

## DRAFT MINUTES

Period for public consultation 7.30pm Monday 2 July 2007:

All members received copies of a statement from Mr M Taylor.re.staff appraisals

Comments were received about the recent meeting of Woodlands Residents' Assn. re possible development of Isles Quarry

### **Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 2 July 2007 at Potters Mede**

Present: Cllr C Willsher (Chairman), Cllrs. J Bailey, S Cole, J Enver, Mrs J Lucas, Miss L Robinson, S Perry, Ms F Wakefield, Mrs B Woodhams  
PC D Allen, PCSO Andy Swanson

Apologies: Cllrs Mrs S Murray. T&MBCllr D Evans  
There were 5 members of the public in attendance

Action

There were no declarations of interest.

#### 30. **Minutes** of the meeting 4 June 2007:

20.6 Delete 'rubble' add 'rumble'

21 Delete 'D Enver' add 'J Enver'.

The amended minutes were signed as a true record.

Chairman invited the Police representatives to report: Crime figures last month were fairly low. The letter from Borough Green Business & Retail Group re anti-social behaviour (BGPC min. 24) is receiving attention. 'Pub-Watch', a new initiative in Borough Green, Wrotham and Platt is proving very successful.

#### 31. **Matters Arising**

Public consultation: Wrotham School - A response from KCC Cabinet Minister for Education & School Improvement was read and noted.

20.5.139 Cllr Perry reported on a recent Skate Park meeting and advised that a financial statement had been received.

20.6 Chairman outlined the role of councillors acting as the Parish Council's representative on any committee or at any organisation.

20.13 Police confirmation was received that existing arrangements for a PCSO in Borough Green & Wrotham is not part of the match-funding scheme and is a permanent post which is unlikely to be withdrawn in the foreseeable future. Any Parish Council bid for a match-funded PCSO would, therefore, be for an additional officer. In light of this clarification it was agreed not to proceed with the Parish Council's bid. Improved Police cover 16.00 – 24.00 hrs will be requested.

23. Proposed footpath Fairfield Road/Station Approach: T&MBC is continuing to negotiate with landowners regarding acquisition of land.

23. Illegal bypass-related signs: the Parish Council's response and subsequent reply from Kent Highways was noted.

23. Proposed crossing Western Road: noted that KCC is carrying out a further consultation process regarding the exact location, parking bays and relocation of bus stop.

24. Due to lack of support, the Kent Highways seminar was cancelled.

24. Cllr Cole attended the recent Councillors Information Day which he found most useful.

26. Cllr Bailey expressed disappointment at the Parish Council's decision and proposed that further consideration and approval be given to the letter from T&MBC and that the restriction on co-opted members acting as Chair of Basted Mill Public Open Space Joint Committee would not apply to Mrs Harrison. Chairman explained the reasons for the revision. Proposal seconded by Cllr Mrs Lucas. Agreed.

#### 32. **Planning Matters**

TM/07/1447 Garage conversion - 10 Normanhurst Road. No observations.

TM/07/1664 Extensions – 22 Annetts Hall. No observations

TM/07/1921 Extensions – 31 Lingfield Road. No observations

TM/07/1978 Conservatory – 18 Conyerd Road. No observations

TM/07/2010 1no dwelling - adj. 65 Annetts Hall. Previous comments + objection that the design does not confirm to or blend with any others on the estate.

TM/06/2317 Residential develop. 2 Maidstone Rd – amended plan. Noted but ongoing concern that storage area for refuse bins awaiting collection is still along the boundary with the adjoining property.

TM/07/2050 Conservatory – 16 Black Horse Mews. No observations.

**Planning Matters (Continued)****Decisions**

TM/07/1376 Conservatory – 14 Ascot Close. Permission granted  
 TM/07/1381 Lobby & toilet – 20 McDermott Road. Permission granted  
 TM/07/1444 Extension & alterations – 32 Western Road. LDC granted  
 TM/07/1466 Dormer – 14 Annetts Hall. Permission granted.

