

## DRAFT MINUTES

Immediately prior to the meeting members received a presentation from Kent Fire and Rescue Services. Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 6 February 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, Ms P Moorecroft, S Perry, T Shaw, M Yianni and T&MBCllr A Sayer  
There were two members of the public in attendance

- |   | <u>Action</u> |
|---|---------------|
| 172. <b>Apologies</b> for absence were received from Cllrs Mrs S Gould, G Harrington S Millener, H Willard and T&MBCllrs D Evans and Mrs S Murray   |               |
| 173. <b>Declarations of Interest</b><br>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.<br>Councillors will take into account any relevant information put before them and not rule out any factors before reaching a final decision.<br>Cllr Taylor declared an interest in item 182 Skate Park<br>Cllr Taylor declared an interest in item 187 Cheques for signature – Skate Park & trailer reimbursement   |               |
| 174. <b>Minutes of the Meeting 9 January 2012</b><br>RESOLVED that the minutes be approved and signed.  |               |
| 175. <b>Matters arising</b><br><b>156(x) Matters arising:</b> It was confirmed that BGPC is not yet in possession of any statistics relating to 'Air Quality Management' although it is understood that T&MBC do have them: AGREED that this is the purpose of the PPP question. Further AGREED that Chairman will change the question to a statement and submit to KALC as a proposal for adoption.<br><b>162(vi) Financial Matters:</b> It was confirmed that 10no additional hanging baskets will be ordered for 5no columns Borough Green Road railway bridge/Wye Road.<br><b>166 Saltbins/Winter Plan:</b> The new saltbins have been most useful and it has been encouraging to see residents using them during the recent snowfalls. Sincere thanks were expressed to the Chairman and grounds maintenance staff for their hard work clearing the footways and to the assistance from Celcon. All Cllrs were given copies of the updated BGPC Winter Plan. | MT            |
| 176. <b>Period for Public Consultation</b><br>Two residents offered to help with any Jubilee celebrations planned for the village. Chairman will pass their contact details to the organisers.  | MT            |
| 177. <b>Planning Matters</b><br>(i) <b>Decisions:</b> None<br>(ii) TM/11/03379/FL New mechanical plant and air conditioning/condenser units – Co-Op Stores, Station Approach. No observations.<br>(iii) TM/11/03518/FL Change of use of buildings from offices to health & fitness spa – Basted House, Harrison Rd. Written comments from a resident had been circulated to all Cllrs and noted. Chairman had circulated a draft response to all Cllrs. Particular concerns were raised about increased traffic and resultant air quality; access and preservation of trees and landscaped areas. RESOLVED to submit as the BGPC response.<br>(iv) TM/12/00043/FL Rear/side single storey extension – 22 Conyerd Road. No observations<br>(v) KCC/TM/0519/2011 Repositioning of changing room pavilion for school and community use including revised car parking layout – Wrotham School. No observations.   |               |
| 178. <b>Correspondence</b><br><b>Noted:</b><br>Applause Rural Touring Programme January – May 2012<br>KALC Community Resilience & Emergency Planning events Feb 2012 (copies to all Cllrs)<br>KALC Learning & Development events Jan/Feb 2012 (copies to all Cllrs)<br>T&MBC Operation Cubit on untaxed vehicles w/c 13.02.12 (copies to all Cllrs)<br>KALC Comments from Shoreham PC on Minerals & Waste Development Framework (copies to all Cllrs)<br>Skatepark Cttee Minutes of the mtg 06.10.11 (copies to all Cllrs)<br>T&MBC PPP mtg: change of date of next mtg to 01.03.12 (copies to all Cllrs)<br>T&MBC Changes to local bus services in Kent (copies to all Cllrs)<br>KALC Agenda 09.02.12 + mins of the mtg 17.11.12 (copies to all Cllrs)   |               |

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.

Correspondence (Continued)

T&MBC Crime Prevention Panel: mins. of the mtg 30.01.12 + events March 2012 (copies to all Cllrs)

KALC Initiatives highlighted at the Localism Conference 28.01.12: Kent Big Society Fund & Sport England – Inspired Facilities Programme(copies to all Cllrs)

**KALC** Planning-related events March 2012: to promote supporting communities and neighbourhood planning (copies to all Cllrs). Chairman will attend the Otford event on 16.03.12.

**KCC** Development and Infrastructure - Creating Quality Places - Consultation Document to revise the approach to the collection of development contributions for community services (Copies to all Cllrs).

AGREED that all Cllrs will give this consideration for further discussion at the next meeting.

**Ms Cheeseman** Thanks for recent snow clearance was noted. Chairman will discuss her request for an 'observation mirror' j/o A227/High Street with KHS (copies to all Cllrs)

**KALC** Draft response to KCC paper on how street lighting energy costs can be reduced whilst working with the community to provide safe and sensible street lighting in Kent (copies to all Cllrs) After discussion AGREED that all Cllrs will send comments to the Chairman who will circulate a response for submission.

MT

All

MT

All/MT

**179. Potters Mede Ground Improvements**

- (i) Chairman reported that Potters Mede Environmental is in agreement to letting the contract for the improvement of one pitch, with BGPC letting the contract for the second pitch.

Noted that the Chairman of PME is liaising with Cemex Community Fund regarding documentation and progress reports.

AGREED that Cllr Yianni will become a signatory on the PME account as a BGPC representative.

- (ii) AGREED that Chairman will meet with the Chairman of PME on site to discuss sand availability and the drainage plans.

MY

MT

**180. Potters Mede Pavilion**

- (i) Information from T&MBCllr Mrs Murray regarding the planning restrictions on hours for the new pavilion had been circulated to all Cllrs. A BGPC letter to T&MBC asking for reconsideration of operating hours had been circulated to all Cllrs, AGREED and submitted.

