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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 the Parish Council** held at Shipbourne Village Hall **on Monday 11 November 2019 at 7.30pm**

Present: Cllr Tyler – Chairman, Cllr Redman – Vice Chairman, Cllr Bate, Cllr Hine, Cllr Sheldrick, County Cllr Rayner, Borough Cllrs Palmer and Taylor, The Parish Clerk, Mr Richard McCormack and Mr Peter Leach

1. **Apologies for absence -** None
2. **Dispensations and Declarations of Interest –** None
3. **The Minutes of the Parish Council meeting held on 7 October 2019** wereapproved and signed as a true record.
4. **Public Open Session -** Mr McCormack attended the meeting to discuss a couple of matters on the agenda: MR385- The Fairlawne Estate had written to the resident regarding parking and Cllr Tyler reported that there were no further problems. This can now come off the agenda. Other matters were dealt with under matters arising.
5. **Highways & Footpaths -** See above
6. **Matters arising** 
   1. **Defibrillators –** Update The Clerk reported that we had received the renewal of the contract for loan defibrillator at the Chaser. We still have the replacement defibrillator at the village hall and are not being charged for it. The Clerk will check both this week. Another training session will be planned in 2020.
   2. **New Speed Calming Signage -** Update – The Clerk responded to Ian Grigor at Kent Highways to confirm our financial position and have been referred to Whitney Gwillim at Kent Highways who has sent some designs of gateways. Ms Gwillim will do a site visit within the next couple of weeks to confirm the width of the gateways. The gateways will be on one side of the road only at either side of the village on A227 in the direction of Ightham and Tonbridge. Cllr Hine asked about a sign at the village entrance by Back Lane and Cllr Tyler said that this could be dealt with in a second phase when we have more funding as we currently have funding for 2 gateways. A question was raised about the positioning and Cllr Rayner confirmed that we cannot move the 30mph zone without a traffic order (TRO) which can take a very long time. It was suggested that we position the signs within the 30mph zones. Mr McCormack asked that we send information about where the signs will be placed and then would be happy for us to choose the design. It was decided that we should leave the 30mph sign where it is to avoid getting a TRO and move the current Shipbourne signs. The Clerk will liaise with Mr McCormack at Fairlawne and Ms Gwillim at Kent Highways.
   3. **Village Hall –** Update - The planning application for the new windows has been approved. There will be a Village Hall Trustee meeting on Wednesday 20th November. Where fund raising will be discussed. The Clerk will attend the meeting.
   4. **Climate Change** Committee on Climate Change - Cllr Bate had previously mentioned the Consultation on building regulations which has a closing date in January and suggested that we should respond as a Parish. Cllr Bate hasn’t looked at recent Local Plan documentation to see if there is anything on climate change but will do so briefly to see whether there is anything we should comment on. The Clerk was asked to circulate Keep Britain Tidy **–** Support for Manifesto for the Environment. Cllr Rayner said that Tom Tugendhat would be holding a surgery at The Chaser on Friday 15th November at 10am.
   5. **Little Mead** - The Clerk has contacted Warners about the easement over common land and they confirmed that they have already received details from the owners lawyers. The Clerk has sent the owners a letter about reinstatement of the tree and the driveway, copied to Warners. We may incur some legal fees and have asked for these to be kept to a minimum. Cllr Bate suggested that we should have a legal agreement registered with the land registry regarding the driveway width. The Clerk was asked to get advice from Warners and ask them to keep the owners of Little Mead informed of legal fees.
   6. **Shipbourne Cricket Club –** Update – We have received a Members Grant of £1,980, and Cllr Tyler gave thanks to Cllr Rayner. The grant will be used as part payment for the refurbishment works and roof repairs. The Clerk has contacted the Chairman of the Cricket Club who has agreed to come along to our meeting in January. In the meantime he has informed us that the Club has been in talks with Plaxtol CC about a possible merger to expand the new Club and to expand the present junior section at Plaxtol. This will be separate from the refurbishment of the current pavilion.
   7. **Remembrance Sunday -** Cllr Tyler gavethanks to Cllr Redman for reading out the roll of honour at the Remembrance service. The Clerk has circulated information from KALC regarding VE Day 2020 to the Rector**.** TheParish Council will be supportive of anything organised.
   8. **Casual Vacancies -** We currently have 2 vacancies and are able to co-opt as the vacancies have been advertised at TMBC for the statutory period. Mr Peter Leach was in attendance and expressed an interest in becoming a Councillor and Cllr Bate asked him to give some information about himself. Mr Leach is currently on the Village Hall Committee. Cllr Tyler said that that a vote would be taken after the meeting.
   9. **Access gate to common land A227 –** Update – Mr McCormack confirmed that the gate has now been reinstated. This can come off the agenda.
   10. **New waste and recycling collection –** Feedback – Some residents are still not getting collections and some haven’t received the orange food waste bins. Cllr Bate said that some of the food waste appeared to be put on the lorry with the black bin waste. Cllr Rayner confirmed that the food waste is double what was anticipated, so any excess currently goes with the black bin waste. Cllr Rayner reported that KCC has recently given approval for a new site to take all food waste and additional lorries will be available for the collections. Some of the issues with the current collections are due to a different crew not being familiar with the routes even though they were available from March. Cllr Tyler asked where we should make our representations. Cllr Palmer said that any complaints should be emailed to Borough Councillors. Cllr Palmer said that TMBC has had meetings with the contractors Urbaser who have been given a couple of weeks to sort the issues out. Cllr Bate asked what the options are when a contract goes wrong like this? Penalties will be imposed. The Clerk was asked to put details into newsletter of who parishioners should write to. We were reminded that no glitter or metallic paper can be collected, this should go into the black bin.
7. **Reports:** Borough Councillor Cllr Taylor reported that there is a new consultation on the Local Plan, but nothing has been changed fundamentally. The deadline has been extended by 23rd December.There were some problems with the TMBC website with accessing the responses to the Local Plan. Cllr Taylor reported they are still awaiting information on calling in planning applications.

