

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 1 September 2008 in the Annexe to the Church of the Good Shepherd.

Present: Cllr C Willsher (Chairman), Cllrs. J Bailey, Mrs L Cook, Mrs J Lucas, Mrs V McWilliam, Mrs S Murray (9.05pm), S Perry, Mrs B Woodhams

Apologies: Cllrs S Cole (work), J Enver (health), Ms F Wakefield (personal)
There were 10 members of the public in attendance

There were no declarations of interest.

Action

49. **Minutes** of the meeting 4 August 2008 were signed as a true record.

50. **Matters Arising**

39.33 It was reported that Hanson has organised a public site visit to Isles Quarry West Friday 5 September 4pm and Saturday 6 September 9am. There was concern that the Parish Council has not been informed. Agreed to display advertisements in the village and in the press.

42. Parking Plan: All members had received copies of a T&MBC update. A reply re road markings was received: ongoing PC concern about these signs, with particular need for sensitivity in the Quarry Hill Road 'area of historical significance' will be referred to T&MBC.

45. Astro turf: It was clarified that Cllr Cole has no mandate from the Parish Council in this connection other than to attend meetings and report back.

46. CCTV: Clerk has been liaising with the Police and is now assured that the financial contribution is in the post.

SC

51. **Planning Matters**

TM/08/2193 & LBA TM/08/2194 Conservatory/orangery rear addition + conversion of garage roof space to provide carer's accommodation – Whiffins Farm 12 Maidstone Road. The PC relies on the expertise of T&MBC.

TM/08/1832 Extensions – 111 Maidstone Rd. Amended drawing for information noted.

Decisions

TM/06/3816 Conversion of house into 2 flats – 2 Maidstone Road. Renewed per. granted

TM/08/1832 Extensions – 111 Maidstone Road. Permission granted.

TM/08/1835 Extension – 3 Sandy Ridge. Permission refused.

TM/08/1860 Alterations to access – Hornet employment site, Isles Quarry. Per. granted

TM/08/2155 Replacement signs – Co-op Stores, Station Approach. Permission granted

TM/08/1156 74 Western Road – Raising roofline to accommodate loft conversion.

Application withdrawn.

65 Annetts Hall Untidy site – Instruction from Enforcement Officer to clear site.

28 Maidstone Rd Untidy front garden: Extension of time to clear the site has been given by the Enforcement Officer. For further inspection during September.

52. **Correspondence**

Noted:

M Taylor/T Shaw Copy e-mails: comments on matters raised at Aug. PC meeting (copies to all Cllrs)

T Shaw BG-TAG thanks re pedestrian crossings + comments on future traffic improvements (copies to all Cllrs)

English Rural Hsg Assn Newsletter Summer 2008

KCC Grants information (copies to Cllrs Willsher & Mrs McWilliam)

KCC Kent Rural Towns Event 10/10/08

T&MBCllr D Evans has informed us that whilst he has been away from his home in Platt on pressing family business in the West Country over the summer, (more than he would like), he can assure all that he has always been contactable and has continued to give prompt service T&MBC Mayor's "Jazz Supper" – Poulton Wood 3/1/08 (copies to all Cllrs)

Thomas Mansfield (solicitor) Judgement from Employment Tribunal (copies to all Cllrs)

KCC Death of Lord Sandy Bruce-Lockhart & memorial service arrangements (copies to all Cllrs) BGPC condolences have been sent.

T&MBCllr D Evans Copy e-mails re. Four Parish Meeting (copies to Cllrs Bailey and Perry)

Cemex Copy e-mails: road/site matters (copies to Cllr Mrs Woodhams) + copy reply to resident

KCC Annual Plan 2008/2009 available at www.kent.gov.uk

T&MBC Joint Transportation Board agenda 8/9/08

T&MBC Joint Local Board agenda 2 Sept. 2008

M Taylor/T Shaw Copy e-mails re. Whitegate Field (copies to all Cllrs)

KALC BT's proposal to realign payphone provision (copies to all Cllrs)

Correspondence (continued)

Quarry Liaison Group Minutes of the last meeting (copies to all Cllrs). Cllr Mrs Woodhams gave further information. It was confirmed that the recycling operation has not yet commenced and Cemex is actively addressing problems of lorries parking on the highway and cleansing of road. It is thought that alleged early-morning noise may be coming from a council road-sweeping vehicle.

Kent Highways Seminar 14/10/08: Clerk will attend. Agreed that PC representatives will meet with KCC officers on site – purely to discuss local issues. Suggested dates: 4.30pm 17th, 24th or 25th September. Cllr Perry will update spreadsheet as a basis for discussion at the meeting - additional items: removal of 2 sets of dropped kerbs + textured footways High St (o/s NatWest) & Western Rd (before the pedestrian crossing); cut back foliage west end of Basted Mill; maintenance of planter area Rock Rd/A25; Western Rd crossing – south side of footway, bricks are lifting + loose chippings on footway could make surface slippery.

M Taylor Further request for reimbursement of playground course fee 2005 (copies to all Cllrs). Agreed that the previous PC decision for no reimbursement still stands.

T&MBC Fairfield Rd footpath link (copies to all Cllrs + T&MBC Cllr & T Shaw). The path has been constructed: a request will be made for a handrail.

Kent Highways KCC Revised Draft Permit Scheme available at

www.kent.gov.uk/publications/transport-and-streets/kent-permit-scheme: interactive comments invited by 19.09.08. Cllrs will make individual responses.

