

**SHIPBOURNE PARISH  
COUNCIL**

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**Minutes of the Meeting of the Parish Council held at Shipbourne Village Hall at 7.00 p.m. on  
Monday 19 December 2022**

**Present:** Cllr Tyler (Chair), Cllr Redman (Vice Chair), Cllr Bate, Cllr Leach, Cllr Oram, Cllr Dagger, County Cllr Rayner and The Parish Clerk Curtis Galbraith (Chair of Trustees, Shipbourne Village Hall) , Libby Cohen (Ex-Chair Shipbourne Parish Council), one member of public.

Prior to the meeting, there was a presentation of the KALC award to Libby Cohen for services to the community. Libby had over 20 years on the Parish Council with 10 years as Chair and where her planning expertise was invaluable. Libby was also involved with various other projects in the village including securing of a reduction in the speed limit from 40mph to 30mph, putting together the Shipbourne Design Statement, changes to signage, The Shipbourne Archives, The 1914-18 Exhibition and work on footpath MR392. Cllr Tyler presented the Award and thanked Libby for being an enthusiastic supporter of Shipbourne.

1. **Apologies for absence** - Borough Cllr Palmer, Borough Cllr Taylor, Cllr Sheldrick
2. **Dispensations and Declarations of Interest** - None
3. **Village Hall** – Cllr Leach reported that current Trustees have been unable to get new Trustees to sign up to the existing Trust as is too onerous. Cllr Leach suggested that going forward, the easiest solution would be to dismantle the Trust and set up the Hall as a Sub-Committee of the Parish Council. Cllr Tyler asked whether it would be easy to get Committee Members? Cllr Leach said there were enough volunteers, they just don't want to commit to the Trust or the formality of being a Trustee. They would only need to attend 2-3 meetings per year. Curtis Galbraith reiterated that the Trustees were the sticking point, there were 10 + potential Trustees at a recent meeting who were willing to be involved in the running of the Hall however no-one wanted to sign the Trust Deed. The existing Trustees had explored an alternative structure called a CIO however this raised the question as to why charitable status was necessary. The original document was signed in 1998, it is cumbersome and restrictive and the current Trust is no longer sustainable. Trustees cannot have an enduring commercial relationship with anyone and are responsible for the upkeep of the building. It is a listed building c 19, with big bills although the hall is well used and "washes its face". There are a couple of bookings for next year and the windows will have to be replaced in the Spring, we already have listed building consent and there are enough funds in the account to cover the cost.

Curtis asked whether we wanted to have a village hall in Shipbourne? If so, we need to change the model and that means getting rid of the Trust Deed. The Parish Council is the freeholder, and the Trustees are the Lessees. There is no advantage of having charitable status.

Curtis circulated a copy of the clause for the Disposal of Lease and said that we need legal assistance on how to dissolve it properly. Cllr Bate asked what happens to funds on dissolution? Under the Trust, they should be used for furthering the benefit of the hall. Some funds will have to be spent on legal fees. The Parish Clerk will circulate the Trust Deed.

It was agreed that we needed to take legal advice and thereafter hold meeting with Parishioners to take a vote on whether to dissolve the Trust. Curtis suggested that we approach Brachers and Gullands. The Clerk and Curtis will put together a brief for lawyers and get a quote that can be agreed at the next meeting.

Curtis Galbraith reported that unfortunately ACRE were folding due to lack of funding, he said that they had offered excellent advice during Covid

4. **To approve as a correct record the Minutes of the Parish Council meeting 14 November 2022** - Agreed and signed by Cllr Tyler.
5. **Reports: County Councillor** - Cllr Rayner reported that there is a meeting tonight with local parishes including Ryarsh, Birling, Wrotham, Vigo and Ightham to try and do something to keep

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some bus routes going following bus reductions. Cllr Rayner was of the opinion that there would be further cuts to bus subsidies.

KCC are disposing of County assets and continues to have difficulties with highways, in particular drainage. KCC has a new policy with traveller pitch allocation and is actively looking at disposal of Traveller sites. In relation to the Local Plan, KCC agreed in November that they would not accept any development proposals that sterilised sand and minerals. This will make it difficult to put the relief road through Borough Green which is part of the trade-off to enable development of Borough Green Gardens.

Cllr Rayner predicted severe budget cuts early in the New Year at County level and this will impact buses in rural areas.

