

Minutes of the meeting of Borough Green Parish Council held at 7.30p.m. on Monday 2 December 2002 at Potters Mede

Present: Cllr Mrs S Murray (Chairman), Cllrs. C Brinkley-Willsher, A Dolton, D Evans, J Evans, B Hughes, Mrs J Lucas, M Taylor, J McWilliam, Mrs B Woodhams  
 Apologies: County Cllr. Mrs V Dagger  
 There was 1 member of the public in attendance

There were no declarations of interest.

Action

93. **Minutes** of the meeting 4 November 2002 were signed as a true record.

94. **Matters Arising**

81.75 Following a site meeting, the Bowls Club has agreed to take necessary action to avoid nuisance by outside high-level lighting. Agreed that local residents will also be asked to ensure that their security lights do not cause nuisance to others. Cllr Brinkley-Willsher will prepare a draft notice for 'The Voice' and will liaise with Chairman and Cllr McWilliam before publication.

CB-W,SM  
JM CW

81.75 It was confirmed that the Tennis Club financed the last resurfacing of the courts. Cllr Brinkley-Willsher will continue to liaise with the club re current works required.

CB-W

84. Chairman reported on launch of T&MBC Crime & Disorder Reduction Strategy.

90. A resident has offered to plant Spring flowers around the Oak tree, Rock Road. Agreed to reimburse cost of plants. Chairman will liaise.

SM

95. **Planning Matters**

**Pre-meeting**

TM/02/3407 Alterations to provide new Co-op store - Kentish Saab Garage, Station Approach. No objection in principle but extreme concern about pedestrian safety and junction of A227/Station Approach. Applicant should be asked to provide footpath link Fairfield Rd/Station Approach - all as previous correspondence. Chairman's letter to Co-op and reply from T&M Housing Assn read and noted.

TM/02/3111 Extension - 5 Quarry Hill Road. No objection to internal layout but there is still concern about the height of the building plus loss of on-street parking space.

TM/02/0019 Extension of sand extraction area - Ightham Sandpits. Chairman reported on recent KCC approval and her correspondence with the Govt. Office for the SE. Cllr D Evans gave further information.

**Planning decisions**

TM/02/2790 Conservatory - 4 Griggs Way. Permission granted.

TM/02/2859 Conservatory - 25 McDermott Rd. Permission granted.

TM/02/1907 Residential development - 24/26 Western Road. Appeal lodged.

There then followed the period for public consultation.

Urgent follow-up works are still required in connection with the Borough Green House development. Reply from T&MBC awaited.

96. **Correspondence**

**Noted:**

The Countryside Agency - Parish Transport Grant guide and availability of grants. Document passed to Chairman.

RAISE newsletters

KAPC - Agenda for meeting 12/12/02 and newsletter (Copies to Cllr Brinkley-Willsher)

Kent Rural Towns Group - newsletter

KRCC - newsletter, magazine and Kent Rural Towns Group information

Highways Agency - Traffic information Sussex/Kent Oct.-Dec. 2002

Kent Fire Brigade - Advice in case of industrial action

KCC - Local Govt. Pensions Scheme Regulations amendment

CPRE - Winter magazine, Planning Update and newsletters

Radio for Maidstone - Advisory Panel

Kent Highways - Green Maintenance Regimes

BMPOS - October minutes

T&MBC - Western Rd Car Park. Possibility of a ramp will be investigated but would be subject to available funds.

The Tree Council - Care of trees leaflet. Copies given to Cllr Brinkley-Willsher and Groundsman.

Kent Police Authority - Survey. Copies were given to all Cllrs for individual returns.

