

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30p.m. on Monday 2 April 2007 at Potters Mede

Present: Cllr B Hughes (Chairman), Cllrs. S Cole, S Perry, Miss L Robinson, C Willsher, Mrs B Woodhams.

Apologies: Cllrs J Bailey, Mrs J Lucas, Mrs F Wakefield. T&MB Cllr Mrs S Murray

There were six members of the public in attendance

The meeting observed a moment of silence in memory of Mr John McWilliam, a past Chairman of Borough Green Parish Council. Chairman expressed gratitude for his service to the community, saying that he would be particularly remembered for a leading role the played in the Vital Villages initiative and the Skate Park project.

Action

Declarations of interest: Mr B Hughes – item 145 Age Concern Malling cheque.

135. **Minutes** of the meeting 5 March 2007: item 132 Potters Mede hire charges – add Agreed 'with £200 charge applicable to 14<sup>th</sup> – 21<sup>st</sup> parties incl'. The amended minutes were signed as a true record.

136. **Matters Arising**  
None

137. **Vacancy BGPC**  
As Cllr Mrs J Lazarus has been absent for six consecutive PC meetings, she no longer serves as a member of Borough Green PC. T&MBC will be advised but no further action necessary in view of the forthcoming elections.

138. **Planning Matters**  
TM/07/0676 Enlarge dormer window – 68 Sevenoaks Road. No observations..  
TM/07/0906 Fell 1no Maple tree (TPO 32/05) – 74 Sevenoaks Road. No observations.  
TM/07/0957 Extension – 32 Station Road. No observations.  
**Decisions**  
TM/07/0125 Conservatory – 1 Black Horse Mews. Permission granted  
TM/07/0243 Tree surgery – Basted House. Permission granted.  
TPO 06/07 The Old Manor House, 18 Wrotham Rd. TPO renewed

139. **Oral reports from Members, Borough and County Councillors and Clerk**  
Chairman will inspect and report on missing glass to bus shelter, Station Approach.  
The Skate Park Management Cttee. will be reminded of the need to make available its budget for the 07/08 financial year, plus arrange to handover lead-management to another of the participating parishes, as previously agreed.  
Cllr Mrs Woodhams reported on a recent meeting of the Quarry Liaison Group: Cemex is continuing in its endeavours to minimise the amount of debris on the A227 from vehicles using their site. Improved cleaning and wheel washing facilities are planned.  
T&MBC will be asked to address the frequent nuisance to residents from refuse bins being returned to the centre of private driveways or obstructing the footways after they have been emptied.  
Following objections received about the proposed location of a zebra crossing in Western Road, Kent Highways will be carrying out further consultations. It is still the intention of Kent Highways Services to construct the zebra crossing in the current financial year. In this connection, a request for an agenda item at the next PPP meeting will be made.  
BGVHMC is debating as to how to prevent commuters parking in their car park. Currently, random early morning closures are being made but there is some inconvenience to local traders and parents of children attending the local primary school.  
Cllr Willsher and Cllr Mrs Woodhams will be in attendance at the Parish Office 10-12 noon Saturday 28 April 2007.

BH

CW/BW

140. **Correspondence**  
**Noted:**  
T&MBC Dog Control Orders  
T&MBC Parish Council elections – new legislation  
T&MBC CDRP newsletter [www.tmcriderection.org.uk](http://www.tmcriderection.org.uk)  
Highways Agency Planned roadworks SE England

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CPRE Newsletter March 2007 + Spring magazine  
KAPC Newsletter no. 323  
SERTP Newsletter Spring 2007  
SLCC Magazine Spring 2007  
NALC Magazine March 2007  
T&M LDF Core strategy – minutes of the pre-examination mtg 8/3/07 + matters & programme for the examination [www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=2612](http://www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=2612)  
T&MBC Joint Homelessness Strategy: Developing Effective Homelessness Services Towards 2010 [www.tmbc.gov.uk](http://www.tmbc.gov.uk)  
SEERA Partial review of the SE Plan: revised apportionment of primary land-won aggregates  
West Kent Mediation Newsletter; publications and presentation  
Local Crime Community Service Publication and presentation

Mr I Bangay Borough Green history/memorials. Copies to all Cllrs. Agreed to consult the County Archivist about improved storage of historical documents.

KAPC Clerk's Information Day 16 May 2007. Agreed that Clerk will attend.

M Taylor LDF Green Belt land. Copies to all Cllrs. The letter was read in full together with an extract from Page 24 of the Response to the T&M Issues Report Consultation – Site or Area-Specific Issues. Chairman and Vice-Chairman addressed all points raised in the letter, particularly referring to the parish council's agreed response November 2003, the T&MBC exhibition November 2005 and the BGPC Parish Plan. It is understood that the possible development of land at Isles Quarry West will be addressed when the Core Strategy of the current LDF deposit document is considered in May 2007.

T&MBC Local Play Strategy. Passed to Cllr Willsher for circulation.

Kent Highways Parish spreadsheet March 2007 (copies to all Cllrs). Agreed comments/reports: highway maintenance Fairfield Rd; machine road-sweeping; resurfacing Sevenoaks Rd; bollards o/s Nisa Stores.

CW/All

### 141. **Street lighting maintenance and charges 2007/08**

Cllr Willsher reported on correspondence from EDF Energy and advised of increased maintenance charges for the forthcoming year. Chairman proposed that the revised monthly payment of £193.22 + VAT be paid. Agreed.

