

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 5 September 2011 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, G Harrington, S Millener, Ms P Moorecroft, S Perry, T Shaw, H Willard, M Yianni

There was one member of the public in attendance who left after early discussion of item 91 of the agenda..

83. **Apologies** for absence were received from Cllr Mrs S Gould and T&MBCllrs D Evans and Mrs S Murray.

Action

84. **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 97 Cheques for signature - Skate Park maintenance.

85. **Minutes of the Extraordinary Meeting 18 August 2011**

All members had received copies of the minutes. There was some discussion. Chairman proposed that they be approved and signed. RESOLVED.

86. **Matters arising from the minutes of the meetings 1st and 18th August 2011**

Mtg 01.08.11 item 80: Preliminary replies from T&MBC re. A25 access 80 Maidstone Rd and signage/ litter o/s 66 Western Rd were noted.

Chairman referred to correspondence for consideration at this meeting: Mrs Farina's access to early minute - Chairman noted that he attached no blame to the Clerk, but in future when draft minutes are distributed, all recipients will be included on the same email.

87. **Planning Matters**

(i) Decisions:

TM/11/01440/FL. Extensions, porch and garage – 12 Normanhurst Road. Permission granted.

TM/11/01923/RD Details: cond. 3 of permission TM/11/00786/FL for garage. 163 Maidstone Rd. Details approved.

TM/11/01618/WAS. Variation of condition to permission TM/95/1698 to remove substation + restore land and cessation of electricity generation – Isles Quarry & Stangate Quarry. No objections to Section 73 application.

TM/11/01632/WAS. Retention of gas utilisation plant until 31.07.25; installation and operation of Vykson landfill engine; low calorific flare; retention of site offices and landscaping – Isles Quarry & Stangate Quarry. Objections raised as detailed and circulated to all Cllrs.

TM/11/01792/FL. Extension and enlargement of rear roof – 6 Mountfield. Permission granted.

(ii) TM/11/02099/AT Illuminated fascia sign – units 1,2 and 3 adj Henry Simmonds PH, Wrotham Road. Objection: intrusive and not in-keeping with the area.

88. **Period for Public Consultation**

Mr Bailey reported from Potters Mede Environmental (PME). Chairman proposed that item 91 of the agenda be considered at the same time. RESOLVED.

91. **Potters Mede Ground Improvements**

(i) Cemex have verbally advised PME that 1,000 tonnes of top sand is available for use at Potters Mede: written confirmation is awaited.

RESOLVED that work will now be re-scheduled for Spring 2012, when both pitches will be improved.

PME will advise Entrust and enquire as to availability of any additional grant.

PME is hopeful that they will be able to reclaim VAT, although Clerk has been advised otherwise.

The contractor has advised PME that the quotation for labour and plant will remain firm until next Spring but there will be a 1.8% increase in materials. PME will request written confirmation.

There was considerable discussion about the role of PME and the procedures to be followed. They will send the proposed specification to all members of BGPC for any comments.

Cllr Perry will send all Cllrs and members of PME links to the Football Foundation and Sport England websites and he asked that work is in accordance with their guidelines/standards. It was suggested that an Agronomist be engaged to oversee the project but after considerable discussion it was AGREED that this is not necessary. However, Mr Bailey has contact with an Agronomist at Hadlow College who will advise on correct sand/soil mix.

Mr Bailey was thanked for his work so far with this project.

91. Potters Mede Ground Improvements (Continued)

Chairman advised that Mr Willsher has indicated that he is resigning from PME but this will be confirmed by PME. Membership of PME is currently: Cllrs Taylor and Willard (BGPC reps), Mr Bailey, Mr Willsher and Mr Cole.

