

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 7 July 2008 in the Annexe to the Church of the Good Shepherd.

Present: Cllr C Willsher (Chairman), Cllrs. J Bailey, S Cole, Mrs V McWilliam, Mrs S Murray, S Perry, Mrs B Woodhams

Apologies: Cllrs Mrs L Cook (sick), J Enver (sick), Mrs J Lucas (work), Ms F Wakefield (personal).
T&MBCllr D Evans

There were 9 members of the public in attendance

A request for 6-months leave of absence, due to personal/family reasons, was received from Cllr Ms Wakefield. After discussion Cllr Mrs Murray proposed that this be agreed subject to review in three months time, seconded by Chairman. Voting was 5 in favour, 2 abstentions. The proposal was therefore agreed.

After giving a public warning, Chairman announced his intention to suspend the meeting because of public interruptions, but proposed that item 36 of the agenda be taken first. Agd.

36. Cheques for Signature

Auto-Pay

£677.71 R Springett - Asst. Groundsman 1/6 - 30/6/08
£1208.63 H Damiral - Clerk June 2008
£468.03 W Austin - Caretaker/Groundsman 1/6 – 30/6/08
£499.30 KCC – Superannuation June 2008
£1205.41 KCC – Football pitches maintenance, P Mede/Rec Gd.
£233.59 EDF Energy – Street light maintenance, June 2008
£233.59 EDF Energy – Street light maintenance, July 2008
£265.20 EDF Energy – Street light supply May 2008
£264.51 EDF Energy – Street light supply May 2008
£55.87 KCC – Supplies, Office + maintenance Rec Gd/P Mede
£244.80 BGVHMC – Hire of hall, Pop-In April – July 2008
£60.00 J Stephens – Websites maintenance June 2008
£57.00 T&MBC - Rates, Rec.Gd. July 2008
£15.30 Kent Aluminium – Maintenance materials

£179.19 Thomas Mansfield – Solicitor's fees
£262.01 Wrotham PC – Skate Park inspections/maintenance & materials
£1786.49 T&MBC - Charges for Parish Poll
£1400.00 BMPOS – Annual maintenance contribution 2008/09
£1922.04 Inland Revenue – PAYE/NI April – June 2008
£4996.02 Zurich Municipal – Annual insurance 2008/09
£305.50 Southern Counties Fencing – Fence repair, Potters Mede
£129.49 Monro South – Playbark, Rec. Gd.
£1334.80 How Green Nursery Ltd – Hanging baskets (pt payment)
£240.71 Neat Ideas – Office supplies
£200.00 Church of the Good Shepherd – Use of Annexe, PC meetings Jan-June 2008
£540.00 P L Dolley – Removal/relocation of seats/maintenance work to play area Rec Gd
£35.00 Information Commissioner's Office – Data protection registration 2008/09
Cllr Perry proposed, Cllr Mrs Murray seconded that the above payments be made. Agreed

As an undertaking was received that there would be no further interruptions, Chairman agreed that the meeting would be continued.

Cllr Mrs Murray declared an interest in all planning items. She advised that any views she expressed would be purely based on information to date and could change as more information becomes available.

29. Minutes of the meeting 2 June 2008

Amendments to item 20 Parish Poll were agreed:

Line 8 - delete 'public comments. It was agreed' add 'interest and the attendance by the public
Cllr Mrs McWilliam proposed that this item be discussed in the public section of the meeting. It was also agreed'.

Line 17 – delete 'totally'

Line 25 – add: put forward 'and electors were encouraged to use this process to express their views on the actual proposal'

Minutes of the meeting 2 June 2008 (Continued)

Line 27 – delete: ‘electors will be kept very well-informed of all stages of any Isles Quarry West related proposals/consultations’. Add: ‘it will seek to ensure that electors were kept very well-informed by more than the usual means of all stages of any Isles Quarry West related proposals/consultations’.

The amended minutes were signed as a true record.

30. **Matters Arising**

20. Chairman read extracts from an e-mail from Mr M Taylor 31/5/08; BGPC minutes 2/10/06 and correspondence from BGPC to T&MBC 6/10/06. Copies will be given to Mr Taylor and it is hoped that he will now comply with his written statement in his e-mail to bring closure.

26. Cemex site: There have been further improvements to the wheel-washing facilities.

Parish Council representatives will discuss the possibility of a ‘wheel-spinner’ + effective use of the road sweeping machine with the company. Measures have been taken to divert lorries away from Borough Green village and Police action taken on lorries obstructing the highway. A letter from Cemex was read: enclosures were passed to Cllr Mrs Woodhams. There was some discussion about regular updating of information on the website re current issues such as this . It was confirmed that it is usual council practice to give progress reports to residents who raise particular matters.

CW/BW

26. BGVHMC is in agreement to two councillors being nominated as Parish Council representatives on the understanding that only one or other of them attends each committee meeting.

