

**SHIPBOURNE PARISH  
COUNCIL**

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**Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 13 May 2024**

**Present:** Cllr Redman (Chair), Cllr Davis, Cllr Leach, Cllr Oram, The Parish Clerk, Borough Cllr Crisp and 2 members of the public.

**Apologies for absence** - Cllr Dagger, County Cllr Rayner, Borough Cllr Lark  
*Cllr Redman announced the resignation of Cllr Sheldrick due to a move to Shropshire and passed on his apologies for not being able to attend.*

**Annual Parish Meeting**

Cllr Redman welcome everyone to the meeting and announced that we currently have 2 vacancies.

Borough Cllr Crisp, is also an artist and has just done some impressionist drawings for the Tonbridge Regeneration Scheme. Tonbridge town centre is due to be regenerated around Sainsburys car park where there will be council offices, and leisure facilities.

On community energy, Cllr Crisp has recently met with someone who specialises in making energy from rubbish, he will be attending a conference in Liverpool over the summer to find out more.

Cllr Crisp was disappointed to report that funding for a cycle route between Hadlow and Tonbridge had been pulled due to permission not being obtained to upgrade the footpath to a cycle path; this would have helped to remove some of the traffic from Tonbridge and address the issues around parking.

Cllr Crisp was also disappointed about a decision to create 28 more parking spaces from green space at Tonbridge Castle as he felt that this showed a lack of political will to address climate change.

Cllr Crisp thought that the housing numbers required by the Local Plan were overstated and would be in favour of a scheme in Europe whereby elderly people living in large houses, rented out spare rooms.

Cllr Crisp left the meeting at 7.10pm

Cllr Redman gave a summary of the key issues that the Parish council have been involved with in 2023/4:

**Planning**

Local Plan – We are awaiting Reg 18B for the next consultation stage of the Local Plan – this is likely to be in the summer. We did not put any sites forward and will await the outcome of the call for sites before making a response.

We continue to respond to planning applications in the village and draw attention of planners to the Shipbourne Design Statement and raise issues of sustainability.

**Highways Improvement Plan**

We are awaiting road narrowing signage on Puttenden Road, this will be paid for by KCC

**Village Hall** - Following resignation of the Trustees in September 2023, Shipbourne Parish Council is now the sole Trustee of the village hall. A new committee of volunteers is currently putting together a plan to advertise and promote the hall. Cllr Redman gave thanks to Peter and Helen Leach for looking after the hall and bookings.

**Climate Change** - A community Group called Climate Action Shipbourne and Plaxtol (CASP) are currently working together to set up a community energy project and apply for funding.

**Finances** – Our year-end balance 23/24 was £19,298. We have running Costs of approx. £12,500. We have raised the precept for the current financial year which will be £15,360, this is to make allowance for extensive repairs to the village hall.

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

## Annual General Meeting AGM

### Elections to Office:

**To Elect Chair – Cllr Redman** – Proposed by Cllr Oram and seconded by Cllr Leach  
**To Elect Vice Chair – Cllr Leach** – Proposed by Cllr Redman and seconded by Cllr Oram  
**To Elect Parish Representatives:**  
 KALC – Cllr Oram  
 PPP – Cllr Oram  
 Village Hall Committee – Cllr Leach and The Parish Clerk  
 Climate Change CASP - Cllrs Leach, Oram, Dagger and The Parish Clerk

