



## BOROUGH GREEN PARISH COUNCIL



Clerk: Mr Bernie Galopin  
Tel: 07568536405



PO Box 635  
Sevenoaks  
TN13 9UX

Email: [clerk@boroughgreen.gov.uk](mailto:clerk@boroughgreen.gov.uk)

Established 1934

[www.boroughgreen.gov.uk](http://www.boroughgreen.gov.uk)

20 January 2026

Dear Sir/Madam

The **Borough Green Parish Council Meeting** will take place at **COGS Annexe** 1930 **Monday 9th February 2026**, and may be recorded. The Members are reminded of the importance of Section 10 of Standing Orders regarding confidentiality of Part 2 discussions and documents. Please refer to our Data Privacy, Use and Retention Policy, which is published on our website. In accordance with the council's Standing Orders and the Local Government Audit & Accountability Act 2014, photographing, recording, broadcasting or transmitting the proceedings of the meeting is permitted by any means, excluding audible commentary which is forbidden. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting, those exercising the rights to film, record or broadcast must respect the rights of other people under the Data protection Act 1998. Any person or organisation choosing to film, record or broadcast the meeting is responsible for any claims or other liability from them so doing.

Yours faithfully

Clerk & Responsible Financial Officer

### AGENDA

#### **326. Apologies for Absence**

#### **327. Declarations of Interest**

#### **328. Minutes of the meeting 5th January 2026, and 6th December 2025**

##### **Matters Arising -**

- (i) Councillor Vacancy

#### **329. Submissions by County and Borough Members and Members of the Public**

#### **330 Town Status**

- (i) That the Clerk is Authorised to change our Bank Account names to "Borough Green Council" and once that is in place we will be free to adopt Town Status

#### **331 Planning Matters**

- (i) To note Planning Notices as circulated
- (ii) Current applications and **responses** as circulated,

##### **Applications**

**25/02138/PIP 168 Maidstone Rd principle of 2-3 detached dwellings**

#### **332 Potters Mede**

- (i) Power supply /Lighting Conversion to LED - progress report
- (ii) Air Source Heating repairs . completed
- (iii) Update on compensation for gate damage - refused
- (iv) BG Scout hut - move to carpark?
- (v) Grange Park - request for PM parking on Open Day - to ratify agreement

#### **333 Recreation Ground**

- (i) Pavilion Refurbishment - update  
Business Plan & Grant application update S106 £4751 approved
- (ii)

### **334 Councillors Reports**

- (i) Cllr Butterfill - Resilience Plan- report of meeting wwith Clerk & Chair 20 Jan

### **335 Community Issues**

- (i) IQE footpaths and bike trails - Update Threatened Enforcement Action  
IQE mapping & signage proposal  
Wildlife Warden  
Proposal for tree management (insurance)
- (iii) Defib - Donate to Village Hall
- (iv) To agree Annual Report for KCC Bus Grant

### **336 Village Enhancements & Green Spaces**

- (i) Harrison Rd/Surgery TPO - update
- (ii) Hanging Baskets
- (iii) Salt bins topped up - new salt 80 x 23kg bags delivery 29 Jan - £772.68

### **337 Financial Matters**

- (i) Responsible Financial Officer's report
- (ii) Bank Reconciliations & Balance 31 January 2026 Total Bank Balance
- (iii) To approve Payment List as circulated.  
Invoices checked :

(iv)

### **338 Website & Social Media**

- (i) We have been asked to clarify item 321(i) in 5th Jan minutes: *"BGVH highlighted data protection concerns regarding documents on the Parish Council website. The Parish Council self-referred the matter to the ICO, took appropriate remedial action, and the ICO confirmed no further action required"*
- (ii) BGPC have received many complaints recently about VH Parking Contravention Notices. We have no responsibility for the Village Hall and refer all issues to the VH Committee [bookings@boroughgreenvillagehall.co.uk](mailto:bookings@boroughgreenvillagehall.co.uk)

### **339 Neighbourhood & TMBC Local Plan**

- (i) East Peckham PC have called a meeting in February of all PC Chairs in the Borough, to discuss development and infrastructure issues - Chair to attend

### **340 Highways & Streetlighting**

- (i) Highway Improvement Plan (HIP) review - update
- (ii) Speedwatch Group - update
- (iii) Moto legal update
- (iv) School parking PM entrance - Clerk to contact School Management

### **341 Quarries & Landfills**

- (i) BGSP - multiple complaints windblown sand -KCC & TMBC Enforcement informed - in hand

### **342 Future Dates**

- (i) **Date of next meeting 1930 9th March 2026 COGS Annexe**, note second Monday to avoid clash with JTB  
At all other times contact the Clerk using the details above

- 343 Exclusion of Public and Press:** Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any item.

## **Part 2**

### **Appendix 1 Payment List**