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| **SHIPBOURNE PARISH COUNCIL** | **Gable Cottage, Ismays Road**  **IGHTHAM, TN15 9BE** |
| **SARAH HUSEYIN**  **Clerk to the Council** | **Telephone: 01732 886402**  **email:** [**shipbourneparishcouncil@gmail.com**](mailto:shipbourneparishcouncil@gmail.com) |

**Minutes of the meeting of Shipbourne Parish Council held on Monday 7th October 2019 at 7.30pm at Shipbourne Village Hall.**

**Present: Cllr Tyler (Chair), Cllr Redman (Vice Chair), Cllr Bate, Cllr Hine, Cllr Sheldrick, The Parish Clerk and 3 members of the public.**

1. **Apologies for absence:** None
2. **Dispensations and Declarations of Interest:** Shipourne Parish Council declared an interest in the village hall planning application. Cllr Tyler declared an interest in parking on the footpath (not discussed), and the Cricket Club, Cllr Sheldrick declared an interest in the access gate to common land.
3. **The Minutes of the Parish Council meeting held 9 September 2019** were signed with a manuscript amendment and the July Minutes were signed as a copy wasn’t available at the September meeting.
4. **Public Open Session - Little Mead** – The owner and Structural Engineer were in attendance to request permission to cross common land in order to connect the new house to mains drainage. The owner reported that they have had planning permission via Plaxtol Parish Council to rebuild Little Mead; they will build the new house using old brickwork and ragstone from the local area. They have been working with a Structural Engineer to move away from a cesspit to use mains drainage as it will be more environmentally friendly. Using cameras, they have found a simple trajectory to the bottom of their land to access mains drainage but it will mean going across common land by approx. 6 meters. An ash tree would need to be removed for the works to be done and the owners are happy to remove it and will replace it with a hedge which would naturally carry on from the neighbouring hedge. Southern Water have agreed to the works. The owners have submitted drawings to the Parish Council and offered to pay for legal work in creating an easement and will accept responsibility for the drain and pipework. In terms of timing, they are hoping for the building work will start in November and it will last for 9 months to 1 year. The traffic management will take approximately a couple of weeks and it was agreed that it would be best to be done in Spring time. As regards the driveway to Little Mead, it is partially over common land and there are restrictions on the width. The driveway is in a bad state of repair but the owner confirmed that they would be happy to reinstate it after the works are complete. The Parish Council were asked to write to the owners confirming that they are happy with the arrangements concerning the connection to mains drainage and the easement and confirming the width of the driveway. The owners asked that we forward details of our lawyers so that they can send through the necessary paperwork.

**Ightham Mote** – A member of public attended to alert the Parish Council about a planning consultation for Ightham Mote. The plans include moving the car park to reinstate the walled garden which currently serves as a car park for 70 cars. Cllr Redman said that there are an additional 200 along the drive and overflow field. The new car park will accommodate 300 spaces. The member of public raised objections based upon concerns that it will increase the footfall and that many acres of agricultural land will be taken away in an AONB leaving an “unnecessary scar on the land scape”. Around 10 years ago the National Trust applied for planning permission to create a gardeners compound to include a café, showers, toilets etc. The tenant at the time campaigned to stop it and it resulted in many letters of objection. TMBC recommended refusal and the National Trust scrapped the plans. Plans to move the gardeners compound are now included in this revamp and the member of public thinks that this is unacceptable. Cllr Redman said that it was not the intention to increase footfall but to reinstate the walled garden and driveway.

Cllr Tyler asked whether Councillors wanted a representative from Ightham Mote to come and talk to us. It was decided that Councillors could go and have a look as the plans as they are posted in the café. It was decided that we would wait for the planning application before making any comment.

1. **Highways & Footpaths -** Nothing to report.
2. **Matters arising** 
   1. **Defibrillators –** Update - The Clerk reported that the defibrillator at the Chaser had been checked and that we still have the loan defibrillator at the village hall.
   2. **New Speed Calming Signage -** Update – The Clerk has been in contact with Ian Grigor, Scheme Project Manager at Kent Highways. He can help us with the gateways and has asked how much we would like to contribute. We have £1,610 grant funding left and the Clerk asked whether we wished to contribute more? It was decided that we would use only grant funding and see what we could get with that money. Cllr Tyler asked whether all signs could go onto the gate so that we can get rid of the other posts. We would like the gateways where the speed limit changes to 30mph and it was thought that the gateways would be suitable placed at these locations. The Clerk will contact Ian Grigor for his recommendations about what we can have for the price and will then contact Fairlawne to request their permission.

Ian Grigor has also passed on our query about street lighting on Upper Green Road. Cllr Hine said that it would be good if the lights could at least be turned off during the night.

