

DRAFT MINUTES

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

Present: Cllr C Willsher (Chairman), Cllrs J Bailey, Ms L Cook, Mrs J Lucas, Mrs V McWilliam, Mrs S Murray (late arrival), S Perry, Ms F Wakefield, Mrs B Woodhams.
Apologies: Cllrs. S Cole (work commitments), Mr J Enver (illness), T&MBCllr D Evans.
There were seven members of the public in attendance.
There were no Declarations of Interest.

Action

138. **Minutes** of the meeting 3 March 2008: item 130 Open Space Strategy – delete '20 April' add '28 March'. The amended minutes were signed as a true record.

139. **Matters Arising**

128.114.110 T&MBC anticipates that the transfer of land for the proposed footpath Fairfield Rd/Station Approach will be completed by the end of the month.

128.124 Response re. 'Gateway signs' is awaited.

130 Date for 'Four-Parish' meeting is awaited from Wrotham PC.

130 Feb. 2008 Kent Highways spreadsheet was updated and returned.

132 CCTV equipment has been ordered.

140. **Planning Matters**

TM/07/2952 LBA conversion of public house into 2 dwellings with parking – Red Lion PH, Sevenoaks Rd. and

TM/07/2954 6no houses, conversion of public house. Parking, roundabout & access – Red Lion PH, Sevenoaks Road. See attached comments.

TM/08/ 0466 Garage – dwelling adj. 80 Western Rd. Agreed all materials should be in accordance with those of the dwelling.

TM/08/ 0788 Acoustic appraisal – dwelling adj. 80 Western Rd. Agreed to rely on expertise of T&MBC officers to ensure that all necessary conditions are complied with.

TM/07/3298 Outline application: 2no dwellings – r/o 19-29 Station Road. Revised ownership cert. & revised site location plan. Revised certificate noted but agreed all previous observations still apply, particularly mass and bulk on the present contours.

TM/08/0712 Residential develop. 18no units – 80 Maidstone Rd. See attached comments.

TM/08/0871 Extension + vehicular access – Bethal, 27 Wrotham Rd. Concern about entrance and exit onto A227. Rely on expertise of highway authority to ensure safe in/out driveway.

TM/08/0885 LBA: Replacement front door – 33 Sevenoaks Rd. Considered that existing door is preferable for a Listed Building. Proposed is considered inappropriate.

TM/08/TEMP/0020 Refurbishment of music room, extension/replacement toilet block – Borough Green Primary School, School Approach. No observations.

TM/08/0920 Alterations to elevations & roof structure – 97 Crouch Lane. No observations.

TM/08/0939 Demolition of existing and erection of 9no dwellings – 39 Wrotham Rd.

Agreed a premature application before bypass has been built and effects of new development 20/22 Wrotham Rd are known – this site has not been taken into account.

Over-intensification of site and concern about traffic, width of road, capacity of existing infrastructure, height, screening and lack of details on plans. Loss of existing house is not welcomed. Query Section 106 agreement.

Decisions

TM/07/2954 Residential development – Red Lion PH, Sevenoaks Road. Per. granted

TM/07/3409 Extension – 8 Mountfield. Permission granted.

TM/08/0095 Permanent retention of Jamera Shell House, Ightham Sandpit. Per. granted.

TM/08/0297 Details of materials, new dwelling – adj. 80 Western Road. Per. granted.

TM/08/0298 Disposal of surface water, new dwelling – adj. 80 Western Rd. Per. granted.

TM/07/2952/4 Residential development – Red Lion PH, Sevenoaks Road. Referred to T&MBC Area 2 26/3/08 (copies to Cllr Willsher)

5 Dryland Rd Alleged unauthorised structure in rear garden is being investigated by the Enforcement Officer.

57 Wrotham Rd Alleged unauthorised installation of plastic windows in Listed Building is being investigated by the Enforcement Officer.

Cllr Perry reported from a recent PPP meeting on new planning procedures/forms.

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141. Correspondence

Noted:

