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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 at **7.30 p.m. on Monday 13 January 2020**

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

1. **Apologies for absence -** None
2. **Dispensations and Declarations of Interest –** Cllr Redman and Cllr Sheldrick declared a non-pecuniary interest in Ightham Mote (Cllr Sheldrick asked not to participate in discussions/voting in relation to this application), Cllr Leach declared an interest in Butchers Cottage and the Village Hall and Cllr Sheldrick declared an interest in Martins Oast.
3. **Minutes of the Parish Council meeting held 9 December 2019 –** Agreed and signed as a true record.
4. **Public Open Session -** 2 members of the public attended to talk about Ightham Mote and one in relation to Martins Oast. They asked to participate during the meeting when the matters arose.
5. **Highways & Footpaths -** The Clerk reportedpotholes on Hildenborough Road that had resulted in damage to 2 vehicles. These have been reported. Cllr Rayner confirmed that if a pothole is registered and not fixed within a certain time, there is potential for an unambiguous claim against Kent County Council. It was suggested that we publish reported potholes and details of the Kent Highways reporting tool in the newsletter. It was reported that the roads around Hildenborough were in a very poor state and Cllr Rayner suggested that we email him detailing damage to the A245 and A227 as this may have been a result of the A25 diversions for the Brexit Works. Cllr Sheldrick mentioned that one of the railings was broken on the bridge on Puttenden Road and fly tipping of gas cylinders on Hildenborough Road.

Cllr Hine reported that the verges on Back Lane were being eroded and asked whether we could have some posts? Some of the damage is due to parking and some is due to passing vehicles and is particularly bad near to Chapmans seat, west of Crockwell on the wide verge. It was agreed that maintenance of verges should be put on the agenda for next month to see what could be done.

1. **Matters arising** 
   1. **Defibrillators –** Update - Training – The Clerk suggested that we schedule another training session for April/ May. The Clerk will email the Rifleman to let them know and will contact Community First Responders for some dates. After discussion about a venue it was decided that The Chaser would be the best venue.
   2. **New Speed Calming Signage -** Update - The Clerk has had an email from the Engineer to say that the designs had been done and she is awaiting costings.
   3. **Village Hall –** Update - We received a request for funding for new toilets from the Village Hall Committee and the Clerk had received some information about their income and expenditure. The cost of repairs to the toilets and back lobby is estimated at £10k. Cllr Tyler said that it would be useful to know their budget forecasts and projected cashflows to help us with our decision and contribution. Cllr Redman reported that the Government has a grant scheme for village halls and a funding pot of £3 million, the Clerk will look into this. The Village Hall Committee has £12k in the bank and this will be used to replace the windows, hopefully this spring.

Cllr Rayner said that we could apply for Members’ grant funding and suggested that we could apply for £1,500 before the end of the financial year for the funds to be spent after 1st April 2020.

* 1. **Climate Change** Committee on Climate Change. Cllr Bate asked whether the Parish Council wanted to respond to the Future Homes Standard Consultation. Cllr Bate said that there is some confusion in standards between Building Regulations and Local Planning Authorities. Cllr Bate will respond personally and Cllr Tyler asked whether her response could be circulated and adapted for the Parish to make a response and this was agreed. The deadline is February 7th. The Clerk was asked to put details in the next newsletter.
  2. **Little Mead -** Update – Councillors reported that the building works are now in progress. The Clerk was asked to draft a letter to owners to say that we are concerned that the track has been eroded and we have not had any correspondence from their lawyers. Our lawyers are ready to deal with this once the papers are sent through.
  3. **Shipbourne Cricket Club –** Update - Nothing to report.
  4. **Casual Vacancy -** Nothing to report.
  5. **New waste and recycling collection –** There are still some issues and Cllr Taylor said that a letter had been published on 9th January from TMBC and Urbaser. Following an emergency meeting, Urbaser will double their capacity with 20 extra trucks and 50 more staff. They will not use split vehicles as this is causing issues and delaying collections. They will use less agency staff and increase staff to deal with complaints. Residents are encouraged to check collection days and report missed collections on the website. Some collections have been completely missed.
  6. **Fly tipping Puttenden Road layby & Hildenborough Rd –** TheClerk will report fly tipping to TMBC. Cllr Rayner reported that some money (£250k) has been put forward from KCC to address fly tipping. Parishes need to make an application to David Beaver at KCC to deal with hot spots. Councillors asked what the money was for. Cllr Rayner said some will be used for clearing waste and that if there is a regular fly tipping spot, they will put up cameras**.** Funding can be applied for via the Clerk who should email Cllr Mike Taylor or Cllr Wendy Palmer. Cllr Tyler said that we are thankful to the Fairlawne Estate for clearing waste and litter in Shipbourne and it was suggested that they should let the Clerk know of any hot spots. Cllr Rayner said that KCC/TMBC are taking action on those caught fly tipping.
  7. **Litter Pick 2020** – The Clerk suggested Sunday 29th March at 11am and will check the availability of the village hall. The arrangements will be the same as last year.

