

SHIPBOURNE PARISH  
COUNCIL

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## MINUTES

**Meeting of the Parish Council held at Shipbourne Village Hall at 7.00 p.m. on Monday 7 February 2022**

Present: Cllr Tyler (Chairman), Cllr Redman (Vice Chairman), Cllr Bate, Cllr Dagger, Cllr Oram, Cllr Leach, Cllr Sheldrick, The Parish Clerk, County Cllr Rayner, Borough Cllr Palmer and 1 member of the public

1. **Apologies for absence** - Borough Cllr Shaw and Borough Cllr Taylor
2. **Dispensations and Declarations of Interest** - None
3. **The Minutes of the Parish Council meeting 10 January 2022** were approved with one typo amended and signed as a true record.
4. **Public Open Session** - Viv Packer attended the meeting to discuss the arrangements for the Queens Platinum Jubilee and the beacon. A "Jubilee" Committee are meeting on Thursday to discuss the arrangements for activities and lighting the beacon on Thursday 2<sup>nd</sup> June. Subject to permission from the Fairlawn Estate, the events will be held at the cricket ground in Shipbourne and the plan is to have games and a hog roast prior to the lighting of the beacon. On the Friday the plan is to have a village picnic. There are 4 days of celebrations, but Shipbourne is only planning on doing activities on Thursday and Friday. Plaxtol have events planned on all 4 days. The Committee are trying to find out what was done last time and are looking for suggestions for activities and games and are open to suggestions. Cllr Dagger offered to help and Cllr Leach said that he would attend the meeting on Thursday. Viv Packer will report back at the next meeting.
5. **Reports: County Councillor** – Cllr Rayner had to leave the meeting at 7.15 as he had other Parish meetings to attend. **Borough Councillor Palmer** reported that TMBC were working their way through the brown bin collections. Also reported that several senior members of the Planning Department at TMBC have left or are leaving and there will be a new head of planning coming in. At the last cabinet meeting, there were dire financial warnings, and they are still awaiting the precept. The recent PPP meeting went well with questions from Parishes being answered and it was felt that there was a more cordial atmosphere. We are still awaiting an announcement from TMBC on the MOTO application, but Cllr Palmer was sure that it would go to appeal if turned down. The local Parishes are putting together some money to oppose the application. Cllr Bate asked whether a Climate Change Officer had been appointed? Cllr Palmer said that there was no budget for a consultant to take on the Local Plan. It is expected that Reg 18 will be in the autumn and Reg 19 after the elections next year.
6. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Approval for submission to KCC – The Clerk had circulated the HIP with the request for mitigation of speeding on A227 and parking on Upper Green Road. It was agreed that this should be sent to Claire Venner. Cllr Sheldrick reported some missing/damaged signposts and said that he would send details to the Clerk. Cllr Bate asked about the street signage at Dunks Green; the Clerk said that it had been reported and they usually take at least 6 months to replace but would chase it up.
7. **Matters arising**
  - 7.1 **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** – The Clerk reported that she had put a note in the Parish magazine inviting comments about the maintenance of Wightwicks and Dunks Green but hasn't had any feedback yet, it was agreed that this should be deferred to March.
  - 7.2 **Broken sign post at Dunks Green** – Update – The broken sign hasn't yet been installed and the Clerk said that she would forward details to Cllr Sheldrick who will go and retrieve it.

