

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 7 June 2010 in The Annexe to the Church of the Good Shepherd.

Present: Cllr S Perry(Chairman), J Bailey, Mrs V Farina, Mrs E Howden, T Shaw, M Taylor, C Willsher, M Yianni

There were no members of the public in attendance

Declarations of Interest:

In the course of normal business being conducted and in particular, in connection with Planning and proposed Planning items, 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 32 Cheques for signature - Skate Park maintenance.

Action

21. **Apologies for Absence** were ACCEPTED from Cllrs Mrs J Lucas (work), Mrs S Murray (hols.)

22. **Minutes** of the annual meeting 10 May 2010 were signed as a true record.

23. **Matters Arising**

6.221 Figures regarding the proportion of Borough Green: other parish residents attending the Pop-In were noted. AGREED to ask Wrotham PC for a 25% donation towards the related costs of hiring BGVH.

8. TM/09/01510/FL Redevelopment of petrol filling station and retail sales building – r/o and 84-106 Maidstone Road. All Cllrs had received copies of Cllr Taylor’s notes from the T&MBC Area 2 planning committee.

24. **Planning Matters**

TM/10/00888/FL Conversion of house into 2no dwellings + single storey extension – 61 Station Road. No observations.

TM/10/00987/FL Dormer window and roof-light – 49A High Street. No observations.

TM/09/2028/R244 & 27 & TM/07/512/R39 & 40 Restoration and landscaping details – Borough Green Sandpit. KCC has granted a 1-week extension to the consultation period. Chairman will finalise the council’s response for submission by 9 June 2010.

SP

Decisions

TM/10/00243 Changing room pavilion for use in conjunction with existing outdoor facilities and proposed all-weather pitch – Wrotham School. Permission granted.

TM/10/00497 Teaching & demonstration ‘Food Pod’ + associated garden – Wrotham School. Permission granted.

TM/10/00747/FL Extension & solar roof panels – 17 Lendon Road. Permission granted.

TM/10/00795 Use of property as 2 self-contained flats + extensions. LDC granted.

25. **Correspondence**

Noted:

T&MBC Joint Transportation agenda 14.6.10 & minutes of the mtg 8.3.10 (Passed to Chairman)

T&MBC Notice of Review of Polling Districts and Polling Places

KALC Newsletter no. 347

T&MBC Result of Poll 06.05.10: John Paul Stanley elected as MP for T&M Constituency

KHS Find & Fix programme: work with external contractors (copies to all Cllrs)

KCC KCC Environment, Highways and Waste Directorate: Statement of Community Involvement: consultation period for draft 24.05.10 – 19.07.10.

KALC Agenda 17.06.10 and minutes of the meeting 18.03.10

PPP meeting 20.05.10 cancelled. Next meeting 09.09.10 (advice to all Cllrs)

Trading Standards Regular message alerts (copies to all Cllrs)

West Kent Watch Regular newsletters (copies to all Cllrs)

BMPOS Minutes of the meeting 11.03.10 + Chairman’s Annual Report

Kent Police ‘Policing Matters’ newsletter 5th edition

KHS Community Liaison Team relocation of office to Invicta, Maidstone (copies to all Cllrs)

KCC Kent Minerals & Waste Develop.Framework – Publication of revised Scoping Report (copies to all Cllrs). Chairman advised all members to read this document which is available at

www.kent.gov.uk/environment_and_planning/planning_in_kent/minerals_and_waste

All

T&MBC Community Safety Ptnrship. monthly bulletin (copies to all Cllrs)

Correspondence (Continued)

BGVHMC Renewal of rental agreement for Parish Office: RESOLVED to renew for the period 01.01.10 – 31.12.12 at the unchanged rent of £3,000 p.a.

Crest Nicholson (Eastern) Prior to the council meeting councillors had received a presentation from the prospective developers of Isles Quarry. Their draft layout plans are for 'just over 200 homes and a landscape masterplan for the area to the west of the housing site' and will form a public exhibition in Borough Green Village Hall 14.06.10 1.30pm – 7pm. Views welcomed prior to submission of a planning application in July 2010. Immediately prior to the council meeting, during the public consultation period, residents expressed their concerns about the proposals. A written summary, which typified the concerns of the 9 residents present, was received.

AGREED to pass this summary to the Borough Councillors for the Ward for consideration at the planning stage.

