

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 13 February 2017 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, A Hickmott, Mrs T Dawson, Mrs S Gould, S Millener (late arrival), S Perry, T Shaw, H Willard and B Włodarczyk.

There was one member of the public in attendance

### Action

202 **Apologies for Absence** None

203. **Declarations of Interest**

In the course of normal business being conducted all Councillors confirmed that that they are open-minded and that any comments they make are done so without bias, pre-disposition or pre-determination, irrespective of personal comments made outside the meeting.

Councillors will take into account any relevant information put before them and not rule out any factors before reaching a final decision.

Cllr Taylor declared an interest in item 221: cheques for signature

Cllr Willard declared an interest in item 210 Potters Mede

204. **Minutes of the Meeting 9 January 2017:** All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

205. **Matters Arising** 192(iv) Request for financial donation The Counselling Centre: further information has been received and it was noted that in the 2015/2016 F/Y 2% of new intakes were from Borough Green. RESOLVED that a £50 donation will be made in the 2017/2018 F/Y.

206. **Period for Public Consultation**

Concern was raised about the dangerous speed of traffic along Western Road with vehicles often mounting the footway. Chairman advised that the Police will not do speed checks in that location and speed indicators are not effective. The parish council totally agrees with the concerns but more responsibility is needed by drivers and passing motorists are difficult to educate in this respect. Next year residents of Western Rd will have the opportunity to participate in the Speedwatch campaign. Cllr Perry suggested that, a year on from the Red Lion development, the time might now be right to request a traffic review.

Further concerns were raised about the safety of the crossing opposite the Recreation ground and the extremely dirty state of road signs. Regarding the latter, although this is the responsibility of Kent Highways, residents are free to clean if they wish.

207 **Planning Matters**

(i) **Decisions**

Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)

(ii) TM/17/00011/PDVSFR Change of use from florist to coffee/tea shop - 34 Western Road, Cllr Perry gave further information. No observations.

(iii) TM/16/03763/FL Demolition of office and construction of 10 no houses and associated works Quarry House, 81 Quarry Hill Road. This application had been discussed in detail by council members at a recent informal meeting. Chairman proposed that the application be supported. Voting was 6 in favour, 1 against and 2 abstentions, The motion was therefore carried but it was agreed to respond by saying it was supported by members but not unanimously. Further agreed to request a condition that the transfer of both areas of land to BGPC be confirmed in writing.

(iv) TM/17/00200/PDVSFR Change of use from retail to coffee shop - 2 Sevenoaks Road. No observations.

(v) TM/17/00213/FL Conversion of garage into habitable room - 57A Station Rd. No observations

(vi) TM/17/00281/LDE LDC Outdoor Sun Room - 29 Annetts Hall. BGPC is aware of the concerns of local residents about over-development of the site. The parish council therefore relies on the expertise of the planning officers.

(vii) TM/17/0202/AT 2no fascia boards - 2 Sevenoaks Road.. No objections in principle but the level of the lighting should be 'toned down' from the existing as it is very harsh at night.

(viii) TM/17/0285/FL Extension - 1 The Landway. No objections but the heat pump is inappropriately close to the boundary.

(ix) TM/16/01859/FL Demolition of 6 industrial buildings and construction of replacement industrial unit; flexible change of use and use for parking/maintenance of vehicles; office - Long Pond Works Wrotham Rd: for consideration by Area 2 Plng Cttee 01.03.17(copies to all Cllrs)

(x) TM/16/01245/FL variation of condition - 4 Wrotham Road: no further action re provision of a yellow box junction on the A227(copies to all Cllrs)

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**Action**

**208. Correspondence**

**Noted:**

Kent Can Regular newsletters and funding (copies to all Cllrs)  
Rural Services Network News Bulletins (copies to all Cllrs)  
KCC Monthly bus updates Dec. 2016 & Jan 2017 (copies to all Cllrs)  
KCC Replacement concrete pole bus stop information (copies to all Cllrs)  
High Weald Councils Aviation Action Group Planned modification to Route 5, one of the nine departure routes used by aircraft out of Gatwick Airport. Detailed information at: [Route 5 Briefing Document](#) (copies to all Cllrs)  
KALC Information event 28.02.17: Devolution of Powers & Services (copies to all Cllrs)  
Kent Police Weekly Rural policing updates Jan 2017 (copies to all Cllrs)  
T&MBC Area 2 Planning Cttee agenda 25.01.17 (copies to all Cllrs)  
Skate Park Cttee Operational inspection Jan 2017 (copies to all Cllrs)  
KALC Legal Topic Notes nos 36 & 42 (copies to all Cllrs)  
KCC Inside Track newsletter no 243 (copies to all Cllrs)  
Kent Police Proposed increase in Police precept by 3.3%: views requested (copies to all Cllrs)  
KALC Energy and Renewable Power for the Local Council of Tomorrow Workshop, 18.02.17 (copies to all Cllrs)  
KALC Locality guide 'How to Keep it Local' (copies to all Cllrs).  
JPCTCG Agenda and minutes 23.01.17 (copies to all Cllrs)  
T&M KALC Draft minutes of the mtg 12.01.17 & minutes of the 2016 AGM (copies to all Cllrs)  
T&MBC Publications re Planning Cttee Site Inspections (copies to all Cllrs)  
Parish Alliance Draft agenda 24.02.17 (copies to all Cllrs)  
T&MBC PPP agenda 16.02.17 incl S Water presentation (copies to all Cllrs)  
**KCC** Consultation on Kent Drug and Alcohol Strategy 2017-2022 (copies to all Cllrs)

