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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** |

**Minutes of the** **Meeting of the Parish Council** held at Shipbourne Village Hall at **7.30 p.m. on Monday 9 December 2019**

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chair), Cllr Bate, Cllr Hine, Cllr Leach, Cllr Sheldrick and The Parish Clerk, County Cllr Rayner and Borough Cllr Taylor and 3 members of the public.

1. **Apologies for absence -** None
2. **Acceptance of Office –** Cllr Leach signed the Declaration of Office and was duly co-opted as Councillor.
3. **Dispensations and Declarations of Interest –** Cllr Sheldrick declared an interest in Martins Oast & Tinley Lodge, Cllr Redman declared an interest in Claygate House and Cllr Leach declared an interest in the village hall.
4. **The Minutes of the Parish Council meeting held 11 November 2019** were approved and signed as a correct record with one manuscript change.
5. **Public Open Session -** Three members of the public attended and commented on items already on the agenda.
6. **Highways & Footpaths -** Nothing to report.
7. **Matters arising**

**7.1 Defibrillator –** Update - The Clerk reported that she had received an email from the owner of the Kentish Rifleman to say that their defibrillator was used recently and had asked how the village defibrillators are advertised to residents. The Clerk has put a note in the newsletter to let residents know that there are 3 defibrillators in the village: One at the Kentish Rifleman available during opening hours, one on the outside wall of the Chaser, code available on calling 999 and one in an unlocked cabinet on the external wall of Shipbourne village hall. The Clerk said that we should organise a further training session in the New Year.

**7. 2 New Speed Calming Signage -** Update - The Engineer from Kent Highways has taken the measurements of the verges and the new gateways should fit in the same location as the current Shipbourne signs. This has been communicated with the Fairlawne Estate. The Engineer is waiting on a quote from the supplier for the gateways and is working on the designs for the village name plate. It was decided that we would wait for the designs before deciding on the exact location within the 30mph zone.

**7. 3 Village Hall –** Update - Curtis Galbraith reported that there had been a Trustee meeting on Wednesday 20th November and was in attendance to make a request for funding. There are 2 projects that the Trustees would like to undertake. Firstly, replacement of the rotten windows as they are either original or repaired originals that can no longer be decorated. The Trustees have applied for listed building permission. The Conservation Officer has visited and granted permission to replace windows with double glazed replica windows. Quotes vary from £6,300-£7,800 plus VAT and the preferred contractors are Daltons. Ideally they would like to do the work in the spring. The Trustees would like to upgrade the toilets and box in pipework and Peter Leach has put in 2 quotations; he is happy to deal with costs on an open book basis and do the work at cost. He would arrange sub contactors and materials. The toilets are currently very poorly insulated and difficult to clean and the plumbing is no longer fit for purpose. The cost will be around £9,000 plus VAT. Mr Galbraith said that the Parish Council is the freeholder and VAT registered whereas the village hall charity isn’t. The village hall finances are reasonable but cannot extend to both projects and the Trustees are asking the Parish Council to raise money and the Trustees will repay it but to also consider a donation. The hall has a variety of hires but the toilets do need an upgrade if it is to remain viable. Mr Galbraith said that the Parish Council applied for a generous members grant for the heating project and asked whether it would be possible to apply for another one in this financial year and another in the next. Cllr Tyler asked which project had priority and Mr Galbraith said that the windows couldn’t be renewed until the Spring but the toilets were a priority as we are relying on a volunteer to clean them. Cllr Rayner said that the previous County Councillor had given a significant sum of money for the heating project (75% of her grant) and therefore a further grant would be unlikely however suggested a loan from the Public Works Loan Board (PWLB). The loans have a low interest rate, 2.5% and we should approach Terry Martin at KALC for information. Cllr Rayner would help with the application. Cllr Hine asked how this would appear on profit and loss account and whether we could justify this to Parishioners? The Clerk said that we had powers to take out a loan or make a donation under the Local Government Act and as long as the Parish Council correctly recorded their decision we could justifiably take out a loan or make a donation for the project. The Parish Council owns the village hall and any improvements would benefit the village. Another option would be to raise the precept and this should be viewed as a long term project. The village hall makes money so it is worthwhile investing in the improvements. Cllr Bate asked if we take out a loan, could the village hall service the loan? Mr Galbraith said they could and would encourage use of the hall so that the hires pay for the improvements. He also said that the recent improvements have encouraged users and have helped to make it profitable. Cllr Tyler commented that the windows wouldn’t add to hires but toilets would, however new windows would improve the look of the building and save money on heating bills. This will be discussed at the next meeting.

