

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Monday 14 May 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs L Chown, C Dobson, Mrs S Gould, G Harrington, S Millener, Ms P Moorecroft, S Perry, T Shaw, M Taylor,

There were 2 members of the public in attendance.

Action

1. **Election of Chairman**

Cllr Taylor invited nominations for Chairman. Cllr Shaw proposed Cllr Taylor, seconded by Cllr Chown. There being no other nominations Cllr Taylor was duly re-elected and signed the Declaration of Acceptance form.

2. **Apologies for Absence** were received from Cllr H Willard and T&MBCllrs D Evans, Mrs S Murray and T Sayer.

3. **Election of Vice-Chairman**

Chairman proposed Cllr Yianni, seconded by Cllr Chown. Cllr Ms Morecroft proposed Cllr Perry, seconded by Cllr Mrs Gould. Voting was Cllr Yianni 5; Cllr Perry 4. Cllr Yianni was duly ELECTED. AGREED in the event of the absence of both the Chairman and Vice-Chairman, Cllr Perry would be elected to take the Chair.

Chairman paid respects to T&MBC Leader Mark Worrall, OBE, who recently died. The council acknowledged with gratitude his dedicated work and service.

4. **Declarations of Interest**

In the course of normal business being conducted all Councillors confirmed that that they are open-minded and that any comments they make are done so without bias, pre-disposition or pre-determination, irrespective of personal comments made outside the meeting.

Councillors will take into account any relevant information put before them and not rule out any factors before reaching a final decision.

Cllr Taylor declared an interest in item 10 Correspondence: Skate Park report and Brands Hatch Morgan Ltd and item 16 cheques for signature - Skate Park maintenance + reimbursement chqs. Cllr Perry declared an interest in item 19 Pedestrian Crossing Pelicanisation

5. **Minutes** of the meeting 2 April 2012. All members had received copies. RESOLVED that they be approved and signed as a true record.

6. **Matters Arising**

**213 Planning Matters.** Regular breaches of the requirements of the Section 106 Agreement for the Hornet Industrial estate, Quarry Hill Rd: a reply from T&MBC was read. A response will be made clarifying that offending vehicles are not just HGVs but also smaller commercial and goods vehicles.

**214 Correspondence:** T&MBC Standards Board Workshop – a date is still awaited.

7. **Election of committees, representatives and working groups**

Facilities Cttee. – Any Cllr may be asked as and when required.

Sports Clubs Liaison – Football: Cllr Willard; Bowls: Cllr Chown

Highways, Footways, Footpaths & Street Lighting - Cllrs Dobson, Harrington and Taylor, with advice from Mr Willsher as and when required.

Finance – Cllrs Mrs Gould, Millener, Shaw and Taylor

Planning Oversight – Cllrs Perry and Taylor

Complaints - Any Cllr may be asked as and when required.

Potters Mede Environmental – Cllrs Willard and Taylor

KALC – Cllrs Shaw and Taylor

Parish Alliance - Cllrs Shaw and Taylor

Village Hall Representatives – Cllr Ms Moorecroft

Quarries Liaison – Cllrs Millener, Ms Moorecroft and Taylor

Men of Trees - Cllrs Dobson and Harrington, with advice from Mr Willsher as and when required.

Parish Partnership Panel – Cllrs Taylor and Yianni, with Cllr Shaw deputising if and when required.

Basted Mill Public Open Space – Cllrs Dobson and Ms Moorecroft

Skate Park – Cllrs Harrington and Millener

3G Pitch (Wrotham School) – Cllrs Taylor and Willard

**Election of committees, representatives and working groups (Continued)**

Potters Mede Steering Group - Cllrs Mrs Gould, Millener, Taylor and Willard, with assistance and advice from Mr Bailey as and when required.

Websites Liaison - Cllrs Perry and Taylor

CCTV Working Group – Cllrs Dobson and Perry

J5 Slips – Cllrs Shaw and Yianni

Malling Area Partnership (BGTAG) – Cllrs Perry and Shaw, although AGREED that, as Cllr Shaw attends on behalf of J5 Slips, any other member can attend.

