

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 6 February 2023

*The meeting was preceded by a presentation on the Shipbourne Climate Change Strategy and Action Plan by Cllr Bate. The Plan was adopted at the meeting of the Parish Council in October 2022. Approximately 25 Parishioners attended the meeting including members from Shipbourne, Platt and Plaxtol Parish Council. The presentation concluded with a suggestion from Cllr Bate that a Climate Change Action Group is set up. It was also suggested that a survey is sent to Parishioners to identify what sources of heating households are using. This can be followed up in a few years to measure progress. Copies of the Plan and presentation will be available on the Shipbourne Parish website or by request to the Parish Clerk.*

### MEETING

*Present: Cllr Redman (Chair), Cllr Bate, Cllr Dagger, Cllr Leach, Cllr Oram, Cllr Sheldrick, The Parish Clerk, Borough Cllr Palmer and 2 members of the public*

1. **Apologies for absence** - Cllr Tyler, Borough Cllr Taylor
2. **Dispensations and Declarations of Interest** - Cllr Sheldrick declared an interest in Ambleside and left the meeting prior to discussing the Parish response.
3. **Reports: Borough Councillor** - Cllr Palmer thanked Cllr Bate for the Climate Change presentation. Cllr Palmer reported ongoing issues with subsidised bus cuts and Cllr Oram reported that the 222 timetable had already changed; Cllr Palmer thought that cuts weren't due until mid-February however noted that the changes are down to the bus companies. Cllr Palmer advised that Council elections will be held at the beginning of May and people will need to bring photo ID to vote, this may affect voting numbers. Cllr Palmer reported that she only had 2 meetings left as our Borough Councillor as the boundary changes take effect after May and Shipbourne will become part of Bourne Ward.
4. **Minutes of the Parish Council meeting on 9 January 2023** - Minutes were approved as a true record and signed by Cllr Redman.
5. **Public Open Session** - 2 Members of the public raised concerns about the planning application at Ambleside, these were in relation to the access and drainage. It was acknowledged that the design is better in this application. It was suggested that the PC asked for the access to be widened and sight lines improved. Concern was raised about drainage as the pumping station doesn't cope during heavy rainfall and with additional residents this will be exacerbated. A question was raised about asbestos in the barn roof and if there is asbestos, that consideration is given to its removal to avoid contamination of the neighbouring land.
6. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update** – Nothing to report. The Clerk reported that a letter had been sent about the hoardings at the junction of Hamptons Road and Puttenden Road as they are obscuring the sight lines.
7. **Matters arising**
  - 7.1. **Grass Cutting at Wightwicks and Common Land at Dunks Green 2023** - The Clerk reported that she had sent the grass cutting schedule to Geoff Taylor and requested the invoice for 2022.
  - 7.2. **Broken sign post at Dunks Green** – Cllr Sheldrick agreed to follow up.
  - 7.3. **Village Hall** - The Clerk reported that we had received a quote for legal services to dissolve the Trust Deed and The Clerk also received some advice from KALC which is being reviewed by Mr Galbraith. Cllr Leach reported 2 broken radiators at the hall and he is speaking to Ecolec, the suppliers, about repairs and is in ongoing discussions about the cost.
  - 7.4. **Little Mead** - Update – The Clerk reported that she had received an update on the ground works in accordance with the agreement and will set up a site meeting with Cllr Tyler.