KALC 'The Progressive Council' information day: Lenham Saturday 19 June 09.30 – 16.00 hrs. Basic guidance for newly-appointed Clerks & Cllrs Topics include Procedures, Law, Powers, Planning System. Cost £60 + VAT. RESOLVED that Cllrs Mrs Farina and Mrs Howden will attend

T&MBC Character Area Appraisal: initial briefing meeting by T&MBC's consultant, to consider only matters relating to the character and appearance of the existing village 7.30pm Tues 8 June Annexe to the Church of the Good Shepherd (copies to all Cllrs)

Tony Fullwood Associates Character Area Appraisal: invitation from T&MBC's consultant to join them in a walkabout 2.30pm 19 June to encourage local participation.

All

VF/EH

All

All

26. **Audit of accounts 2009/2010**

All members had received copies of the Annual Return and the Internal Auditor's Report

(i) RESOLVED that the Report be accepted.

(ii) RESOLVED that the Annual Return be signed and the Annual Governance Statement be AGREED.

Thanks were expressed to the Clerk for her work in preparing the accounts for year-end and Audit.

27. **Potters Mede**

(i) **Football Pitch requirements:** Chairman reported on a very positive meeting with the local football clubs. He will circulate notes of the meeting to all Cllrs when they are available.

After discussion it was RESOLVED to continue with the decision that that only junior football will be played at the Recreation Ground and only adult at Potters Mede. However, the second of the existing pitches (Pitch B) at Potters Mede could be used as a transition pitch for U12-U16.

At the Recreation Ground BGJFC is considering having mini-pitches to increase participation.

It is likely that the club will need to purchase extra equipment and storage facilities. After discussion AGREED that Asst. Groundsman will begin to clear waste pile adjacent to the tennis courts and MVCP will be asked to advise re removal of the rest of this vegetation into the woodland. The cleared area could then be used to site a storage container. Chairman will liaise with BGJFC. MVCP will also be asked to advise on any work required to the woodland walk. All clubs are being encouraged to work together and teams may be extended to include ladies and players with special needs.

(ii) **Football pitches and ground improvements:** RESOLVED that the layout for pitches will be as the plan presented to the last meeting.

Chairman is making arrangements to meet with Kent FA at the earliest opportunity at the end of July to further discuss development plans and funding. He advised that Football Foundation grants have now become very restricted but the documents already submitted to them constitute the parish council's declaration of interest for a grant. Noted that grants cannot be made for projects already started.

Cllr Bailey has prepared a specification for the ground works and drainage of one of the existing pitches (Pitch A). After discussion incl finances, liaison with Kent FA and drainage methods, RESOLVED that Chairman will liaise further with Kent FA and finalise the tender documents which will be sent to 5no contractors. Alternative prices for slit drainage will be requested.

AGREED that during ground improvement works of one pitch (Pitch A) it is likely that Pitch B can be kept available for senior football club use. Chairman will liaise with the clubs.

RESOLVED that KCC will be requested to spray the whole of Potters Mede field for weeds as soon as possible.

The ENTRUST registration form is ready for submission but all Cllrs are required to complete contact detail forms as a matter of urgency.

