

SHIPBOURNE PARISH COUNCIL

Mrs. Y. Tredoux (Clerk)

1 Redwell Cottage, Redwell Lane, Ightham, Sevenoaks, Kent, TN15 9EE

Tel: 01732 883 044 Email: clerk@shipbourne.com**Minutes of a Meeting held in the Village Hall on Monday, 7 December 2009 at 7.30 p.m.**

PRESENT: Mr. M. Miles (in the Chair)
Mrs. L. Cohen, Mr. S. Davis, Miss L. Sargent, Mr. M. Tyler

IN ATTENDANCE: Mrs. Y. Tredoux (Clerk)

Councillors were reminded to disclose personal and prejudicial interests on matters to be considered at this Meeting.

1. APOLOGIES

Apologies from Mr. J. Raven, Mr. J. Sheldrick were noted.

2. MINUTES

The Minutes of the Meeting held on 9 November 2009, Reference No SPC/10/09, previously circulated, were approved.

3. MATTERS ARISING**3.1 "Green space" outside Wightwicks Row (Minute 3.1 SPC/10/09)**

No progress was reported.

3.2 St. Giles Church : General maintenance churchyard and of footpath (Minute 3.3 SPC/10/09)

Members noted a letter dated 7 December 2009 from Mr. Nick Ward (Member of the Parochial Church Council). In principle, the Council has allocated £1,700 for churchyard maintenance and £750 for the Church footpath repairs.

RESOLVED: To discuss the Parish Council's financial contribution towards churchyard maintenance at the January Parish Council Meeting when the budget would be considered.

3.3 Highways – Claygate Lane (Minute 3.4 SPC/10/09)

No progress was reported.

3.4 Public Rights of Way – Proposed amendments to Public Footpaths MR350 (Parts) & MR392 (Part) (Minute 3.5 SPC/10/09)

Letter dated 11 November 2009 from the Public Rights of Way Officer at KCC (previously circulated) was noted. Members also considered the proposed diversions as detailed in letter of 12 November from the Public Rights of Way Officer at KCC (previously circulated).

RESOLVED: That the Council objects to the proposed amendment to Footpath MR39, part of the long distance historic route known as the Greensand Way.

3.5 Structure of Committees and Village Organisations (Minute 7 SPC/10/09)

Various correspondence from Mr. Alan Bristow were discussed. Councillors commended and had always been appreciative of the excellent work that the Rights of Way (ROW) Group did in maintaining the public footpaths and bridleways in Shipbourne. In order to continue this service, the Council felt that the ROW Group could continue as a stand-alone 'Village Group'.

A Village Group would have a much larger sphere of influence, without the constrictions imposed by rules that apply to Committee's of the Council. ROW Group members were also welcome to attend Parish Council Meetings to bring any concerns to the Council for consideration. Councillors hoped that all the misunderstanding had been cleared and looked forward to having a good relationship with the ROW Group.

RESOLVED: A letter expressing the Parish Council's opinion as stated above, would be circulated to all Members of the ROW Group.

The structure of the Emergency Services Committee was also discussed in view of Mr. Bristow's indication that he might resign from the Committee.

RESOLVED: A letter would be sent to Mr. Bristow asking how he could see that this Committee proceed – to be discussed at the January Meeting.

3.6 The Green, Dunks Green (Minute 5.1 SPC/10/09)

Members considered Mr. Jon Austin's suggestions to place wooden benches on the Green opposite The Kentish Rifleman Public House, and to reduce the height of the hedge that surrounds the two sides of the Green.

RESOLVED: Taking into consideration risks with public liability, the Council will not progress the suggestion of placing wooden benches on the Green. The height of the hedge will not be reduced, but the hedge will be kept tidy.

4. **Questions from public**

There were no questions from Members of the Public or Press.

5. **COMMITTEE AND OFFICER REPORTS**

5.1 Report from Chairman

No report was received.

5.2 Report from Councillors

No report was received.

5.3 Report from Clerk

Kent Highway Services advised that Riding Lane had not been closed on 7 December as previously stated. The works would be carried out at a later date.

The Clerk advised the Council of her intention to resign as Clerk to the Council. *Advertisements would be placed in the Shipbourne Newsletter, Kent Association of Local Council's Newsletter, the Chronicle and the Parish Council's website.*

6. **PLANNING**

6.1 **Planning Applications for consideration.**

6.1.1 TM/09/02696/FL – Woodhall Oast, Tonbridge Road, Shipbourne

Alterations and additions to Woodhall Oast, demolishing an existing single storey addition and constructing a replacement single storey addition, rendered walls, glass canopy.