**T&MBC** Public Space Protection Order consultation (copies to all Cllrs) Noted that this will replace current legislation. Agreed that the new order should include riding of horses and dogs should be kept on leads at all times in council owned/managed parks. Cllr Perry will prepare a draft response for ratification at the next meeting.

**SP**

**KCC** Freight Action Plan for Kent: consultation period until 12.03.17 (copies to all Cllrs)  
For consideration under item 216 of the agenda.

**T&MBC** Great British Spring Clean 3-5 March 2017 (copies to all Cllrs) Cllr Perry is planning to liaise with members of the Baptist Chapel re a 'clean-up'

**SP**

**T&MBC** Recycling site: to receive information re temporary withdrawal of this amenity (copies to all Cllrs) T&MBC is working as quickly as possible to complete the legal aspects for a replacement site on land leased by the Co-operative Group at Borough Green Railway Station. In the meantime it is hoped that residents will use the green boxes for paper and cans. The nearest TMBC recycling site is at the Village Hall car park in Ightham.

**RBS** Information re forthcoming closure of NatWest bank, High Street (copies to all Cllrs)  
The Parish Council is working with Tom Tugendhat MBE MP, Borough Councillors and neighbouring parishes to bring pressure on NatWest to stop the proposed closure. The petition signed by local residents and customers has been sent to NatWest headquarters

**M Leyland** Concern about rubbish on Co-Op owned land in Station Approach. (copies to all Cllrs)  
This will be sent to T&MBC for action

**T&MBC** Suggested street naming for the driveway from Harrison Rd to Basted House (copies to all Cllrs) Cllr Perry gave further information advising that this is on hold in view of the current planning application by Crest Homes .

**N Capon** Chairman advised of a letter he has received about the proposed change of use of the 'Robin Hood' bar in the High Street. As agreed at the last meeting, the parish council endorses the concerns raised but there is little that can be done. Chairman will reply.

**MT**

**209. Potters Mede Grounds**

- (i) RESOLVED that an invoice from TJ Booker in the sum of £360 + VAT be paid for boring 40no holes for tree planting. The 3no trees won in The Men of the Trees competition 2016 have been planted together with 40no mixed whips and a sapling Oak from the Rock Road Coronation Oak tree. RESOLVED that Cllr Taylor be reimbursed £80 for the purchase of the whips, canes and guards.
- (ii) RESOLVED to accept a quotation from Landscape Services for pitch maintenance 2017 (excl. mowing) in the sum of £3407.60 + VAT.

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**Action**

210. <b><u>Potters Mede Pavilion</u></b> No report. Pitch maintenance as above.	
211. <b><u>Recreation Ground</u></b> RESOLVED to accept a quotation from Landscape Services for pitch maintenance 2017 (excl. mowing) in the sum of £1468.80 + VAT.	
212. <b><u>Audit of Accounts 2016/2017</u></b> Clerk advised that she is liaising with the Internal Auditor following receipt of the draft interim report. The final report will almost certainly be presented to the next meeting.	
213. <b><u>100th Anniversary of End of WW1</u></b> (i) Clerk advised that the parish council has been registered for participation. (ii) Cllr Perry will report to the next meeting	SP
214. <b><u>Risk Assessments</u></b> Chairman and Cllr Mrs Dawson will prepare these for BGPC working areas. For consideration at the next meeting.	MT/TD
215. <b><u>Defibrillators</u></b> (i) Thanks were expressed to Cllr Mrs Dawson for a very informative training evening. 20 people attended and it is likely that 6 monthly training sessions will be held in the future. (ii) The three defibrillators have now been received. (iii) RESOLVED to accept a quotation in the total sum of £245 + VAT from S V Electrical for the installation of equipment at potters Mede and BG Village Hall including associated electrical work Chairman will liaise on site. Cllr Millener arrived.	MT
216. <b><u>KCC Freight Action Plan</u></b> (i) All members had received notice of the consultation document available at <a href="http://comsultations.kent.gov.uk/consult.ti/freightactionplan/consultationHome">http://comsultations.kent.gov.uk/consult.ti/freightactionplan/consultationHome</a> Agreed to challenge the lack of support for East Facing Slips, which is considered to be the only real way to reduce the impact of local traffic. (ii) Chairman read a proposed draft response which it was agreed he will circulate and submit.	MT
217. <b><u>T&amp;MBC Local Plan 'The Way Forward' Regulation 18 Issues &amp; Options</u></b> No report	
218. <b><u>Isles Quarry Redevelopment</u></b> No report	
219. <b><u>War Memorial</u></b> (i) The finalised list of names to be commemorated has been received. (ii) RESOLVED that Chairman will now instruct Don Sheppard to proceed with the final plaque at an estimated cost of between £1,000 - £2000 (iii) There is concern that a Borograds advertising banner has been fixed to the fence behind the war memorial. AGREED that this is inappropriate and there should be no advertising signs at all at this location. Chairman will ask that the sign be removed.	MT MT
220. <b><u>Replacement tree - i/o Rock Road/Quarry Hill Road</u></b> (iv) Chairman has purchased the t at a cost of £225. RESOLVED that this be reimbursed., Topsoil, compost and stakes have also been purchased. One more bag of topsoil is required. AGREED. (ii) Noted that the KCC permit is still awaited.	MT
221. <b><u>Cheques for Signature</u></b> Online payments: £3411.08 Staff salaries January 2017 £1521.79 KCC - Superannuation January 2017 £120.30 KCC - Maintenance supplies - Rec Gd/P Mede £3.72 KCC - Office supplies £2767.51 Commercial Services Trading Ltd – pitch maintenance, P Mede	