- (ii) No further report on parish council finances, possible loan or the outstanding insurance claim

89. Correspondence**Noted:**

KCC Regular Trading Standards alerts (copies to all Cllrs)

Rural Services Network Newsletters (copies to all Cllrs)

Kent Can Regular newsletters (copies to all Cllrs)

Borough Green Primary School Letter of thanks for donation towards centenary clock

Borough Green Young Explorers Thanks for donation towards summer camp (copies to all Cllrs)

T&MBC Love where you live campaign – anti-litter initiative (copies to all Cllrs)

T&MBC Road closure request 26.11.11 High St for Borough Green Lights Festival

T&MBC Borough Green Character Appraisal: adopted document available at www.tmbc.gov.uk

T&MBC 2011 Summer Playscheme: total no of attendances 167 + thanks for financial assistance

Action with Communities in Rural Kent Annual Mtg/Kent Village of the Year Awards ceremony 13.10.11

CPRE Magazines summer 2011

Mr Willsher Isles Quarry West & 2005 Parish Plan. Correspondence between Mr Willsher and

Chairman re past FOI request, past complaints to Standards Board and more recent Police report.

Kent County Playing Fields Assn Annual Mtg Invite for Chairman or representative to attend 12.30pm

21.10.11, Maidstone noted.

T&MBC Scrutiny Review Panel Planning Enforcement: consultation meeting 6pm 15.09.11 to discuss planning enforcement in the borough. (copies to all Cllrs) Chairman will attend.

KCC Consultation on Countryside Access Improvement Plan review 2012, available at <http://www.kent.gov.uk/countrysideaccess> (copies to all Cllrs). Any comments on the current Statement of Action are due in by 30.09.11 and should be circulated to all Cllrs

Mrs Farina 2005 Parish Plan. E-mails and reply by Chairman re matters in connection with the Parish Plan; BGPC actions and the Public Meeting 19.07.11 (copies to all Cllrs). Chairman stated that it was apparent that Mrs Farina had received BGPC minutes before they were publically available but it was noted that the date of her letter was after the date of public adoption of the minutes in question. Clerk explained her procedure for circulating minutes to BGPC Cllrs, Borough Cllrs, KCCLlr, website, Library and Police and stated that she had not sent out any minutes irregularly as implied.

KALC Finance Conference 07.10.11 Lenham. Topics inc legislation, budget, insurance and audit Cost £72 + VAT. RESOLVED Chairman will attend.

T&MBC Sexual entertainment venues. Consultation on possible T&MBC adoption of new powers (copies to all Cllrs). AGREED to support adoption of the new provisions.

90. Audit of BGPC accounts 2010/2011

- (i) All Cllrs had received copies of the External Auditor's report which has been displayed on the council's notice boards. There were no matters for attention. Thanks were expressed to the Clerk for her work.
- (ii) AGREED that the Finance Cttee will consider the Internal Auditor's recommendation to extend/enhance the current BGPC system of Internal Control.
- (iii) Clerk will liaise with members of the Finance Committee to arrange a meeting

92. Potters Mede Pavilion

- (i) Chairman advised that the architect is progressing with the plans which will be sent to all Cllrs on completion. He will then meet informally with T&MBC planning officers for guidance.
- (ii) Await plans as above before agreeing further action.

93. 2005 Parish Plan

- (i) Counsel's Opinion on the validity of the Plan is still awaited.
- (ii) AGREED no further action at present.

94. Neighbourhood Plan

All Cllrs had received copies of a suggestion from Plaxtol Parish Council that a joint presentation be given to neighbouring parishes by Navigus Planning with a possible view to pursuing this initiative. RESOLVED that this be agreed. RESOLVED that BGPC's subscription to the Navigus Planning magazine commences June 2011.

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SM/TS

95. **Recreation Ground**

The grounds maintenance staff will be thanked for their hard work cutting the Recreation Ground beech hedge and tidying the FP A25/BGVH.

Clerk is liaising with a contractor re removal of a wasps' nest in the Memorial Pavilion.

All Cllrs had received copies of correspondence between Tonbridge Angels Youth FC and BGJFC and a subsequent e-mail was read. In response to a request from the former for a copy of BGPC minutes agreeing to an alteration in the size of the pitch and goals at BG Rec Gd. which have reportedly been carried out, it was AGREED to advise the club that minutes are available on the website. However, it was confirmed that, whilst the council has agreed to use by BGJFC this season, there has been no agreement to these alterations and no such request received. It was AGREED that no alterations can be made to the council's facilities without prior BGPC approval. Cllr Perry gave related information about the refurbishment of the Memorial Pavilion, much of which had been carried out to accommodate the wishes of footballers using it at the time.