- (ii) A letter from the architect, clarifying the extent of his work, had been circulated to all Cllrs. RESOLVED to approve.

- (iii) All Cllrs had received copies of the Scope of Work and List of Drawings for the new building. Chairman read a draft letter of invitation to tender: RESOLVED to approve. AGREED that Chairman will assist the architect to collate all documentation and despatch to prospective tenderers.

MT

Tenders will be opened by the Clerk and P Mede Steering Group on Friday 9 March 2012 at 7.30pm in BG Parish Office.

MT/SM/HW

- (iv) AGREED in principle to purchase a Ventilation Unit from Wrotham PC at a cost of £1,300.

**181. Recreation Ground**

RESOLVED to accept an estimate from Mr J Lawrenson in the sum of £395.00 approx. for tree surgery required to the woodland.

**182. Skate Park**

All Cllrs had received copies of draft terms of Reference from the Skate Park Committee. After some discussion AGREED that the committee is an independent body and the document should be aligned to that fact. AGREED that Chairman will annotate the document to include AGREED amendments at items 1,4,7,8,9 and 10. He will circulate the amended document to all Cllrs for approval and then submit to the author: Wrotham PC cttee representative.

MT

MT

**183. Street Lighting**

All Cllrs had received copies of a quotation in the sum of £1286 + VAT from UK Power Networks Ltd for 2no replacement lights in Fairfield Road. RESOLVED that this be accepted. Further RESOLVED that the quotation from SE Contracting in the sum of £1458.50 (as reported to the BGPC mtg Nov. 2011) be accepted.

**184. 2005 Parish Plan**

Full Counsel's Opinion on the validity of the LDF as regards Isles Quarry West is still awaited. Chairman reported that he had recently met with the Barrister at Isles Quarry

**185. Grounds and Highways Maintenance**

- (i) The cultivation licence for land j/o Sevenoaks Rd/Western Rd has been received from KHS. The content of the plan of the area was noted. RESOLVED that up to £100 grounds maintenance staff labour + £100 materials will be allocated to prepare and plant new flower beds on this site.
- (ii) Noted that KHS has cleared highway land at the west end of Basted Mill and the footpath is to be resurfaced.  
Land j/o Sevenoaks Rd/Rock: no report  
Noted that KHS considers that they should assume responsibility for the maintenance of the Oak tree, j/o Rock Road/Quarry Hill Road. Chairman will liaise with a nearby resident regarding removal of plants around the base of the tree. MT
- (iii) KHS will be requested to resurface the A227 highway over the railway bridge.
- (iv) There is concern about the increasing amount of dog waste on the footways. T&MBCllr A Sayer will ask T&MBC to monitor and report. A request will be made for a dog waste bin to be sited at the entrance to the horse field, east side A227 Wrotham Road at the Borough Green/Wrotham boundary.
- (v) T&MBCllr A Sayer will ask for attention to litter which is again evident at the Co-Op site, Station Approach and on the railway bridge and adj to the public house.

**186. Jubilee/Olympic celebrations**

Cllr Shaw advised that the Baptist Chapel is supportive in principle of a flag pole being sited on their land. AGREED that a written request will be made for consideration by the Trustees. Noted that planning permission will not be required if only the UK national and Union flags are flown. RESOLVED that BGPC will be responsible for the cost of provision, siting and maintenance. Chairman and Clerk will attend the next T&MBC Olympic meeting on 15 March 2012: a recent request from local Morris Dancers to perform will be raised. MT

**187. Cheques for Signature**

Payments as listed and circulated to all Cllrs.

£2727.18 Staff salaries:

£528.22 KCC - Superannuation January 2012

£360.26 E-on - Street lighting supply January 2012

£141.98 Wrotham PC - Skate Park maintenance December 2011

£614.25 BGVHMC - Hire of hall Pop-In January – March 2012

£1500.00 BGVHMC - Hire of Parish Office October 2011 – March 2012

£187.00 Kidmans – Mowers maintenance

£200.69 Travis Perkins – Playbark 2 x tonne bags

£226.94 SE Contracting - Street lighting maintenance December 2011

£661.70 Wrotham PC - Skate Park maintenance December 2011 + maintenance materials

£226.94 SE Contracting - Street lighting maintenance January 2012

£60.00 J Stephens – Websites maintenance December 2011

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658 £144.00 KALC – 2no Delegates fee, Localism Conference 28.01.12

659 £240.00 M Taylor – Purchase of trailer for grounds maintenance: reimbursement

660 £18.80 B Glew - Additional vehicle insurance to cover business use

661 £100.00 Victim Support West Kent – Donation

662 £100.00 Age Concern – Donation

663 £100.00 COGS – Donation: use of church annexe for PC meetings October – December 2011

Proposed by Cllr Perry, seconded by Cllr Shaw that the above payments be authorised. Voting was 6 in favour 1 abstention (Cllr Taylor) RESOLVED

188. **Written reports**

- (i) T&MBCllr Sayer gave a verbal report including (a) an update of the Isles Quarry West planning application: replies are awaited regarding outstanding queries raised incl the number of affordable houses – a new round of consultations will subsequently be made (b) elections will be held in November 2012 for Police Commissioners
- (ii) Cllrs Yianni and Shaw reported on the recent Localism Conference they attended. Noted that this initiative is still being developed with no definite details yet.

189. **Future dates**

- (i) Date of the next Meeting Monday 12 March 2012 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 10 March 2012 10 – 12 noon
- (iii) Monday 14 May 2012 (Annual Meeting)
- (iv) Monday 11 June 2012
- (v) The Annual Parish Meeting will be held at 8pm on Friday 27 April 2012 in Borough Green Village Hall

TS/LC

190. There were no matters for discussion in committee

The meeting ended at 9.23pm