Parish Plan – Cllrs Chown, Dobson, Mrs Gould, Taylor and Yianni

Kent Rail Forum – Cllrs Perry, Shaw and Yianni

T&M CPRE Cttee – AGREED that Cllr Taylor attends in a personal capacity

Chairman proposed the above nominations, seconded by Cllr Shaw. Voting was 8 in favour 1 abstention: Cllr Perry. RESOLVED that the above appointments be made.

Further AGREED that consideration will be given to having a 3<sup>rd</sup> representative on the J5 Slips Cttee at the next BGPC meeting.

**8. Period for Public Consultation**

A representative of the organisers of the village Jubilee street party gave further information. It was AGREED that Chairman and Cllr Harrington will organise personnel to control closure of the High St and the village hall car park for the event. It was noted that local businesses are showing their support, especially with donations of food. 100 commemorative mugs have been bought @ £5.50 each for children attending.

It was also noted that the same organisers are partnering the Co-op Stores to hold an event on the 20 July 2012 when the Olympic Torch comes to Borough Green. BGPC welcomes this initiative.

A representative of Fairseat Residents' Assn gave further information about their request for a financial contribution towards a Jubilee street party for their residents. Children are being given commemorative coins.

Chairman proposed that item 18(iii) of the agenda be taken next. RESOLVED.

**18. Jubilee/Olympic celebrations**

(iii) A Community Enhancement Fund grant of £2,000 has been awarded by T&MBC.

After discussion RESOLVED to make a £200 donation towards the Fairseat Residents' Assn Jubilee street party.

RESOLVED to make a £700 donation towards the village Jubilee street party on receipt of supporting invoices.

RESOLVED to make a £100 donation towards the village Olympic Torch event on receipt of supporting invoices.

Further AGREED to allocate £200 from the Subscriptions & Donations budget to be used if and when any other similar request is made.

**9. Planning Matters**

(i) Decisions

None

(ii) **TM/11/02591/FL Change of use to include deliveries and takeaway – Basement, 49 High St**

No observations

(iii) **TM/12/00446/FL External fire escape, new 1<sup>st</sup> floor window and 2 mounted AC units – Unit 14 Bourne Industrial Estate.** No observations

(iv) **TM/93/305/R17B Removal of rumble strips to internal haul road; install road humps and wheel bath with rattle strips – Borough Green Quarry, Wrotham Road.** No objections but it will be stressed that during a period of drought, potential drinking water should not be used for wheel washing, even if it means closing the site for a period of time.

(v) **KCC/TM/0282/2011 Additional information re: (a) Retention of gas utilisation plant until July 2025; install landfill gas engine; low calorific flare; retention of site offices and landscaping – Stangate Landfill site, Quarry Hill Road.** All Cllrs had received copies of suggested comments from Cllr Perry. AGREED that Chairman will draft a response based on those comments.

(vi) **TM/12/00443/FL Replacement Roman Catholic Chapel, 12 Western Road. Noise Impact Assessment – additional information and amended planning statement.** No observations

MT/GH

**Correspondence (Continued)****Noted:**

Kent Can Regular newsletters and funding alerts (copies to all Cllrs)  
 KCC Regular Trading Standards alerts (copies to all Cllrs)  
 Rural Services Network Newsletters (copies to all Cllrs)  
 KCC Resurfacing programme April – Sept. 2012 (copies to all Cllrs)  
 BMPOS Minutes of the meeting 16.03.12 (copies to all Cllrs)  
 KALC E-bulletin update on Kent matters incl Draft Freight Action Plan (copies to all Cllrs)  
 T&MBC Operation Cubit (copies to all Cllrs)  
 T&MBC Trees to Treasure scheme (copies to all Cllrs)  
 KALC Police acknowledgement of consultations responses to New Kent Policing Model (copies to all Cllrs)  
 T&MBC Death of T&MBCllr, Mark Worrall, OBE, Leader of the Council (copies to all Cllrs)  
 Wrotham School Minutes of the 3G All Weather Pitch Cttee 24.04.12 (copies to all Cllrs)  
 T&MBC Members' Conduct & Registration/disclosure of Interests (amended April 2012) (copies to all Cllrs)  
 T&MBC Licensing activity update (copies to all Cllrs)  
 T&MBC PPP meeting agenda + minutes of last meeting (copies to all Cllrs)  
 T&MBC Heritage Open days 2012-05-11  
 KCC Cutting of highway verges during Spring (copies to all Cllrs)  
 Southern Water Water Resources Update magazine Spring 2012  
 CPRE Countryside Voice and Fieldwork magazines Spring 2012  
 Mr & Mrs Rye Copy letter of objection to T&MBC re Goods Vehicle Operator's Licence – Brands Hatch Morgan Ltd, 45 Maidstone Road

