

SHIPBOURNE PARISH COUNCIL

Minutes of a Meeting held in the Village Hall on Monday, 14th July 2008 at 7.35 p.m.

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

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 were received from Mr. M. Beadle, Mr. S. Davies, Mr. J. Sheldrick and Borough Councillor Ms. S. Murray.

2. **Minutes of the last Meeting**

The Minutes of the Meeting held on 9th June 2008, previously circulated, was approved.

3. **Borough & County Councillors' Reports**

No reports were received.

4. **Questions from public**

No questions were received.

5. **Matters arising**

5.1 Village sign (See Minute 5.1 – Meeting 9th June 2008)

The Planning application form had been forwarded to TMBC and additional information was required. Mrs. Cohen offered to assist the Clerk in preparing a site layout plan. Confirmation from the landowner had not been received yet.

5.2 Interactive speed sign near The Chaser (See Minute 5.2 – Meeting 9th June 2008)

Kent Highway Services had replied that the current location was considered the most appropriate. The sign would be installed as soon as EDF had installed the power supply. An assessment of the effectiveness of the sign would be made available to the Parish Council soon after installation and Kent Highway Services would advise with the Parish Council if there was still a need to reposition the sign.

5.3 "Little Mead" (See Minute 5.3 – Meeting 9th June 2008)

There was no progress to report and it was agreed to remove this item from the Agenda.

5.4 "Green space" outside Wightwicks Row (See Minute 5.4 – Meeting 9th June 2008)

The application had been returned and further information was required. This would be reviewed at a later date.

5.5 Churchyard Maintenance (See Minute 5.6 – Meeting 9th June 2008)

Members were very concerned that over the past two months the mowing, cutting and cleaning in the Churchyard had not been up to standard. A letter from the Parochial Church Council complaining about the appearance of the Churchyard had been received. The Clerk was instructed to write to the Contractor, asking for action to be taken in clearing up the area in accordance with the agreement.

5.6 Removal of BT Phone Boxes in Tonbridge & Malling Borough Council (TMBC) (See Minute 8 – Meeting 9th June 2008)

Following the first round of consultations TMBC advised that it had reached an initial view on each of the phones proposed by BT for removal. TMBC had no objection to the proposed closure of the telephone box in Shipbourne due to "low usage". Councillors were very concerned that the Parish Council's initial comments had not been taken into account and the Clerk was asked to write to TMBC, with a copy to MP Mr. J. Stanley.

6. **Campaign to Protect Rural England (CPRE) – Subscription**

It was agreed to renew the annual membership of £28.

7. **Planning application procedures**

The current “envelope” system proved to be no longer effective and difficulties were experienced to respond to planning applications with deadlines between Parish Council Meetings. It was agreed to establish a Planning Committee (currently all Parish Councillors would be members of the Committee). The Planning Committee would meet between Parish Council Meetings and the only business to be discussed would be planning applications with deadlines before the next Parish Council Meeting. An agenda would be placed on the Village Notice boards, three clear days before the Meeting, inviting interested Members of the Public to attend.

8. **Planning**

8.1. The following decisions were noted:

8.1.1 **TM/07/04263/LRD – Kentish Rifleman Limited**

Proposal: Details of level changes, dormer windows, eaves, joinery, timber screen, staircase, works to bar and fireplace submitted pursuant to condition 2 (c) (d) (e) (g) (h) (i) (j) and (k) of Listed Building Consent TM/07/01768/LB : Restoration of roof structures, general restoration and refurbishment throughout following fire, first floor extension to rear.

Decision: APPROVED

8.1.2 **TM/08/01366/LRD – Shipbourne House, Stumble Hill, Shipbourne**

Proposal: Details of joinery submitted pursuant to condition 3 of planning permission TM/07/02175/LB (Listed Building Application : Removal of existing rear lobby and replacement with new single storey rear lobby).