T Shaw 'Isles Quarry mass housing development' (copies to all Cllrs). Noted. The PC reiterated its undertaking that, as and when a planning application is lodged (a) strong pressure will be applied for an adequate infrastructure to be put in place before any work takes place and (b) there will be full public consultation.

T&MBC Sustainable Community Strategy – Review & update. Document passed to Cllr Perry who will send copies to all members. For discussion at the next meeting.

Kent Highways Puffin crossing A25 Sevenoaks Road: work is scheduled to commence on 20 September 2008. There will be no road closure or diversion but there will be single-lane traffic control.

KAPC BTCV Kent Heritage Trees Project (copies to all Cllrs). Interest will be expressed and Cllrs will make individual responses.

T&MBC Local Strategic Partnership membership (copies to all Cllrs). Agreed that Chairman will accept the invitation to become a member

Cllr Ms Wakefield Request for consideration of one-way traffic flow: this has been referred to the highways authority in the past but without success. Agreed to wait for the introduction of new parking restrictions as problems may be alleviated.

53. **Standing Orders & HR Policies Review**

All members had received copies of the revised BGPC Disciplinary and Grievance Procedures. Cllr Perry proposed that these be adopted subject to some minor amendments. Seconded by Cllr Mrs Woodhams. Agreed. Cllr Mrs McWilliam will pass final documents to Clerk for distribution to staff.

54. **BGPC Accounting Risk Control Procedures**

All members had received copies of updated procedures. Further information will be added and for consideration at the next meeting.

Cllr Mrs Murray arrived.

55. **TMBC Financial Arrangements with Parish Councils 2009/10**

All members had received copies of a letter from T&MBC: changes noted. Chairman reported from Finance Cttee. Cllr Mrs Lucas proposed that an application be made for a grant towards the improvement of all the playing pitches at Potters Mede. Seconded by Cllr Mrs Murray. Agreed. Cllr Bailey will circulate details of an outline scheme and budget costs to all members prior to the next meeting.

56. **M26 East Facing Slip Road**

All members had received copies of notes from Cllr Bailey. Chairman clarified that, at the 4-parish meetings, BGPC representatives have no mandate from the Parish Council other than to attend meetings and report back. After considerable discussion it was agreed to review the Parish Council's earlier decision to oppose the provision of an east facing slip road on the M26: it was agreed that BGPC no longer opposes the proposal but that its priority remains the promotion of the provision of the Borough Green bypass.

CW/SP/VMcW/
JL/BW

SP

all

SP

all

CW

VMcW

JB

JB/SP

57. **Recreation Grounds**
Rec. Ground - Report from Facilities Cttee: Cllr Perry read the notes of the meeting which had been circulated to all Cllrs. Work is continuing to finalise the scheme for alterations/renovations to the Recreation Ground pavilion. All aspects of the scheme will be incorporated into one contract, as previously agreed. Grounds staff will be asked to pay more attention to weed control in and around the tennis courts.
Potters Mede – Daily attention to maintenance of grounds is essential. As a result of a recent informal meeting of parish councillors 19/8/08 to discuss future re-build of the pavilion, Chairman proposed that a Steering Group be formed. Agreed. Members: Cllr Mrs McWilliam (Chairman) Cllrs Bailey, Mrs Lucas, Mrs Murray and Perry. Further agreed that the meetings will be open to any other BGPCllr wishing to attend and all Cllrs will be kept advised of meetings and progress. The scheme will be developed based on the notes agreed at the informal meeting, which had been circulated to all Cllrs. VMcW/JB/JL/SM/SP
Recycling Collection Point – Considerable discussion about the request to use a section of Potters Mede car park. Concern about maintenance of existing recycling site and need for daily T&MBC attention if it were to be at Potters Mede. For further discussion with an officer of T&MBC 7pm Monday 6 October 2008 in the Church Annexe. All
Football - Await report from Cllr Cole. SC
58. **Oral reports from Members, Borough & County Cllrs and Clerk**
 Chairman will produce Terms of Reference for the BGPC Complaints Cttee. CW
 Chairman and Cllr Mrs Cook will be in attendance in the Parish Office 10-12noon Saturday 4 October 2008. CW/LC
 Residents of Tolsey Mede have been advised that they should discuss a land/planning issue with T&MBC.
59. **Cheques for Signature**
Auto-Pay
 £677.71 R Springett - Asst. Groundsman 1/8 - 31/8/08
 £1208.63 H Damiral - Clerk August 2008
 £467.83 W Austin - Caretaker/Groundsman 1/8 – 31/8/08
 £499.30 KCC – Superannuation August 2008e
 £0.98 EDF Energy – Street light supply July 2008 (a/c adjustment)
 £60.00 J Stephens – Websites maintenance August 2008
 £57.00 T&MBC - Rates, Rec.Gd. September 2008

 £111.62 SLCC – Clerk’s attendance fee – VAT course Dec. 2008
 £308.02 Wrotham PC – Skate Park inspections and maintenance
 £93.26 Shaw & Sons Ltd – Local govt. receipts and payments book
 £20.70 Neale Dataday Ltd – Office diary 2009
 £44.52 Cash – Rec. gds. Imprest a/c
 £202.97 Cash – Petty cash & tel./broadband April – June 2008
 Proposed by Cllr Mrs Murray seconded by Cllr Mrs McWilliam that the above cheques be paid. Agreed.
60. **Resolved to enter into committee**
 There was further discussion about maintenance of grounds and staff arrangements.
 Details of staff/Cllr training agreed.
 Correct procedure for releasing information to the press was clarified.