

SHIPBOURNE PARISH
COUNCIL

SARAH HUSEYIN
Clerk to the Council

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MINUTES

Meeting of the Parish Council held at Shipbourne Village Hall at 7.00 p.m. on Monday 13th September 2021

1. **Apologies for absence** - Borough Cllrs Palmer and Taylor
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in relation to Crockwell and 1 Martin Cottages and Springfield Cottages planning applications.
3. **Approval of the Minutes of the Parish Council meeting 12 July 2021** – Cllr Bate made a clarification in relation to grass cutting and Cllr Rayner made a clarification in relation to his report. The Clerk agreed to make the amendments and pass the Minutes to Cllr Tyler to sign.
4. **Public Open Session** - No Members of the public were present.
5. **Highways & Footpaths** - A fly tipped mattress was reported at Puttenden Road. The Clerk reported that Claire Venner had recently taken over from Ian Grigor as the new Schemes Planning & Delivery Project Manager for Tonbridge and Malling. Claire will be our main point of contact for safety-related schemes and is responsible for the delivery of any new schemes. A template has been circulated for us to put together a Highways Improvement Plan. The Clerk was asked to put a wish list together to send to Claire and to set up a meeting so that we can be guided through the process.
6. **Matters arising**
 - 6.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green** – It was agreed that we will have a final autumn cut at both locations with the arisings left. Going forward, 2 main cuts per year with 2 additional cuts to the sight lines and around the bench at Dunks Green. 2021. The arisings should be taken during the summer hay cuts but left at the final cut.
 - 6.2 **Broken sign post at Dunks Green** – Update – The Clerk has received a message to say that the sign was almost finished.
 - 6.3 **Village Hall & Shipbourne Farmers Market** – Update - Cllr Leach reported that bookings were picking up at the village hall. Numbers are down on pre-covid levels at the Farmers market. It was thought that this was due to people changing their shopping habits to online shopping. Ideas are welcome to try and encourage people back to the market. Cllr Oram thanked Cllr Leach and Rev Hayler for their presentation of the KALC award to Bob Taylor at the Summer barbeque.
 - 6.4 **Climate Change** - SPC Action – The Clerk will put together the spreadsheet with the Parish carbon footprint which is very low due to minimal paper and printing use and low mileage in relation to Council business. It was suggested that this should be advertised in our newsletter and parishioners can be asked to consider their personal footprint. Cllr Bate suggested that we should be speaking to TMBC/KCC about how householders can make the switch to more carbon neutral heating sources as many houses are currently using oil.
 - 6.5 **Little Mead** - Update - Cllr Bate met with Geoff Taylor to discuss the fencing which was part of the agreement. It was reported that a dead Ash tree needed to be removed. A further meeting will be needed to discuss the access.
 - 6.6 **Speed Calming, Litter and Parking** - Update – Cllr Oram reported that there had been a three car accident on the junction of A227 with Back Lane. Cllr Oram also reported that the buses are unable to stop at the bus stop on Upper Green Lane due to parked cars and it was agreed that we should include extending yellow lines here in our Highways Plan. Cllr Rayner said that this would rely on enforcement by TMBC however it was reported that the yellow lines usually deter people parking when it's not busy.
 - 6.7 **Bollards on Dunks Green** – Repair – It was agreed that we would prefer the bollards to be rustic. Cllr Sheldrick will look at them.

Signed.....Dated.....