Cllr Willsher will discuss with Kent Highways their suggestion that Parish Council-owned lights be added to the Kent contract.

CW

### 142. **Hanging Baskets**

Cllr Mrs Woodhams proposed that an estimate for hanging baskets from How Green Nursery Ltd in the sum of £2,765 be accepted. Seconded by Cllr Miss Robinson. Agreed.

There then followed the period for public consultation:

Mr Taylor commented further on his letter about LDF Green Belt land. The council again advised of details of LDF consultation in the past, the T&M Local Plan Inquiry 1997 and the forthcoming consideration of the Core Strategy of the current LDF deposit document.

In response to a comment about the T&MBC Joint Homelessness Strategy, T&MBC will be asked to include an effective mechanism for the re-housing of children as and when necessary.

There is ongoing and increased concern about the need for improved signage and speed restriction measures on the A25. Kent Highways and the Police will be consulted.

### 143. **PACT Panel**

Cllr Miss Robinson reported on a recent meeting. Everyone was asked to support a 'Walkabout' in the village on 17 April, 2007. The next meeting will be held on 9 May 2007.

All/LR

144. **Recreation Grounds**

**H&S training:** Clerk reported availability of a local course 7 June 2007 9-5pm @ £75 + exam fee. Chairman proposed that the 3 grounds maintenance staff attend and all expenses and overtime payments be made in this connection. Agreed.

**Rec. Gd. drainage:** All Cllrs had received copies of an alternative quotation from Cast Trading Ltd. Noted that this is higher than the first quotation. Further consideration will be given to the remedial works required. For consideration at a later date.

**Rec. Gd pavilion:** Richard Tucker, Surveyor, advised of his fee of (a) £600 to prepare a full specification or (b) 12.5% of the contract sum for preparation of the specification, obtaining tenders and overseeing the work through to completion and final account. Chairman proposed that option (b) be accepted. Agreed. Further agreed that his specification should include all the proposed works including the clock: all members had received copies of e-mails from Mr Taylor regarding the clock which were noted.

**Tennis courts:** All Cllrs had received copies of an e-mail from Centre Court Cleaning outlining suggested maintenance of the courts. Chairman and Cllrs Willsher and Perry will meet with the contractor on site to discuss this further.

**Bowls Club:** A request for PC involvement with ordering/payment procedures for a proposed pavilion awning was received. Clerk advised that there may be legal restrictions. Agreed that the PC will place the order and subsequently pay the invoice providing that (a) written approval from HM C&E is received and (b) the Bowls Club makes full reimbursement.

**Rec. Gd. hedge:** Chairman proposed that Mr Lawrenson be instructed to infill hedge between field and Bowls Club. It is understood that this may not be possible until the autumn. Agreed. Further agreed to instruct the contractor to cut back the hedge as required

**Rec. Gd. seats:** Agreed that a new seat located at the south end of the ground is not in a suitable position. After discussion agreed to relocate and fix to the concrete apron in the SE corner of the ground.

**Youth Shelter;** All Cllrs had received copies of e-mails from Mr Taylor and PC D Allen. After discussion agreed that this will be given further consideration at a later date.

**Potters Mede field:** Chairman proposed that a quotation from Landscape Services in the sum of £550 for vertidrainning the two football pitches be accepted. Agreed.

**Potters Mede refurbishment:** Cllr Perry will continue to liaise with the contractor regarding replacement window frames. Clerk will also seek advice from the building manufacturer.

BH/CW/SP

SP

145. **Cheques for signature****Pre-Meeting****Auto-Pay**

£658.01	R Springett - Asst. Groundsman 1/03 - 31/03/07
£1213.58	H Damiral - Clerk March 2007
£447.26	W Austin - Caretaker/Groundsman 1/03 - 31/03/07
£257.20	M Taylor – Groundsman 1/03 –31/03/07
£256.86	EDF Energy – Street lighting supply Feb 2007
£429.15	KCC – Superannuation March 2007
£60.00	J Stephens – Websites maintenance March 2007
£929.12	EDF Energy – Replacement street light adj 27 Normanhurst Rd
£438.92	EDF Energy – Replacement street light Normanhurst Rd/Mountfield
£2500.00	BGVHMC – Parish Office rent June '06-March'07 incl.
£607.11	EDF Energy – Supply, Potters Mede
£134.23	Wrotham Parish Council – Skate Pk maintenance contribution
£2154.96	Inland Revenue – PAYE/NI Jan – March 2007
£28.89	Cash - Rec Gds Imprest a/c
£189.99	Petty Cash, tel. rental + broadband reimbursement Jan-March 2007
£100.00	Age Concern Malling – donation
£100.00	Victim Support West Kent – donation
£100.00	Kenward Trust - donation
£15.00	KCPFA – Annual subscription
£30.00	KRCC – Annual subscription
£15.00	KRCC – Annual subscription

**Meeting**

**Auto-Pay**

£89.10	BGVHMC – Hire of hall Foot clinic April – Dec. 2007
£366.30	BGVHMC – Hire of hall Pop-In April – Dec. 2007
£332.33	T&MBC – Rates Potters Mede April 2007
£56.18	T&MBC – Rates Rec. Gd. April 2007
£958.79	KAPC – Annual subscription 2007/08
£58.75	KAPC – Clerk's course fee

Proposed by Cllr Perry, seconded by Cllr Mrs Woodhams that the above cheques be paid. Agreed.

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

This being the last meeting of the parish council before the forthcoming elections, Chairman thanked members for their hard work.