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.

**DRAFT MINUTES**

**Action**

**Cheques for Signature** (Continued)

Online payments: (Continued)

£1015.80 Commercial Services Trading Ltd – pitch maintenance, Rec Gd

£190.75 Wrotham PC – Skate Park maintenance

£226.94 SE Contracting – Street lighting maintenance January 2017

£475.20 BGVHMC - hire of hall lunch club Jan-April incl 2017

£57.60 BGVHMC - hire of hall foot clinic Jan-April incl 2017

£146.88 Travis Perkins - Playbark, Rec Gd.

£191.47 Travis Perkins - Loam, planter Quarry Hill Rd/Rock Rd

£95.74 Travis Perkins - Loam, planter Quarry Hill Rd/Rock Rd (2nd delivery)

£95.74 Travis Perkins - Loam, planter Quarry Hill Rd/Rock Rd (3rd delivery)

£95.74 Travis Perkins - Loam, planter Quarry Hill Rd/Rock Rd (4th delivery)

(£2627.44 Inland Revenue PAYE Sept-Dec. 2016 - adjusted with refund due)

£383.11 E-on – street lighting supply January 2017

£77.00 EDF – supply, Potters Mede, February 2017

£295.61 Ford Lease – vehicle lease February 2017

£12.00 EDF – supply, Recreation Ground, February 2017

£60.00 WEX Europe Services (UK) Ltd – fuel for vehicle

3968 £20.97 B Glew - Tree stakes Quarry Hill Rd/Rock Rd planter (reimbursement)

3969 £4680.00 Help Save Lives - 3no defibrillators & cabinets

3970 £225.00 Mike Taylor - tree- Rock Rd/Quarry Hill Rd (reimbursement)

3971 £80.00 Mike Taylor - trees, Potters Mede (reimbursement)

3972 £50.00 Samaritans T Wells & District - donation

3973 £36.00 CPRE - Subscription 2016/2017

3974 £432.00 T J Booker - Boring tree holes, Potters Mede

**Bank reconciliation December 2016**

C/A as per bank state 31/12 100.00

C/D as per bank state 31/12 666.71

C/R as per bank state 31/12 136703.63

137470.34

Less u/p chqs 50.00

137420.34

Proposed by Cllr Perry, seconded by Cllr Chown that the above payments be made. RESOLVED

**222. Written Reports**

- (i) Residents from the Hazelbourne development visited the Parish Office on Saturday and raised various local issues. Chairman suggested that they might like to form a Residents' Assn or even stand as a Parish Councillor as and when a vacancy arises.
- (ii) Cllr Perry and Cllr Shaw reported on a recent Transport Consultative Group meeting.
- (iii) Chairman advised that a meeting of the Parish Alliance will take place on 24 February.
- (iv) Cllr Perry will request removal of an inappropriate banner displayed on Westbank land
- (v) Chairman will raise concerns with R Body about lorries leaving the site with clean but very wet wheels. This causes nuisance to following motorists.
- (vi) Chairman will discuss with T&MBC nuisance caused by strong odours from the kebab shop in Western Road.

SP  
MT

MT

**223. Future Dates**

- (i) Date of next meeting Monday 6 March 2017 in the Annexe to The Church of the Good Shepherd 7.30 pm.
- (ii) The Parish Office located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 4 March 2017 10 - 12 noon.
- (iii) The Annual Meeting will be held on Friday 12 May 2017 in the Annexe to The Church of the Good Shepherd at 7.30 pm.
- (iv) The Annual Parish Meeting will be held on Friday 28 April 2017 in Borough Green Village Hall at 8pm. Representatives from local organisations will be invited to speak.

All

MT/SG

all

all

224. There were no confidential matters for discussion.

The meeting closed at 9.06 pm