* 1. **Village Hall –** Update - New windows - The planning application is out for consultation and we have been asked for comments. The Clerk reported that the village hall committee had received quotes and would be looking into fund raising and grant funding to pay for the new windows.
  2. **Climate Change** Committee on Climate Change - Cllr Bate reported that the Government has launched a two-part consultation about proposed changes to the Building Regulations. There will be some clarification on what planning can do and what building regulations can do. The recommendation is that all structural work is governed by building regulations and planning deals with design/material considerations. Climate change considerations will therefore fall under the remit of building regulations but the law says that planning authorities should be looking at climate change. If the recommendations go ahead it may undermine our comments on climate change in our Local Plan response. The closing date is January.
  3. **Little Mead** - Connection to mains sewerage and removal of trees. The Clerk was asked to write to the owners setting out that we accept the proposal to connect to mains drainage and to outline replanting to replace the Ash tree. The letter should also confirm the measurements of the driveway for access and give details on how they reinstate it. It was suggested that we use Warners Solicitors; the Clerk will contact them to get a quote.
  4. **Shipbourne Cricket Club –** Request for funding –We have had a request from the Club outlining the refurbishment and repair work that needs to be done and requesting that we apply for grant funding on their behalf. The Clerk reported that we cannot hand over the funding directly, we will have to pay for something specific and settle the invoice directly. There was a discussion about the total cost of repairs (approx. £30k) and whether the Club could afford to make all of the repairs that are required. It was suggested that we write to them and ask them to come and talk to us. The Clerk was asked to circulate the request for funding. It was decided that the Clerk should apply for the funding in the meantime.
  5. **Remembrance Sunday –** The Rector has asked for the Parish to read the roll of honour at the service on Sunday 10th November. Cllr Redman has agreed to do this. The wreath has been ordered and the Clerk will pass to Cllr Redman.
  6. **Casual Vacancy -** We now have 2 vacancies and can co-opt for Cllr Razaq’s position as they vacancy has been advertised at TMBC and no-one came forward. Some suggestions were made for a potential candidate and this will be pursued. During the meeting the Clerk received an email from a lady expressing interest; the Clerk was asked to respond and request a resume.
  7. **Access gate to common land A227 –** The Clerk wrote to The Fairlawne Estate and received a response to say that the gate to the copse is in place and the gate in the new fence will be reinstated.

1. **Reports: County Councillor, Borough Councillor, PCSO –** Nothing to report.
2. **Reports: KALC meeting –** At the meeting there was an update on the Local Plan and a discussion on air quality, in particular, particulate matter. Borough Green Parish Council are going put together some wording to ask a question about monitoring of particulate matter at the KALC AGM in November. On the Local Plan, the next stage of the consultation will go ahead but the Inspector has asked for details about how it will be conducted. The Inspector has requested that the website is improved so that comments can be identified. There is nothing for us to worry about at the moment.
3. **Communications -** Items of information circulated prior to the meeting.

**TMBC - New Improved Recycling Service** - Feedback – There have been some changes to what can be recycled for example TMBC won’t now collect tetra paks and some plastics. It was reported that some collections had been missed and some recycling bins hadn’t been delivered.

**Public Sector Bodies Web Accessibility Regulations 2018**.

**KALC – New Model Financial Regulations 2019** for England and Wales

**Kent Police - Shipbourne Parish Update September and Rural Task Force Report**

**KALC - Sevenoaks Town Council Precept Flyer**

**KALC - Local Government Brexit Bulletins**

1. **Chair’s Actions and Correspondence -** None
2. **Finance & Policy**

**11.1** **Payment of Accounts** – Accounts were presented for agreement to pay: Cheque signed by Cllr Sheldrick and Cllr Redman.

Parish Clerk September Salary & Expenses £493.71

**11.2** **Timesheet Report** – The new timesheet has been set up and the Clerk worked 30 hours in September which is on target.

**11.3** **Emergency Plan** – Update – defer to next month.

**11.4** **Pensions Regulator** –Reregistration – The Clerk has completed the re-declaration of compliance with the Pensions Regulator. The hours worked mean that the Clerk isn’t eligible for a pension.

**11.5** **New email addresses** – The Clerk has set up gmail addresses for each Councillor and will pass on instructions to change the password and complete the set up. These new addresses should be used for all council emails going forward. There is a way of porting old emails across and all other emails should be deleted from personal accounts. Cllr Bate also requested some wording for a disclaimer that could go at the sign off.

1. **Planning Matters**
   1. **Ightham Mote Consultation –** See above.
   2. **Planning Applications**

**TM/19/02168/TNCA -** Shipbourne County Primary School, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB. T3: Apple - Reduce height by approx 1.5m to suitable growth points and reduce extended laterals by up to 2m (where appropriate) to reduce risk of future limb failure due to excessive weight. T4: Goat Willow - Prune clear from shed roof and where possible sides of shed. “No objection.”

**TM/19/01891/LB** - Village Hall,Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Listed Building Application: Replacement of four windows in the main hall

with double-glazed timber framed windows. “No objection.”

**TM/19/02182/FL** - School Lane Cottage, School Lane, Shipbourne, Tonbridge, Kent, TN11 9RT. Variation of condition 4 (drawing no AC3612.) submitted pursuant to

planning permission TM/18/01840/FL (Conversion of existing outbuilding

containing garage/residential accommodation to a 3 bedroom dwelling with

single storey rear and side extension and roof enlargement (Amendment to

17/01741/FL). “Objection on grounds of over development in the green belt”

**12.3 Planning Decisions – Approved**

**TN/19/01902/TNCA** - T1 Goat Willow - remove because of excessive shading and low amenity value, as well as additional risk to garden outbuilding. Replant two apple trees 2.5 meters away, T2 Holly Tree - remove because of shading and risk to outbuilding, T3 and T4 Hawthorns - remove because of excessive shading and low amenity value. Replant with four ornamental fruit trees (apple and cherry) at rear of site (N1, N2, N3, N4). 3 New Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PN.

**Article 4 Direction** – Update – Email has gone back to Eleanor Hoyle to say that we acknowledged the letter which was circulated to Parish Councillors but did not agree with some of the assertions made in response to the points that we raised. Cllr Rayner has suggested that we should go ahead with an application for an Article 4. He agreed to speak to 2 members of the committee. Cllr Bate has drafted a request which will need to be agreed. We should contact Cllr Rayner in the first instance.

**Local Pla**n – Update – Inspectors letter to the Council 12.09.19

**13. To review submission to Parish Newsletter –** Nothing to add.

**14. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion -** None.

**15. Date of next meeting** – Monday 11 November 2019

The meeting closed at 9.30 pm