

**SHIPBOURNE PARISH  
COUNCIL**

**SARAH HUSEYIN  
Clerk to the Council**

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**Meeting of the Parish Council of Shipbourne held at 7.00 p.m. on Monday 12 February 2024.**

**Present:** Cllr Redman (Chair), Cllr Sheldrick (Vice Chair), Cllr Dagger, Cllr Leach, The Parish Clerk, County Cllr Rayner and Borough Cllr Lark and 1 member of the public.

1. **Apologies for absence** - Cllr Oram, Cllr Davis
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in Spring Hill and MR392
3. **Councillor Vacancy** – No candidates have come forward.
4. **Approval of the Minutes of the Parish Council meeting on 8th January 2024** – The Minutes were agreed and signed as a true record.
5. **Report from County Councillor and Borough Councillors – Borough Cllr Lark** reported that he had attended the online Agile presentation. The new system is still evolving and there is a function on the Excel Spreadsheet to select your individual Parish. Cllr Lark has contacted the Kent & Medway Safety Camera Partnership with a view to monitoring the traffic near to the school. TMBC have just increased fines for littering and fly tipping. 90% fly tipping is commercial waste. TMBC are trying to get proactive litter officers who are revenue generated. The budget meeting for TMBC will be held next week.  
Cllr Sheldrick reported that a Traffic Warden was in attendance during the Farmers' Market last week and had issued tickets to those parked on the double yellow lines. Cllr Lark left at 7.11pm.  
**County Cllr Rayner** reported that the budget meeting for KCC would be held next week and expected that some difficult decisions would be made. Cllr Rayner reported a large planning application for a lorry park at Nepicar in Wrotham, which would have an impact of increased traffic on A227. Five neighbouring Parishes have retained a traffic consultant and Barrister to oppose the application. Cllr Rayner had been informed that there was a new landlord at Lady Vane and asked to be informed if there were any difficulties around this.  
Cllr Rayner reported that funding for buses has now been exhausted and 2 bus routes have been pulled; these will not affect Shipbourne. He urged people to use the bus services or risk losing them.  
Cllr Rayner reported a recent consultation on windmills, it is likely that KCC will keep them as the cost of £1million to retain them is unjustifiable.  
Cllr Rayner gave an update on the flooding at Great Budds; there is a crack in the pipework that runs under the carriageway, and this will be repaired by Kent Highways as it is owned by KCC. This will happen in the new financial year.  
The Clerk asked about the Kent Minerals and Waste Plan and Cllr Rayner said that there is nothing for us to comment on. Cllr Rayner left at 7.20pm.
6. **Public Open Session** - A member of public was in attendance to hear an update on footpath MR392
7. **Highways & Footpaths** - Cllr Redman reported that she had received a letter from a Parishioner who was supportive of the permissive footpath that had been opened alongside MR392 as an alternative route without stiles. He asked whether the Parish Council would consider supporting this alternative route. Cllr Redman has written back to say that the alternative route was not subject of any consultation so there was nothing for us to comment upon and gave him details of the PROW Officer at KCC. It was noted that there is a notice at on the gate to say that the alternative path is not intended to be a diversion. The Clerk confirmed that MR392 was scheduled to have repairs to the surface in July 2024 and that she had written to the Fairlawne Estate to ask whether they would consider dog passes on the original MR392 path. **Highways Improvement Plan (HIP)** – We are waiting for a date for new road narrows signage on Puttenden Road and this is expected to be in the new financial year. Flooding Mote Road update – See above.
8. **Matters arising**