33. **Oral reports from Members, Borough & County Councillors and Clerk**

Chairman will discuss with T&MBC the possibility of installing CCTV in the High Street. CW  
 It is understood that BGVHMC may have some spare cameras.  
 Chairman will liaise with Cllr Mrs Murray re progress of correct signage for Four Wents Close. CW  
 Further comment was made about the proposed location for the Western Road crossing. It was suggested that some shops may suffer loss of trade.  
 Resurfacing works to Fairfield Road have been undertaken but most unsatisfactorily. A new technique 'micro-surfacing' has been used. Kent County Cllr Mrs Dagger is pressing Kent Highways for urgent attention and a site meeting will be held later this week.  
 A light in Fairfield Road needs attention.  
 Dog walkers are urged to act responsibly when using Potters Mede field: dog waste must be removed and put in the bin at the entrance to the field. It must be remembered that the facilities are regularly hired and frequently used by young children. Agreed that grounds maintenance staff cannot be expected to clear up such waste and that the Parish Council would support them if they found it necessary to ask dog walkers to comply. A request will be made for the T&MBC Dog Warden to make random visits to Potters Mede.  
 Cllrs Bailey and Miss Robinson will be in attendance in the Parish Office 10 – 12noon JB/LR  
 Saturday 4 August 2007.  
 Noted that places are still available on the T&MBC Summer Playscheme.

34. **Correspondence****Noted:**

KCC	Road closures 8 July 2007 (Tour de France)	
KCC	Cycle Guide Kent 2007	
Action with Communities in Rural Kent	Magazine and invite to mtg 09.07.07	
T&MBC	Corporate Performance Plan 2007/08	
Environment Agency	River Basin bulletins Dec '06 & June '07 (copies to all Cllrs)	
T&MBC	Joint Transport Board minutes 11.06.07	
KAPC	Newsletter 325	
Highways Agency	Planned roadworks SE England June – August 2007	
Kent Police Authority	Safer Kent Awards	
T&MBC	PPP minutes 31.05.07 + note of next mtg 13.09.07 (copies to Cllrs Willsher & Perry)	
KCC	Kent Minerals Develop. Framework amendment re Northfleet	
Kent Downs	Countryside Day & Management Plan Review questionnaire	
KCC	Volunteers Awards 2007	
T&M Joint Board	Public Meeting 12.07.07 re Climate change	
Kent Rural Towns	Annual meeting agenda, minutes & financial summary	
KCC	Local Board grants – community newsletters & Inside Track (copies to Cllr Willsher)	
SE Area Commission	Patient & Public Involvement Forums in Kent	
T&MBC	Advertising 'Tour de France' 08.07.07	
SEERA	Information leaflet	
Russet Homes	Annual Review meeting 23.07.07. Chairman will attend.	CW
Kent Police	T&M Neighbourhood Policing launch (copy to Cllr Willsher).	
	Chairman will attend.	CW
KAPC	Training Days 2007: Cllrs Info. Day - Any member interested to contact Clerk. Chairmanship Day – Chairman will attend.	CW
KCC	Kent/T&M Joint Local Bd mtg 12.07.07 (copy to Cllr Willsher)	
Kent Highways	Parish spreadsheet June 2007 (copies to all Cllrs). Agreed comments/reports: replacement nameplate signs Fairfield Rd; gulley cleansing A25 particularly at and near junctions of Station Road and Hill View; replacement railings, kerbing and footway reinstatement SE corner of cross roads.	
T&MBC	Report to Kent Transport Board – Satellite Navigation (Copies to all Cllrs). Residents are encouraged to make their views known to T&MBC	