1. **Reports: County Councillor, Borough Councillor, PCSO –** Cllr Rayner reported that there is a new KCC 5 year Strategy Plan out for consultation and we have until 17th February to respond. This will be deferred until the next meeting.

Cllr Taylor reported that the Ightham Mote planning application had been called in and will be determined at the Area 2 Planning meeting and we should send any comments to him. The date will be confirmed. Cllr Rayner said that if we are minded to make a highways objection that we should consider joining together with Ightham Parish to take on Les Henry Associates to do a highways assessment.

1. **Reports: KALC / PPP -** Next PPP – 6th February, KALC – 16th April. Cllr Bate asked whether the Minutes of the AGM were available, The Clerk will check with Cllr Sarah Barker.
2. **Communications**

KALC News - December 2019

Clerks & Councils Direct – January 2020 (Hard copy)

NHW - Protecting your home

KALC - Web accessibility workshop - Ditton Community Centre on 24 January 2020

# Kent County Council Consultations - Strategic Statement - Five Year Plan. Consultation open 6th January to 17th February 2020 [www.kent.gov.uk/5yearplan](http://www.kent.gov.uk/5yearplan)

1. **Chair’s Actions and Correspondence**
2. **Finance & Policy**

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

Parish Clerk December Salary & Expenses £472.41

Shipbourne Village Hall - Hire 11 meetings £264.00

**11.2** Budget 2020 – The figures were circulated prior to the meeting and discussed. Cllr Leach proposed that we should make a provision for maintaining the village hall. This was agreed and it was agreed that we would raise the precept by 5%. The Clerk will return the forms to TMBC by the deadline, Friday 17th January.

**11.3** Emergency Plan – Update – defer to February.

**11.4** Banking - The Clerk will arrange for Cllr Hine and Cllr Leach to be added as signatories for the HSBC bank account.

**11.5** Timesheet Report – This was circulated, the Clerks hours are under for the year to

date.

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

**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. Revised drawings and design and access statement received. A representative from Fairlawne was in attendance and said that our comments at the December meeting had been taken on board and that the application had been revised. “Changes are in accordance with what we wanted, no objection.”

**TM/19/02905/LB –** Butchers Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9BE. Listed building application. Replacement timber windows and areas of repointing to a listed building. “No objection.”

**TM/19/02866/LB** – Puttenden Manor, Puttenden Road, Shipbourne, Tonbridge, Kent, TN11 9RH. Listed building application. Removal of 2.0 length of load bearing Victorian wall within bedroom. “No objection.”

**TM/19/02843/LB** – Ightham Mote, Mote Road, Ivy Hatch, Sevenoaks, TN15 0NT. Listed building application. The construction of a relocated car park in the lower section of the field to the East of the walled garden and the existing parking area; the restoration of the North drive, the removal of the temporary visitor reception building, the reinstatement of the walled garden and the erection of a replacement visitor reception and shop, glasshouse and bothy within the restored walled garden together with associated landscaping and drainage works.

