

Prior to the meeting Police Inspector Adrian Allen introduced himself and outlined his role in the Borough Green and surrounding area. He answered questions on current issues and confirmed that there is good Police presence in the village and confirmed the usefulness of the CCTV cameras. PC Daphne Allen was also present.

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 5 November 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, Mrs S Gould, G Harrington, S Millener, Ms P Moorecroft, S Perry, T Shaw and M Yianni  
There were no members of the public in attendance.

116. **Apologies** for absence received from Cllrs C Dobson, H Willard and T&MBCllrs Mrs Murray, D Evans and A Sayer Action

117. **Declarations of Interest**

In the course of normal business being conducted all Cllrs 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 Perry is working on a draft for the possible future amendment of the above BGPC standard declaration.

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118. **Minutes of the Meeting 1 October 2012**

All members had received copies of the minutes. Item 99 para 3 add given written advice "that no breach had occurred given the information available to him at the time" which was read.  
Item 113(i) delete 'Area 2 Planning Cttee meeting'. RESOLVED that the amended minutes be accepted and signed.

119. **Matters Arising**

102 The survey of the ditch alongside Griggs way is still awaited.

102 Chairman is awaiting a reply from KHS re a village sign

104 All Cllrs had received copies of notification from KCC that Arriva will allow passengers to board or alight bus services opposite the bus stop adj to The Avenue, Wrotham Road. T&MBCllr was praised for her efforts in achieving this result.

104 Noted that KCC will leave the Unicycle sign on The Landway for the foreseeable future.

120. **Period for Public Consultation**

There were no matters

121. **Planning Matters**

(i) **Decisions** None

(ii) TM/12/02015/FL revised plans 2no houses with improved vision splays onto A227, garages and parking spaces along private drive – 39 Wrotham Road. No observations

(iii) TM/12/02140/FL 6no houses and conversion of public house into 2no dwellings, parking, access drive and roundabout – Red Lion PH, Sevenoaks Road. Chairman had circulated a proposed draft response. After discussion RESOLVED that the response be agreed with minor amendments re time traffic monitoring undertaken and request for reappraisal of previous comments concerning noise.

(iv) TM/12/02606/FL Correction of minor error in Design & Access statement (for information only) Demolish office building and construct 2no houses – 15 Quarry Hill Road. No observations

(v) TM/12/02970/FL Resubmission 2no houses and associated walls–r/o 19-29 Station Rd. No observations

(vi) TM/12/03023/RD Details of materials, landscaping, boundary treatment and air quality assessment – replacement chapel with flat over, garage and access St Joseph's Church, Western Rd. No observations

122. **Correspondence**

**Noted:**

Kent Can Regular newsletters and funding alerts (copies to all Cllrs)

KCC Regular Trading Standards alerts (copies to all Cllrs)

Rural Services Network newsletters (copies to all Cllrs)

Kent Downs AONB Draft Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) report for the Kent Downs AONB Management Plan (Copies to all Cllrs)

Action with Communities in Rural Shared energies: European volunteering opportunity (Copies to all Cllrs) + magazine Autumn 2012 & Annual summary 2011/12

KCC Monthly bus updates August (copies to all Cllrs)

