

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 1 March 2010 in the Annexe to the Church of the Good Shepherd.

Present: Cllr S Perry (Chairman), Cllrs. J Bailey, Mrs V Farina, Mrs E Howden, Mrs J Lucas, Mrs S Murray (8pm), T Shaw, M Taylor, C Willsher, M Yianni.

There were 5 members of the public in attendance

187. **Apologies for Absence** were ACCEPTED from Cllr Mrs V McWilliam (illness)
188. **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 203 Cheques for signature - Skate Park maintenance, plus subsequently declared an interest in item 192 letter from B Bailey.
189. **Minutes** of the meeting 1February 2010: It was RESOLVED that they be signed as a true record.
190. **Matters Arising**  
None
191. **Planning Matters**  
Cllr Mrs Murray arrived.  
All Cllrs received copies of Cllr Perry's comments on the T&MBC Area 2 Planning Cttee. Meeting 03.02.10 re the 17 Stone Court TM/09/01246/FL and Hornet Business estate TM/09/01765 & 01898/FLapplications. Noted.  
TM/09/01510/FL Redevelopment of existing petrol filling station and neighbouring garden land to provide replacement petrol filling station and retail sales building (Tesco Express) – Land to rear and 84-106 Maidstone Road. Cllr Willsher had prepared a report summarising Cllrs comments received prior to the meeting: Chairman thanked him for his work in this connection. After discussion AGREED that the report will be circulated to all members and further comments will be forwarded to Cllr Willsher, who will prepare the final response by 04.03.10.  
TM/10/TEMP/0004 Provision of fencing and demonstration 'food pod' facility with associated herb vegetable garden – Wrotham School. RESOLVED no objections in principle but concern that student drop-off/collection area will be utilised.  
**Decisions**  
TM/09/00812/FL Demolition of garage & extension and erection of 3no dwellings 26 Wrotham Rd. Permission granted.  
TM/09/01246/FL Flat in roof void: revisions to site layout + alternative parking arrangements – 17 Stone Court. Permission granted.  
TM/09/01634/FL Change of use of strip of land to residential – r/o 37a Tolsey Mede. Permission granted.  
TM/09/02858/FL Variation of conditions: landscaping, pedestrian link and lighting – 21/25 Sevenoaks Road. Permission granted.  
TM/09/03104/FL Extension – 8 Crowhurst Road - Permission granted.  
TM/10/00072/WAS Variation of conditions: noise attenuation – Borough Green Quarry. Formal views of T&MBC: No objections.
192. **Correspondence**  
**Noted:**  
West Kent Watch Sevenoaks newsletters (copies to all Cllrs)  
NHS West Kent Forum meeting 8 February 2010 + training information (copies to all Cllrs)  
Applause Rural Touring Events January – June 2010  
Heart of Kent Hospice Publicity  
Compaid Publicity  
T&MBC Charity Bike Ride: 11 April 2010  
Kent CAN Service information: county level infrastructure organisation to support/promote the Voluntary and Community Sector in Kent and Medway.  
T&MBC Easter programme 6-16 April 2010  
Kent CPRE Events March – September 2010

Action

All  
CW

192. **Correspondence (Continued)****Noted:**

T&MBC Agenda 25.02.10 (copies to Cllrs Perry & Taylor) Kent Police Policing Matters' publication (issue 4) (copies to all Cllrs)  
 Kent Police Contact details: Speedwatch Officer (temp.) Aaron Mitchell (copy to Chairman)  
 T&MBC Joint Transportation agenda 08.03.10 + minutes 30.11.09 (copies to Chairman)  
 KCC Environment Agency flood warning with action update (copies to all Cllrs)

**Action with Communities in Rural Kent** Funding Fair Sevenoaks 30/03.10 (copies to all Cllrs).

RESOLVED that Cllr Mrs Howden and Clerk will attend.

**B Bailey** Employment Tribunal 2008: query BGPC minuting of solicitor's fees (copies to all Cllrs) Request for (1) confirmation that the payments to Thomas Mansfield (solicitor) were those involved in the tribunal hearing and (2) consideration of clarification in the BGPC minutes to this effect.

Cllr Taylor abstained from participating in the discussion. Chairman summarised BGPC payments made to the solicitor and relevant minuted facts. After discussion it was RESOLVED that the minutes were accurate and that there had been no deliberate attempt to hide any details.

**T&MBC** Thanks for this year's support of the Summer Playscheme (Borough Green). It was RESOLVED that, in accordance with the council's 2010/11 budget, the fourth week contribution will again be made at an estimated cost of £599.75

**M Gear** The Knob, Crow Hill: Concern about untidy condition and request for (1) enhancement (2) installation of a war memorial (copies to all Cllrs). After discussion it was AGREED that further information will be requested from T&MBC re any relevant Section 106 payments received and the possibility of BGPC taking ownership of the land.

