

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Monday 12 May 2003 at Potters Mede.

Present: Cllrs B Hughes, Mrs J Lucas, Cllr Mr J McWilliam , Mrs S Murray, M Taylor, Mrs B Woodhams

Apologies: Cllr C Brinkley-Willsher

There were no members of the public in attendance.

Cllrs completed declaration of acceptance of office forms.

There were no declarations of interest.

Action

1. Election of Chairman

Cllr Mrs Murray proposed Cllr McWilliam, seconded by Mr Hughes. There being no other nominations, Mr McWilliam was duly elected and took the Chair.

Cllr McWilliam thanked Cllr Mrs Murray for her 10 years of dedicated service as Chairman of the Parish Council and for her attention to matters concerning Borough Green. He wished her the very best of luck with her increased involvement with T&MBC as a Cabinet Member.

2. Election of Vice-Chairman

Mr McWilliam proposed Cllr Mrs Murray, seconded by Cllr Taylor. There being no other nominations Mrs Murray was duly elected.

Cllr Mrs Murray left to attend another meeting.

Chairman then expressed thanks to recently retired members of Borough Green Parish Council, Mr Tony Dolton, Mr David Evans and Mr John Evans, for their loyal service over the years. Chairman will send letters of thanks.

JMcW

3. Election of committees

The following committees were agreed:

RGMC – All Members

Sports Clubs Liaison: Football: Chairman will ask Mr Dolton to continue.

Tennis: Cllr Brinkley-Willsher

Junior Football: Cllr Mrs Murray

Bowls: Cllr McWilliam

Highways, Footpaths & Street Lighting: Cllr Brinkley-Willsher

Finance: Cllrs McWilliam, Hughes and Taylor and Cllr Mrs Murray

KAPC: Cllr Brinkley-Willsher

Village Hall Representative: To be agreed at a later date. In meantime Cllr Taylor will report to the Parish Council.

Home Defence Planning: Cllr Brinkley-Willsher

Quarries Liaison: Stangate – Cllrs McWilliam and Hughes

RMC – Cllrs McWilliam and Cllr Mrs Woodhams

Nepicar - Cllr McWilliam

Men of Trees: Cllr Brinkley-Willsher

Working Party with Parish Councils: Cllrs McWilliam, Hughes and Brinkley-Willsher

Basted Mill Public Open Space: Cllr Mrs Murray and Cllr Taylor

Youth Group: Cllrs Mrs Murray and Mrs Lucas

JMcW

4. **Minutes** of the meeting 29 April 2003 were signed as a true record.

5. **Matters Arising**

None.

6. **Planning Matters**

Pre-Meeting

TM/03/0824 Alterations to existing house + construction of 2 new houses - Orchard House, 71 Sevenoaks Road. Objection: Concern about increased traffic onto Sevenoaks Road, hazardous and no proposals for improved visibility.

TM/03/0927 Tree surgery - Basted House, Harrison Road. No objections.

Planning Matters (Continued)

- TM/03/0932 Extension and alterations to garage - 20 Wye Road. No objections.
TM/03/0961 Demolition of part of rear extension + construction of chalet dwelling - r/o 1 Sevenoaks Road. Observation: Any approval should be conditional on the occupancy of the new dwelling to be tied to the owners/operators of the commercial property at 1 Sevenoaks Road.
TM/03/1138 Internally illuminated sign for 'The Joint' - Village Hall, High Street. No objections.

Meeting

- TM/02/3581 Illuminated signs - Barclays Bank, 1 Station Road. No objections.
TM/03/1210 Conservatory - 9 Sandy Ridge. No objections.
TM/03/1233 Revised roof design - 26 Normanhurst Rd. Agreed Chairman will view previous application and respond on behalf of the Parish Council.
TM/93/305/R12 & 16 Restorration Scheme - Borough Green Sandpits. RMC. After discussion agreed to respond as written comments prepared by Chairman and Cllr Brinkley-Willsher.

Decisions

- TM/02/3518 Extensions & roof over kitchen - 100 Sevenoaks Road. Permission granted.
TM/03/0736 Demolition of garage, new extension and replacement roof. Permission granted.
TM/03/0817 Tree surgery - 10 Monckton Road. Permission granted.
TM/03/0927 Tree surgery - Basted House, Harrison Road. Permission granted.
TM/03/0923 Extension and alterations - 20 Wye Road. Permission granted.

Chairman proposed that, in view of the Bank Holiday, the next Planning Cttee meeting be held at 8pm on Tuesday 27 May 2003 at Potters Mede. Clerk will now attend these meetings, in order that the agenda for forthcoming Parish Council meetings can be discussed. Agreed.