County Councillor Rayner reported that the Borough Green Gardens proposal may come unstuck. The Sevenoaks Local Plan has been rejected because of lack of consultation with neighbours. If Sevenoaks haven’t dealt with neighbours adequately, it is difficult to see how Borough Green Gardens had time for adequate consultation with their neighbouring authorities. In addition a potential minerals application may cut across the Local Plan, we will know more in the New Year. Cllr Tyler asked if it were to fail, whether this would mean that the Borough would have to find the 25% uplift in housing? Cllr Rayner said that there could be some significant changes to the current Plan following the release of minerals sites which may bring alternative suggestions for non-green belt sites in the East of the Borough. This could provide for the shortfall in houses should Borough Green Gardens be rejected. The site, which is to the East of the Borough is an area of Aylesford Quarry and there has been approval for new junctions on A20 plus other road improvements. There is central Government funding available to improve traffic flow in this area which opens up options for housing in that area.

Cllr Redman asked whether we should we be concerned about the Tonbridge Wells Local Plan and as all of the housing is on the Tonbridge border? This will affect schools, transport and infrastructure. Cllr Palmer confirmed that TMBC had been consulted as the neighbour and had responded with concerns the impact on our services.

We will respond to the TMBC Local Plan and Cllr Bate said that she would have a brief look through the supplementary papers.

It was agreed that the Tunbridge Wells Local Plan should be addressed by the Parish Council, the deadline is 15th November. Cllr Sheldrick declared an interest and asked not to be included in the Parish Council representation.

Cllr Rayner reported that Tunbridge Wells Boys School want to open a satellite site in Sevenoaks on the Wilderness site. There will be an impact on traffic on A25 which is already overcrowded. There will be 3 separate schools on the same site. Cllr Tyler suggested that we put a response together raising concerns about traffic on A25 and that junction, the Clerk will circulate wording.

