

**Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 6 December 2010 in The Annexe to the Church of the Good Shepherd.**

Present: Cllrs S Perry(Chairman), Mrs E Howden, Mrs J Lucas, Mrs S Murray, Mrs V McWilliam, T Shaw, M Taylor, C Willsher

There were no members of the public in attendance

Action

122. **Apologies for Absence** were received from Cllr Bailey (holiday) Mrs V Farina (illness), M Yianni (work) and T&MBCllr D Evans.

123. **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 135 Cheques for signature - Skate Park maintenance.

Cllr Willsher declared an interest in item 128 and any item that involved Potters Mede Environmental.

124. **Minutes** of the meeting 1 November 2010: Cllr Taylor proposed that the Clerk's original wording (as draft minutes circulated to all Cllrs) be reinstated. This was not seconded. Cllr Mrs McWilliam proposed that the minutes be signed, seconded by Cllr Willsher. Voting was 4 in favour, 1 against and 3 abstentions. The minutes were signed as a correct record

125. **Matters Arising**

None

126. **Planning Matters**

- (i) TM/10/02645/RD Details of acoustic protection (re. Room in roof void TM/09/01246/FL) – 17 Stone Court. No observations.
- (ii) KCC Minerals & Waste Core Strategy: Reg 25 'Issues' consultation. First stage of core strategy. All Cllrs had received copies of a draft response from Cllr Willsher which was agreed. Thanks were expressed to Cllr Willsher for his excellent work in preparing the response.

(iii) **Decisions**

TM/10/02205/FL Vehicle access & garage – 97 Crouch Lane. Permission refused.  
TM/10/02405/FL Extensions & hardstanding – 100 Sevenoaks Road. Permission granted.  
TM/10/02428/TPOC Tree surgery (trim back & lift crown of Walnut tree) – The Black Horse, Maidstone Rd. Permission granted.

TM/09/01510/FL Redevelopment of petrol station – 84-106 Maidstone Rd. Appeal against non-determination lodged.

TM/10/02191/FL Extension – 99 Crouch Lane. Application withdrawn.

127. **Correspondence**

**Noted:**

KCC Emergency Planning update (copies to all Cllrs)  
KCC Winter Service Reports and Snow Updates (copies to all Cllrs)  
Rural Services Network Parish newsletter Dec. 2010 (copies to all Cllrs)  
KCC Regular Trading Standards alerts (copies to all Cllrs)  
West Kent Watch Regular newsletters (copies to all Cllrs)  
T&MBC Regular updates - refuse & recycling collections due to inclement weather (copies to all Cllrs)  
W Kent NHS Primary Care Trust Consultation: NHS White Paper proposals (copies to all Cllrs)  
T&MBCllr D Evans Information on Lottery Funding for community bldgs (copies to Chairman & Cllr Willsher)  
E Coast Kent Community Health Trust Future service develop. mtg.8 Feb (copies to all Cllrs)  
English Rural Hsg Assn Annual report 2010  
KALC Area Cttee mtg 16.12.10 (copy to Cllr Willsher)  
T&MBC PPP mtg 2 Dec agenda (mtg subsequently postponed because of weather)+ mins 9 Sept (copies to all Cllrs)

**Correspondence (continued)****Noted (continued):**

KALC Policing Plan 2011/14 survey (copies to all Cllrs)  
 Kent CAN Funding News (copy to Cllr Willsher)  
 T&MBC Council Tax Freeze 2011/12: scheme information (copies to all Cllrs)  
 Complete Weed Control (Kent) Winter gritting service (copies to all Cllrs)  
 T&MBC Cllr D Evans Copy correspondence Network Rail/T&MBC: railway communications mast, Platt (copies to all Cllrs)  
 Action with Communities in Rural Kent Annual Summary 09/10; Autumn mag. + newsletter 97  
 Kent Men of the Trees Magazine Autumn 2010  
 CPRE Magazine December 2010 + Winter newsletter  
 T&MBC Joint Transportation Board agenda 29 Nov./mins 20 Sept. (passed to Chairman)  
 Kent Fire & Rescue Service Draft plans 'Towards 2020': consultation survey at [www.kent.fire-uk.org](http://www.kent.fire-uk.org)  
 T&MBC Information note re Boot Fairs  
 T&MBC Property naming – 61 and 63 Station Road  
 T&MBC All seats due for election on 05.05.11. Briefing note & planned mtg for Clerks

**BGTAG/KCC** Copy correspondence re traffic calming A25 Maidstone Road (copies to all Cllrs). Cllr Shaw gave further information: KCC may be able to undertake some road management improvements of the A25 at or near the Recreation Ground by enhancement of the zebra crossing and pedestrian railings. There was considerable discussion: AGREED that BGPC appreciates and supports the concerns of BGTAG and the Leader of Kent County Council. It is considered that all interested parties should give this matter further consideration after a full safety audit has been carried out on the stretch of the A25 from the Esso garage to the cross roads. It is understood that resurfacing work is scheduled: BGPC queries as to when this will be done and suggests that the zebra crossing is upgraded to a pelican crossing before resurfacing works take place. AGREED no direct formal response from BGPC.

