

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 6 October 2008 in The Annexe to The Church of The Good Shepherd.

Present: Cllr C Willsher (Chairman), Cllrs. J Bailey, S Cole, Mrs L Cook, Mrs J Lucas, S Perry, Mrs V McWilliam, Mrs S Murray, Mrs B Woodhams

Apologies: Cllrs J Enver (illness), Ms F Wakefield (personal), T&MBCllr D Evans
There were two members of the public in attendance

Declarations of interest: Declarations of interest: Item 63 Planning Matters – Cllr Mrs Murray declared an interest in all planning applications and said that any view expressed would be purely based on information received to date and could change as more information became available.

Action

61. **Minutes** of the meeting 1 September 2008: apologies – Cllr Cole delete 'work' add 'holiday'. Item 52 "Jazz Supper" date – amend to 3/10/08. The amended minutes were signed as a true record.

62. **Matters Arising**

39.33 Isles Quarry: Further information revealed that the site visit was by invitation only. This was subsequently extended to Parish Cllrs and Cllrs Willsher and Mrs McWilliam attended.

50.46 CCTV: Two direct payments of £7,040 each have been received. The duplicate payment of £7,040 will be repaid immediately.

52 Fairfield Rd footpath link: T&MBC is planning to fit a handrail before the start of the winter weather. Cllr Mrs Murray will check progress. T&MBC will be asked to ensure that the litter bin is regularly emptied.

53 Cllr Mrs McWilliam confirmed that the recently-adopted BGPC Disciplinary and Grievance Procedures were based on guidelines received from NALC.

SM

63. **Planning Matters**

TM/08/TEMP/0056 Special school, parking, play area, landscaping and ancillary works – Wrotham School, Borough Green Rd. Agreed to suggest changed position/location of building within the site to mitigate traffic noise.

TM/08/2269 Bungalow: external materials – adj. 74 Sevenoaks Rd. No observations.

TM/08/2498 Pillar to allow for disabled parking bay (retrospective) – 94 Sevenoaks Rd. No observations

TM/08/2583 Loft conversion: revised scheme - 144 Maidstone Rd. Rely on expertise of T&MBC to accord with reduction required when previous application considered.

TM/08/2624 Roof conversion – 22 Staleys Rd. No observations

TM/08/2498 Pillar to allow for disabled parking bay – 94 Sevenoaks Rd. No observations

TM/08/2716 Obscure window in south elevation – 1 Crow Hill Rd. No observations

Decisions

TM/08/3816 LDF Use as parking area – r/o 19/29 Station Road. LDF granted.

TM/08/2073 Extension, garage and porch – 8 Conyerd Road. Permission granted.

TM/08/2243 Landscaping – Medical Centre, Quarry Hill Road. Details approved.

TM/08/2194 LBA Conservatory, extension & garage conversion – Whiffens Farm, Maidstone Road Application withdrawn.

28 Maidstone Rd Untidy front garden: Site tidied to satisfaction of Enforcement Officer. No further action

67 Wrotham Road Structure in front driveway & means of access onto highway. Structure removed and breach rectified to satisfaction of Enforcement Officer. No further action

64. **Correspondence**

Noted:

Highways Agency Planned roadworks SE England Sept – November 2008

Applause Live arts in local venues Sept – December 2008

T&MBC PPP meeting 13 November 2008 + minutes of the meeting 11 Sept. 2008 (copies to Cllrs Willsher & Perry)

NHS West Kent Draft NHS Constitution event 10am 13 Oct 2008 Angel Centre, Tonbridge

T&MBC 'Scambuster the Musical' Ditton Comm. Centre 2 Oct. (copies to all Cllrs)

Kent Rural Towns Annual meeting and training event for towns 10 October 2008

Action with Communities in Rural Kent Community transport database (copies to all Cllrs)

T&MBC Parking Plan update + further info. re road markings (copies to all Cllrs)

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Correspondence (Continued)