SP

SP

SP

SP

SP

All

28. **Whitegate Field**
 (i) Chairman advised that the football clubs are receptive to using Whitegate Field during the season whilst Potters Mede ground improvements take place. They will assist with the preparation of the pitch.
 (ii) T&MBC has agreed in principle to issue a licence to BGPC to enable football to be played at Whitegate Field 1.8.10 - 30.6.11. A 2-month period of notice would be given as and when the field is required for the construction of the proposed Astroturf pitch. The parish council would be required to take over management and insurance of the ground for the period of the licence. Clerk is obtaining details of costs involved. AGREED that Chairman will progress the licence with T&MBC. SP
 There is some concern about the drainage of Whitegate Field and it is understood that T&MBC is liaising with the adjoining landowners and the Skatepark Committee. Some work may be necessary but AGREED to await further information from T&MBC. Chairman is liaising. SP
29. **Potters Mede Sports Hall**
 All Cllrs had received a copy of an e-mail from Cllr Mrs McWilliam: members of the Steering Group are asked to give her updated information as requested. JB/CW/EH/
 Chairman and Cllr Mrs McWilliam will meet when the notes of the meeting with the football clubs SP
 are available. They will consider changed Football Foundation guidelines in relation to the design of the building: specification and methodology SP/VMcW
30. **Recreation Ground**
 (i) **Tree surgery:** boundary with Black Horse Mews. After discussion agreed that, as fairly major tree surgery was undertaken to the Oak trees at this location a few years ago, it would not be feasible to do any more at present. However it was RESOLVED to accept a quotation from J Lawrenson to cut back Hazel trees overhanging no 7 Black Horse Mews in the sum of £145. Consideration may be given to obtaining a 'blanket TPO' on all mature trees in the Recreation Ground.
 (ii) **Memorial Pavilion:** Chairman is continuing to research alternative materials for protection of memorial stones. AGREED that Cllr Taylor will carry out minor repairs to loose/broken paving slab. MT
 (iii) **Ball Park:** Cllr Taylor is undertaking repairs as previously agreed and has identified further work required to hoop frame at the west end of the court. MT
 (iv) **Playground equipment:** The annual inspection report and risk assessment was received from Wicksteed Leisure Ltd. RESOLVED to accept a quotation for repairs required to the see-saw in the sum of £536.19 + VAT. Costs for a replacement 'washing machine panel' for the multiplay unit were noted as 'the condition causes no problems'.
 Cllr Taylor will inspect the safety surfacing and report to the next meeting on work required to prevent trip hazards. MT
31. **Groundsman**
 (i) Clerk had circulated a draft Job Description to all members of the Facilities Cttee: AGREED with minor amendments. AGREED that the required 20hrs/wk could be shared between two new Groundsmen. AGREED that the post of Assistant Groundsman will be renamed 'Groundsman' although his duties will remain unchanged. RESOLVED that all grounds maintenance staff will have CRB checks.
 (ii) RESOLVED to advertise the current vacancy in the two local newspapers: Chairman will liaise, in the Borough Green, Wrotham and Platt magazines and on the website. SP
32. **Cheques for Signature**
 Payments as listed and circulated to all Cllrs.
BACS
 £723.02 R Springett - Asst. Groundsman 1/5 - 31/5/10
 £1254.48 H Damiral - Clerk May 2010
 £575.17 KCC – Superannuation May 2010
 £60.00 J Stephens – Websites maintenance May 2010
 £222.22 SEC – Street lighting maintenance May 2010

Cheques for Signature (Continued)**BACS (Continued)**

	£59.00	T&MBC – Rates, Memorial Pavilion
	£341.64	EDF – street lighting supply May 2010
	£239.51	Wrotham PC – Skate Park maintenance May 2010
	£27.17	Kent Aluminium – Maintenance materials, Potters Mede & .Recreation Ground
464	£129.25	SLCC – Clerk's 2-day WWYC course
465	£425.00	W Mzimba - Wealden Management consultancy: end of year internal audit 09/10
466	£54.57	Cash – Rec Gds imprest a/c reimbursement
467	£83.43	Wicksteed Leisure Ltd – Annual playground inspection + risk assessment
468	£60.00	KCTP - 3no Cllrs Courses: Power of Well Being
469	£46.06	Henry Cooch & Son Ltd – Maintenance materials, Ball Park
470	£96.75	Neat Ideas – Printer consumables
471	£1400.00	BMPOS – Annual maintenance contribution
472	£141.00	KALC – Cllrs training day

Proposed by Cllr Mrs Farina, seconded by Cllr Willsher that the above cheques be paid.
RESOLVED that the payments be made.

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

- (i) Additional light in Station Rd: Clerk is liaising with KCC re the required licence.
- (ii) Cllr Willsher will discuss possible in-house repairs and subsequent maintenance of repaired lights with the council's maintenance contractor.

Noted that SEC monthly maintenance costs will rise by £3.49/month to accord with contract inventory.

CW

34. **Salt Bins** Cllr Taylor is continuing to consider possible locations and arrangements for new bins. Noted that there has been a positive response from company in Fairfield Road who would be willing to have a bin sited on their land.

35. **Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report**

There were no written reports.

36. **Future dates**

- (i) Date of the next Meeting Monday 5 July 2010 in The Annexe to The Church of the Good Shepherd. Immediately prior to the meeting there will be a period for public consultation commencing at 7.30 pm and lasting for a maximum period of fifteen minutes.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 3 July 2010 10 – 12 noon

JB/MY

37. **Chairman RESOLVED to enter into committee to exclude the public and press from the meeting due to the confidential nature (financial and other sensitive information) of the discussions**

Comments were exchanged about the inappropriateness of recent e-mails. Chairman referred to BGPC mtg 04.01.10 minute 171 and gave a reminder that councillors should be courteous to each other at all times. Cllr Taylor noted that as well as respect and courtesy for each other, Cllrs also needed to be honest and transparent, particularly when acting in an official capacity

The meeting closed at 23.43 hrs