All Cllrs

96. **Correspondence (Continued)**  
 Mr R Brown - Copy letter to T&MBC re. blocked/damaged pipes, A227. The PC has discussed this matter with T&MBC who will reply to the resident. Noted that the ditch has to be cleared before work carried out to pies.  
 Jarmans Solicitors - application for Justices' licence, adjournment. Letter read and noted.  
 T&MBC - 'Cleaner Borough Campaign' 2003. Noted that participation can now be at any time during the year and T&MBC will provide necessary equipment. T&MBC will be advised of constant litter problem on railway embankments, Borough Green.  
 T&MBC - Summer Playscheme Review - consultation. After considerable discussion agreed to support the Playscheme wholeheartedly providing that it continues to be run by T&MBC. There is concern that central government is making the service far too complex and thus more expensive. Regular outcomes of audits will be requested.  
 T&MBC - Draft Community Strategy Plan 2003/06 will be circulated and discussed at next mtg.  
 T&MBC - Register of Electors, amended regulations. Agreed to request copies for all Cllrs.
97. **Borough Green & Platt Bypass/Traffic Matters**  
 Clerk reported on information received from the local Police re. purchase of a speed gun. Noted that a traffic survey was carried out recently at Dark Hill roundabout.
98. **Audit of Accounts 2001/2002**  
 All Councillors had received copies of the Auditor's report. Finance Cttee will consider risk assessments. Cllr McWilliam proposed that the accounts be approved and the Statement of Assurance be signed. Seconded by Cllr Brinkley-Willsher. Agreed.
99. **Parish Council Standing Orders and Financial Regulations**  
 Cllr Hughes had prepared draft Standing Orders and copies had been given to all members. Agreed that a statutory meeting will be held in March rather than February and an additional meeting in February rather than March. Cllr Brinkley-Willsher proposed that the amended Standing Orders be adopted. Seconded by Cllr McWilliam. Agreed.  
 Model Financial Regulations will be obtained and discussed at a later meeting.
100. **Parish Council Websites**  
 It was pleasing to note that the websites are still being well-used. Chairman will consider writing a precis of each Parish Council meeting for the PC website. SM
101. **Freedom of Information Act**  
 Information had been circulated to all members. Chairman proposed that the Model Publication Scheme for Local Councils - Core Classes only be adopted. Agreed.
102. **Vacancy BGPC**  
 Mrs Chiswell is unable to serve as a co-opted member. Agreed no further action at present.
103. **Vital Villages**  
 Chairman reported on a recent Parish Plan seminar. Cllr McWilliam updated members on progress re liaison with local people. Feedback to the Parish Council can be expected from the consultant in early Spring.
104. **Recreation Ground**  
**Woodland Walk:** All Cllrs received details of tenders received for the construction of the footpaths and were advised of the recommendation received from the Medway Valley Countryside Partnership. Chairman proposed that the tender from Ringshill Forestry & Conservation Ctrs in the sum of £850 be accepted. Agreed.  
**Pavilion:** Agreed that the Finance Cttee will give further consideration to pavilion facilities at the Recreation Ground. Cllr McWilliam reported on possible funding options.  
**Mowing:** Chairman proposed that the quotation from KCC be accepted in the sum of £27.30 per cut less £1.60 per cut if both grounds are cut on the same occasion. Agreed subject to cuts being made every 7 days, unless adverse weather condition apply.  
**Ditch:** Agreed to obtain quotes for lowering and clearance of ditch.
105. **Potters Mede**  
**Mowing:** Chairman proposed that the quotation from KCC be accepted in the sum of £51.77 per cut less £1.60 per cut if both grounds are cut on the same occasion. Agreed. Noted that KCC is finding it increasingly difficult to cut both grounds on the same occasion due to frequent wet condition of Potters Mede.

105. **Potters Mede (Continued)**  
**Tree Planting:** Proposed T&MBC tree planting scheme noted.  
**Fencing:** All Cllrs received details of tenders received for fencing frontage of Potters Mede. Cllr Brinkley-Willsher proposed that the tender from Tonbridge Fencing in the sum of £1511.86 be accepted. Seconded by Cllr Dolton. Agreed.  
**Christmas Tree recycling:** Request from T&MBC agreed, all as in previous years.
106. **Committee Reports**  
**Highways, Footpaths & St.Lighting:** Chairman will write a letter of thanks to the Lighting Cttee for the wonderful display of Christmas lights. SM  
**BGVHMC:** Cllr J Evans reported on the last meeting.  
**Men of Trees:** No report.  
**Quarries Liaison:** No report  
**BMPOS:** No report  
**WPPC:** Cllr Brinkley-Willsher reported on recent meeting. He will prepare a detailed account for distribution. CB-W  
**Twinning:** No report  
**Finance:** A meeting will be held on 20 January 2003. SM/AD/  
 BH/JMcW
107. **Cheques for Signature**  
**Auto-Pay**  
 £26.18 Kent Aluminium - Maintenance materials, P mede/Rec.Gd.  
 £164.87 Seeboard - Street Lighting Supply, November 2002  
 £462.00 T&MBC - Rates, Potters Mede December 2002  
 £577.70 R Springett – Asst. Groundsman 1/11– 30/11/02  
 £958.42 H Damiral – Clerk November 2002  
 £566.66 W Austin – Caretaker/Groundsman 1/11– 30/11/02  
 £212.81 Seeboard - Street Lighting Maintenance, December 2002  
  
 £340.62 J Toms Ltd - Planter, Western Road  
 £18.00 KRCC - Parish Plans Workshop Day fee  
 £260.00 W Mzimba, Wealden Consultancy Ltd - Audit fee 2001/02  
 £352.50 Sevenoaks Glazing - Replacement glazing, Potters M ede  
 £81.04 Neat Ideas - Office supplies  
 £138.97 Peter Wellard (Electrical Services) - Repairs to outside lights, Potters Mede  
 £150.00 Mrs S Murray - Chairman' s allowance 2002/03  
  
 Proposed by Cllr McWilliam, seconded by Cllr Mrs Lucas that the above cheques be paid. Agreed.
108. There were no matters for discussion in committee.