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

- 7.5. Footpath MR392 – Update** - The Clerk reported that Fairlawne have checked the stiles and they are in accordance with the regulations. The Clerk has chased up Sam Honey at PROW about the surface and finger boards but has had no response.
- 7.6. Buses – Community Transport Grant** – Cllr Taylor has applied for a Community Transport Grant and been involved in negotiations with local Parishes and bus companies to utilise school buses to replace some services when the 58 and 70 disappear. This will largely benefit villages towards Maidstone, however, if successful other Parishes can use the model to provide some service where other buses have been cut. The Clerk reported that there was a consultation on the 16+ Travel Saver on KCC website and this closes on 21<sup>st</sup> March.
- 7.7. Local Elections 4 May 2023** – Cllr Bate reported that she wouldn't stand at the next election and Cllr Tyler has already said that he will also step down. Councillors were asked to suggest potential candidates. The Clerk said that she would circulate the election papers once they arrived and would put a note in the newsletter.
- 7.8. Website Upgrade** – Update – The Clerk has been in contact with Nick Ward and will speak to him regarding ongoing requirements for the website. Cllr Sheldrick suggested someone that could help with the website and will pass details to the Clerk.
- 7.9. Suggestion of a memorial bench/ blue plaque** – There was a discussion about how we could recognise a former resident and The Clerk was asked to investigate options.
- 7.10. T&MBC Corporate Strategy Questionnaire** – Cllrs Bate and Oram reported technical issues with completing the online questionnaire.
- 7.11. Bollards opposite the Rifleman** – Repairs – The Clerk reported that a couple of the bollards had been knocked over, Cllr Sheldrick said that he would replace them.
- 8. Communications** – *\*Circulated in advance of the meeting.*  
 KALC News \*  
 KALC Becoming a Councillor – Information  
 KALC Becoming a Local Councillor - Encouraging your Community to Join in  
 KCC Home to School and Post-16 Transport for Mainstream and SEND Pupils - Public Consultation  
 TMBC - Voter ID requirements for the elections  
 KCC - Public consultation on its Community Services, ends 26 March 2023.
- 9. Chairs Action and Correspondence** - None
- 10. Finance & Policy**
- 10.1. Payment of Accounts** – Accounts were presented for agreement to pay and Cllrs Sheldrick and Bate signed the cheques
- |                                     |                   |         |
|-------------------------------------|-------------------|---------|
| Parish Clerk                        | Salary & Expenses | £558.58 |
| HMRC – Clerks Tax & NI Contribution |                   | £24.00  |
| Open Spaces Society – Subscription  |                   | £45.00  |
- 10.2** Timesheet Report January - circulated.
- 10.3 New Internal Auditor** – Update – The Clerk met with Internal auditor Marian Hemsted last week and received a letter outlining terms of engagement which was circulated prior to the meeting. It was agreed that we should engage Marian to do our internal audit. The Clerk will send through the necessary papers for review.
- 11. Planning Matters**
- 11.1 Planning Applications** -
- TM/23/00073/FL** - Barn West of Ambleside, Reeds Lane, Shipbourne, Tonbridge, Kent. Conversion of gamekeepers storage barn used to store pheasant shoot apparatus and equipment into five dwellings with associated external works and parking facilities. "We prefer the design and access however have concerns about over development, drainage, sustainability and trees" Clerk to draft full response to be circulated and agreed in advance
- TM/22/02731/FL** - Stumble Hill Cottage, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB New replacement garage in same position due to existing garages structural failings. "No objection."
- TM/23/00001/TNCA** - Shipbourne County Primary School, Stumble Hill, Shipbourne, Tonbridge, Kent, TN11 9PB T1 - Cherry - Fell. T2 - Oak - Crown lift to 5 metres. T3 - Pear - Fell. T4 - Yew - reduce height by 2 metres and laterals reduced by 1-2 metres. "No objection."
- TM/23/00205/LRD** - Kentish Rifleman, Dunks Green Road Shipbourne, Tonbridge, Kent, TN11 9RU Details of condition 3 (materials/drawings) submitted pursuant to Listed Building Consent TM/22/02143/LB (Listed Building Application: Single storey extension to restaurant area)."No comment."

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

**11.2 Planning Applications Approved –**

**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).

**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).

**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).

12. **To review submission to Parish February Newsletter – Agreed.**
13. **AOB –** Cllr Oram reported that there are discussions about a Coronation Celebration on Bank Holiday Monday in May .
14. **Date of next meeting** – Monday 13<sup>th</sup> March 2023 – Shipbourne Village Hall at 7.00pm

The meeting closed at 9.15pm

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