* 1. **Climate Change** Committee on Climate Change. Nothing further to report.
	2. **Little Mead -** Update – Letter re costs. Nothing to report. Cllr Hine asked whether a letter had been sent to confirm the legal costs and the Clerk reported that a letter had been sent to the owners confirming their offer to pay the legal costs involved in the easement and will ask our lawyers to keep them informed of costs.
	3. **Shipbourne Cricket Club –** Update - The Clerk reported that a thank you letter had been received for the grant funding.
	4. **Casual Vacancy -** We still have one vacancy to co-opt.
	5. **New waste and recycling collection –** Feedback – Cllr Taylor reported that Urbaser had been given a 2 week ultimatum and that the number of complaints has died down. If there are problems still occurring, Parishioners should let Borough Councillors know. Mr McCormack reported that within 48 hours of reporting an issue with collections on the Fairlawne Estate it was sorted out and gave thanks to Cllr Taylor. There are some properties that cannot be accessed. Cllr Rayner reported that they have made improvements in Allington by putting in a weigh bridge at the facility and that the bulk of the problems have gone away.
1. **Reports: Borough Councillor –** Cllr Taylor reported that there were someLocal Plan issues: A lot of residents had written to TMBC with their comments and had a rejection letter as they hadn’t responded online. Cllr Taylor had approached CPRE who wrote to The Planning Inspector who has since confirmed that anything that is written is should form part of the evidence base, TMBC have apologised. Cllr Bate has drafted a letter to the Programme Officer which puts our view forward, as the online form doesn’t allow us to add our comments, and is concerned that it won’t be considered. Cllr Taylor said that any format of response has to be considered by law, it may not find its way into the database but will form part of the evidence base. Cllr Rayner recommended that if anyone has a unique point that it is put in a letter and copied to the Programme Officer.

Cllr Taylor confirmed that the PWLB has been used for a project in Borough Green and recommended them for a loan.

**County Councillor -** Cllr Rayner reported that he can’t offer anything until the elections have taken place.

The scheme for free website hosting is coming to an end, The Clerk will check who our hosting is with.

1. **Reports: KALC meeting –** Cllr Bate reported that theLocal Plan response issue and 21 day limit for calling in planning applications was discussed at the meeting. On the second matter, Patrick Thomas at Plaxtol is having a meeting with David Lettington in January to find out whether Parishes and Borough Councillors can get an extension to the 21 day limit. Cllr Bate said that Parishes are Statutory Consultees and the Borough Council has to take Parish responses into consideration. We need to be careful how we request call in’s as there are restrictions placed on Borough Councillors. Web accessibility and GDPR were discussed at the meeting and the Clerk will circulate the papers.
2. **Communications –**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. We have responded with our comments.

**KALC** - Section 137 Expenditure Limit 2020-21– Increased to £8.32 per elector– this only applies to donations

**KALC News** - November 2019

**Ightham Mote** - Visitor Infrastructure Planning Application has gone in to TMBC. Cllr Bate asked to put this on agenda for January. We should respond as we are neighbours.

**KCC Consultation on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30 –** No response for us to make at this stage.

**Keep Britain Tidy - Get ready for the Great British Spring Clean - 20 March - 13 April 2020 – Clerk to suggest a date for 2020.**

**NHW Watch Out Newsletter**

**Draft Letter from Cllr Shaw to lobby Transport for the South East for J5 Slips** to be included in the draft Transport Strategy for the South East. Circulate letter and send.

**Thank you letter from the Cricket Club**

**Kent and Medway NHS and Social Care Partnership Trust –** New digital newsletter – Cllr Bate thought there would be some interest in the village, the Clerk will add a link in the newsletter.

