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.

Cllr C Willsher (Chairman), Cllrs. J Bailey, S Cole, Mrs L Cook, Mrs J Lucas, S Perry, Present: Mrs V McWilliam, Mrs S Murray, Mrs B Woodhams Cllrs J Enver (illness), Ms F Wakefield (personal), T&MBCllr D Evans Apologies: There were two members of the public in attendance Declarations of interest: Declarations of interest: Item 63 Planning Matters - Cllr Mrs Murray Action 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. 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 SM 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. 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. Extension, garage and porch – 8 Converd Road. Permission granted. TM/08/2073 Landscaping - Medical Centre, Quarry Hill Road. Details approved. TM/08/2243 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 Correspondence 64. Noted: Highways Agency Planned roadworks SE England Sept – November 2008 Live arts in local venues Sept – December 2008 Applause 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 'Scambuster the Musical' Ditton Comm. Centre 2 Oct. (copies to all Cllrs) T&MBC 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 ClIrs)

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T&MBC KCC KCC CPRE SEERA Chamber of KALC KHS KALC (copies to a KCC KHS	Indence (Continued) Community Safety Ptnrship newsletter www.tmcommunity Pensions conference 2008 Parish Portal newsletter August 2008 Magazine September 2008 Newsletter August 2008 f Commerce Lights festival 29 Nov. 2008 Newsletter no 334 + agenda 18 Sept. 2008 Relocation of offices to Aylesford Local Govt. pay negotiations + review of 'Standing Ordall Cllrs) British Telecom 'adopt a kiosk' proposal (copies to all Clus) roundabout – A25 Sevenoaks Road (copies to all Cllrs). Finance Information Day 18 October 2008	ders & Chairmanship' Cllrs)	
BGVHMC Agreed tha village. Cll of Potters I T&MBC all Cllrs). C -serving Cl Stone Cou Dept for Co passed to C T&M Crime EDF request PF SLCC attends. Ag KCC Travelling S Chairman V Standards change to t before dev discussed. East Regio Members a for persona Ben Huttor	Request for information re. development of Potters Met t new facilities at Potters Mede will not duplicate other existin r Mrs McWilliam will attend VHMC meetings and will keep the Mede plans and progress. Street name of 'Manor Drive' for 20/22 Wrotham Rd. de Ilr Mrs Murray proposed an alternative name of Stone Court is r Michael Stone, a past resident of The Manor House. Votin rt 3 abstention 1. Agreed to support the suggestion of Manor Dommunities & L Govt The making & enforcement of Byels Chairman. For next agenda. Prevention Panel Request for funding. For consideration Notice of termination of public lighting maintenance set P agenda item. Clerk will liaise with KHU and C Cllr Mrs Day Regional conference 12 November 2008. Chairman pro- greed. SE Plan: "Somewhere to Live – Planning for Gypsies & Showpeople in the SE" available at <u>www.southeast-ra.gov.</u> will attend meeting 27/10/08. Board Newsletter Sept. 2008. Extreme concern about the p the South East Plan deleting the requirement for infrastructur elopment is permitted. Chairman read a suggested reply. An He will circulate revised letter for Cllrs agreement before de- anal Assembly with copies to the relevant Tonbridge & Malling and Chief Officers. Agreed to display BGPC letter on website al website.	ng facilities in the e committee informed evelopment (copies to in memory of long g was Manor Drive 6 Drive. aws. Document by the Finance Cttee. rvices. Agreed to gger. oposed that Clerk & Travellers & uk/consultation . roposed policy e to be put in place mendments spatching to South g Borough Council and pass to resident	VMcW CW Fin Cttee CW/SP CW CW SP
	esignation were received from Cllrs Mrs F Wakefield and J E irman will send letters of regret and thanks. Vacancy notices		CW
All membe there were displayed. Wealden C	GPC Accounts 2007/2008 + Appointment of Internal Aud rs had received copies of the External Auditor's Certificate ar no matters for attention. Statutory notice and the annual retu Chairman had expressed thanks to the Clerk. consultancy has agreed that rates will remain the same until 2 hat his appointment until then be approved. Agreed.	nd Opinion: noted that urn have been	
Enhanced document	counting Risk Control Procedures information had been circulated to all members. Cllr Mrs Mu be accepted. Seconded by Cllr Mrs McWilliam. Agreed. Cttee meeting will be held in the Parish Office at 2.30pm Thu		CW/SM/JL/JB
Chairman	mplaints Committee will circulate a proposed TOR document for consideration at e subject to possible amendment by Councillors at the next PC Meeting and	-	CW onfirmed by 24