All Cllrs

7. **Correspondence**

Noted:

- WPPC - Minutes 13/3/03 (Copies to be passed to representatives)
Nepicar Liaison Cttee - Minutes 31/3/03 (Copies to be passed to representatives)
SE Regional Assembly - Regional Waste Management Strategy, consultation draft
Highways Agency - Traffic Information Sussex and Kent April - June 2003
KCPFA - Agenda and Annual Report
Kent Rural Towns newsletter
KAPC - Newsletter and Minutes 20/3/03 (Copies passed to Cllr Brinkley-Willsher)
Jarmans Solicitors - Transfer of Justices' Licence, Co-op, Station Approach
RAISE - Newsletter
KRCC - Newsletters and magazine
T&M Housing Assn - Newsletter
CPRE - Newsletter and magazine
Kent County Playing Fields Assn. - Newsletter
CPRE - Newsletter and Planning update
Home Office - Crime reduction news
Countryside Agency - Parish Plans Information pack
Countryside Agency - 'Supporting Voluntary Action' seminar
T&MBC - Playing Pitch strategy

T&MBC - Cleaner Borough Campaign, additional litter bins. Agreed to be consider under item 13 of the agenda - highways.

T&MBC - Planning Seminar for new Parish Councillors. Noted as Cllr Mrs Murray has asked T&MBC to speak to the Parish Council as a whole.

Borough Council representatives - effective liaison. Members welcome the proposal for at least one local Borough Cllr to attend each Parish Council meeting. Agreed that whilst there will not be any regular agenda item for them, requests for specific items will be added to the agenda if a week's notice is given. Agreed that copies of unapproved minutes and copies of comments on planning applications will be sent to our Borough Cllrs.

Correspondence (Continued)

SE England Regional Assembly - Proposed alterations to Regional Planning Guidance SE, Energy efficiency and renewable energy. Document will be passed for circulation.
Kent Downs AONB - Management Plan, consultation draft. Document will be passed for circulation.

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

Reply from KCC re traffic matters in Borough Green and traffic calming, read and noted. Members met on site with KCC and the Police, to discuss recent A227 works and prioritisation alterations. There are some practical concerns which KCC is currently considering. Additionally, lack of direction sign to Maidstone at j/o Western Road/Sevenoaks Road is confusing. There is also concern that this junction is extremely difficult for articulated vehicles to manoeuvre.

There were no matters for public consultation.

9. **Vacancies BGPC**

The recent Parish Council election was uncontested and there are four vacancies which may be filled by co-option. Copies of two letters of application were given to all Cllrs. Chairman proposed that Mrs Phyllis Anderson and Mr Chris Merritt be appointed as co-opted members of BGPC. Agreed.

10. **Seaboard Street Lighting - Charges 2002/2003**

Cllr Hughes proposed that the revised monthly charge of £168.47 for energy be accepted. Seconded by Cllr Taylor. Agreed.

11. **Recreation Ground**

Use by Youth Group: A working party from 'The Joint' would like to paint the pavilion prior to the Village Fete in June. An associated barbeque for the volunteers is planned. Chairman proposed that this be agreed and painting materials be added to the Parish Council's account at Kent Aluminium. Agreed. Cllr Taylor will make the necessary arrangements.

Tennis Courts: A letter from the Tennis Club was read. Agreed that no action will be taken at present regarding resurfacing of the courts. Noted, however, that full resurfacing works will be required in two years time. Financing the work will be considered at the 2004/2005 budget meeting. Chairman proposed that the broken tennis court post be replaced by Trevor May Ctrs for the sum of £120 + VAT. Agreed. Further agreed that charge for hire of public court will not be increased for this financial year but, again, this will be considered at the budget meeting.

12. **Potters Mede**

BGJFC request use of the ground for two small/junior-sized football pitches. After discussion, agreed in principle but require more details.

13. **Committee Reports**

Highways, Footpaths & Street Lighting: New direction sign to library o/s entrance to village hall car park is an obstruction for wheelchair/pushchair users. Nearby pothole needs attention.

Legalities of current use of Co-op forecourt will be queried.

Possible installation of a seat and litter bin on new wide verge j/o A227/High Street was discussed. This will be referred to KCC (HMU) who will also be asked to liaise with T&MBC re their 'Cleaner Borough Campaign'.

BGVHMC: No report.

Men of Trees: No report.

Quarries Liaison: No report.

BMPOS: Chairman reported on the recent Annual Meeting and the proposed de-silting works.

Twinning: No report.

MT

14. **Cheques for Signature**

Pre-Meeting Auto-Pay

£504.89 R Springett - Asst. Groundsman 1/4 - 30/4/03
£833.00 H Damiral - Clerk April 2003
£603.25 W Austin - Caretaker/Groundsman 1/4 - 30/4/03
£32.90 Kent Aluminium - Maint.materials, Potters Mede & Western Rd planters
£168.47 Seeboard - Street Lighting Supply, April 2003
£168.47 Seeboard - Street Lighting Supply, May 2003
£212.81 Seeboard - Street Lighting Maintenance, May 2003
£317.00 T&MBC - Rates, Potters Mede May 2003
£51.00 T&MBC - Rates, Rec. Gd. May 2003

£199.75 Greybird Environmental Services Ltd - Mole treatment, Potters Mede
£60.00 Kent Pest Control - Mole treatment, Potters Mede
£47.00 Sevenoaks Glazing - Window repair, Potters Mede
£117.50 Zen Internet Ltd - Websites annual charge, Borough Green
£11.99 KAPC - 'Practitioner's Guide' publication updates
£500.00 Cash - Office allowance
£411.25 Audit Commission, Audit fee 2002
£15.00 KCPFA - Annual Subscription

15. There were no matters for discussion in committee.