

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 7 October 2002 at Potters Mede.

Present: Cllr Mrs S Murray (Chairman), Cllrs C Brinkley-Willsher, D Evans, J Evans, B Hughes, Mrs J Lucas, J McWilliam, M Taylor, Mrs B Woodhams C Cllr Mrs V Dagger.
Apologies: A Dolton,

There was one member of the public in attendance.

There were no declarations of interest.

66. **Minutes** of the meeting 2 September 2002 were signed as a true record. Noted that Cllr D Evans was unable to give his apologies for the last meeting as he was suddenly called abroad.

County Cllr. Mrs Dagger reported on KCC matters and advised that the County will be consulting the PC regarding the results of a recent traffic survey. Updated information will be provided re. the Kent Structure Plan programme.

67. **Matters Arising**

A donation of £40 was made to Leybourne Grange Riding School for the Disabled, in memory of Mr Michael Stone.

56. Chairman attended the KCC/Malling Award Panel evening and was extremely pleased to see students of Wrotham School receiving awards.

56. KRCC Transport Forum - Neither Chairman nor Cllr McWilliam were able to attend.

61. Woodland Walk - Noted that the two Lime trees are too large to be relocated. Removal agreed.

Chairman proposed that item 74 of the agenda be taken next. Agreed.

74. **T&MBC Financial Arrangements with Parish Councils 2003/2004**

Cllr Taylor reported on a request for a skateboard area and advised of estimated costs. After discussion, agreed that this would not be the subject of a 2003/04 grant application but further investigation will be undertaken regarding possible location and funding. Chairman proposed that a grant application be made for alterations and extension to the Recreation Ground pavilion. Agreed. Cllr McWilliam will obtain a budget price before the end of the month.

Cllr Taylor left the meeting.

68. **Planning Matters**

Pre-Meeting

TM/02/1907 Redevelopment 24/26 Western Rd. - Revised layout plan & parking.

Objections: 1. Out-of-keeping and too high. 2. Over-intensification of site. 3. Concern about impact on strategic road network. 4. Attention drawn to lack of adequate public transport service in Borough Green. These concerns will be reiterated.

TM/02/2455 Signs – NatWest Bank, High Street. No objections.

TM/02/2489 Rear extension - 11 Crowhurst Road. No objections but attention drawn to possible existence of pitch fibre drains.

Meeting

TM/02/TEMP/0028 Extension of sand extraction area - Ightham Sandpit. Agreed that this revised application does not resolve any of the issues previously raised by the Parish Council. Previous comments are reinforced by this application.

TM/02/2791 Provision of dropped kerb & concrete hardstanding - 59 The Crescent.

Noted.

Decisions

TM/02/1495 Extension & conservatory - 144 Maidstone Road. Permission refused

TM/02/1701 LDC Dropped kerb & hard-standing - 10 The Avenue. LDC granted.

TM/02/1702 LDC Dropped kerb & hard-standing - 16 The Avenue. LDC granted.

TM/02/1705 LDC Dropped kerb & hard-standing - 51 The Crescent. LDC granted.

Action

VD

JMcW

68. **Planning Matters (Continued)**

Decisions (Continued)

TM/02/1738 Replacement windows - Basted House, Harrison Road. Permission granted.
 TM/02/1991 Conservatory - 18a Wye Road. Permission granted.
 TM/02/2039 Dormer window - 13 Annetts Hall. Permission granted.
 TM/02/2040 Extension - 28 Station Road. Permission granted.
 TM/02/2322 Extension - 28 Conyerd Road. Permission granted.
 TM/02/0454 Residential development - Red Lion PH, Sevenoaks Rd. Appeal noted.
 TM/01/2271 Communications mast 'One to One' - Saab Garage, Station Approach.
 Appeal withdrawn.
 TM/02/1994 Extension of sand extraction, Cricketts Farm. Application withdrawn.