A member of public raised concerns**,** he has lived at the Oast house for 35 years. and the car park will be in front of his house. The Mote will screen the car park with trees/hedges but this will take many years to establish. In addition, the Cut & Fill Strategy, which forms part of the Planning Applications, means that spoil from the groundworks would be dumped next to the property which will exacerbate the risk of flooding to East Mote Oasts, as has happened in the past.  The Trust said that the risk of flooding to East Mote Oasts would be studied during the detailed design review, but in any event, the resident objects to the dumping of spoil next to the property which is a grade 2 listed building. In addition, there are concerns about noise and car pollution which will have a huge impact on the building. The original plans for Ightham Mote showed that the maximum number of visitors should be 100,000 per year; this has doubled to 200,000 in the last year. Kent Highways said that the max limit on road infrastructure should be 100,000.. There is no way that the road can handle increase in numbers. The member of public circulated a graph showing the number of visitors which have increased exponentially over the past few years. An article in The Times on Sunday 12 January quoted Hilary McGrady of The National Trust *"those who visit - almost all by car - should be encouraged to switch to 'sustainable transport'.  It is a reality that our properties are mostly in rural areas, so we have to find ways to enable people to be there - but to get there with less carbon emissions,"* the resident said that which is completely at variance with this application.

Other comments were that Roman remains and a roman road had been found and would be destroyed if the car park goes ahead. From an ecological view point, the plans are not sustainable, there would be adverse effects on the food chain as the land was used as an agricultural field last year. The resident has objected and reported that there is a petition against the plans in circulation.

Another resident said that they liked the idea of the walled garden however raised a concern about the safety of produce using soil from a car park, there has been no mention of soil testing. A lot of wildlife will go, wheat was grown in the field last year so there will be an adverse effect on the ecology. The land is within AONB and greenbelt.

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Cllr Redman said that the current visitor centre is temporary and regardless of whether the car park goes ahead, there will have to be new built visitor centre. The café is also overloaded at the moment.

A member of public commented that the surrounding roads are already horrendous.

A letter drafted by Planning Consultant Richard Bate had been circulated to Shipbourne Councillors and it was felt that the letter covered everything.

Cllr Bate suggested that we should identify the issues that impact Shipbourne such as highways and views from the footpaths. We should focus on those in our response as well as looking at the whole application to see where there are inconsistencies.

Cllr Tyler asked whether we were minded to object to the application?

It was felt that we should object on grounds on highways. It was reported that a lot of events are published on the website and visitors could be better managed by timed tickets.

It was suggested that the car park could be improved and that they don’t need to have an orchard. Originally the Mote was supposed to be hidden, there is no need to open it all up. In relation to climate change, the mature trees should be kept to provide shade.

When the overflow car park is in use, the visitors are directed to Hildenborough Road, there is nothing to restrict traffic and the whole of Mote Road is used whereas originally it was restricted to traffic coming from Ivy Hatch.

It was suggested that the area behind the café could be used and any extra parking could be better managed. The current overflow car park is acceptable for bigger event and they could utilise the bridleway as an alternative suggestion.

Cllr Bate said that she could put something together to take into account our comments including the impact on views from footpath. We will look at suggesting alternatives so that there is no need for the car park. It was agreed that our response would be agreed by email.

We will say that we are minded to get a highways report.

A question was also raised about the effect on the highways as a result of the required construction vehicles?

**Planning Decisions** – Approved.

**TM/19/02552/LB & 19/02551/FL** - Listed Building Application: Demolish existing store, erect single storey side extension.  Claygate House, Claygate Lane, Shipbourne, Tonbridge, Kent, TN11 9RL.

**TM/19/02744/AGN** - Prior Agricultural Notification: Formation of access road.  Tinley Lodge Farm, Fairlawne, Hildenborough Road, Shipbourne, Tonbridge, Kent. *Prior Approval Not Required.*

* 1. **Article 4 Direction –** Update – This should be on the agenda at the next PPP meeting on 6th February. Cllr Bate said that she would attend and asked for other volunteers. The Clerk said that she would try and attend.
  2. **Local Plan –** Update Our response went in and was copied to the Inspectors. Cllr Bate had had a response from them to say that they will be looking at all responses however communicated.

1. **To review submission to Parish Newsletter –** The Clerk was asked to add information about Ightham Mote, the litter pick and climate change.
2. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion –** Cllr Hine asked whether we could discuss grass cutting at the next meeting, agreed.
3. **Date of next meeting** – Monday 10 February 2020. Clerk appraisal at 7pm.

The meeting closed at 9.40pm.