### Monthly Parish Meeting

1. **Apologies for absence** - Cllr Dagger, County Cllr Rayner, Borough Cllr Lark
2. **Dispensations and Declarations of Interest** - None
3. **Reports: Borough Councillor Lark sent a report:** Nothing to report other than the fact that the Anti-Social Behaviour team is now in place. The full details can be found at <https://orlo.uk/aETqA> . This link enables people to report incidents etc. They are part of the Community Safety Partnership and will hopefully reduce the number of incidents particularly during the summer months.
4. **The Minutes of the Parish Council meeting on 15 April 2024** – agreed and signed as a true record.
5. **Public Open Session** - No representations made.
6. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update** – See above. Cllr Oram reported that dangerous parking on Upper Green Road blocked sight lines. Cllr Davis reported parking on the narrow part of the road outside the Rifleman towards Roughway on some lunchtimes and is concerned that an emergency vehicle wouldn't be able to get through. Cllr Davis will speak to the owner of the Rifleman. The Clerk will also put a note in the newsletter. Cllr Davis mentioned that there was Japanese Knotweed in the layby by the school on Back Lane which should only be removed in August to stop it spreading. This has already been reported to Kent Highways (Ref #806427). The Clerk will also let Fairlawne know in case it has spread to their land. Cllr Oram suggested that's we should consider extending the double yellow lines outside the school as the sightlines weren't good enough and is concerned that cars may pull out without being seen. The Clerk will email the school and nursery to alert parents. Cllr Davis reported that he had cut back foliage around the Quiet Lane signage at Dunks Green so that it is now visible. The Quiet Lane designation is to give priority to pedestrians, cyclists and horses.
7. **Matters arising**
  - 7.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - Nothing to report
  - 7.2. **Shipbourne Farmers Market** - Nothing to report.
  - 7.3. **Website Upgrade** - Update – Cllr Davis has emailed Saul Cullen to ask whether we can update the home page. Cllr Davis asked Councillors to send him their favourite pictures of Shipbourne. The Clerk has had a note from Saul asking us whether we want to renew the hosting with TSO Host. It was agreed that we should go ahead.
  - 7.4. **Climate Change CASP Group (Climate Action Shipbourne and Plaxtol) –Update** – The Clerk reported that an application has been submitted to TMBC for a community grant of £2,000; this will help with costs to publicise what CASP are doing. CASP IS working with Community Energy South to help with the Community Energy Funding for a feasibility study for solar PV panels and a solar array. CASP have asked whether SPC would approve an approach to Stangate Quarry about a solar array, this was agreed.
  - 7.5. **Community Policing** – Cllr Davis reported that his wife had made an application to become a community policing volunteer for the Equine Unit and had been accepted; this means that we will have a local policing presence on horseback to check the woods, bridlepaths and generally be a contact point for local crime. The role comes with some restrictive powers and a full body cam will be provided. The Clerk reported that she had reported fly tipped sofas and garden waste on Mote Road this week.
8. **Shipbourne Village Hall**
  - 9.1 **Meeting of new committee – Update** – Cllr Leach reported that the new committee.

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

had met and had designed a leaflet and questionnaire to go out with the next Parish magazine. The questionnaire has been designed to find out what people would like the hall to be used for and to determine whether people value it as an asset going forward. If people don't use it, it won't be sustainable going forward. Cllr Leach is awaiting quotes for repairs to the roof. We have received a quote to replace the windows for £20,000; this would wipe out any funds that the Village Hall has and any grants would only cover a percentage of the cost. It is estimated that a new roof will be needed in the future and this will cost between £50k to £80K, the porch roof needs doing although this shouldn't cost much, and the heating needs to be upgraded which will be expensive. Cllr Leach suggested that we should consider patching up the windows which should give us another 2-3 years before permanently replacing them – this was agreed. Cllr Leach will get some costings together. We should also look at the heating system over the summer months as one of the radiators is broken. Cllr Leach suggested that an oil filled radiator, although not ideal, would be more efficient and cheaper to run. Once we know how and if people want to use the hall we can plan for future expenditure and if we get a positive response, we can insulate the hall during the summer so that it is more efficient in the winter months.

**9.2 Charity Commission** - The Clerk reported that we have been given approval from the Charity Commission to amend the Trust Deed, however the Clerk wasn't sure how we should best go about this as there are various things that need amending, for example to increase the scope of hires to outside the Parish. Cllr Leach suggested that someone on the committee may be able to give us some advice and will make an approach.

**9.3 Banking arrangements** - The Clerk has phoned HSBC to find out the best way of amending the mandate for Shipbourne Village Hall Trust without affecting payments as we have been unable to amend the mandate on line. The Clerk was advised that the mandate should be completed with details of new signatories only. The Clerk and Cllr Redman signed the mandate, and this will be passed to Helen Leach to sign along with 1 other committee member, and Cllr Leach suggested Sallie Stephenson. The Clerk also completed the change of address form to receive future bank statements.