6. **Public Open Session** - A new member of the village attended to listen in on the meeting.
7. **Highways & Footpaths - Highways Improvement Plan (HIP)** – Cllr Oram reported a fence that obstructs the sightlines at the cross roads at Puttenden Road and it was suggested that we sent a letter to the owners. Sand bin on Upper Green Road empty and Cllr Leach to check others. Clerk to report to KCC. The Clerk added that we needed to add Back Lane & Upper Green Lane to the salting schedule as it is on a bus route.
8. **Matters arising**
  - 8.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2022** - Agree schedule for 2023 – Agreed that we would keep the same schedule but without cutting hedges on Dunks Green.
  - 8.2. **Broken sign post at Dunks Green** – Nothing to report.
  - 8.3. **Village Hall & Shipbourne Farmers Market** – Proposal to dissolve the Trust Deed discussed above. Cllr Leach reported that the Farmer’s market was doing reasonably well but noted that shopping habits have changed since Covid.
  - 8.4. **Climate Change** - Climate Change Strategy and Action Plan – The new Plan will be launched at January meeting, an invitation has gone in the Parish magazine. Clerk to circulate the invitation that was in the magazine for Councillors to distribute. Cllr Oram to ask the PCC about borrowing a projector. Cllr Bate will do the presentation. We will offer refreshments – tea, coffee and biscuits.
  - 8.5. **Little Mead** - The Clerk had emailed the owners for an update but had nothing to report.
  - 8.6. **Resurfacing path to the Church** – work is now complete and we have received the invoice. The work has improved access.
  - 8.7. **Footpath MR392** – The Clerk has written to the Fairlawne Estate and PROW following the matter raised by a member of public at the October meeting. The Clerk was asked to follow up with Fairlawne and PROW.
  - 8.8. **Forest Management Plan for Dene Park** – We have submitted our response to the consultation.
  - 8.9. **Buses – Community Transport Grant.** Noted that the daytime 222 will cease from February 2023. Cllr Tyler attended a meeting at Borough Green where there was a suggestion of a smaller hopper bus for villages. Discussions are ongoing and will depend on cost and grant funding.
9. **KALC** – Feedback from KALC Meeting 15 December 2022 - Cllr Bate gave her presentation on Climate Change which can be used at the January launch.
10. **Communications –\* Circulated**
  - KALC News November\*
  - National Neighbourhood Watch Newsletter
  - Tonbridge and Malling Ramblers January walks
  - Local Election Material – May 2023
  - NALC response to the Autumn Statement
  - Notification of external auditor appointment for the 2022-23 financial year for the 5-year period until 2026-27 – Mazars LLP
  - Citizens Advice Presentation – Clerk has emailed Sue Knight at Plaxtol to find out whether it would be worthwhile running it in Shipbourne.
  - KALC T&M Reg 18 Information** – TMBC have reported back to committee with responses to the questionnaires. Officers are still collating information and trying to put responses into the questionnaire. Cllr Bate said the questionnaire was badly designed and TMBC have made recommendations based on responses solely from the questionnaire and are using these to make decisions, this only amounts to 16% responses. The Government have now said that they won’t impose housing numbers on communities, they are only advisory, but we don’t know what extra

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advice has been given to the Inspectorate about the public examinations and we don't know how TMBC will deal with this change of advice regarding housing numbers. It doesn't look as though there will be any consultation on the additional call for sites. Cllr Redman reported that the Inspector to Tunbridge Wells has said that the development at Tudeley cannot go ahead.

#### 11. Chairs Action and Correspondence - None

#### 12. Finance & Policy

- 12.1 Payment of Accounts** – Accounts were presented for agreement to pay:
- |  |           |
|--|-----------|
| Parish Clerk Salary & Expenses                 | £505.58   |
| HMRC – Clerks Tax & NI Contribution            | £24.00    |
| ST Resurfacing Ltd – Tarmac of Church approach | £3,874.80 |
| Saul Cullen – Reimbursement website admin      | £441.98   |
| Donation towards Christmas party               | £50.00    |
| Shipbourne Village Hall                        | £282.00   |
- 12.2 Timesheet Report** – November - Circulated
- 12.3 Draft budget proposal** – It was agreed that we would increase the precept by around 8% as costs are escalating. We need to make an allowance in the budget for legal fees in respect of dissolving the Trust for the village hall and improvements to the website. **Precept 2023** – We need to make a decision by 20 January 2023, the Clerk will circulate a draft budget that can be agreed at our January meeting.

#### 13. Planning Matters

##### 13.1 Planning Applications Received

**TM/22/02492/FL** – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent, TN11 9RR. Variation of condition 2 (Approved Plans) pursuant to planning application TM/22/01264/FL (Demolition of existing bungalow and replace with new dwelling). “No objection but request consideration is given to solar panels”

**TM/22/02619/RD** – Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent TN11 9RR. Details of condition 3 (Landscaping and boundary treatment),5 (Electric vehicle charger) ,6 (Refuse screening) and 7 (External lighting) submitted pursuant to planning permission TM/22/01264/FL (Demolition of conservatory and construction of single storey extension to rear). “No objection but lighting should be discreet and downward facing.”

**TM/22/02683/FL** - 1 Martins Cottages and Crockwell, Back Lane, Shipbourne, Tonbridge, Kent TN11 9PP. Change of use of land from agricultural to residential curtilage, demolition of an existing garage and construction of a new detached double garage with a new access track to side to provide access and parking to serve existing cottages together with associated landscaping (revised proposals to those permitted under application TM/17/00703/FL). “Objection to taking agricultural land out of the greenbelt.”

##### 13.2 Planning Applications Approved

**TM/22/02142/FL & TM/22/02143/LB** - Single storey extension to restaurant area. Kentish Rifleman, Dunks Green Road, Shipbourne, Tonbridge, Kent, TN11.

**14. To review submission to Parish January Newsletter** – Draft agreed and we can add any additional information at our January meeting.

**15. Urgent Business that occurs and requires attention before the next meeting** - None

**16. Date of next meeting** – Monday 9<sup>th</sup> January 2023 – Shipbourne Village Hall at 7.00pm

**Meeting closed at 21.00**

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