69. **Correspondence**

Noted:

Kent Rural Towns Group - newsletter
 T&MBC - Securing Effective Borough/Parish Relationships in T&M
 DEFRA - Notification of publication of Rural Services Standard 2002 and First Progress report
 Commission for Racial Equality - Ethnic Monitoring guide
 CPRE - General meetings
 CPRE - Campaign against Cliffe Airport, conference, Planning Update & newsletter
 Royal Commission on Environmental Pollution - Report summary
 KCC - Local Govt. Pension scheme, Minutes of forum
 KAPC - Finance Information Day & newsletter
 KRCC - Rural News, notice of Annual Meeting & information leaflets
 RAISE - Newsletters
 Maidstone & T.Wells NHS Trust - AGM
 WPPC meeting 25 November 2002. Copies to Cllrs Brinkley-Willsher, Hughes & McWilliam.
 KAPC newsletter.
 T&M Housing Assn. service leaflets.
 Countryside Agency - Re-issue of provisional Countryside Map.
 Kent Highways - Road closures High Street & Basted Lane
 Rail Passengers Cttee. - Public meetings, Folkestone 14/15 October 2002

Jarmans Solicitors - Justices' Licence application, Co-Op, Station Approach. Plan of proposed new store layout noted. Concern about safe access for pedestrians to/from car park, plus concern about increased traffic at j/o A227/Station Approach.
 Countryside Agency - Sect. 17 of the Crime & Disorder Act 1998. All Cllrs received copies of a guidance book: appendix particularly noted. Police have been consulted about new venues at the Drop-In Centre and Recreation Ground Woodland Walk.
 KCC - Kent Volunteers for Volunteering Excellence 2002. Chairman reported and has nominated BG Chamber of Commerce Christmas Lights Cttee.
 T&MBC - Regional Transport Strategy and Orbit Study. Copies of T&MBC comments will be given to all members.
 Information Commissioner - Freedom of Information Act 2000. Further information will be obtained.
 T&MBC - Recycling Banks Black Horse PH, Maidstone Road. Cllr D Evans gave further information and advised that the proposal has now been withdrawn.
 T&MBC - Retaining wall, Western Road car park (A25) . Planned reconstruction works noted. T&M will be requested to replace adjacent steps with a ramp.
 Rural Warden - Agreed to meet with newly-appointed Warden at 7pm 4 Nov.2002 at Potters Mede.

CB-W,BH
 JMcW

All Cllrs

There then followed the period for public consultation:

There was discussion about repairs/reinstatement works required as a result of the Borough Green House development. These will be referred to T&MBC.

70. **Borough Green & Platt Bypass/Traffic Matters**

A227 improvement works are scheduled for November 2002.

The HMU will be requested to replace the traffic bollard on footway j/o A227/Fairfield Road: there is concern about pedestrian safety. Noted that A-Z Map Co. has issued instructions to its haulage and delivery companies to access Fairfield Road from the north.

Speed repeater signs A227/A25: Platt PC is in agreement to 4no signs only on the A25 and will pay commensurate contribution towards planning application fee.

71. **NALC Development Strategy 2002**

All Cllrs had received copies of Chapters 3 & 4. Agreed that this is a negative report.

72. **Parish Council Audit Arrangements**

In view of the current indisposition of the Parish Council's internal auditor, consideration was given to the appointment of an independent company. Clerk advised of three companies and cost. Cllr Hughes proposed that Wealden Consultancy Ltd be appointed for the year 2001/2002 @ £130/day and 2002/2003 @ £140/day. Seconded by Cllr Brinkley-Willsher. Agreed.

73. **Employees - Conditions of Contract**

All Cllrs had received copies of conditions for all employees, together with copies of H&S, Disciplinary and Grievance Procedures. Cllr Hughes proposed that these be agreed. Seconded by Cllr D Evans. Agreed.

Chairman proposed that recently-agreed national pay awards w.e.f 1/4/02 and 1/4/03 be paid to Clerk. Agreed.

75. **Recreation Ground**

Bowls Club Lighting: There is still some concern about nuisance caused to local residents. Cllr McWilliam is arranging a site meeting. Cllr Brinkley-Willsher will supply further information.

Tennis Courts: A letter from the Tennis Club and accompanying report from a specialist contractor was received. Noted that re-colouring of the courts would give the surface another few years usage (re-surfacing is designed to last 8 years). Budget prices noted. Cllr Brinkley-Willsher will discuss this, and funding, with the Tennis Club. Agreed that self-sown trees at the edge of the courts need to be removed.

Beech Hedge: Agreed to instruct Mr Lawrenson to carry out annual trim.

76. **Potters Mede**

Insurance: Cover for contents of storage container noted. Agreed no change at present.