1. **Reports: KALC meeting –** The Clerk reported that there was a motion at the Tonbridge and Malling (T&M) KALC meeting to change the law onTraveller incursions to make trespass a criminal offence. The Clerk reported that this has already been put forward by the Home Secretary. At the same meeting there was also a request to extend the time that a Ward Councillor can requestacall in for a planning application. The Chair of T&M KALC has received a response from TMBC to say that we shouldn’t be asking Borough Councillors to call in applications and that they should be judging applications on their own merits. This will impact us if we get a planning application between meetings but Cllr Bate said that now that List B is circulated by the Clerk, it shouldn’t be too much of an issue.
2. **Communications**

We have received a **request from St Giles**’ to increase our contribution towards grass cutting from £1,350 to £1,800 per year. After some discussion it was agreed that we couldn’t increase our contribution as we don’t have additional funds although we feel it is a good cause. We would have to add it to the precept which would affect all parishioners. We no longer get a specific grant from the Borough Council and have had to find the funding from our precept. We need to be careful how we allocate our budget and we already allocate 12% percent of our precept towards the grass cutting.

**Public Sector Bodies Web Accessibility Regulations 2018** – The Clerk reported that we were not compliant with the regulations and recommended that we should allocate some funding to update it our website and make it compliant. Cllr Bate said that we should also look at content. Cllr Rayner confirmed that we do need to comply despite being a smaller authority. This will be added to the agenda for December.

**KALC** – Annual General Meeting 30 November 2019.

**KALC News** - October 2019.

**Clerks and Councils Direct** - Hard copies available.

**KALC Ringing Out for Peace** - 8th May 2020 - VE Day – This has been circulated to the Rector.

Council motion request re national community energy campaign

**Kent County Council Budget Consultation 2020-21** – deadline 25 November 2019 [www.kent.gov.uk/budget](http://www.kent.gov.uk/budget)

**Tunbridge Wells Boys Grammar School** - Consultation Letter proposal to expand Tunbridge Wells Grammar School for Boys by increasing the Published Admission Number (PAN) from 210 places to 300 places, facilitated by the establishment of a satellite of the school on the Wildernesse site in Sevenoaks from September 2021.

**Keep Britain Tidy –** Support for Manifesto for the Environment – Clerk to circulate.

**KALC Information Note** - IT Update on websites

**Monthly bus services report** for October 2019

**KCC Highways Parish Seminars -** 13th 14th 20th & 28th November - 9.30am- 12.50pm. Cllr Rayner encouraged Councillors to attend or forward any concerns.

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

**11.1** **Payment of Accounts** – Accounts were be presented for agreement to pay. Cheques were signed by Cllrs Redman and Sheldrick:

Parish Clerk October Salary & Expenses £489.75

M Hilton – Repairs to Cricket Pavilion £1,980.00

Community Heartbeat Trust – Annual rental defibrillator £151.20

TMBC – Fee for uncontested Parish election £144.85

St Giles – Grass cutting £675.00

Royal British Legion £17.00

**11.2** Timesheet Report – The Clerk completed less hours in October, this is partially due to Minutes being typed at the meeting.

**11.3** Emergency Plan – Update - it was decided to defer this to the December meeting.

**11.5** New email addresses – New addresses have now been set up for each Councilor. These should only be used for Council business.

1. **Planning Matters**
   1. **Planning Applications**

**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). It was decided that we should send the same response as last time.

* 1. **Planning Decisions** – Approved

**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.

**TM/19/02168/TNCA** -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. Shipbourne County Primary School, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB.

* 1. **Article 4 Direction –** Update – Cllr Bate has circulated a paper on applying for an Article 4 direction. Cllr Rayner recommended that we get support from all 3 Borough Councillors and KALC T&M. We can then ask for it to be raised at the PPP. If we ask for Article 4 applications to be submitted in this way it will be more difficult for the Borough to turn it down. The Clerk will ask for it to go onto the December KALC agenda.
  2. **Local Plan –** The deadline for the Local Plan Post Submission Consultation is 23 December. Cllr Bate will skim though the papers.

1. **Review submission to Parish Newsletter –** The Clerk was asked to add the waste contact details and details of the latest Local Plan consultation.
2. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.** It was unanimously agreed to co-opt Mr Peter Leach.

*Cllr Sheldrick left the meeting at 9.20pm*

1. **Response to Tonbridge Wells Local Plan –** It was agreed that we would raise concerns about traffic, local services and amenities as well as the loss of 600 acres of greenbelt. Tonbridge is our nearest service town and is already extremely congested. The Clerk will respond via the portal and raise as a general comment about the developments around Capel and Tudeley
2. **Date of next meeting** – Monday 9 December 2019

The Meeting closed at 9.30pm