**SLCC** Clerk's courses (copies to all Cllrs): (1) 'Employment Matters' 29.03.10 Haslemere £95. Topics to be covered were noted. It was RESOLVED that Clerk attends.

(2) Working With Your Council CPD Course Swanley June/July 2010 £110. 2 full days, class-based with subsequent written submissions, induction course to CILCA qualification. Clerk gave further information. Chairman proposed that Clerk attends. Voting was 8 in favour 2 abstentions. It was RESOLVED that this be agreed. Further AGREED that the Finance committee considers the costs entailed in Clerk progressing CILCA studies through to qualification.

**T&MBC** Introduction of Interest-free Loans Scheme £25,000 max. for capital projects meeting an exceptional need (copies to all Cllrs). It was AGREED that this may be a useful source of funding for Potters Mede.

**KALC** Planning Information Day 13.03.10. Chairman will advise Clerk if he is able to attend.

**Domain Renewal Group** Invitation to renew domains registration (copies to all Cllrs). After discussion AGREED that this was not appropriate to the council's requirements.

**KHS** Tonbridge & Malling Local Winter Service Plan. AGREED to consider under items 200/201 of the agenda.

**T&MBC** Heritage Open Days 2010: AGREED to register the Memorial Pavilion.

As PC D Allen had arrived, Chairman moved that the meeting be suspended in order that she could report. It was noted that, although there has been some increase in local crimes during the past month, Police action has proved successful.

Chairman reconvened the meeting.

193. **Standing Orders**

Although the new Model has been received Cllr Willsher is still liaising with KALC regarding some queries. He will circulate the Model and proposed BGPC amendments to all Cllrs as soon as possible.

194. **Groundsman**

Cllr Taylor apologised to the Clerk for the content of his e-mail in connection with the management of grounds maintenance staff (copy to all Cllrs). The apology was accepted.

(i) A letter of resignation from the Groundsman was received. Copies had been circulated to all Cllrs

(ii) AGREED that the Facilities Cttee will liaise with the Clerk and prepare a Job Description for the vacancy.

(iii) AGREED that the Facilities Cttee will consider advertising procedures and liaise with the Clerk.

EH

SP/SM/  
CW/JL/JB

SP

CW

SP/CW/  
MT/JB  
SP/CW/  
MT/JB

	<u>Action</u>
195. <b><u>6-month Internal Audit Report</u></b> Copies had been circulated to all Cllrs. There were no matters for attention. It was RESOLVED that the report be received and adopted. Thanks were expressed to the Clerk for her work.	
196. <b><u>Parish Council-owned Street Lighting</u></b>	
(i) Consideration was given to the costs and permissions required for an additional light in Station Rd. All Cllrs had received copies of the quotations from EDF (energy supply costs) £ 889 + VAT and SEC (equipment/installation costs) £584.84 + VAT. It was RESOLVED that both quotations be accepted.	
(ii) Cllr Willsher is still awaiting information regarding the legalities of in-house repairs.	CW
(iii) All Cllrs had received copies of a quotation from SEC for replacement columns at 8 Dryland Road and 18 The Avenue in the total sum of £1179.44 + VAT. It was RESOLVED that this be accepted.	
(iv) Review of the EDF Energy Contract: Cllr Willsher will report to the next meeting.	CW
197. <b><u>Potters Mede Sports Hall</u></b> Cllr Mrs Howden is arranging a meeting with the County Development Manager KCFA to discuss the Football Development Plan. Cllr Bailey has had informal discussions with T&MBC regarding his suggested design for a steel-framed indoor sports building which was subsequently considered by the Facilities Cttee. It was AGREED that the Committee and the Steering Group will provide further information for submission to T&MBC by the Clerk and Cllr Mrs Murray will arrange a meeting with BGPC representatives and planning officers. Noted that the insurance company is making regular requests for progress reports. There was some discussion about opting to take a lump sum settlement payment.	EH Fac.Cttee/ Steering Group SM
198. <b><u>Potters Mede</u></b> All members received copies of the Facilities Cttee report 27.02.10. It was AGREED that Cllr Bailey be co-opted to the committee.	JB
(i) Football Pitches: In view of recent weather conditions AGREED that the proposed pitch improvement works will take place during the summer with a view to autumn sowing. A 'turf expert' from Hadlow College has offered to give advice f.o.c regarding treatment of topsoil. Cllr Bailey will continue to liaise. Competitive quotations will be required for the improvement works: Cllr Bailey will prepare a specification of work. Cllr Bailey will continue to progress ENTRUST enrolment.	JB JB JB
(ii) Car Park: AGREED that further consideration will be given to the possible provision of a gate later in the year. RESOLVED to purchase and install 2no warning signs advising that the facility is liable to closure without notice.	
(iii) Grounds Maintenance: recommendations detailed in the Facilities Cttee report re green waste, pond, fencing and ditches were AGREED. Cllrs Bailey and Taylor will liaise to repair fencing.	JB/MT
199. <b><u>Recreation Ground</u></b> All members received copies of the Facilities Cttee report 27.02.10.	
(i) Grounds Maintenance: Wicksteed Leisure have been asked to replace missing bolts on the see-saw cover and to report on possible wear of bearings. It was RESOLVED that all orders for maintenance materials are to be placed by the Clerk. T&MBC will be consulted about clearance of green waste. RESOLVED to request Wicksteed Leisure to carry out the annual inspection and risk assessment of the play area and Ball Park. AGREED that the Facilities Cttee will again check the closure mechanism of the playground gate.	Fac.Cttee
(ii) Memorial Pavilion: the surveyor's completion certificate is still awaited. It was RESOLVED that the final invoice and release of retention monies in the sum of £1410.05 incl be paid but the cheque held until the completion certificate is received. It was RESOLVED to claim the final 2008/09 grant from T&MBC in this connection. It was AGREED that the Facilities Cttee will keep the need for a handrail to the south end of the verandah under review. It was AGREED that the Facilities Cttee will consider alternative materials for protection of memorial stones.	Fac.Cttee Fac.Cttee
(iii) Ball Park: AGREED that the repairs will be carried out in-house. Cllr Taylor will liaise with the Facilities Cttee re equipment/materials required and then for final approval by the Parish Council.	MT Fac.Cttee