*RESOLVED: That the following representation be sent:-
Shipbourne Parish Council (SPC) has no objection to the replacement single storey extension but would like to see the following conditions adhered to:-
TMBC Local Development Framework, Core Strategy (September 2007) seeks to ensure that new development is achieved with the principles of sustainability and with this in mind SPC would like a condition imposed that the design demonstrates minimal energy consumption, optimal use of renewable energy sources, and use of sustainable construction techniques.*

This includes incorporating double glazing, discretely sited solar panels (where not viewed from the highway), rainwater storage facilities and highest levels of insulation throughout the design and construction. Please see 'Kent Design' and Shipbourne Village Design Statement (2002), page 11, 'Sustainability' (both adopted as Supplementary Planning Guidance). Core Policies, Quality of Life, 6.4.1 states that 'good design is a key element of sustainable development'. CP 6.4.4 quotes Kent Design stating that "good quality design also relates to sustainability and should have regard to CP1."

Generally, windows and doors should be timber with a painted finish not a stained finish but in some cases alternative quality materials might be appropriate. UPVC is not considered an appropriate or sustainable alternative. High, close boarded fencing and tall, solid gates and grandiose pillars are not considered to be appropriate front boundary treatments in the rural environment of Shipbourne. Permanent external lighting is not considered appropriate unless it is low wattage and angled downwards (in the interests of light pollution). Driveways should be designed with a permeable surface (in the interests of flood risk). See Kent Design/ Sustainability and Shipbourne Design Statement Supplementary Planning Guidance.

6.2 **Decisions from TMBC:**

6.2.1 TM/09/02734/NMA – Wagons, Back Lane, Shipbourne

Minor amendment to re-orientate building approved under TM/08/00771/FL (Construction of two storey barn as ancillary building to the established premises for training of tree surgeons, including dormitory accommodation, kitchen/dining room, additional lecture room, office and parking). *This is a Non-Material Amendments to recently approved applications and is a new application type brought in by the Government in October this year. Third parties, including Parish Councils are not consulted in this type of application.*

6.2.2 TM/09/02376/LB – Yew Tree Cottage, Upper Green Road, Shipbourne

Listed Building Application : Demolition of rear porch and erection of single storey link/sun room with access from hall by forming doorway in place of window – *GRANTED.*

7. **WAR MEMORIALS – MAINTENANCE, REPAIR AND PROTECTION**

Guidance letter dated 23 November regarding maintenance, repair and protection (penalties for vandalism) from the Department of Communities and Local Government and the Ministry of Justice was noted.

The Council supported in principle Miss Sargent's suggestion to include a local soldier's name on the War Memorial. The soldier, who was associated with a long-standing Shipbourne family and who lived in the village, was killed in action during battle in Afghanistan two years ago. Initial enquiries made by the Clerk with the War Memorial Trust suggested that there were no fixed rules and regulations to insert names to War Memorials, however, the local planning authority should be asked to identify whether the structure is listed, in which case listed building permission would be necessary. The Royal British Legion should also be consulted and a public consultation should be held to obtain the view of local residents.

RESOLVED: The public consultation would be held through the Newsletter, provided that confirmation could be sought from the Royal British Legion and the family concerned. The Clerk to consult the Royal British Legion and Miss Sargent to obtain consent from the deceased's family.

8. **DRAFTING LETTERS**

Members were asked to agree a process re drafting matters.

RESOLVED: The Clerk would sent letters on behalf of the Council, unless otherwise pre-agreed at a Parish Council Meeting.

9. **TELEPHONE BOX & STREETLIGHTS**

Councillors noted comments dated 1 December 2009 from Mr. Curtis Galbraith, who asked the Council to consider enhancing the appearance of the telephone box.

RESOLVED: The Council agreed in principle make arrangements for the telephone box to be re-painted – to discuss in more detail at the next Parish Council Meeting.

Mr. Galbraith also pointed out that the streetlights in Upper Green Lane had been replaced with brighter lighting and asked if the Council could encourage Kent County Council to replace them with the same lights as previously installed. Members noted favourable comments from residents residing in close proximity to the street lights, indicating that the new lights were acceptable.

RESOLVED: In view of the mixed comments received it was agreed to discuss this item in more detail at the next Parish Council Meeting.

The Council thanked Mr. Galbraith for his comments.

10. **BUDGET PROPOSALS**

The Council noted the estimates for the remainder of the current financial year and a draft budget for the year 2010/2011 (commencing 1 April 2010).

RESOLVED: That the draft budget proposals be discussed and approved at the January Parish Council Meeting.

11. **DONATIONS & SUBSCRIPTIONS**

11.1 Open Spaces Society

The Council was asked to consider renewing the annual subscription of £40.

RESOLVED: To renew the annual subscription of £40.

12. **ACCOUNTS FOR PAYMENT**

The Council was asked to approve the payment list (previously circulated) and to note the receipt list (previously circulated).

RESOLVED: To approve payments in respect of cheque numbers 100396 to 100399 and to note receipt number 007 (Half-yearly grant from TMBC - £2,458).

13. **INFORMATION REPORT**

The Information report (previously circulated) was noted.

14. **DATE OF NEXT MEETING**

18 January 2010.

The Meeting closed at 9.45 p.m.