pheasant shoot apparatus and equipment into five dwellings with associated external works and parking facilities -

**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 3 x No. cottages (1, 2 and 3), incorporating new insulation behind. Overhaul existing single glazed Crittall windows to ground floor, and existing timber single glazed windows to first floor. External repairs and redecoration.

**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 -

**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.

**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.

- 13. Parish November Newsletter** - Agreed.

- 14. Urgent Business that occurs and requires attention before the next meeting** - It was agreed that we should write to Tom Tugendhat about the speed limit on Hildenborough Road. Cllr Sheldrick said that moving white lines would be dangerous due to large vehicles using the road. Cllr Davis suggested looking at crash data.

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

Cllr Leach reported that an oak panel needed repairing in the bus shelter, Cllr Sheldrick agreed to have a look at it.

- 15. **Date of next meeting** – Monday 13<sup>th</sup> November 2023

The meeting closed at 8.50pm

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