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

- 7.3 Village Hall & Shipbourne Farmers Market** – Cllr Leach said that there was some progress with hires and there had been a discussion about starting a table tennis club. FCC Funding – Cllr Leach said we could apply to use this funding towards improving the insulation and redecorating the kitchen and front porch. The building is poorly insulated, and the heating bills are high. All works would be subject to planning permission as it is a listed building. Cllr Leach reported that the Farmers market had seen an increase in footfall and visits to the website since the market was featured on BBC. It was good publicity and hopefully numbers can be sustained.
- 7.4 Resurfacing path to the Church** – Cllr Oram reported that the Farmers Market would be funding the pathway to the Church but there was some confusion over whether this was the car park or the church approach. Cllr Leach said that they were awaiting a quote and would be looking at some grant funding.
- 7.5 Climate Change** - Cllr Bate had circulated a carbon footprint report for Shipbourne that had been compiled by Exeter University; they have compiled one for every Parish. The consumption figures are average figures. The report also gives advice on how to build a strategy. All figures can be found on the website <https://impact-tool.org.uk/>
- 7.6 Little Mead** - Ash tree removal – The Clerk has asked for 2 quotes and had received one already. Councillors agreed that the Clerk should chase up the other quote with a deadline and ask when the work can be done and decide. Once the Ash trees are removed the oak and hedgerow can be planted by the owners in line with the agreement. The planting ideally should be done in February.
- 7.7 Jubilee** – Trees/ Jubilee Beacons/ Street Parties – Discussed above.
- 7.8 Street Lighting on Upper Green Lane** – Update – The Clerk has written to KCC about trialling turning off streetlights, apart from the one outside no 10, in Upper Green Lane. No response has been received. Cllr Tyler reported that Clarion had asked for the Shipbourne Design Statement as they were carrying out some work to the rooves. The Clerk has reported the dilapidated house on the corner to TMBC Enforcement.
- 8. Update from PPP meeting** - Cllr Bate reported that the format was better with the new Chair. Cllr Coffin has taken over from David Lettington. Matt Boughton talked about planning.
- 9. Communications –\* Circulated prior to the meeting**  
 KALC News January 2021 \*  
 KALC CEO Bulletin January 2021  
 Waste Collections - weekly update briefings  
 KALC Community Awards Scheme 2022 – Submission – The Clerk reported that she had made the application and asked when would be best to present the award? A decision will be made in due course but either the annual parish meeting in May or the Queens Jubilee  
 KCC Members Newsletter Waste Management Update January 2022  
 KALC T&M Meeting - Thursday 24th February 2022 at 7.30pm – Cllrs Bate and Oram will attend with the Clerk. The meeting will be on Zoom.  
 Tunbridge Wells Local Plan Examination stage 1 hearings - Tuesday 1st March 2022  
 KALC launches new events for February and March 202
- 10. Chairs Action and Correspondence** - None
- 11. Finance & Policy**
- 11.1 Payment of Accounts** – The following accounts were presented for agreement to pay: Cllrs Tyler and Bate signed the cheques.
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| Parish Clerk January Salary & Expenses | £477.91 |
| HMRC – Clerks Tax & NI Contribution    | £8.20   |
| St Giles’ – Grass cutting 2021         | £675.00 |
| Open Spaces – Annual Subscription      | £45.00  |
| Action with Communities in Rural Kent  | £60.00  |
- Bank Accounts £25,367.65
- Review of Policy Documents** – The Clerk said that she would circulate the Standing Orders and Risk Assessment for updating to sign off at the March meeting.
- Timesheet Report** – January – Circulated, the Clerks hours are on target. The Clerk said that her appraisal is due and this will be done prior to the March meeting with Cllrs Tyler and Redman.

## 12. Planning Matters

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

**12.1 Local Plan – Call for Sites** Deadline 7<sup>th</sup> February – The sites will be published once assessed. The Clerk reported that TMBC were carrying out housing needs surveys and will forward the email.

**12.2 Planning Applications** – There were no current planning applications.

**12.3 Planning Decisions – Withdrawn**

**TM/21/02983/FL** - Erection of a single dwellinghouse and associated works. Removal of existing buildings and concrete hardstanding. Land South Of Woodbine Cottages, Roughway Lane, Roughway, Tonbridge, Kent.

The Clerk reported that Ambleside has also been withdrawn.

**12.4 Shipbourne Design Statement** – Cllr Tyler reported that a recent planning application referred to the statement and said that it was not considered supplementary guidance however it is still a material consideration.. We need to consider what we need to do to ensure that it remains robust.

**13. Review submission to Parish Newsletter** - Draft agreed

**14. Urgent Business that occurs and requires attention before the next meeting** - It was reported that we had received an email from a parishioners with a request that the PC notify adjoining neighbours to planning applications; this was following TMBC failure to notify neighbours of a planning application and the yellow notice being not being placed in a prominent place. It was decided that it was the responsibility of TMBC to alert neighbouring properties and that it wasn't appropriate for the PC to alert neighbours individually. We put applications on our agendas for everyone to see and these are posted on the noticeboard and on our website prior to our monthly meetings. Individuals can set up an alert with TMBC to receive local applications. It was noted that this tool didn't always work but this should be taken up with TMBC Planning. The Clerk was asked to confirm the protocol with TMBC and will raise at the next KALC meeting.

Cllr Dagger left at 8.35pm

**15. Date of next meeting** – Monday 7 March 2022 – Shipbourne Village Hall

**The Meeting closed at 8.45pm**

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