**Cllr T Shaw** Attn drawn to KCC Air Quality & Planning Guidance Consultation Draft (copies to all Cllrs): available at [http://consult.kent.gov.uk/portal/air\\_quality/draft-guidance](http://consult.kent.gov.uk/portal/air_quality/draft-guidance) Consultation period until 8.12.10. AGREED that this is aimed at Borough/District level for their responses. Recent guidance documents circulated to all Cllrs have clarified current issues. AGREED that it may be useful at some future point to invite a representative from T&MBC to advise BGPC of the different roles/responsibilities relevant to air quality control. Cllr Mrs Murray will arrange as required.

**KHS** Annual Tracking Survey (copies to all Cllrs): for completion by 06.12.10 on-line or 15.12.10 by post. Survey link: <https://surveys.bmgresearch.co.uk/surveys/008150/> Cllr Taylor has submitted his response which he circulated to all Cllrs: whilst the parish council generally accords with the comments made, AGREED no formal response from BGPC.

**KCC** Invite to launch of Growth without gridlock: a transport delivery plan for Kent 01.12.10 – BGPC representative subsequently unable to attend because of weather conditions; KCC statement on rail fare rises noted: Kent Rail Action Plan to [paul.crick@kent.gov.uk](mailto:paul.crick@kent.gov.uk) debate [http://www.kent.ukcouncil.net/site/player/pl\\_compact.php?a=47246&t=0&m=wm&l=en\\_GB](http://www.kent.ukcouncil.net/site/player/pl_compact.php?a=47246&t=0&m=wm&l=en_GB) AGREED individual responses will be made. Copies of all documents had been sent to all Cllrs.

**Skate Park Cttee** Insurance renewal documentation (copies to all Cllrs): documentation has now been amended to the correct name. AGREED.

**Office for HM Lord Lieut. of Kent** Invite to Civic Service 29.03.11 Canterbury Cathedral. Chairman will attend.

**Navigus Planning** 1st newsletter for Parish Councils (copies to all Cllrs): (i) RESOLVED to subscribe @ £50 p.a for 4 issues (ii) AGREED that Chairman will liaise further regarding possible payment of a retainer by BGPC for a nominal fee for future planning guidance. Chairman had drawn attention of all councillors to proposed Planning Reform

128. **Potters Mede Ground Improvements**

- (i) Update received from Potters Mede Environmental: (a) correspondence has been prepared for claiming the Cemex grant (b) Mr Bailey has stepped down from the committee. AGREED that he is a valuable asset and every effort will be made to ask him to reconsider. Noted that Mr Willsher is prepared to take on the secretarial and financial duties if Mr Bailey will handle the contract management. The parish council requests that future updates from PM Environmental be submitted in writing in advance of council meetings.

SM

SP

CW  
JB

CW/JB

**Potters Mede Ground Improvements (Continued)**

- (ii) Liaison with Cemex: additional pitch and assistance with ground works. No update received.

JB

129. **Potters Mede Pavilion**

- (i) Steering Group: Cllr Mrs McWilliam had prepared a draft specification for the engagement of an architect (copies to all Cllrs)
- (ii) AGREED that Chairman and Cllr Mrs McWilliam will liaise to progress appointment of architect.
- (iii) There was some discussion about the technical details of the building. AGREED that these will be decided in due course but all Cllrs are encouraged to put forward their ideas – by e-mail to Cllr Mrs McWilliam.  
Cllr Willsher will obtain further information about extra funding being released from the Big Lottery Fund. Information will be passed to Cllr Mrs McWilliam.

SP/VMcW

All

CW

130. **Street lighting**

- (i) Connection arrangements for columns in Dryland Rd, The Avenue and Station Road have been delayed because of severe weather conditions. Clerk is continually liaising with SEC regarding these and two other defective lights. A light day-burning in Staleys Rd will be added.
- (ii) No information available from KHS regarding (a) a single, simplified system for supplying and replacing parish council streetlights (b) consideration of KCC taking back responsibility for all street lighting as the PPP meeting 02.12.10 was cancelled due to weather.

131. **Financial Matters**

- (i) All Cllrs had received copies of the 7 - Month Budget Report for the Period Ended 31 October 2010.
- (ii) All Cllrs had received copies of the minutes of the Finance Committee 12 Nov. 2010. The next meeting will be held at 7.30pm on Wednesday 22 December 2010 in the parish office. RESOLVED that budget recommendations detailed in the minutes be included in next year's precept.
- (iii) A request was received from Borough Green & District Chamber of Commerce Lighting Cttee. for a grant towards the purchase of a storage container for the Christmas lights: cost £2,021. Current storage arrangements are no longer available. RESOLVED that a grant of £2,021 be made and taken from this budget allocation for the current year. Thanks were expressed to the Cttee and other volunteers for their work in providing yet again another lovely Christmas display in the village.