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| Kent Police | Invite to Rural Policing conference 8 April (copies to all Cllrs) | |
| M Taylor | Copy correspondence with a resident re. Bypass & related matters (copies to all Cllrs) | |
| M Taylor | Rec. Gd. toilet facility (copies to all Cllrs) | |
| M Taylor | Joint meeting with adjacent parishes (copies to all Cllrs) | |
| D Robinson | Retirement as T&M Chief Solicitor (copies to all Cllrs) | |
| M Taylor | P Mede replacement building/BG Village Hall (copies to all Cllrs) | |
| KCC | Changes to superannuation contribution rates + Regulations DVD | |
| Age Concern | Advertisement for BG Pop-In (displayed on boards) | |
| T&MBC | SE Trains: Stakeholder Newsletter Feb/March | |
| T&MBC | Public Transport Panel agenda 18/3/08 | |
| BMPOS | Minutes of the mtg. 9/1/08 | |
| Standards Board | Newsletter March 2008 | |
| CPRE | Newsletter Spring 2008 | |
| KALC | Agenda 20/3/08 | |
| KCC | Local Board & Joint Local Board grant funding 08/09 (copy to Cllr Willsher) | |
| Kent Highways | Newsletter available at http://www.kent.gov.uk/publications/transport-and-streets/khs-news.htm and travel page at www.kentonsunday.co.uk (copies to all Cllrs). Display of full documentation of Draft Permit Scheme including responses noted. | |
| Kent Downs AONB | Newspaper Spring/Summer 2008 | |
| T&MBC | Mayor's Dog Show 20/4/08 (copies to all Cllrs) | |
| KCC | Update for PPP mtg 6/3/08 (copies to all Cllrs) | |
| Highways Agency | Planned roadworks SE England March-May 2008 | |
| T&MBC | Ancient Woodland Survey – field survey works to be undertaken April-June and subsequent update of Borough-wide inventory incl. new additions of woodlands under 2hect. | |
| Kenward Trust | Newsletter and magazine issue 1 | |
| Audit Commission | Appointment of Alun Williams as external auditor | |
| Mrs Evans | Letter of thanks for support for Foot Clinic | |
| BGVHMC | Mins of mtg 12/3/08 incl suggested entry for The Voice re P Mede/BGVH | |
| KCC | Annual Public Health Report – Management Summary | |
| T&MBC | Performance & Finance Booklet 2007/09 | |
| CPRE | Magazine March 2008 | |
| KCPFA | AGM agenda 17.04.08 | |
| SEERA | 2008-2011 Strategy document | |
| T&MBC | PPP minutes + presentations | |
| SMC Media Ltd | Parish Guide service. Passed to Cllr Perry for consideration. | SP |
| T&MBC | LDF Managing Development & the Environment Plan Document Issues & Option Report – Regulation 25 Consultation at http://www.tmbc.gov.uk Issues & Option Report (Copies to all Cllrs). Chairman is preparing a response which he will circulate to all members for approval before submission. T&MBC workshops 22 & 28 April noted. | CW/All |
| T&MBC | Affordable Housing Supplementary Planning Guidance http://www.tmbc.gov.uk (Copy and questionnaire to Chairman) Chairman is preparing a response and will consult with all members before submitting. | CW/All |
| KCC | Proposed Changes to the Planning Application Process (copies to all Cllrs). Noted that forms can now be downloaded from the website. For next agenda. | |
| M Taylor x 2 | Websites (copies to all Cllrs + subsequent info. from Cllr Perry). Cllr Perry reported and advised that he has arranged a meeting with the webmaster and details have been updated. | SP |
| T&MBC | Distribution of 'Here & Now' (copies to all Cllrs). Non-delivery Wrotham Rd, Maidstone Rd and Western Rd reported. | |
| T&MBC Cllr Evans | Copy e-mail from Kent Highways re proposed crossing A25 (copies to all Cllrs) + subsequent copy e-mails Cllr Mrs Murray/Kent Highways. Content noted incl. progress of crossing + proposed resurfacing works. There was some discussion about diversion comments. Comments made during the public consultation period for continued pressure for the bypass + support for motorway slip roads agreed. | |
| T&MBC | Mayor's reception 17 April 2008. Chairman will attend | CW |

142. Kent Agreement 2

Cllr Perry had prepared a draft response which had been circulated to all members. Agreed.