T&MBC Community Safety Ptnrship newsletter www.tmcommunitysafety.org.uk
KCC Pensions conference 2008
KCC Parish Portal newsletter August 2008
CPRE Magazine September 2008
SEERA Newsletter August 2008
Chamber of Commerce Lights festival 29 Nov. 2008
KALC Newsletter no 334 + agenda 18 Sept. 2008
KHS Relocation of offices to Aylesford
KALC Local Govt. pay negotiations + review of 'Standing Orders & Chairmanship' (copies to all Cllrs)
KCC British Telecom 'adopt a kiosk' proposal (copies to all Cllrs)
KHS Puffin crossing planned construction noted. No details about construction of proposed roundabout – A25 Sevenoaks Road (copies to all Cllrs).
KALC Finance Information Day 18 October 2008

BGVHMC Request for information re. development of Potters Mede. Letter read. Agreed that new facilities at Potters Mede will not duplicate other existing facilities in the village. Cllr Mrs McWilliam will attend VHMC meetings and will keep the committee informed of Potters Mede plans and progress.

VMcW

T&MBC Street name of 'Manor Drive' for 20/22 Wrotham Rd. development (copies to all Cllrs). Cllr Mrs Murray proposed an alternative name of Stone Court in memory of long -serving Cllr Michael Stone, a past resident of The Manor House. Voting was Manor Drive 6 Stone Court 3 abstention 1. Agreed to support the suggestion of Manor Drive.

Dept for Communities & L Govt The making & enforcement of Byelaws. Document passed to Chairman. For next agenda.

CW

T&M Crime Prevention Panel Request for funding. For consideration by the Finance Cttee.

Fin Cttee

EDF Notice of termination of public lighting maintenance services. Agreed to request PPP agenda item. Clerk will liaise with KHU and C Cllr Mrs Dagger.

CW/SP

SLCC Regional conference 12 November 2008. Chairman proposed that Clerk attends. Agreed.

KCC SE Plan: "Somewhere to Live – Planning for Gypsies & Travellers & Travelling Showpeople in the SE" available at www.southeast-ra.gov.uk/consultation. Chairman will attend meeting 27/10/08.

CW

Standards Board Newsletter Sept. 2008. Extreme concern about the proposed policy change to the South East Plan deleting the requirement for infrastructure to be put in place before development is permitted. Chairman read a suggested reply. Amendments discussed. He will circulate revised letter for Cllrs agreement before despatching to South East Regional Assembly with copies to the relevant Tonbridge & Malling Borough Council Members and Chief Officers. Agreed to display BGPC letter on website and pass to resident for personal website.

CW

SP

Ben Hutton Concern about narrow footway SW end of High Street. Agreed that no action is possible but he is thanked for his interest.

65. Vacancy BGPC

Letters of resignation were received from Cllrs Mrs F Wakefield and J Enver (copies to all Cllrs). Chairman will send letters of regret and thanks. Vacancy notices will be displayed and the ERO advised.

CW

66. Audit of BGPC Accounts 2007/2008 + Appointment of Internal Auditor

All members had received copies of the External Auditor's Certificate and Opinion: noted that there were no matters for attention. Statutory notice and the annual return have been displayed. Chairman had expressed thanks to the Clerk.

Wealden Consultancy has agreed that rates will remain the same until 2010/2011. Chairman proposed that his appointment until then be approved. Agreed.

67. BGPC Accounting Risk Control Procedures

Enhanced information had been circulated to all members. Cllr Mrs Murray proposed that the document be accepted. Seconded by Cllr Mrs McWilliam. Agreed.

A Finance Cttee meeting will be held in the Parish Office at 2.30pm Thursday 27 Nov. 2008

CW/SM/JL/JB

68. BGPC Complaints Committee

Chairman will circulate a proposed TOR document for consideration at the next meeting.

CW

74. **Resolved to enter into committee**
Further to information received during the public consultation prior to the meeting, agreed statement for The Voice "Mr Francis Taylor advised the meeting that he did not ask for costs at the recent Employment Tribunal and this was noted".