Decision: APPROVED

8.1.3 **TM/08/01287/RD – Puttenden Manor, Puttenden Road, Shipbourne**

Proposal: Details of materials submitted pursuant to condition 2 of planning permission TM/07/03790/FL : Replacement of existing conservatory by single storey extension (resubmission of TM/07/00152/FL).

Decision: APPROVED

8.1.4 **TM/08/01421/LRD – Puttenden Manor, Puttenden Road, Shipbourne**

Proposal: Details of materials submitted pursuant to condition 2 of Listed Building Planning Consent TM/07/03791/LB : Replacement of existing conservatory by single storey extension (resubmission of TM/07/00154/LB).

Decision: APPROVED

8.1.5 **TM/07/04012/RD – Old Woodcocks, Reeds Lane, Shipbourne**

Proposal: Details of landscaping, materials and drainage submitted pursuant to conditions 2, 3 and 4 of planning permission TM/05/2222/FL: Demolition of single storey outbuilding, construction of new garage/store, formation of new driveway and relocation of entrance gate.

Decision: APPROVED

8.2. The following applications were noted:

8.2.1 **TM/08/01722/FL – Wellhampton House, Upper Green Road, Shipbourne**

Proposal: Replacement garage with study above and games room to the rear.

View – (Already submitted on 30.06.2008)

“No Objection”.

8.2.2 **TM/08/01796/CA – Wellhampton House, Upper Green Road, Shipbourne**

Proposal: Conservation Area Consent : Demolition of existing garage and timber store and erection of replacement garage with study above and games room to the rear.

View – (Already submitted on 30.06.2008)

“No Objection”.

8.2.3 **TM/08/00771/FL – Land adjacent to Wagoners, Back Lane, Shipbourne**

Proposal: 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.

View – (Already submitted on 30.06.2008)

“As previously, Shipbourne Parish Council (SPC) has no objection in principle to the above application and appreciate that the amendments made to this application have gone some way to address their concerns. However, the site is in the Metropolitan Green Belt and an Area of Outstanding Natural Beauty and the original building was permitted only because another building of similar size was dismantled. The impact on the wider landscape was therefore ameliorated. The amended drawing DO4, revision A, shows the height of the proposed two storey barn roof reduced by just over one metre and the overall height to the apex of the roof as 7.44 metres. No other amendments have been made. SPC recognise that the plans show a reduction in height of the new building, which is helpful, but the Parish Council’s preference would be a further reduction still, for the structure to appear to be an outbuilding to the original and for it to be sited closer to the main building in line with the rural character of farm buildings. The building is still large in scale, spreads the built site and does not appear to be subordinate to the primary existing building. As proposed the additional building will still have an impact on the openness of the landscape.

Conditions: *SPC expect the conditions imposed by TMBC on the previous application to be applied to this application, in addition to those mentioned in our letter of 18 April, 2008. In addition, SPC expect TMBC to be convinced that there is a genuine need for a separate building for forestry training as cited and for the accommodation proposed and to be sure that appropriate precautions to reduce potential highway and safety hazards so close to Shipbourne Primary School are made.”*

8.3. The following planning applications were considered:-

8.3.1 **TM/08/01949/FL – Cobtree Cottage, Claygate Lane, Shipbourne**

Proposal: Conservatory on west elevation.

Parish Council’s view: *“No Objection”*

8.3.2 **TM/08/01047/FL – Hookwood Farm, Puttenden Road, Shipbourne**

Proposal: Demolition of 2 no. buildings and construction of 1 no. five bed dwelling and 1 no. two bed dwelling (Resubmission of TM/07/02837/FL).

Parish Council’s view:

“(1) The principal house: The design of the proposed dwelling is out of character with the neighbouring properties.

The significant houses in the small area known as Hookwood have white rendered, or boarded, walls and slate roofs with low pitches. There is no precedent or basis for the proposed design which is out of character and not in the vernacular.