199. **Recreation Ground (Continued)**

- (iv) Water Fountain: AGREED no further work on site at present as this will be included as part of future works to enhance drainage.
- (v) Slide: the manufacturer is obtaining and fitting missing bolt but written assurance has been received that the equipment is sound.
- (vi) Baptist Chapel: request AGREED for use of the Recreation Ground for open-air services 6.30pm 23 May, 27 June and 25 July 2010 all as on previous occasions.

Cllr Shaw left the meeting.

Chairman proposed that items 200 and 201 of the agenda be considered together. AGREED.

200. **Salt Bins**201. **Gritting Policy**

All members had received copies of the Tonbridge & Malling Local Winter Service Plan and an update from the Environment Agency about coastal and river flooding. Chairman will prepare a draft response for the next meeting. Any comments regarding KHS priorities for primary and secondary routes to be sent to the Chairman.

Further information from KHS and T&MBC regarding the provision of salt bins was noted. Further requests from residents for additional bins were received. AGREED that Cllrs Taylor, Shaw and Yianni will prepare a report and recommendations for circulation to all members, taking into account the KHS criteria and using their assessment form. Any suggestions/comments for inclusion to be sent to the above Cllrs.

SP

All

MT/  
TS/MY

All

202. **Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report**

There were no written reports.

Chairman invited the following verbal reports which were noted:

- a. **Recycling:** In her capacity as Mayor, Cllr Mrs Murray toured Aylesford Paper Mill where credit was given to the high number of T&MBC residents using the green box scheme and putting out clean paper.
- b. **Joco Pits:** Cllr Taylor will liaise with local environmentalist, Jo Richards, as it is thought that there may be Crested Newts present.
- c. **Chairman's report of his recent attendance at the following meetings:**
  - Traffic Consultative Group – membership is under review
  - JS Slips – good representation from Westerham through to Snodland
  - T&MBC Area 2 Planning Cttee. – Hornet Business Estate applications were considered
  - T&M Planning & Transportation Advisory Board – KCC 'Growth without Gridlock' consultation
  - PPP meeting – including the above KCC report on an integrated transport strategy for Kent
- d. **Skate Park Cttee** – the Shelter has now been completed and opened. BGPC still awaits revised plans. In March 2010 BGPC is due to take over the Chairmanship & provide Clerk.

MT

203. **Cheques for Signature****BACS**

£677.38	R Springett - Asst. Groundsman 1/2 - 28/2/10
£1378.21	H Damiral - Clerk February 2010 + backpay 01.04.09 award
£53.11	W Austin – Groundsman 1/2 – 7/2/11 adj with holiday pay
£600.68	KCC – Superannuation February 2010
£60.00	J Stephens – Websites maintenance February 2010
£341.64	EDF – street lighting supply January 2010
£48.05	Kent Aluminium – Maintenance materials, Recreation Ground
£446.71	Wrotham PC – Skate Park maintenance & shelter materials

chq.319	£15.00	CPRE – Subs 2010/11
chq.320	£22.00	SLCC – Legislative updates for Practitioner's Guidebook
chq.321	£36.31	EJP Fire Protection Ltd – Memorial Pavilion, annual service of fire appliances
chq.322	£1410.05	Simmonds of Wrotham – Memorial Pavilion refurbishment (final payment)

Proposed by Cllr Willsher, seconded by Cllr Mrs Murray that the above cheques be paid.  
RESOLVED that the payments be made.

204. **Future dates:**

- (i) Date of next meeting Tuesday 6 April 2010 Public session 7.30 pm.
- (ii) Duty Cllrs: Saturday 3 April 2010 10 – 12 noon Cllrs Taylor and Willsher.

MT/CW