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69	 <u>T&MBC Sustainable Community Strategy</u> Cllr Perry will circulate the document to all members. For further consideration at the next meeting. 	SP
70	 Financial Arrangements with Parish Councils 2009/2010 All members had received copies of a proposal from Cllr Bailey for the improvement of 1no football pitch at Potters Mede at a budget cost of £25,715. After discussion Chairman proposed that an application be made to T&MBC for a £13,000 Special Works grant 2009/2010. Agreed. Further agreed in principle that a further £5,000 will be raised in next year's precept for this project. Noted that further information about the existing drainage of the field may be available from Mr B Hughes and/or Mr R Thompson. 	JB
71	 <u>Recreation Grounds</u> Potters Mede – pavilion: all members had received copies of notes of a recent Steering Group meeting. Recommendations and action points noted. Cllr Mrs McWilliam reported. The Steering Group will meet with the surveyor. Chairman, Cllr Mrs Murray and Clerk will research possible grant information. Reclamation of VAT will be clarified. It was agreed that, in future, Potters Mede Sports/Community Hall will be included as a separate item on the agenda. Recycling collection point: Prior to the meeting councillors met with a T&MBC officer. After discussion agreed that Potters Mede car park would not be appropriate but the parish council will work with the borough to try and find an alternative suitable site. Football: Cllr Cole will liaise with BGJFC re. use of Potters Mede this season incl. storage container. Cemex have applied for planning permission for change of use of land for the new pitch. Rec. Ground – pavilion: The Facilities Cttee continue to liaise with the surveyor. Trees: Chairman will seek advice from Mr Lawrenson about possible removal of tree and other work to west boundary. 	VMcW/SM/SP/ JB/JL CW/SM SC CW/SP/JB/BW CW
72	 Oral reports from Members, Borough and County Clirs and Clerk Clir Perry reported on a recent PPP meeting incl. Alcohol Control Zones; Community Pay Back Scheme; Financial Arrangements; Recycling and KHU reorganisation. Agreed that in future a written report will be circulated to all parish councillors before the PC meeting. Chairman and Clir Perry attended a site meeting with KHU representatives and discussed outstanding issues. Matters for referral to KHU: Street light FP407; pedestrian safety barrier A25/Quarry Hill Rd; Four Wents Close sign; High St/Station Rd steps/path. A PACT meeting has been held: a Public Meeting is planned for next week. Clirs Mrs Cook and Mrs Murray will be in attendance in the Parish Office 10-12noon Saturday 1 November 2008. Chairman reported on a recent BMPOS:the tree donated by the WI will be planted at BMPOS. Chairman will attend KALC AGM 8 November 2008 	SP SM/LC CW
73.	Cheques for Signature Auto-Pay £763.43 R Springett - Asst. Groundsman 1/9 - 30/9/08 £1208.83 H Damiral - Clerk September 2008 £497.65 W Austin - Caretaker/Groundsman 1/9 - 30/9/08 £499.30 KCC - Superannuation September 2008 £262.71 EDF Energy - Street light supply August 2008 £20.00 J Stephens - Websites maintenance September 2008 £233.59 EDF Energy - Street light maintenance September 2008 £233.59 EDF Energy - Street light maintenance October 2008 £262.71 EDF Energy - St lighting supply September £28.25 Kent Aluminium - Grounds maintenance supplies £186.96 Wrotham PC - Skate Park inspections and maintenance £2,299.94 Inland Revenue - PAYE/NI July - Sept. 2008 £7,040.00 Kent Police - CCTV contribution (duplicate payment) £7,00.00 Chamber of Commerce Lighting Cttee - Christmas lights donation £275.50 Wrotham PC - Skate Park inspections and maintenance £568.24 T&MBC - Playscheme contribution - 4th week £130.17 Neat Ideas - Office supplies Proposed by Clir Mrs Murray, seconded by Clir Perry that the above cheques be paid, agreed	

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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".