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

**12.1** **Payment of Accounts** – Accounts were presented for agreement to pay: Signed by Cllrs Sheldrick and Redman.

 Parish Clerk November Salary & Expenses £470.16

 Jenny Bate – Reimbursement for map £57.60

**12.2** Timesheet Report – the Clerks hours are broadly on target.

**12.3** Emergency Plan – Update – defer to January.

**12.4** Banking - Cllr Hine and Cllr Leach –Clerk to get forms.

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

**TM/19/02551/FL & TM/19/02552/LB** Claygate House, Claygate Lane, Shipbourne, Tonbridge, Kent TN11 9RL. Demolish existing store, erect single storey side extension. “Shipbourne Parish Council has no objection to the extension to the living area but objects to the design and feel that the materials should have regard to climate change”.

**TM/19/02609/FL** - Martins Oast, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP.

Proposed raising of existing roof to make the building viable as a store,

stabilisation of the existing building to ensure its long term viability.

Mr McCormack said that there had been a planning application last year and that the building was in a state of poor repair. The applicant understands the importance of this roadside building and the roundel. The application is to raise the roof. And will be to refurbish and preserve the building. It doesn’t interfere with neighbours. Materials are slate and brick which will be replaced with weatherboarding. Cllr Bate asked whether materials could be replaced with brick and real, not artificial slate as it is in the conservation area and an important vernacular building. Mr McCormack said that he thought they could use real slate and brick. Another member of public, Mr Bate said that he has an interest in heritage, it’s an unlisted building but one of the vernacular buildings in the village. He would like TMBC to make a list of important unlisted buildings in the Borough and this one adds immensely to the character of the village therefore all steps should be taken to retain the character. He understands that it needs to be made safe but the impact of raising the roof would be lessened by using brick and slate. The building should be improved in line with the local vernacular.

“Shipbourne Parish are supportive of maintaining this building as it is iconic in the village and the conservation area. This building is important to the character of Back Lane and its relationship with the Oast.

We object to the shiplap cladding and artificial welsh slate as it isn’t in keeping with the local vernacular and will destroy the character of the building. We suggest that the materials used in renovation should be of reused bricks and/or bricks to match existing and real slate.

As the building is of particular interest, it should remain as it is in terms of height. If an increase is to be allowed the 460/500mm would be more acceptable.  The existing wall height by the gate on the road side is +/- 1500mm off the grass verge level and a 900 increase is therefore adding more than 50% to the visible height which is a significant increase”.

**TM/19/02744/AGN** - Tinley Lodge Farm, Fairlawne, Hildenborough Road, Shipbourne Tonbridge. Prior Agricultural Notification: Formation of access road. Mr McCormack said that the track is currently used by farm machinery to west of the Tinley enclave. The new track will take farm machinery away from new enclave and will be solely for agricultural use. It will be hardcore, not tarmac.

“No objection, we understand that this is solely for agricultural purposes.”

**TM/19/02762/FL** - Rose Cottage, 2 Grange Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PJ. Erection of dormer window to rear of 2 Grange Cottages and the replacement of all windows of the property. These will be replaced with matching timber framed double glazed units to match existing.

**“**As the property is in the conservation area, we would prefer that the window is a velux window to match the neighbouring property.”

* 1. **Planning Decisions** – Approved.

**TM/19/02182/FL** - Variation of condition 2,3 and 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)) - School Lane Cottage, School Lane, Shipbourne, Tonbridge, Kent, TN11 9RT.

* 1. **Article 4 Direction –** Update - At KALC, the Article 4 Direction proposal was supported; it will go to PPP with a request on how Parishes can apply for an Article 4 Direction and Officers should be able to advise on how Parishes can go ahead with this. Sarah Barker will send a short letter to PPP, wording to be agreed with Cllr Bate. The Clerk was asked to find out when the next PPP meeting is.
	2. **Local Plan –** Local Plan Post Submission Consultation - Cllr Bate has drafted a response to the Planning Inspector and this should go to TMBC as well. Agreed. Email and hard copy pdf. Email to Programme Officer.
1. **To review submission to Parish Newsletter –** Add in information on climate change.Social care newsletter.
2. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –** Members were asked to consider thevillage hall contribution.
3. **Date of next meeting** – Monday 13 January 2020

The meeting closed at 21.54