

SHIPBOURNE PARISH COUNCIL

Mrs. Y. Tredoux (Clerk)

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Minutes of a Meeting held in the Village Hall on Thursday, 19 March 2009 at 7.30 p.m.

PRESENT: Mr. M. Miles (in the Chair)
Mrs. L. Cohen, Mr. S. Davis [arrived 7.40 p.m.], Mr. P. Dunbar,
Mr. J. Raven [arrived 8.33 p.m.], Miss L. Sargent, Mr. J. Sheldrick

IN ATTENDANCE: Mrs. Y. Tredoux (Clerk)

Prior to the commencement of the Meeting, the Chairman invited Mr. R. McCormack (Fairlawne Estate) and their Planning Advisor Mr. J. Collins, to talk informally about a proposed planning application. The Chairman explained that the Parish Council could not make any comments at this stage. After the informal presentation, Mr. McCormack and Mr. Collins thanked the Council for the opportunity and left the Meeting.

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

1. **APOLOGIES**

No apologies were received.

2. **MINUTES**

The Minutes of the Meeting held on 16 February 2009, Reference SPC/02/09, previously circulated, were approved.

3. **MATTERS ARISING**

3.1 Village sign (Minute 3.1 SPC/02/09)

The unveiling ceremony (to be conducted by Mr. Swartz, Chairman of Fairlawne Estate) would take place on Saturday, 18 April 2009, at 11.00 a.m. Refreshments would be available at the Village Hall after the ceremony. Mrs. Cohen would write a report to be included in the newsletter explaining the reason for choosing the particular design of the village sign. Mr. Sheldrick had ordered the post and advised that Fairlawne Estate would finance the installation costs, which was greatly appreciated.

3.2 Interactive speed sign near The Chaser (Minute 3.2 SPC/02/09)

The sign was now fully operational.

3.3 "Green space" outside Wightwicks Row (Minute 3.3 SPC/02/09)

A reply was awaited from the landowner.

3.4 Churchyard Maintenance (Minute 3.4 SPC/02/09)

Mr. Raven, two PCC Members, the Contractor and the Clerk had attended a site meeting to discuss the churchyard maintenance and the report of the Meeting was noted.

The sub-committee would meet in a few months to discuss the progress made and again in the autumn to discuss any potential work required which was not included in the normal work specification.

The Council approved a quotation of £850 (Excl. VAT) for additional work in the Churchyard. The additional work had been partially completed and comprised crown lifting yew trees,

removing all rogue trees and wild roses, removing ivy from walls, cutting back laurels and removing all brambles etc. in Churchyard. It was noted that this work had enhanced the appearance of the churchyard significantly.

Members considered the Parish Council's future financial responsibility towards the Churchyard Maintenance and noted advice received from Kent Association of Local Councils, which confirmed that the maintenance of an open churchyard was the responsibility of the burial authority, i.e. the Parochial Church Council.

It was agreed to continue with the existing financial arrangement in respect of churchyard maintenance until the end of March 2010 when the current contract expires.

It was further agreed to advise the PCC that the Parish Council could only commit the grant monies received from TMBC (approximately £1,700) specifically allocated for churchyard maintenance, and that any additional funding would be reviewed when the budget for the next financial year was considered.

3.5 Bank arrangements for signing cheques (Minute 14 SPC/02/09)

Mr. Davis signed the bank mandate.

3.6 Parish Emergency Plan (Minute 13 SPC/02/09)

The Parish Emergency Plan dated January 2005 was reviewed. *The contact list would be updated but no other changes were proposed.* It was suggested that the Plan be made available on the Parish website in due course. Members noted a letter dated 9 February 2009 from Kent County Council re Emergency Planning.

3.7 Church Footpath (Minute 3.4 SPC/02/09)

The Council considered making a financial contribution towards the recent upgrading of the footpath. Mr. Davis proposed:

"That the Parish Council commits to pay 50% of the outstanding balance in respect of the recent upgrading of the church footpath, but no more than £750."

CARRIED

4. **QUESTIONS FROM THE PUBLIC & PRESS**

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

5. **REPORTS FROM BOROUGH / COUNTY COUNCILLORS**

There were no reports from Borough or County Councillors.

6. **COMMITTEE AND OFFICER REPORTS**

6.1 Planning Committee

The Minutes of the Meeting held on 5 March 2009, Reference P/01/2009, previously circulated, were approved.

6.2 Report from Chairman

There were no reports from the Chairman.