- 6.8 Jubilee – Trees** – A tree planting initiative to celebrate the Queens Platinum Jubilee has been launched and it was agreed that The Parish Council would provide a fund for trees. Parishioners will be encouraged to apply to the Parish Council for funding to plant trees for the Queen’s Green Canopy. The Clerk will put a note in the newsletter.
- 6.9 Defib battery** – We have received a request from the Kentish Rifleman for funding (to be shared between Plaxtol and Shipbourne, towards a new battery for the defibrillator and this was agreed. New pads are required at Shipbourne Village Hall, the Clerk will place an order.
- 7. Reports: County Councillor** – Cllr Rayner reported that there was a proposal for an HGV Moto facility at Nepicar.
Cllr Rayner had received some complaints about overcrowded buses and had done some of the journeys to establish what the issues were. A question was raised about why there were double-decker buses on some of the rural routes and Cllr Rayner said that this was a matter that should be taken up with the bus companies as KCC are only responsible for the tender process.
Cllr Rayner reported that at the recent T&M Area KALC meeting, several Parishes registered their unease at the lack of consultation on the boundary review. An alternative suggestion for the pairing of Parishes has been put forward by John Dean and this has been circulated to KALC members. In his suggestion Shipbourne would be paired with Hildenborough.
Cllr Rayner said that KCC were consulting on Active Travel Schemes to promote cycling and walking but felt that many of these were geared towards towns and that rural areas had been ignored apart from the proposed Borough Green Gardens which doesn’t exist yet. Cllr Rayner suggested that when considering our Highways Plan that we should think about Quiet Lanes and cycling lanes as there is some Government money available.
Cllr Rayner reported that a letter from TMBC had gone to some Parishes inviting them to a meeting about the Borough Green Gardens scheme.
Cllr Rayner reported that there was a consultation on the booking system for the recycling facility but there wasn’t an option to go back to the original system where you just turned up.
Cllr Bate asked whether it would be possible to have a skip for garden waste until the garden waste collection resumed. Cllr Rayner said that other Parishes including Watlington were doing this and that he would be happy to contribute some funding towards it. The Clerk agreed to get in touch with the Clerk at Watlington to see how they organised it and it was agreed that Shipbourne would be interested in doing something similar.
- 8. Communications –* Circulated**
KALC News September 2021*
KALC CEO Bulletin September 2021*
Boundary Review * Cllr Bate said that it would be preferable for Shipbourne to continue to be paired with Plaxtol as we share a church, various clubs and bus journeys. and suggested that we took a vote so that this could be a formal request at the next consultation stage. Members voted and it was **unanimously decided** that Shipbourne would like to stay with Plaxtol. In terms of other Parishes, as a first choice we would remain with Borough Green and Plaxtol, as a second choice Hildenborough and Plaxtol and third choice Hadlow and Plaxtol. Cllr Bate will look at the numbers and we can report back via KALC to John Dean.
Tonbridge & Malling Community Safety Partnership newsletter Summer 2021
Inside Track – KCC information on national, regional and local sources of funding
Summer edition of the Kent PCC’s Newsletter - Rural affairs under the spotlight
Introduction email from Claire Venner - new Schemes Planning & Delivery Project Manager for Tonbridge and Malling – request for Highways Improvement Plan *
KCC Household Waste Recycling Centres Booking System – Consultation – Deadline 30th September *
KALC - Gatwick Airport’s Northern Runway Project. Consultation – ends 1st December 2021
Citizens Advice in North & West Kent Big Energy Saving Network Project - Offer energy advice sessions to local community groups
KCC Vision Zero Road Safety Strategy launch - September 15th *
Kent County Council regarding the SBS Men’s Shed Conference on 8 October.
Kent Plan Bee August 2021 Newsletter.
Tonbridge & Malling Neighbourhood Engagement Meeting 22 September*
- 9. Chairs Action and Correspondence** - None
- 10. Finance & Policy**
10.1 Payment of Accounts – Accounts were presented for agreement to pay:

Signed.....Dated.....

Parish Clerk August & September Salary & Expenses	£495.55
HMRC – Tax & NI Contribution	£8.20
Data Protection Fee	£40.00

10.2 Timesheet Report – July & August – The Clerk agreed to carry over the excess hours into next year.

10 Planning Matters

11.1 Local Plan –Borough Green Gardens Parish Engagement meeting – 4 October. It was decided that we would prefer not to take part in this meeting at this stage as the Greenbelt studies have not yet taken place.

11.2 Planning Applications

TM/21/01890/FL - 8 Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PS. Single storey side and rear extension. "Objection, impact on street scene."

TM/21/01935/TNCA - Shipbourne County Primary School, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB. G1 Red Chestnut Trees - raise the canopy and remove dead branch to the North side (two red chestnut trees in the playground) and T1 Willow Tree - pollard the tree to approx 2m in height leave a good shape/structure for future growth. "No objection."

TM/21/01956/LDP - Avenue Cottage, Shipbourne Road, Tonbridge, Kent, TN11 9NU. Lawful Development Certificate Proposed: Construction of new pool house outbuilding and new garden store outbuilding. "No comment"

TM/21/02072/TNCA - Bear Manor Oast, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL. Works to fell a dying Walnut tree. "No objection."