BGFC: A request for a 50% reduction in the hire charge 2001/02 was received. After discussion, agreed to make no reduction and, continued use of Potters Mede facilities is conditional upon all outstanding charges being paid by 31 December 2002.

Fencing: Replacement fencing across the frontage of the site will be considered at the next meeting.

Moles: A report from Cllr Dolton was received. Cllr Brinkley-Willsher proposed that Graybird Ltd be instructed to carry out pest control works at approx. £255 + VAT.

Seconded by Cllr J McWilliam. Agreed. Cllr Dolton will supervise the work.

77. **Committee Reports**

Highways, Footpaths & St.Lighting: Informal KCC meeting with parishes 5 Nov. 2002, to discuss various highway matters was noted. Agreed that it would be more beneficial to invite a KCC representative to meet with BGPC at 7pm 2 December 2002, Potters Mede. A pedestrian safety bollard in the High Street needs reinstatement. Lights in Wrotham Road, Fairfield Road and Staleys Acre need attention.

JMcW
CB-W

CB-W

AD

All Cllrs.

77. **Committee Reports (Continued)**

VHMC: No report.

Men of Trees: No report.

Quarries Liaison: Chairman reported on recent RMC meeting.

Basted Mill Public Open Space: No report.

Twining: No report.

Vital Villages: All Cllrs had received copies of a proposed 'Action Plan'. Cllr McWilliam reported and proposed that Ms J Brooks, in association with GVA Grimley, be appointed for a fee of £5,000. Seconded by Chairman. Agreed. Chairman and Cllr McWilliam will draw up a list of local consultees.

Emergency Planning: Cllr Brinkley-Willsher will be the new PC representative.

KAPC: Cllr Dolton will be asked to be the new PC representative.

Finance: A meeting will be held at 8pm on Wed. 4 December at 8pm.

SM/JMcW

CB-W

SM,AD,BH,
JMcW

78. **Cheques for Signature**

Pre-Meeting

£40.00 Leybourne Grange Riding School for the Disabled - Donation

Auto-Pay

£771.70 R Springett – Asst. Groundsman 1/9– 30/9/02

£789.31 H Damiral – Clerk September 2002

£570.94 W Austin – Caretaker/Groundsman 1/9– 30/9/02

£212.81 Seeboard – Street Lighting Maintenance - September 2002

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£212.73 Seeboard – Street Lighting Repair - Ascot Close

£164.87 Seeboard – Street Lighting Supply, August 2002

£462.00 T&MBC - Rates, Potters Mede September 2002

£55.11 Kent Aluminium - Maintenance Materials, P.Mede

£278.11 Seeboard - Street Lighting Repair - 1 Fairfield Road

£197.40 F P Caine Ltd - Replacement manhole cover, Rec.Gd

£749.65 F P Caine Ltd - Replacement copings stones, Rec.Gd entrance pillars

£123.38 Landscape services - Playground inspections July, August & Sept.

£27.32 Seeboard - Street Lighting Additional Repair - 1 Fairfield Road

£160.00 P&T Plumbing Services -Replacement basins, Potters Mede

£4500.00 Borough Green Drop-In Centre - Grant

£235.00 Petty cash & telephone rental July-September 2002

£1122.95 Inland Revenue PAYE/NI July-Sept. 2002

£977.82 KCC - Superannuation April-September 2002

£7.85 Baldwin Cooke - Diary 2003, Potters Mede

£282.00 D K Skips Ltd - Hire of skips, Potters Mede

£92.19 Neat Ides - Office stationary

£375.00 BG Chamber of Commerce Lighting Cttee. - Donation, Christmas lights

£1095.39 J Francis - Showers, Potters Mede

£699.13 ABC Electrical Services - Electrics - Showers, Potters Mede

£163.33 ABC Electrical Services - Electrical repair, Potters Mede

Proposed by Cllr McWilliam, seconded by Cllr. Brinkley-Willsher that the above cheques be paid. Agreed.

79. **Resolved to enter into committee**

Chairman reported on progress of work at BGVH for the Drop-In Centre. Agreed that Chairman will authorise release of grant cheque as appropriate.

Agreed that probationary period for Caretaker/Groundsman has been satisfactorily completed.

In view of current staff shortage, additional leave entitlement agreed for grounds maintenance staff w.e.f 1/4/02. Additional leave pro rata to number of hours worked.

SM