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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 March 2020**

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chairman), Cllr Bate, Cllr Hine, The Parish Clerk and 1 member of public (Candidate for Councillor).

1. **Apologies for absence -** Borough Cllr Palmer and Borough Cllr Taylor, Cllr Rayner, Cllr Sheldrick.
2. **Dispensations and Declarations of Interest -** Cllr Leach declared an interest in Plantation House.
3. The **Minutes** of the Parish Council meeting held 10 February 2020 were signed as a true record.
4. **Public Open Session –** 1 Member of public was present and expressed an interest in being co-opted as a Councillor.
5. **Highways & Footpaths -** Two bags of rubbish left on Back Lane, opposite Chapmans Bench, Clerk to report to TMBC and copy in Fairlawne. The abandoned caravan is still in the access road to The Hoad, Clerk to chase up.

Parking on junction A227/Upper Green Road – The Clerk emailed the PCSO and TMBC Enforcement. TMBC have logged with the Enquiry Reference of TS/2020/112 and this location has been passed to Civil Enforcement Officers (CEO’s) to visit when their workload allows. We were reminded that CEO powers at this location relate to vehicles parked in contravention of the parking restrictions (double yellow lines). CEO’s must witness a contravention and can only then issue a Penalty Charge Notice. They do not have any powers to have vehicles removed. Kent Police have other legal powers to assist, subject to their work load and priorities, with matters such as obstruction or vehicles parked dangerously. They are the only authority with the powers to deal with these offences. Police legal powers include fines, fixed penalty notices, prosecution and removal of vehicles. PCSO Mark Thomas confirmed that he wouldn’t enforce parking on double yellow lines. The Clerk was asked to respond to the PCSO to say that the parking is sometimes dangerous; members will try and get some photographs.

Lights at the Chaser –Concern has been raised about light pollution in dark skies in a conservation area. The Parish Council would like to address this within the village without having to report it The Clerk was asked to write to the Chaser to say that there should be listed building consent for the external lighting and to ask them to come back to us with their proposals.

1. **Matters arising**
	1. **Defibrillators –** Update - A check of the defibrillators has been carried out by CFR. The original defibrillator at the village hall has now been repaired. The Clerk asked CRF for dates for training and they have said that they are organising training in Borough Green in May which we may be able to join. We are awaiting a date and if it does ahead, we suggest postponing our training session until the autumn.
	2. **New Speed Calming Signage -** Update - We received a quote for £2,200 and the . Clerk has emailed Whitney Gwillim to ask whether we can use the current signage to reduce the cost. We are waiting for her to get back to us.
	3. **Verges on Back Lane –** Reinstatement – Cllr Sheldrick had agreed to flatten the verges that had been churned up by parking. Cllr Hine suggested some planting of wild flowers on the triangle, it was agreed that would be a good idea and Cllr Bate agreed to look into sources of free seeds.
	4. **Broken sign post at Dunks Green –** The finger posthas fallen on the verge at Dunks Green. Plaxtol paid for the original post along with one at Spoute Green with a grant from Valerie Dagger, although it remains a Highways asset. The Clerk at Plaxtol has been in touch with Highways who don’t maintain wooden posts, they will would only replace it with a metal sign. Plaxtol PC are making an application to adopt the sign at Spoute Green and have offered to make an enquiries for this sign as well, we think it is within Shipbourne Parish. We await further details before replacing/repairing the post.
	5. **Contract for grass cutting** – Update- The Clerk has sent the specification for grass cutting (drafted by Cllr Sheldrick) to Landscape Services, Shaun Gould and Geoff Taylor. We are awaiting responses.
	6. **Village Hall –** Update - Request for funding for new toilets – The Clerk has been in touch with Cllr Rayner and has received an application form for a Member’s grant of £1000 for this financial year. Village Hall Trustees are meeting on Monday 16th March. Cllr Leach said that the work for the toilets need to take priority as there has been a leak which has damaged the wall. There is also a leak in the porch.
	7. **Climate Change** Committee on Climate Change - A draft climate change strategy and year one action plan has now been prepared to support this ambition.  These drafts are now available for public consultation: <https://www.tmbc.gov.uk/services/council-and-democracy/consultations/climate-change>. They’re asking for comments relating to the strategy and action plan to be sent to climate.change@tmbc.gov.uk up until 1 May 2020 and hope to capture all of the responses for consideration in a report to their Street Scene and Environment Advisory Board meeting in June. This will be advertised in the Parish Newsletter and we should emphasise how important it is to respond. If people can’t respond via the internet they should ask the Clerk for paper copies. Cllr Bate offered to put together some headings to highlight what people should address and it was agreed that we would be happy to delegate this to Cllr Bate.
	8. **Little Mead -** Update – It was resolved that this should be minuted in Part 2 as it details legal information.
	9. **Casual Vacancy -** Mrs Oram was in attendance and expressed an interest in becoming a Councillor. It was decided to make a decision in Part 2.
	10. **Litter Pick 2020 -** Scheduled for 29th March at 11am, the Reverend will make an announcement at the Church service. Clerk to check equipment and has put a notice on the noticeboard, the website and in the Parish Magazine. It was decided that we shouldn’t provide refreshments due to the Corona Virus. We will monitor the weather and will just focus on The Green if the numbers are short.
	11. **VE Day Anniversary –** Cllr Tyler has received an email from Viv Packer to as whether the Parish would be doing something? The Clerk was asked to respond to say that we had no plans at present but would be happy to offer support in terms of assistance.
2. **Communications – *Please request items of interest***