FW/VMcW

26. Parking Plan: a letter from T&MBC was read. Cllr Mrs Murray met with the borough council officer in the village to address particular issues.

31. **Planning Matters**

TM/08/1111 New chalet bungalow – adj 74 Sevenoaks Road. No observations.

TM/08/1113 Acoustic protection details – residential development, 20/22 Wrotham Road. The PC relies on T&MBC to ensure all submitted conditions are adhered to + windows on all faces should have acoustic protection.

TM/08/1641 Tree surgery – 20 Monkton Road. The PC relies on T&MBC to ensure professional recommendations are adhered to.

TM/08/1679 Loft conversion – 144 Maidstone Road. All windows should open internally.

TM/07/0512 Archaeological/historic landscape specification & timetable + bat mitigation survey - Borough Green Sandpit, Platt Industrial Estate. The PC relies on the expertise of KCC to ensure that stated requirements and recommendations are adhered to.

TM/07/0512 Fencing details - Borough Green Sandpit, Platt Industrial Estate. The PC relies on KCC to ensure that stated conditions and requirements are adhered to.

Decisions

TM/07/0512 Extension of quarry and restoration to agriculture – northern extension, Borough Green Sand Pit, Platt Industrial Estate. Permission granted with conditions.

TM/07/0512 & R28 Archaeological/historic landscape specification and R29 Bat Mitigation

TM/08/1895 Strategy – northern extension, Borough Green Sand Pit, Platt Industrial Estate. Details approved with conditions.

TM/07/3100 Variance of conditions to relax time limit for sand extraction and restoration + amended details of site buildings and facilities – Borough Green Sand Pit, Platt Industrial Estate. Permission granted with conditions.

TM/07/3101 Variance of conditions to relax time limit for soil blending operations – Borough Green Sand Pit, Platt Industrial Estate. Permission granted with conditions.

TM/08/0712 18no dwellings – 80 Maidstone Rd. Permission refused.

TM/08/1071 Refurbishment of music room and replacement toilet block – Borough Green Primary School. Permission granted.

TM/08/1111 New chalet bungalow adj 74 Sevenoaks Rd. Permission granted.

TM/08/1191 Conservatory – 34 McDermott Road. Permission granted.

TM/08/1272 Extension – 141 Maidstone Road. Permission granted.

TM/08/1291 LDC Extension – 45 Western Rd. LDC granted.

TM/08/1323 4 Normanhurst Rd – Extensions & external works. Permission granted.

TM/08/0939 39 Wrotham Road – 9no dwellings. Application withdrawn.

TM/08/1259 99 Maidstone Road – Extension. Application withdrawn.

TM/07/4186 27 Crow Hill New dwelling within garden. Appeal lodged.

Planning Matters (Continued)**Decisions** (Continued)

28 Maidstone Rd Untidy front garden: 21 day limit to tidy given by the Enforcement Officer.
r/o 5-31 Tolsey Mead Change of use of land from agricultural to residential: likely breach is being further investigated by the Enforcement Officer.

8 McDermott Rd Unauthorised erection of shed is being investigated by the Enforcement Officer.

80 Western Rd Failure to submit acoustic protection details re permission 04/3189 is being further investigated by the Enforcement Officer.

65 Annetts Hall Unauthorised tipping is being investigated by Enforcement Officer.

67 Wrotham Rd Alleged unauthorised erection of structure in front driveway and installation of means of access onto highway is being investigated by Enforcement Officer.

32. **Oral reports from Members, Borough & County Councillors and Clerk**

Cllrs Bailey and Mrs McWilliam will be in attendance in the Parish Office 10-12noon Saturday 2 August 2008.

JB/VMcW

Fairfield Rd/Station Approach FP: T&MBC is obtaining tender updates in preparation for construction work.

CCTV: The contract for 'air-time' has been signed.

Chairman will write to congratulate T&MBCllr Leader Mark Worrall on being made an OBE for his public and voluntary service to local government.

CW

T&MBC 'Free Trees' scheme noted.

T&MBC Playscheme will be held in the Primary School this summer.

An update on the T&MBC Parking Scheme was received incl: planned resurfacing of Western Rd car park and planned increase of all-day charge to exceed charge at the railway station car park, in an attempt to deter commuter parking. 16 designated parking spaces are to be marked out in the Recreation Ground car park.

Cllr Mrs Murray visited the Age Concern 'Poppin' in the village hall: this is an excellent scheme and its expansion should be encouraged.

Quarry Hill WI has been given an Oak tree sapling for planting in the community. After discussion agreed that north boundary of Potters Mede or BMPOS could be suitable locations. Chairman will discuss this with Mr Lawrenson, tree surgeon, and reply to the WI. Chairman will liaise with the contractor re snagging works to recently-repaired fencing at Potters Mede.

CW
CW

After discussion agreed that Cllrs will provide Clerk with individual ID photos for display in the office. These will not be available on the website.