8.50pm Chairman suspended the meeting for 15mins due to the ill health of a councillor.

95. **Recreation Ground (Continued)**

Cllr Willard gave further information about alterations made to the pitch and sockets at the Rec Gd. After further discussion AGREED that Chairman will inspect the site and advise Clerk as to action required by BGJFC to address the situation

Possible use of the Memorial pavilion for a remembrance festival was suggested but it was noted that the building does not have 'war memorial' status.

A 'Keep Fit' area, as at East Peckham, may be considered at some time in the future.

96. **Borough Green Festival 2012**

It was noted that this will possibly be organised by the Christmas Lights Cttee who may request a donation from BGPC.

97. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

BACS:

£2809.22 Staff salaries: August 2011-09-21

£528.22 KCC - Superannuation August 2011

£226.94 SE Contracting - Street lighting maintenance August 2011

£555.52 Wrotham PC - Skate Park maintenance July 2011

£360.26 E-on - Street lighting supply, July 2011

£60.00 J Stephens - Websites maintenance August 2011

£53.00 T&MBC - Rates, Memorial Pavilion September 2011

£27.73 EDF - Supply, Memorial Pavilion

560 £250.00 Borough Green Primary School - Centenary celebrations donation

561 £611.74 T&MBC - Playscheme 4th week contribution

562 £660.00 Audit Commission - External audit 2010/11

563 £86.85 Cash - Rec Gds Imprest a/c

564 £125.00 J Lawrenson - Tree surgery r/o 9 Black Horse Mews

565 £72.00 KALC - Finance course (Cllr Taylor)

Proposed by Cllr Perry, seconded by Cllr Yianni that the above payments be made. RESOLVED

98. **Saltbins/Winter Plan**

(i) Chairman met with KHS who approved all proposed locations for additional salt bins. Chairman will liaise with residents adj to the sites and then pass their details to KHS.

Information is still awaited from the Malling Area Partnership re bulk purchase.

(ii) Mr Bailey has offered to store salt supplies for BGPC and make available use of a forklift truck. AGREED with thanks. Top-up supplies will still be kept at Kent Aluminium. Possible purchase of a small BGPC commercial vehicle may be considered at some time in the future.

(iii) The occupier of a property at the j/o Quarry Hill Rd/Maidstone Rd has offered to purchase a bin + first fill of salt max cost £200. RESOLVED to accept this offer and thereafter take responsibility for the maintenance of the bin. Chairman will be contacted re delivery/storage.

RESOLVED to order 7 no salt bins (through MAP if possible), 5no bags of salt and 2no bags of sand Clerk will bring plan of KHS 'private arrangements' for snow clearing to Part 2 of the next meeting.

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99. **Written reports**

T&MBCllr Mrs Murray had advised that SE Water will be installing water meters over the next 18 months in the Sevenoaks and Tonbridge areas. A date for Borough Green has not yet been released but various road shows will be held to allow residents to 'drop-in' to familiarise themselves with the process so that, hopefully, all will run smoothly when the meters are installed

Chairman reported on visitors to the office on 3 Sept. 2011.

Noted that concerns had been raised about potential danger of the layout of the Thong Lane/Basted Mill junction and the dropped kerbs o/s Nat West Bank in the High St.

There is also concern about the high number of advertisement boards obstructing the footways outside shops and businesses in the High Street and Western Road. Traders are asked to comply with regulations in this respect and consideration may be given to sending a proforma letter when required.

Chairman has spoken to KHS about overgrown hedges and will advise further re legalities of cutting back. He will liaise re hedge o/s The Vicarage, Maidstone Road.

Chairman advised that the 'Drop-In Centre' has closed due to lack of demand. Funds have been distributed to other youth groups in the area.

100. **Future dates**

- (i) Date of the next Meeting Monday 3 October 2011 in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 1 October 2011 10 – 12 noon.

SG/CD

101. **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**

Following a request from Mr Glew to work additional hours, it was agreed that there will be no increase at present on the previously agreed 3 extra hrs max/per week during this current financial year, for specific tasks as required and instructed by the Clerk. Noted that Mr Springett does not wish to work these additional hours at present. The situation will be reviewed at a later date.

The meeting closed at 21.50 hrs