143. **KCC Draft Permit Scheme**
Comments to be sent to Cllr Perry who will respond. All/SP
- Cllr Mrs Murray arrived.
144. **PACT Panel**
Cllr Mrs Cook reported. Noted that Platt PC will take responsibility for financial procedures. Consideration is being given to holding another public meeting. A website is being designed.
145. **T&MBC Draft Parish Charter**
Cllr Perry had prepared a proposed response which had been circulated to all members. Agreed. Chairman was thanked for all the hard work that he had undertaken as Chairman of KALC T&M Area Cttee. in connection with the Draft Charter.
146. **T&MBC Open Space Strategy**
The document had been circulated to all members and comments received. A response has been made and copies sent to all Cllrs. Agreed no further comments.
147. **T&MBC – Borough Green Car Parking Review**
Individual Cllrs have made comments to T&MBC. Chairman is liaising re. a meeting to discuss feedback and endorsement of a Draft Plan. Cllr Mrs Murray gave further information including drawing attention to changed parking arrangements in Station Approach. CW
148. **Recreation Ground**
Chairman read a report of the Facilities Cttee meeting 5/3/08:
Pavilion - The committee is continuing to work on revisions to the design of the Memorial Pavilion.
Seating- A request from a resident of Monckton Road for relocation of a picnic table on the west side of the ground had been considered. Agreed to relocate plus removal of bench on south side.
Tennis courts: Clerk advised that the contractor will be carrying out further cleaning work to tennis courts this week prior to colour coating when weather permits.
Toilet facilities: There was further discussion about the toilet facility as Mr Taylor had advised during the public consultation period that the vandalised equipment had been replaced without PC authorisation: he did not know who undertook the repair. Agreed that the facility is currently closed to the public but consideration will be given to the availability of a facility for the grounds maintenance staff.
Maintenance of football pitch: Cllr Mrs Murray proposed that a quotation from Landscape Services in the sum of £416 be accepted. Seconded by Cllr Perry. Agreed. Fac.Cttee.
149. **Potters Mede**
Maintenance of football pitches: Chairman proposed that a quotation from Landscape Services be placed on file pending negotiations for improved pitch provision.
Football equipment: a steel football post has been lost from Potters Mede. Agreed that this will be replaced when secure storage facilities are arranged. Further agreed to purchase a set of robust plastic posts as a temporary measure.
Trees: Cemex are carrying out fence repairs to south boundary plus removal of fallen tree. Mr Lawrenson is carrying out tree surgery works.
Pavilion: A letter to the Chairman from Wrotham School was read suggesting re-siting of the new pavilion in conjunction with an all-weather pitch. Agreed that it is premature to consider such a request as Potters Mede public consultation responses are only just being assessed. However, agreed that as effective liaison is always welcomed, details of any discussion meeting arranged will be requested. There was some concern about a report in the school's April 2008 newsletter about the pavilion and the proposed facility. The report was read: agreed that it was a misrepresentation of the current situation. A letter will be sent to the Headteacher asking for a letter of clarification to be sent to all parents/guardians.

Clerk thanked the Chairman and members for the gift of a bouquet of flowers presented to her in recognition of 25 years service as Clerk.

Cllr Mrs Cook attended a recent KAPC planning training day which she found most useful. There was some discussion about the recycling collection point which is often overflowing. Cllr Mrs Murray gave further information.

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

Cllr Perry reported on a recent PPP meeting with particular reference to possible reduction of future local grants.

Highways & footways maintenance: Cllr Perry is carrying out an inspection of the village. There is concern about the speed of traffic in Western Road and frequent instances of wing mirrors of parked cars being damaged. Agreed that the safety of pedestrians is of paramount importance and all motorists are asked to drive slowly and carefully along this road, give way to other motorists as necessary and not to mount the footways. Chairman and Cllrs Mrs Woodhams and Mrs McWilliam will be in attendance in the Parish Office 10-12noon Saturday 3 May 2008.

SP

BW/VMcW

151. **Cheques for signature****2007/08****Auto-Pay**

£672.69	R Springett - Asst. Groundsman 1/3 - 31/3/08
£1152.19	H Damiral - Clerk March 2008
£441.92	W Austin - Caretaker/Groundsman 1/3 – 31/3/08
£449.43	KCC – Superannuation March 2008
£60.00	J Stephens – Websites maintenance March 2008
£227.03	EDF Energy – Street light maintenance March 2008
£528.57	EDF Energy – Street light supply, Oct 07/Feb 2008
£228.95	EDF Energy – Street light repair, o/s 14 Sandy Ridge
£230.14	SE Water – Supply, Potters Mede Aug/Sept 2007
£485.32	KCC – Play equipment repairs
£266.09	EDF - Street light supply, March 2008

£2478.85	Inland Revenue – PAYE/NI Jan-March 2008
£139.03	Wrotham PC – Skate Park inspections/maintenance
£70.50	Sevenoaks Glazing – Notice board repair
£76.38	Wicksteed Leisure – Play equipment inspection
£1,636.25	DDS Demolition – Potters Mede demolition (VAT)
£400.00	DDS Demolition – Potters Mede asbestos survey
£16,544.00	Stryker Communications Ltd – CCTV equipment
£214.38	Petty Cash, tel rental + broadband reimbursement Jan – March 2008
£15.00	KCPFA – subs 2008

2008/09**Auto-Pay**

£183.60	BGVHMC – Hire of hall April-July 2008 'Pop-In'
£97.20	BGVHMC – Hire of hall April-Dec. 2008 Foot Clinic
£59.05	T&MBC- Rates, Rec.Gd. April 2008

£1007.40	KALC – Subs. 2008/09
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Proposed by Cllr Mrs Murray, seconded by Cllr Mrs McWilliam that the above cheques be paid. Agreed.

152. **Resolved to enter into committee**

There was further discussion about a Hanson document referred to at previous meetings. Agreed that the original decision still stands.

Employment tribunal: extreme concern about cost to public purse but agreed that conditions are unacceptable. A further attempt will be made to bring this to a conclusion.

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