**KCC Five Acre Wood School** - Public Consultation proposing to increase the designated number from 465 to 580 places from September 2020. Five Acre Wood School, Boughton Lane, Maidstone ME15 9QF The consultation period will take place from Tuesday 3rd March 2020 to Tuesday 31st March 2020. No comment.

**KALC** - Local implications arising from COVID-19 (coronavirus) outbreak. It was decided that we should put a note in the newsletter giving contact details of The Clerk or Chairman if people in Shipbourne needed to self-isolate. Clerk to circulate the Emergency Plan so that it can be updated.

**Tonbridge & Malling Draft Climate Change Strategy and Draft Action Plan.** In July 2019 the Council set out an “aspiration for Tonbridge and Malling to be carbon neutral by 2030”.  A draft climate change strategy and year one action plan has now been prepared to support this ambition.  Consultation drafts: <https://www.tmbc.gov.uk/services/council-and-democracy/consultations/climate-change> Comments relating to the strategy and action plan should be sent to climate.change@tmbc.gov.uk up until 1 May 2020. Cllr Bate to put together some headings that can be agreed at our next meeting.

**KALC News** – February 2020.

**KALC meeting** – 19th April. Cllr Bate to ask whether something should go onto the agenda for Parishes about Climate Change, ie has every Parish got an agenda item for climate change? Cllr Bate could get someone to do a presentation if there is interest and support. Clerk to ask Sarah Barker for an agenda item and can provide details at a later date.

1. **Chair’s Actions and Correspondence –** It was agreed that we should correspond by email if necessary due to the Corona Virus
2. **Finance & Policy**

**9.1** **Payment of Accounts** – Accounts were presented for agreement to pay:

 Parish Clerk February Salary & Expenses £545.65

**9.2** **Budget 2020** – Confirmation of spend – everyone was happy to accept the draft budget.

**9.3**  **Emergency Plan** – Update – The Clerk will circulate and confirm details before updating the website.

**9.4 Banking** - Update to mandate – The Clerk had the mandate form for new signatories to sign cheques but suggested that we waited for a decision on co-option so that all new Councilors could be added at once. This was agreed.

**9.5** **Timesheet Report** – The Clerks hours were just under budget for February.

**9.6** **Appointment of Internal Auditor** – The Clerk had received a quote for £150 (£50 less that last year) from the Internal Auditor. This was agreed.

1. **Planning Matters –**

**Satellite dish** on Upper Green Road – we understand that the owners are aware it is in the wrong place and it will be moved; this should be reported back at the next meeting.

**Planning Training** – Cllr Bate has agreed with Patrick Thomas, Chair of Plaxtol PC, to provide planning training for Parishes; this is also available to Shipbourne Councllors. There will be 2 sessions, on 21st March and 4th April at Plaxtol Village Hall from 10-1pm. Details will be circulated to Cllrs.