TM/21/02120/TNCA - The Coach House, Upper Green Road, Shipbourne, Tonbridge, Kent TN11 9PL. Reduce Conifer T1 by 50% and remove Conifer T2Shipbourne. "No objection."

TM/21/01919/FL Crockwell And 1 Martin Cottages, Back Lane, Shipbourne, Tonbridge, Kent, TN11 9PP. Demolition of existing single storey rear additions to be replaced with larger single storey rear extensions to 2 No. cottages. "No objection, Cllr Sheldrick abstained."

TM/21/01920/FL - 1 Springfield Cottages, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Demolition of existing garage and replacement with double garage and home office. "No objection, Cllr Sheldrick abstained."

TM/21/01933/FL - The Chaser, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PE. Erection of single storey aluminium framed marquee with paved surround and external light fittings adjacent to listed building. "Shipbourne Parish Council object to the application on heritage grounds. It obstructs the setting and view of a listed building in a conservation area. We would only support an application for a temporary structure in the event of another set of Covid regulations that restrict eating indoors.

The surface of the garden should be restored to grass and currently, there is no necessity for the marquee. Also, there is insufficient parking for the number of extra covers provided for by the extra capacity of the marquee. The current continual lighting on the Chaser and around the garden is also unacceptable on this listed building in a conservation area." Request a call in from Cllr Taylor.

11.3 Planning Decisions – Approved

TM/21/01956/LDP - Lawful Development Certificate Proposed: Construction of new pool house outbuilding and new garden store outbuilding - Avenue Cottage, Shipbourne Road, Tonbridge, Kent, TN11 9NU. (Certifies).

TM/21/02072/TNCA - Works to fell a dying Walnut tree - Bear Manor Oast, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PL.

TM/21/01602/LDP - Lawful Development Certificate Proposed: Demolition of existing garage and replacement with timber clad outbuilding - 3 New Cottages, Upper Green Road, Shipbourne, Tonbridge, Kent, TN11 9PN.

TM/21/01724/TPOC - G1 Two large declining Ash - dismantle in sections to near ground level, remove deadwood from adjacent trees where accessible by elevated platform and G2 Group of approx 10 Large Oak - minimal deadwood over the road, these areas will be prioritised, but any other deadwood present will be removed, G3 Group of Hornbeam and mixed trees adjacent to driveway entrance - prune to give clearance to BT lines and G4 Deadwood remaining trees within group between roadside and driveway – Martins, Reeds Lane, Shipbourne, Tonbridge, Kent TN11 9RR.

Signed.....Dated.....

TM/21/01935/TNCA - G1 Red Chestnut Trees - raise the canopy and remove dead branch to the North side (two red chestnut trees in the playground) and T1 Willow Tree - pollard the tree to approx 2m in height leave a good shape/structure for future growth - Shipbourne County Primary School, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB.

TM/21/01770/TNCA - Works to dismantle and fell a Hawthorn and Rowan tree - Shipbourne House Stumble Hill, Shipbourne, Tonbridge, Kent TN11 9PE.

TM/21/01473/FL - Demolition of existing dwelling (retention of oast roundel) and replacement with a pair of semidetached cottages with associated new parking/garages and conversion of oast roundel and former stores into home offices as an alternative form of development to replacement detached four bedroom house allowed under TM/18/02518/FL - Martins Oast, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP.

TM/21/01278/FL - Construction of a relocated parking area in the lower section of Mount Field to the east of the Walled Garden and the existing parking area; removal of the temporary visitor reception building and the erection of a replacement visitor reception and shop building, 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.

- 12. **To review submission to online Parish Newsletter** – Agreed with additional items.
- 13. **Urgent Business that occurs and requires attention before the next meeting** - Cllr Redman asked about the nursery in Back Lane and the Clerk said that she would check the planning permission.
- 14. **Date of next meeting** – Monday 11 October 2021 – Shipbourne Village Hall. It was agreed that we should continue to meet at 7pm.

PART 2

15. Exclusion of Public and Press: Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of a confidential item.

The meeting closed at 8.50pm.

Signed.....Dated.....