**10 Communications** – \*Circulated in advance of the meeting.

KALC News May 2024

Home Fire Safety Information – Free home fire safety visits

TMBC Garden Waste subscriptions

Tunbridge Wells Borough Local Plan Examination Stage 3 Hearing Sessions 16 June-24 July 2024 <https://tunbridgewells.gov.uk/localplanexamination> - Cllr Redman reported that the development in Tudeley had been turned down.

Baby Umbrella charity – Request for donation – The Clerk will circulate details to discuss next month.

National Emergency Area Retrofit southeast closure bulletin – M4 & M25 closures

KALC Weekly Bulletin 8 May 2024

NALC Sector snapshot survey - Committee on Standards in Public Life public bodies accountability consultation

Tonbridge and Malling Ramblers June walks

**11. Chairs Action and Correspondence** - We have been approached by Mark Weaver at Fairlawne to attend our next meeting to give an update on the Local Plan.

**12. Finance & Policy**

**12.1 Payment of Accounts** – Accounts were approved for agreement to pay:

Parish Clerk Salary & Expenses April	£574.55
HMRC – Clerks Tax & NI Contribution	£95.40
Hiscox Insurance	£733.02

Cllrs Redman and Leach to authorise Unity Transfers. Bank statements were initialled. The Clerk reported that we have received the first instalment of our precept £7,678.83. We have £15,098.68 in the HSBC Account and £10,730.88 in the Unity Account.

**12.2 Timesheet Report** April (Circulated)

**12.3 AGAR 2023-4** – Internal Report and Annual Return Deadlines - to be approved at the next meeting.

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

### 13. Planning Matters

#### 13.1 Planning Applications

**24/00593/PA** - Tinley Lodge, Hildenborough Road, Shipbourne, Tonbridge, TN11 9QB.

Demolition of existing store and erection of attached garage to the side of the property. "No objection."

**24/00646/PA** - Wallside, Upper Green Road, Shipbourne, Tonbridge, TN11 9PL. 1 x Copper Beech (applicants ref. T1) - Lift/prune any branches rubbing the phone wire to give 1ft clearance, 1 x Birch (applicants ref. T2) - Remove 1 small branch hitting the phone line (it is the only branch hitting the phone line), 1 x Box Elder (applicants ref. T3) - Dismantle to approximately 4 foot stump, decay in trunk, 1 x Hazel (applicants ref. T4) - Coppice at approximately 2 feet, maintenance work, 1 x Lime (applicants ref. T5) - Remove one low branch growing into Mahonia (it is the only branch growing into the Mahonia). "No objection"

**24/00597/PA** - Grange House, Upper Green Road, Shipbourne, Tonbridge, TN11 9PL.

Removal of one dead Metasequoia Dawn Redwood from garden. "No objection."

**24/00640/PA** - Conservation Area Shipbourne, Stumble Hill, Shipbourne, Tonbridge. T4 and T5 (Applicants refs.) - Lime trees close to a wall that runs parallel to the road, Fairlawne Estate own the verge to where the trees are located. Both trees need to be removed because of the structural damaged being caused to the wall. "No objection."

**24/00529/PA** - Home Farm Fairlawne, School Lane, Shipbourne, Tonbridge, TN11 9RT. T1 (Applicants ref.)- Lime - Re Pollard, T2 (Applicants ref.) - Lime - Re Pollard, T3 (Applicants ref.) - Oak - Reduce crown/canopy by 20%, T4 (Applicants ref.)- Lime - Re Pollard. "No objection."

#### 13.2 Planning Applications Approved - None

14. **To review submission to Parish June Newsletter** - Clerk to add details of parking, Quiet Lanes and information about the King Charles portrait
15. **Urgent Business that occurs and requires attention before the next meeting** - Cllr Leach reported that we have been asked to contribute £30 towards a wreath for the DDay Commemoration – agreed. Clerk asked to write to James Sheldrick to thank him for being on the Parish Council. Cllr Oram applied for an official portrait of King Charles which she had received, and this was put up in the hall. One of the attendees said that he was interested in becoming a Councillor; the Clerk will forward the Good Councillor Guide with a view to co-opting him at the next meeting.
16. **Date of next meeting** – Monday 10<sup>th</sup> June at 7pm

The meeting closed at 8.20pm

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