**Platt PC** Copy letter sent to BMPOSJC concerning financial/work programme documentation not received and as required by the constitution of the committee + copy reply from the Clerk to the Cttee (copies to all Cllrs) Noted that this was discussed at a recent meeting of BMPOSJC and a Management Plan is being prepared. AGREED that BGPC is totally supportive of the Clerk and the Management Cttee.

**Boundary Commission** Electoral Review of T&M: Draft recommendations on the size of T&MBC; division arrangements and warding pattern (available at [www.lgbce.org.uk](http://www.lgbce.org.uk) (copies to all Cllrs) Comments are invited by 25.06.12. AGREED that individual comments will be submitted on-line.

**T&MBC** KCC review of libraries: meeting of the Joint Advisory Panel to consider this 2pm 31 May 2012 T&MBC Chamber. A BGPC representative is invited (copies to all Cllrs). AGREED that Cllr Ms Morecroft will attend + Chairman if a second representative is allowed.

**T&MBC** A response to BGPC concerns incl litter/street cleansing/planning issues – 66 Western Road was read and planned action noted (copies to all Cllrs)

**Skate Pk Cttee** Inspection report 19.04.12 (copies to all Cllrs) Chairman advised that maintenance work, as identified in para of the report is being carried out but the inclement weather has delayed progress. AGREED that he will refer BGPC concerns about associated H&S issues to the next Skate Park Cttee meeting.

**11. Potters Mede Ground Improvements**

- (i) Chairman is in liaison with Potters Mede Environmental and the commencement of the work is imminent.
- (ii) All Cllrs had received copies of the draft contract between BGPC and Hugh Pearl (Land Drainage) Ltd for the ground improvement works to 2no pitches all in accordance with the Potters Mede Environmental recommended quotation from High Pearl 14.07.11 with revision 13.2.12. RESOLVED that this be signed.
- (iii) RESOLVED to approve extra grounds maintenance work by Landscape Services comprising flailing of perimeter edge for the sum of £100.
- (iv) Chairman advised that alternative quotations had been received for the supply of sand: Gallagher Group £8/tonne and J Clubb, Nepicar £10/tonne. RESOLVED that the sand will be purchased from Gallagher Group. Further RESOLVED that the order will be placed and paid for by Potters Mede Environmental.  
 Cllr Perry advised that he is still cautious about the specification for the sand for the drainage, particularly regarding its composition and the gully depths.