SP/SM/JB/  
JL/CW132. **Grounds maintenance/use**

- (i) **Playground safety surfacing:** Cllr Taylor has carried out repairs to the safety surfacing under the main swings. AGREED that he will train grounds maintenance staff in order that they can do same in other areas of the playground. Cllr Taylor was thanked for his work.
- (ii) **Generator:** consideration was given to the possible purchase of a small generator for use with the pressure washer/hedge trimmer but it was agreed that this would not be viable. There will be further consideration of an alternative means of power supply next Spring.
- (iii) **Mowing 2011:** RESOLVED to accept a quotation from Landscape Services in the sum of £36.80/cut Rec Gd and £69.78/cut Potters Mede with a discount of £1.75 per site if both grounds are cut on the same occasion. The quotation for cutting Whitegate Field was noted.
- (iv) **Summer Fete 2011:** all members had received copies of a request for use of the Recreation Ground for a Summer Fete 2011. Further details will be requested.
- (v) **Tennis courts:** all members had received copies of a request for use by 'Sweet Sports'. After discussion agreed that although the courts have been very well used over the past few years, RESOLVED to allow advance hire of one court only, at the current private hire rate of £3/hr, providing that payment is made in advance and hours of use are mutually agreed.

133. **Salt Bins**

- (i) The new bins have been installed and thanks were expressed to Cllr Taylor, grounds maintenance staff and volunteers who assisted, plus Kent Aluminium for providing ongoing storage of materials. The facilities have been well-used. Requests for additional bins in Mountfield, Fairfield Road and Station Road will be given consideration.

133. **Salt Bins (Continued)**

- (ii) There was some discussion about local salting arrangements: AGREED that there must be early liaison with KHS to ensure that clearance of particular areas is not duplicated. RESOLVED to order further supplies: 4 x 1 tonne bags salt/grit.
- (iii) The PPP meeting on 02.12.10 was postponed because of bad weather, therefore there was no information from KHS regarding a new set of safety guidelines for parish council's own supplied salt bins where a pavement/.highway site is needed.
- (iv) KCC trial of 'salt bags': AGREED that whilst the initial delivery was somewhat late, the scheme has been extremely helpful.
- (v) The KHS Local Winter Plan and response from Mereworth Parish Council had been circulated to all members and was noted. AGREED that the Plan is good but specific provision must be made to ensure safe access to doctors' surgeries and schools. Further AGREED that councillors will send any other comments to the Clerk for the council's formal response. AGREED that generally, communication between KCC/T&MBC and the parishes has been very good during recent period of bad weather.

All

134. **Whitegate Field:**

- (i) Noted that the site will not be available for football after 14.02.11 due to the commencement of construction work for the artificial pitch. Potters Football Club has been advised and a very positive response from Potters Football Club
- (ii) Artificial pitch:
  - (a) All members had been advised of the requirement for a Parish Council signature on the Community Use Agreement and AGREED that the Clerk should sign the document. RESOLVED to confirm.
  - (b) RESOLVED that the pledged £5,000 contribution be made.
  - (c) The minutes of the steering group meeting 16.11.10 were noted. Copies to all Cllrs.
- (iii) Skate Park: the insurance renewal document was received and AGREED. Copies to all Cllrs.

135. **Cheques for signature****BACS**

£2706.22	Staff salaries:
£575.17	KCC – Superannuation November 2010
£60.00	J Stephens – Websites maintenance November 2010
£341.64	EDF – Street lighting supply, October 2010
£364.25	Kent Aluminium Ltd – Salt & sand for grit bins
£528.75	KCC – Weed treatment, P Mede
£1786.00	KCC – Cutting and preparation of Whitegate Field for football
£28.87	Kent Aluminium Ltd – Maintenance materials, Rec. Gd.
£244.49	Wrotham PC – Skate park maintenance October 2010
£41.52	EDF Supply, Rec. Gd.
£222.22	S Electric Contracting – street lighting maintenance Nov. 2010 + insurance
£816.62	Wrotham PC – Skate park maintenance November 2010

519	£5000.00	Wrotham School – Donation towards Community Astroturf Facility
520	£29.29	Henry Cooch & Son Ltd – Materials, Ball Park repair
521	£15.21	Cash – Reimbursement, plants for planters, Western Road
522	£245.00	J Lawrenson – Hedge cutting – Rec. Gd. adj Bowls Club
523	£168.00	SLCC – Membership 2011

Proposed by Cllr Mrs Lucas, seconded by Cllr Willsher that the above payments be made. RESOLVED.

Further RESOLVED that Clerk be authorised to pay Kent Aluminium immediately on receipt of invoices for salt/grit orders.

136. **Written reports from County and Borough councillors & BGPCllrs who sit as representatives on local organisations + Clerk's report**

Cllr Mrs Murray reported on T&MBC clearance of car parks arrangements and refuse collection arrangements during the current inclement weather.

137. **Future dates**

- (i) Date of next meeting: Monday 10 January 2011 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 7.30pm and lasting for a maximum period of fifteen minutes. No Saturday morning surgery on 8 January 2011 unless there is a high number of planning matters for consideration.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present, on Saturday 5 February 2011 10 – 12 noon  
At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.

138. **Exclusion of Public and Press:** There were no matters for consideration

The meeting ended at 21.51hrs

DRAFT