7. **PLANNING**

7.1 **Planning Applications for consideration.**

TM/09/00493/FL – Fairhill, Riding Lane, Shipbourne

Extension to previously approved pool house as an amendment to planning permission TM/06/04050/FL.

RESOLVED: *That the following representation be sent:*

Recommend APPROVAL, subject to the approval of the Listed Building Officer.

TM/09/00494/LB – Fairhill, Riding Lane, Shipbourne

Listed Building Application – Extension to previously approved pool house as an amendment to Listed Building Consent TM/06/04051/LB.

RESOLVED: *That the following representation be sent:*

Recommend APPROVAL, subject to the approval of the Listed Building Officer.

7.2 **Decisions from TMBC:**

No information had been received.

8. **HIGHWAYS**

The Clerk advised that Kent Highway Services would produce a monthly report with the outstanding highway issues.

Members noted correspondence dated 12 March received from Mr. C. Galbraith, (previously circulated to all Councillors), asking the Parish Council's support in encouraging Kent Highway Services to re-instate the verges along Hildenborough Road. Members agreed that the current condition of the verges were in a poor state and *the Clerk was instructed to convey the Parish Council's concern to Kent Highway Services, with a copy to County Councillor Mrs. V. Dagger.*

Mrs. Cohen drew attention to the condition of the verges in Claygate Lane, which had been badly damaged by waste disposal lorries visiting the nut orchard and that they needed to be re-instated. Mrs. Cohen pointed out that the ecology of the verges was destroyed when the verges were damaged. Miss Sargent agreed, adding that the damage was also a safety hazard as was the surface of the road. Members discussed how the Parish Council or Borough Council could ensure that such vehicles did not damage the verges, but no conclusion was reached.

It was agreed that TMBC should be informed and that investigations should be made.

9. **REQUESTS FOR DONATIONS**

9.1 **Hospice in the Weald**

A request from the Hospice in the Weald for financial support was rejected.

10. **St. GILES SHIPBOURNE FLOWER FESTIVAL**

The Parish Council was invited to take part in the flower festival on 23, 24 and 25 May 2009. This event was planned by the Flower Guild of the church to raise funds towards the ongoing church repairs. *Mrs. Cohen volunteered to make a flower arrangement on behalf of the Parish Council.*

11. **ANNUAL PARISH MEETING**

The Clerk produced a draft Statutory Notice for the Annual Parish Meeting (to be held on Monday, 11 May), *and it was agreed that this would be advertised in the newsletter, Parish Council website and the Parish Council notice boards.*

12. **ACCOUNTS FOR PAYMENT**

Payments in respect of cheque no's 100354-100357 were approved and receipts totaling £364 were noted.

13. **INFORMATION REPORT**

The information report was noted.

Mr. Sheldrick had investigated the application for the Kent Village of the Year in more detail and felt that Shipbourne village did not comply with the specific criteria.

The Parish Council was invited to send a representative to the Kent Association of Local Council's Area Committee Meetings. No-one was available to attend.

The Parish Council's Insurers confirmed that the red telephone kiosk had been included under the existing Public Liability Section of the current policy and that no additional premium was required. However, to insure the kiosk against structural damage would require an additional premium. An estimated value for the structure was required in order to obtain a quotation and *Mr. Dunbar offered to investigate this.*

Mrs. Cohen and the Clerk had attended the Parish Partnership Panel Meeting held at Tonbridge & Malling Borough Council Offices on 26 February. Mrs. Cohen briefly outlined some of the items raised at the meeting and drew attention in particular to the presentation on Character Area Appraisals. The existing Local Plan included policies relating to Areas of Special Character, Areas of Historic Character and Low Density Residential Areas. These would be replaced by Character Area Appraisals. The Chief Planning Officer said that the Shipbourne Village Design Statement had been identified as a very good document, which clearly defined the character of the village and that, in his mind, this document should be acceptable as a Character Area Appraisal.

Miss Sargent was very concerned about the forthcoming closures of the public footpaths whilst the gas line was being constructed. The notices placed by Southern Gas Networks indicated that the closures would be for up to six months. Members felt that the closure of these paths would be disruptive to a huge number of visitors to Shipbourne and could have an adverse affect on trade in the village, for example the Farmers Market. *Mr. Sheldrick would make enquiries as to why the paths had been closed prematurely.*

14. **MATTERS TO BE RAISED AT NEXT MEETING**

15. **DATE OF NEXT MEETING**

Tuesday 14 April 2009.

The Meeting closed at 9.45 p.m.