* 1. **TM/20/00108 -** Variation of condition 8 to change the number of horses in the sand school from 2 to 5 pursuant to planning permission TM/16/02123/FL (Change of use of agricultural land to allow the construction of a sand school, with associated access and hard standing, for private and commercial equestrian use (north of May Cottage) Sand School, Roughway Farm, Roughway Lane, Plaxtol, Tonbridge, Kent. This was raised following the February meeting, we hadn’t received details as it is within Plaxtol Parish. Following a concern raised by a parishioner and reading the application, Shipbourne sent a response to TMBC to raise highways concerns.

**TM/19/02842/FL** **& TM/19/02843/LB** 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 - Ightham Mote, Mote Road, Ivy Hatch, Sevenoaks, Kent TN15 0NT. *Members site inspection 17 March at 9.30am and referral to Area 2 Committee for consideration on 1 April 2020*. Cllr Bate said that it was important to attend the inspection, The Clerk said that she would attend.

We have received a request to speak to a journalist about the application for the car park. Cllr Bate agreed to respond but asked for questions to be sent by email via the Clerk. The application has been referred to Area 2 Planning and Cllr Bate asked whether we wanted to speak as we have already made a very full response. It was agreed that we should and Cllr Bate will draft something for Cllr Tyler to deliver.

* 1. **Planning Applications**

**TM/20/00076** –Change of use of land to the west of the Mansion and to the south of the Mote Cottages car park from paddock land to use by the estate gardeners with the construction of glasshouses, hardstanding area and vehicular access drive on the land to provide replacement facilities following the removal and relocation of the existing Gardeners' Compound. Full planning permission for the use of the existing Gardeners' Compound as a picnic lawn. Ightham Mote, Mote Road, Ivy Hatch, Sevenoaks, Kent, TN15 0NT. “No objection”

**TM/20/00155** –Upgrade of appearance of existing dwelling including the creation of a first floor side and single storey side and rear extensions (reduced scheme to that approved under reference TM/19/00537/FL. Plantation House, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. “We are disappointed that the garage area retains a flat roof. The previous application was preferable and improved the appearance of the house. Could we suggest that the pitched roof over the garage as indicated in the current permission is retained?”

**TM/20/00292/FL –** Siting and design of new greenhouse in rear garden. Church House, Stumble Hill, Shipbourne, Kent, TN11 9PE. “No objection.”

* 1. **Planning Decisions**

**TM/20/00265/TNCA** - T1 Tulip Tree - reduce crown by 35% shape and dead wood remainder, T2 Weeping Willow - reduce crown by 35%, shape and dead wood remainder and T3 Yew - remove and replace with 20 x 2m yew trees along Church Boundary. Remove any dead trees in the Tree belt - Church House Stumble Hill Shipbourne Tonbridge Kent TN11 9PE – **No objection**

* 1. **Article 4 Direction –** Update from PPP – It was resolved that we would defer to Part

 2 as it is confidential.

**12.4 Local Plan –** Update - Stage 1 Hearing Sessions announced for 19-21 May 2020

and 24-25 June 2020. Deadline for wish to exercise the right to be heard 5pm on

 April 2020 – The Inspector has sent a list if topics. We can make a further statement on what we are concerned about. We have to apply by 9th April. Cllr Bate is putting something together for another organisation and can put together a statement for Shipbourne to deliver and then we can bring evidence from Cllr Bate at the hearing. This stage is looking at legalities, challenging the soundness of the plan. This could potentially stop the plan. There won’t be further hearings if it doesn’t go any further. Cllr Redman said that she could possibly deliver the speech and we could bring in Cllr Bate to answer any questions. We need to put names forward by 9th April.

1. **To review submission to Parish Newsletter –** Agreed with amendments above.
2. **Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion -** None.
3. **Date of next meeting** – Monday 6 April 2020.

**PART 2**

1. Exclusion of Public and Press: Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960. Motion from the Chairman to exclude member of public from the remainder of the meeting during consideration of a confidential item.

Meeting closed at 9.25pm