The proposed urban Victorian Gothic design will have an adverse impact on the character of the site and its setting. Please see Page 22 of the Shipbourne Design Statement, the design features on Page 24 and the local house, Claygate, on Page 19: nowhere in the village of Shipbourne can there be seen a comparable design to that proposed in the above application. Policy P6/10/1 states "rebuilding, alteration or extension of dwellings and curtilage buildings in the rural area will only be permitted where the scale, bulk, size, massing, location and detailed design of any development results in no adverse impact on the character of the site, its setting, the wider rural landscape or rural or residential amenity".

(2) Any agricultural occupancy conditions on either property should be carried forward to the new properties.

(3) The design of the small house seems appropriate for the surroundings.”

9. Reports from Councillors

9.1 Roads / A227

In an email to the Parish Council, Mr. C. Galbraith informed that Kent Highway Services had agreed to address the problems in Hildenborough Road. The stretch of road from the crossroads was widened in January, but various potholes and severely broken edges now posed a significant risk to motorists and was considered to be dangerous. It was hoped that every attempt would be made to restore the carriage way to its original width.

9.2. Rights of Way

Mrs. Lee said noted that the replacement map had been installed at the Church.

9.3 Commons

No reports were made.

9.4 Resignation – Mr. M. Beadle

The Chairman advised that Mr. Beadle had formally resigned on 14th July 2008 as a Member of Shipbourne Parish Council. The vacancy would be advertised.

10. Village Hall

Miss Sargent said £250 had been raised with the recent local walk on the 21st June 2008.

The Parish Council's storage cupboard in the Village Hall had been removed and this resulted in the loss of valuable storage space. Only one small filing cabinet in the Village Hall Meeting Room contained Parish Council documents, and this had now been used to its full capacity and there were no more room for additional documents. The cupboard in the meeting room (currently used by the Play Group), was identified as a suitable location to store Parish Council documents. It was thought that 50% of this cupboard would be sufficient and it was agreed that the Village Hall Committee would be asked to make available half of the cupboard for Parish Council storage space.

The Parish Council would undertake to arrange for alterations to "split" the cupboard in half. It was hoped that this work would be carried out over the summer holidays, whilst the Village Hall was not in use by the Play Group, to cause as little as possible disruption to their activities.

11. Correspondence

11.1 Countryside Day – 25th July 2008

Members received an invitation to attend the Kent Downs Area of Outstanding Natural Beauty Countryside Day on 25th July 2008.

Puttenden Manor Stables – Complaint re enforcement

The Parish Council was advised that some of the planning conditions had not been met and it was agreed that the Clerk write to TMBC, asking them to take an active role in enforcing their conditions, particularly in respect of the acoustic fencing.

Cob acres

A copy of a letter sent to TMBC by a resident, complaining about the activities on the site, was noted. Miss Sargent pointed out that a Certificate of Lawfulness had been issued by TMBC to the original owner in 1984. This allowed the siting of a caravan but prevented its use for full time residential use. Part time seasonal accommodation is lawful by virtue of the Certificate. Unfortunately the owner passed away and Councillors wondered whether the Certificate could be transferred to the new owner. The Clerk was asked to find out :

- whether the Certificate is transferable from one person to another;
- whether the Certificate only relates to one particular crop; and
- what is TMBC's definition of "seasonal occupation".

12. **Finance**

12.1 The 2007 / 2008 accounts were audited by the Internal Auditor and the Annual Return had been sent to the Audit Commission. The report highlighted that two invoices were incorrect with regarding to VAT claimed. The Clerk would follow up the query and make the necessary amendments.

12.2 The following payments were approved:

12.2.1 Mr. K. Abraham : £60 – Annual Audit Service

12.2.2 Mrs. Y. Tredoux : £302 - Clerk's Salary

12.2.3 Inland Revenue : £75.50 - Clerk's Tax

12.2.4 Treeservices Ltd : £340.75 – Churchyard Maintenance

12.3 A payment to Treeservices Ltd. in respect of Churchyard Maintenance for £681.50 was delayed due to the poor state of the Churchyard.

The Chairman said that as a result of Mr. Beadle's resignation, there now was a vacancy on the Finance Committee.

13. **Date of next meeting**

1 September 2008.

The meeting closed at 9.30 p.m.