All

PM/MT

MT

MT

**12. Potters Mede Pavilion**

- (i) Chairman advised that the architect is currently assembling contracts for specific/specialist works.
- (ii) All Cllrs had received copies of a progress report from the Chairman who advised that the construction works are proceeding extremely well. A site visit is made every day by either the architect or the Chairman.
- (iii) Noted that Building Regulations approval has been received. Chairman advised that the 3no conditions attached thereto are all being adhered to.
- (iv) RESOLVED to approve the 5<sup>th</sup> stage payment to Maycock & Bennett Ltd in the sum of £21760.89 +VAT: all Cllrs had received copies of supporting details/information. Further RESOLVED to pay the 6<sup>th</sup> stage payment not exceeding the sum of £17,100 + VAT on 22 May 2012 on receipt of written certification by the architect and Chairman that the work has been satisfactorily completed and the payment recommended.
- (v) All Cllrs had received copies of a quotation from H+H UK Ltd for the supply of foundation and standard building blocks from H+H UK Ltd in the sum of £2,916.67 + VAT. RESOLVED that this be approved.  
All Cllrs had received details of an invitation to visit the H+H site. Chairman will liaise re date. Thanks were expressed to H+H UK Ltd for their assistance with the provision of blocks. AGREED that the company can use the Potters Mede project for advertising purposes.
- (vi) Chairman had circulated quotations for the supply of a storage container to all Cllrs. RESOLVED that the quotation from Bullman Marine Supplies & Containers Ltd in the sum of £1505 +VAT be accepted.
- (vii) Four quotations had been invited and two received for the supply of trusses: all Cllrs had received copies. RESOLVED that the quotation from Dover Trussed Roof Co in the sum of £8,060.53 + VAT be accepted with the 10% approx additional cost for treating the timbers and £180 + VAT for a full structural roof design (including bracing design).
- (viii) Clerk advised of her ongoing regular liaison with Zurich Municipal. Noted that the insurance settlement will be made to BGPC within the next 2/3 weeks. RESOLVED that a minimum of £25,000 will be invested with Investec Bank and Cllrs Dobson, Millener and Ms Morecroft will be signatories (plus Clerk for administrative purposes only). Details will be finalised at the next BGPC meeting and signatories will bring personal details as required to that meeting.
- (ix) RESOLVED to pay £50 + VAT to Willsher Plant Hire Ltd for damage to the door of the hired digger (incl in the £288 reimbursement to M Taylor below).

MT

CD/SM/PM

**13. Recreation Ground**

- (i) All Cllrs had received copies of the Annual Play Equipment Report & Risk Assessment from Wicksteed Leisure Ltd. Noted that there are no High/Medium High Risk matters for action. AGREED that Chairman will liaise with the grounds maintenance staff regarding other identified items, particularly safety tiles needing attention. Chairman will obtain a price for a 'wet-pour kit' and assist staff with these repairs at the end of the summer.
- (ii) All Cllrs had received copies of a request from Potters FC for use of the ground and pavilion for a seniors' friendly fixture on Saturday 19 May 2012. AGREED as it is understood that this will be a one-off 'Fun Day': agreement is on the understanding that the junior pitch is used as currently marked.

MT

**14. Audit of BGPC accounts 2011/12**

- (i) Clerk advised that the end of year Internal Audit had recently been undertaken. The report is awaited although Section 4 of the Audit Return Form has been completed and signed.
- (ii) All Cllrs had received copies of the Annual Return. RESOLVED that this be signed and the Annual Governance Statement be AGREED.
- (iii) Noted that the date for the external audit is 11 June 2012.

**15. Parish Council-owned Street Lighting**

- (i) Quotations are awaited from EDF and SE Contracting for the replacement light in Dene Lodge Close. The companies are liaising to agree a 'tie-up' arrangement.
- (ii) All Cllrs had received copies of conditions and alternative prices from E-on for 1yr and 2-yr agreements for street lighting supply. RESOLVED that the 1yr agreement be agreed at an estimated monthly amount of £360.26.

