

# BOROUGH GREEN PARISH COUNCIL

Clerk: Hazel M Damiral  
Tel: 01732 884159  
FAX: 01732 780657  
Email: [bgpc@lineone.net](mailto:bgpc@lineone.net)  
Website: [www.boroughgreen.org](http://www.boroughgreen.org)



Lullingstone  
Paddock Close  
St Mary's Platt  
Kent TN15 8NN

30 April 2018

Dear Sir/Madam

The ANNUAL MEETING of Borough Green Parish Council will be held on **Friday 4 May 2018** at 7.30pm in the Annexe to The Church of the Good Shepherd. The period for public consultation will last for a maximum period of 15 minutes.

In accordance with the council's Standing Orders and the Local Government Audit & Accountability Act 2014, photographing, recording, broadcasting or transmitting the proceedings of the meeting is permitted by any means, excluding audible commentary which is forbidden. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting, those exercising the rights to film, record or broadcast must respect the rights of other people under the Data protection Act 1998. Any person or organisation choosing to film, record or broadcast the meeting is responsible for any claims or other liability from them so doing.

Yours faithfully

*Hazel M Damiral*

Hazel M Damiral  
Clerk to BGPC

1. **Election of Chairman** and declaration of acceptance of office
2. **Apologies** for absence
3. **Election of Vice-Chairman**
4. **Declarations of Interest:** to receive in accordance with the council's Code of Conduct
5. **Minutes of the Meeting 9 April 2018:** to confirm and sign as a correct record
6. **Matters arising** from the minutes of the meeting and not covered by agenda items
7. **Election of committees, representatives and working groups:**  
Sports Clubs Liaison; PM Football Group; Finance & General Purposes Cttee; Complaints arrangements; KALC; Parish Partnership Panel; BGVH; Men of the Trees; Basted Mill Public Open Space; Skate Park; 3G Pitch (Wrotham School); Potters Mede Support group; JPCTCG; T&MBC Standards Cttee; J5Slips; Kent Rail Forum; HWCAAG
8. **Period for Public consultation:** members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes unless the public participation time is extended by the Chairman.
9. **Planning matters** to hand:
  - (i) To note decision notices – as listed
  - (ii) TM/18/00495/FL 3no terraced dwellings adj 34 Maidstone Road: amended site plan & Cert B
  - (iii) TM/18/00689/FL Double garage - 24 Maidstone Road
  - (iv) TM/18/00690/OA Outline application: new dwelling, parking & landscaping - 24 Maidstone Road
10. **Period for Public consultation:** members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes unless the public participation time is extended by the Chairman.
11. **Correspondence** – as listed

12. **Potters Mede Grounds and Pavilion**
  - (i) to receive a request from the 'Potters Mede Support Group' re use of car park and consider resurfacing quotations
  - (ii) to receive further information from PMSG and Zurich Municipal regarding the forthcoming promotional event
  - (iii) to consider donating a monetary prize for the Band Competition at the forthcoming event
  - (iv) to receive an update regarding change of hours for hire of the premises
  - (v) to agree purchase of protective fencing
  - (vi) to give further consideration to hire charges
  - (vii) to note EDF charges
  - (viii) to give consideration to a request for use of car park
  - (ix) to agree any other action required
13. **Recreation Ground**
  - (i) to receive any further information regarding the Bowls Club water supply and lease
  - (ii) to receive an update on Bowls Club lease and water supply
  - (iii) to agree any other action required
14. **Financial Matters**
  - (i) to receive and if approved adopt the updated Statement of Internal Controls
  - (ii) to receive and if agreed approve the Annual Governance Statement 2017/2018
  - (iii) to consider and accept the internal audit report 2017/2018
  - (iv) to receive and if agreed approve the Annual Return 2017/2018: accounting statements
15. **Village Enhancements**
  - (i) to receive any reports
  - (ii) to receive further information re. Station Road pedestrian safety
  - (iii) War Memorial dedication ceremony
  - (iv) to agree any action required
16. **General Data Protection Regulation (GDPR)**
  - (i) to receive any further guidance
  - (ii) to agree action required
17. **Street Lighting**
  - (i) to give further consideration to a replacement column o/s 2 Staleys Road and receive quotations
  - (ii) to give further consideration to a replacement lantern in Monkton Road and receive a quotation
  - (iii) to ratify action taken to improve lighting in Station Road and receive quotations for an additional column
  - (iv) to give consideration to future street lighting maintenance
18. **Speed Indicator Devices**
  - (i) to receive Chairman's report on a recent meeting with KCC
  - (ii) to agree any action required
19. **H+H Celcon Western Extension & T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**
  - (i) to receive any updates on the Local Plan process
  - (ii) to receive any other reports or updates
  - (iii) to agree any action required
20. **Defibrillator**
  - (i) to receive any further information on the siting of additional equipment
  - (ii) to note progress of registration of the equipment
  - (iii) to consider and if agreed further action
21. **Written reports:** to receive reports, if submitted, from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report
22. **Cheques for Signature:** to approve payments as listed and circulated to all Cllrs.
23. **Future dates**
  - (i) Date of June Meeting: Monday 4 June 2018 in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.
  - (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 2 June 2018 10 - 12 noon.  
At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.
24. **Exclusion of Public and Press:** Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items