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

- 8.1. Grass Cutting at Wightwicks and at Dunks Green 2024** - Geoff Taylor has submitted a schedule and quote based upon our proposal at the January meeting. The total for 2024 season is £1,146, this was approved.
- 8.2. Shipbourne Farmers Market** - Nothing to report.
- 8.3. Website Upgrade** - Defer to next meeting when Cllr Davis is back.
- 8.4. Climate Change Group** – The Clerk circulated a Community Energy Fund (CEF) pre-application which had been drafted by Jenny Bate; it is a joint application between Plaxtol PC and Shipbourne PC. The application will be approved at the next Climate Action Shipbourne and Plaxtol (CASP) meeting which will be held on 21<sup>st</sup> February. The funding will be used to help us get to the next stage of setting up a community project for solar panels on roofs. It was agreed that the application could come from Shipbourne Parish Council. Cllr Dagger raised a concern about putting solar panels in fields as the land would then become “developed land” and potentially give rise to further development in the future. Cllr Sheldrick reported that he had conducted a carbon audit on the Fairlawne Estate and that it was carbon negative due to the cover of woodland and crops. Cover crops are good for the ground and the environment. Cllr Sheldrick will do another audit just on the Shipbourne Parish area of Fairlawne.
- 9. Shipbourne Village Hall**
- 9.1 Meeting of new committee 30/01/24 – Update** – Cllr Leach reported that the new committee of volunteers had met on 30<sup>th</sup> January; one of the volunteers will look at marketing and advertising and another has close contacts at the school and nursery and will contact them to raise awareness of the hall facilities. Another grant is coming up and Cllr Leach will look at applying for funding towards new insulation and radiators.
- 9.2 Caretaker Fee – Update** - The Clerk reported that she has spoken to Mrs Leach about the caretakers’ fee and has been in touch with ACRE about the payment.
- 9.3 Charity Commission – Next steps** – The Clerk will contact the Charity Commission to start the process of updating the Trust Deed after the next committee meeting once we have an idea of the remit of the committee.
- 9.4 Repairs** – Cllr Leach reported that some tiles were broken on the porch roof and the drain and downpipe needed attending to. It was agreed that he should go ahead and arrange for the repairs to be carried out.
- 10 Communications** – Circulated in advance of the meeting.  
 KALC News & Training 2023/2024  
 PPP Meetings - 30/5/24, 29/08/24  
 Views Sought - Open Spaces for TMBC Open Space Study – The survey was completed, and the Clerk will return by Friday 23<sup>rd</sup> February 2024  
 Green Business Grant Scheme - **13 March 2024**  
 New Traffic Regulation Order Consultation in Tonbridge and Malling - consultation on a proposed order to prohibit access to all vehicles except for buses on Lower Haysden Lane in Tonbridge & Malling. 19<sup>th</sup> February.  
 Tonbridge and Malling Digital Inclusion Support Project -Tonbridge & Malling Borough Council, using funding from the Business Rates Retention Pilot Programme and UK Shared Prosperity Fund (UKSPF), have granted (Digital Kent) funding to deliver support to their digitally excluded residents by providing 2-in-1 laptops.  
 February KALC News 2024
- 11. Chairs Action and Correspondence** - None
- 12. Finance & Policy**
- 12.1 Payment of Accounts** – Accounts were presented for agreement to pay:
- |  |         |
|--|---------|
| Parish Clerk Salary & Expenses February  | £646.35 |
| HMRC – Clerks Tax & NI Contribution      | £65.20  |
| Fairlawne Estate – Rent for village sign | £16.00  |
| St Giles’ Church -Grass cutting          | £675.00 |
- Cllrs Redman and Dagger will authorise payment via Unity Bank and Cllrs Leach and Sheldrick initialled invoices. Cllr Redman initialled the bank statements and bank reconciliation.
- 12.2 Timesheet Report** January (Circulated)

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

- 12.3 Review of Policies – Standing Orders, Risk Assessment and Assets Register –**  
The clerk will circulate the policies to see whether any updates are necessary.

### 13. Planning Matters

#### 13.1 Planning Applications

**23/03399** - 2 Springhill Cottages, Ightham Road, Shipbourne, Tonbridge, TN11 9PT. Demolition of existing single storey side extension and erection of new two storey side extension with extended roof. Conservation rooflight to rear and new front porch. “No objection, request for materials to match existing”.

**23/03480** - 2 Rose Cottage, Grange Cottages, Upper Green Road, Shipbourne, Tonbridge, TN11 9PJ - Single storey side and rear extension incorporating a new porch. “No objection”.

#### **Kent Minerals and Waste Local Plan 2024-39**

Pre-Submission Draft (Regulation 19) Public Consultation - Deadline 29 February 2024. “No comment”

#### 13.2 Planning Applications Approved

**23/03416** 1, Grange Cottages, Upper Green Road, Shipbourne, TONBRIDGE, TN11 9PJ. T1 Trim Catoneaster, T2 Prune Honey Locust (6.5m to 3m), T3 Prune Sorbus (5m - 4m), T4 Prune Lilac, T5 Remove Shrub, T6 Prune Malus (5m-4m) and T7 Trim Pear, T8 Prune Acer to previous (7m-5m) non protected items listed and shown on map for reference only. All works for maintenance.

**23/030512** 1 Upper Green Lane, Shipbourne, Tonbridge, TN11 9PW. Proposed two storey rear and side extension, with new porch to the front.

**23/02048/FL** Fairview House, Back Lane, Shipbourne, Tonbridge, TN11 9PP. Demolish lean too structure and erect single storey rear extension. New paved area

- 14. To review submission to Parish March Newsletter** - Approved with addition of note about putting bins out on bin day
- 15. Urgent Business that occurs and requires attention before the next meeting** - Cllr Leach reported that some unpleasant material is being fly tipped. Query raised about introducing parking charges due to increase in visitors since lockdown.
- 16. Date of next meetings** – Monday 11<sup>th</sup> March 2024, Monday 15<sup>th</sup> April (Moved from 8<sup>th</sup>)

The meeting closed at 8.14pm

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