**16. Cheques for Signature****BACS:**

£12033.84	Maycock & Bennett Ltd - Potters Mede construction works w.e. 13.04.12
£2736.06	Staff salaries
£7771.38	Maycock & Bennett Ltd - Potters Mede construction works w.e. 27.04.12
£21701.04	Maycock & Bennett Ltd - Potters Mede construction works w.e. 20.04.12
£360.26	E-on – street lighting supply, March 2012
£108.50	T&MBC – Rates, Memorial Pavilion April & May 2012
£55.00	T&MBC – Rates, Memorial Pavilion June 2012
£101.40	Zen Internet – Domains registration 2012/2013
£6705.48	Maycock & Bennett Ltd - Potters Mede construction works w.e. 04.05.12
£26113.07	Maycock & Bennett Ltd - Potters Mede construction works w.e. 11.05.12
£528.22	KCC - Superannuation April 2012
£20.25	BGVHMC - Hire of hall Parish meeting 27.04.12
£108.00	BGVHMC - Hire of hall, Foot Clinic April – Dec. 2012
£356.65	E-on – street lighting supply, April 2012
£172.63	Wrotham PC – Skate Park maintenance March 2012
£166.46	Wrotham PC – Skate Park maintenance April 2012
£226.94	SE Contracting – Street lighting maintenance April 2012
£213.97	SE Contracting – Street lighting repair, Normanhurst Road
£72.00	Wicksteed Leisure Ltd – Annual play area inspection and risk assessment
£24.48	Kent Aluminium – maintenance supplies P Mede & Rec. Gd.
£60.00	J Stephens – Websites maintenance April 2012
£166.76	Staples Direct – Office supplies
679 £25.00	Kent Men of The Trees subscription 2012/13
680 £500.00	H Damiral – Office allowance 2012/13
681 £1112.99	KALC – subscription 2012/13
682 £935.71	T&MBC – Building Inspection fee – Potters Mede construction
683 £20.00	KCPFA – subscription 2012/13
684 £1806.00	M Taylor – Storage container, Potters Mede reimbursement
685 £35.00	Action with Communities in Rural Kent – subscription 2012/13
686 £50.00	Navigus Planning – subscription 2012/13
687 £300.00	T&MBC – Y2 Crew Summer Scheme donation
688 £3500.00	H+H UK Ltd – Building blocks, Potters Mede construction
689 £1400.00	BMPOS – Annual maintenance contribution 2012/13
690 £288.00	M Taylor – Hire of digger reimbursement, Potters Mede construction
691 £41.45	Cash – Rec Gds Imprest a/c reimbursement
692 £200	Fairseat Residents' Assn – Jubilee street party donation

**17. 2005 Parish Plan**

- (i) The final report of Counsel's Opinion on the validity of the LDF as regards Isles Quarry West is still awaited.
- (ii) Further action: none

**18. Jubilee/Olympic celebrations**

- (i) All Cllrs had received copies of the draft 'Undertaking' document to site a flag pole on Baptist Chapel land j/o High St/A25. RESOLVED that this be signed. Chairman will liaise with the Chapel representative to sign the document and agree installation arrangements. MT
- (ii) Noted that the flag pole and flags have been received.
- (iii) Requests for contributions towards local Jubilee street parties: all as discussed and agreed earlier in the meeting.
- (iv) T&MBC has arranged the next meeting to discuss the Olympic Torch relay: 9am Wednesday 4 July 2012 at Poulton Wood. AGREED that Chairman will attend. Noted that volunteer 'Greeters' are required for the Olympics and for the Paralympic cycling event. MT
- (v) Chairman advised that the village hall car park will not now be used by T&MBC on the day of the Torch coming to Borough Green: alternative arrangements have been made at the Primary School.

19. **Traffic Matters**

- (i) There was discussion about financing a website to support the J5 Slips campaign. RESOLVED that this would not be appropriate as it is a joint parishes venture.
- (ii) All Cllrs had received copies of recent correspondence from two residents requesting traffic calming measures on the A25, Borough Green: Cllr Shaw has had some liaison and BGTAG are actively petitioning for traffic calming, the J5 slips, Speedwatch and the upgrading of pedestrian crossings in the village.
- (iii) All Cllrs had received copies of a suggested press report to the Sevenoaks Chronicle regarding a draft 'Partnership Project' with KCC to consider practical affordable solutions to traffic management in and around Borough Green. KCC's recent very positive response and the extreme hard work undertaken by KCCllr Mrs Dagger in this connection is greatly appreciated. The press release was AGREED with an additional note to it covering Cllr Shaw's subsequent, circulated comments. Chairman will action.

MT

20. **Written reports**

- (i) Noted that has been an incidence of netting ducks from Basted Mill Pond. Any further incidents should be reported to the Police with, if possible, details of any vehicle involved.
- (ii) There is still concern about frequent unsatisfactory clearance of rubbish outside and around the Co-Op Stores. Chairman will discuss this with the Manager of the store.
- (iii) All Cllrs had received copies of a written report from T&MBCllr Mrs Murray: The new Leader of T&MBC will be confirmed at the Full Council Meeting on 30 May 2012. An update on transport arrangements to Pembury and Maidstone Hospitals was noted.

MT

21. **Future dates**

- (i) Date of the next Meeting Monday 11 June 2012 in The Annexe to The Church of the Good Shepherd.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 9 June 2012 10 – 12 noon

SG/TS

22. **There were no matters for discussion in committee**

The meeting closed at 22.06 hrs