35. **Vacancy BGPC**  
An application for co-option was received from Mr A Lumber. An interview will be arranged. Chairman, Cllr Mrs Lucas and Clerk will attend. CW/JL
36. **Audit of Accounts 2006/07; appointment of Internal Auditor 2007/08; financial risk control procedures**  
Owing to recent postal delays, information from the Internal Auditor is not available. Agreed for next agenda.
37. **Recreation Grounds**  
**Recreation Ground - Pavilion:** Chairman recapped on proposals for re-designing the internal layout and renovations. The Facilities Committee will continue to prepare details to enable the surveyor to prepare a specification with budget costs. Agreed that there will be one slope for disabled access on the NE side. Subsequent to obtaining tenders possible future uses of the building will be considered. CW/SP/JB/BW  
**Tennis Courts:** An order has been placed for cleaning sample area. Cllr Perry will progress  
**Seats:** Agreed to await official information about proposed regulations re height. SP  
**Potters Mede – Windows:** Cllr Perry reported 3 options available. Budget cost in the region of £20,000 noted. Possible sources of funding were discussed. Cllr Perry will report further when he receives full information. A quotation will be sought for installing an alarm system. SP  
**Fencing:** Quotations will be obtained for removal of front fence and replacement of car park dividing fence and gate with all metal. Cllrs Cole and Enver will provide Clerk with names of suitable contractors. There will be further consultation with Cemex regarding resurfacing of the car park. Grounds maintenance staff will carry out routine maintenance of weeding and raking. SC/JE  
**Senior football:** A request was received from a newly-formed Borough Green-based senior football team for use of the facilities next season. Agreed in principle with all current conditions and charge applicable. The club to mark out the pitch and take down/erect posts each week. Cllr Cole will liaise with the club. SC  
**Pavilion maintenance:** Standard of cleanliness in the toilet areas was discussed. Agreed that it may be necessary to increase weekly hours of Caretaker and Assistant Groundsman by 2hrs each to improve conditions. This will be discussed at a forthcoming staff meeting. CW
38. **Cheques for Signature**  
**Auto-Pay**
- |          |  |
|----------|--|
| £672.69  | R Springett - Asst. Groundsman 1/6 - 30/6/07   |
| £1124.22 | H Damiral - Clerk June 2007  |
| £441.92  | W Austin - Caretaker/Groundsman 1/6 - 30/6/07  |
| £404.40  | M Taylor – Groundsman 1/6 – 30/6/07 incl. 29.5 hrs o/time (play equip. repairs + pavilion windows) |
| £438.57  | KCC – Superannuation June 2007   |
| £372.00  | T&MBC - Rates, Potters Mede July 2007  |
| £58.00   | T&MBC - Rates, Recreation Ground July 2007   |
| £60.00   | J Stephens – Websites maintenance June 2007  |
| £1.10    | EDF Energy – Supply Recreation Ground  |
| £262.24  | EDF Energy – Street lighting supply May 2007   |
| £96.75   | Kent Aluminium – Maintenance materials Potters Mede & Rec. Ground                                  |
| £559.30  | EDF Energy – Service connection, replacement light Normanhurst Road                                |
| £646.25  | KCC – Vertidrainning, Potters Mede & Rec. Ground   |
| £140.82  | T&MBC – Election expenses May 2007   |
| £258.00  | J Lawrenson – Cutting/planting boundary hedge Rec.Gd/Bowls Club                                    |
| £232.98  | Petty cash, tel rental + broadband reimbursement April –June 2007                                  |
| £148.61  | Wrotham PC – Skate Park inspections May 2007   |
| £5974.59 | Zurich Municipal – Annual premium 2007/2008  |
| £233.78  | Kidmans – Strimmer,Potters Mede  |
| £2663.31 | Inland Revenue – PAYE/NI April-June 2007   |
| £225.00  | West Kent College – H&S training course fees   |
| £64.62   | KAPC – Cllrs. Information Day fee  |
| £1334.80 | How Green Nursery Ltd – Hanging baskets 2007 (pt payment)  |
| £46.13   | M Taylor – Materials, Rec. Gd. pavilion windows  |
| £105.00  | PC Matters Ltd – Computer maintenance  |
- Cllr Perry proposed, Cllr Mrs Woodhams seconded that the above cheques be paid. Agreed

39. **Resolved to enter into committee**  
Plans for staff appraisals were discussed and recent correspondence from the Groundsman in this connection noted. Clerk reported advice received. All staff to be advised of format and reasons for appraisals at the forthcoming staff meeting.