All Cllrs

Consideration should be given to some update of statements in the Parish Plan to take into account the current level of services available in the village: schools/dentist/doctors etc.

33. **Correspondence****Noted:**

Skate Pk Cttee Operational inspection reports March & June 2008 + minutes 29.05.08

CPRE Magazine Summer 2008

KCC Explore Kent magazine issue 15

T&MBC Standards Cttee agenda 2 July 2008

NALC Magazine July 2008

MVCP Annual report 2007/08

S Water Water Resources Update Spring 2008

CPRE Magazine June 2008

KALC Agenda 19 June 2008

Arriva Bus timetable route 70

J Broad Letter of support for BGPC subsequent to the last PC mtg (copies to all Cllrs)

R Garnett Sec. BG & District Chamber of Commerce Lighting Cttee; subsequent letter from M Taylor Chairman Lighting Cttee + associated e-mails re: Lights advert on reverse of Public Poll flyer (copies to all Cllrs)

T&MBC PPP Panel minutes 29/05/08 (copies to Cllrs Willsher & Perry)

Kent AONB Management Plan consultation document available at

www.kentdowns.org.uk/Management%20Plan%20Review.htm

T&MBC Joint Transportation Board – Parking Plan Progress Report Tudeley Lane & Quarry Bank, Tonbridge

Boyer Plng Isles Quarry West proposals exhibition (copies to all Cllrs)

DRAFT MINUTES

s of the meeting of BGPC 7 July 2008

Page 4

Correspondence (Continued)

T&MBC Leisure & Arts Strategy 2008 – 2013 available at www.tmbc.gov.uk For the next agenda.

SEERA Regional Sustainability Framework for the SE & Review of Sub-regional allocation on primary land-won aggregates in the SE. Chairman reported on a presentation he recently attended.

Kent Downs AONB Countryside Day 25 July 2008. Clerk will attend.

KHS Lorries using unsuitable routes (copies to all Cllrs). Some preliminary Comments from Cllrs have been passed to T&MBC. The need to take every opportunity to press for the bypass with any appropriate authority/organisation and obtain regular updates from KCC was strongly agreed.

BMPOS Speed of traffic, Basted Mill. Concerns are noted but the PC is not convinced that the build-outs were constructed in accordance with the requirements of Kent Highways. Agreed to include this in the monthly spreadsheet for KHS consideration.

KHS Highways spreadsheet June 2008 (copies to all Cllrs). Cllr Perry will update and return. Agreed that resurfacing of A25 in December will not be welcomed as it is likely to be detrimental to the village at such a busy time.

KHS Information document (copies to all Cllrs): the role of Community Liaison Officer was outlined and discussed. Chairman will request an item on the next PPP agenda.

KHS Satisfaction questionnaire: zebra crossing, Western Rd. Clerk will complete

KHS Proposed Puffin crossing, Sevenoaks Rd (copies to all Cllrs). Some clarification has been requested and a reply is awaited.

T&MBC Reply re Isles Quarry West was read. Copies will be given to all Cllrs.

Hanson UK Reply re Isles Quarry West was read. Copies will be given to all Cllrs.

T&MBC Request for road closure – Lights Festival Saturday 29 November 2008. Agreed that this is supported.

Arriva Change to bus service 70 (copies to all Cllrs). Reinstatement of the service is welcomed but extra buses should be run to make it a viable exercise. KCC funding still unclear.

Consultation on proposed relocation of Grange Park School to Wrotham School: information had been circulated to all members. Agreed for next agenda incl. a presentation by the Chairman of Grange Park.

SP

SP

CW

34. Standing Orders & HR Policies Review

All members had received copies of revised documents. Cllrs Cole and Mrs McWilliam outlined proposed changes which were discussed. Agreed minor amendments, incl. all reference to 'Staffing Cttee' altered to 'Grievance Cttee' will be incorporated and the revised document circulated to all members and staff for further consideration. Chairman will produce Terms Of Reference for the Grievance Cttee. All for further consideration at the Sept. PC mtg.

SC/VMcW
CW

35. Recreation Grounds

Potters Mede – Children's play area: A proposal from a resident was read (copies to all Cllrs). Agreed rather premature as plans for the site have not yet been agreed. Interest/ assistance is appreciated and further consideration will be given to the proposal if and when appropriate.

Pavilion: All members had received copies of an analysis of the questionnaire responses. Further information will be supplied in readiness for an informal meeting with all Cllrs.

Football: Cllr Cole is trying to arrange a meeting with Potters FC. Cllr Bailey is continuing to Liaise with Cemex re. additional football pitches.

CW All
SC
JB

37. Resolved to enter into committee

There was further discussion about finances and possible requirements for facilities at Potters Mede.

Information required for the ongoing Tribunal was agreed.

Cllr Mrs Murray will liaise with T&MBC re the Isles Quarry exhibition.

Skate Park expenditure was discussed.

SM

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