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

KALC Details re Police & Crime Commissioners and forthcoming elections  
 T&MBC Area 2 Planning Committee agenda 31.10.12 (copies to all Cllrs)  
 JPCTCG Awareness campaign publicity; minutes of the last mtg + copies of Powerpoint presentations (copies to all Cllrs)  
 T&MBC Note of PPP Meeting 29.11.12 (copies to all Cllrs)  
 Skate Park Minutes of the mtgs 11.07.12 & 23.10.12; Inspection report Oct 2012 + letter to the Chairman of Platt PC (copies to all Cllrs)  
 KALC Newsletter (copies to all Cllrs) + Annual report 2011/12  
 KALC Information on Metal Matters Campaign (copies to all Cllrs)  
 Kent Highways New fault reporting details (copies to all Cllrs)  
 KCC Newsletter October 2012 (copies to all Cllrs)  
 KCC Agenda for meeting 16.10.12 (copies to all Cllrs)  
 BG Young Explorers Letter of thanks for donation (copies to asll Cllrs)  
 T&MBC Advice of corrected naming of Thong Lane (copies to all Cllrs)  
 KCC Volunteer Countryside Access Warning – training invitation 10.11.12 (copies to all Cllrs)  
 KCC Budget consultation 2013/14 (copies to all Cllrs)  
 BG Chamber of Commerce Christmas Lights Cttee Letter of thanks for donation  
 T&MBC Operation Cubit on untaxed vehicles 5/6 November 2012 (copies to all Cllrs)  
 KALC Finance event reminder 20.10.12, Parish News and website information (copies to all Cllrs)  
 KCC Tracker survey 2012 (copies to all Cllrs)  
 T&MBC Crime Prevention Panel minutes 24.09.12. Next mtg 26.11.12 (copies to all Cllrs)  
 T&MBC Accounts Summary 2011/12  
 BMPOS Minutes of the mtg 10.07.12 (copies to all Cllrs)  
 Local Govt Boundary Commission Electoral Review final recommendations available at [www.lgbce.org.uk](http://www.lgbce.org.uk)  
 NHS Kent & Medway Draft Kent Joint Health & Wellbeing Strategy available at [www.kent.gov.uk/health\\_and\\_wellbeing/joint\\_health\\_and\\_wellbeing\\_str.aspx](http://www.kent.gov.uk/health_and_wellbeing/joint_health_and_wellbeing_str.aspx) (copies to all Cllrs)  
 Kent Police T&M Neighbourhood policing team and introduction of Insp Adrian Allen + report of pellets being fired at moving vehicles (copies to all Cllrs)  
 T&MBC Licensing Changes Act 2003 briefing sheets  
 KALC Minutes of the mtg 23.08.12 + agenda 08.11.12 (copies to all Cllrs)  
 CPRE Magazine Winter 2012  
 Leybourne Grange Riding Centre Invite to Christmas nativity & blessing 07.12.12  
 KCC Kent Lane Rental Scheme consultation and seminar 11.01.13 (copies to all Cllrs)

**KCC** Changes to local bus service timetable (copies to all Cllrs). Agreed that these are hard to understand and there are some unsatisfactory aspects of the bus service. AGREED that Cllr Yianni will circulate a draft to KCC.

**J Gray** Letter from resident requesting reinstatement of protective railings o/s Recreation Ground, A25 + reply from Chairman (copies to all Cllrs). Chairman will discuss this with KHS

**KCC** Reply to Chairman re Borough Green traffic & J5 slips (copies to all Cllrs). Agreed that this is a "mildly positive" response. AGREED that Chairman will prepare a response pressing KCC to honour promises made and heed the concerns of residents.

**M Fallon MP** Reply to Chairman re Borough Green traffic & J5 slips (copies to all Cllrs): "some heartening comments" AGREED that Chairman will write to Sir John Stanley MP with similar requests as above. Chairman will circulate correspondence from Sir John Stanley MP to all Cllrs.

There then followed considerable discussion about J5 slip roads.

**B Bailey** Letter from resident re parish council and traffic matters (copies to all Cllrs) Comments re The Red Lion development have been incorporated into the parish council's planning response.

**KALC** AGM agenda and booking form 17.11.12: Chairman and Cllr Shaw will attend.

**123. Potters Mede Ground Improvements**

- (i) Chairman had advised all Cllrs of emergency additional drainage work required to address severe flooding from pond. RESOLVED to ratify action taken and noted that the problem seemed to have been satisfactorily resolved.
- (ii) Chairman will meet with Mr Bailey later in the week to finalise the accounts. Entrust are due to make a site visit on 2 November 2012.
- (iii) Chairman advised of his discussions with Wrotham School about future use of the car park and had suggested that they contribute 50% of surfacing costs. If BGPC should decide to introduce controlled closure of the facility, electronic gates could be installed.

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**124. Potters Mede Pavilion**

- (i) Chairman gave a progress report on internal works.  
RESOLVED to approve payment of the following invoices:  
Maycock & Bennett £7,600 + VAT plastering work to 17 October  
SV Electrical £2,500 + VAT electrical work (interim)  
EA Services £8,450 + VAT for the supply of the air pump plus solar cylinders and other ancillaries  
EA Services £2,524.69 + VAT for the supply of PV panels and ancillaries  
A Woolven £500 Professional services  
ACE Services £10,046.40 + VAT Ventilation (interim)  
ACE Services £11,720.80 + VAT Ventilation (interim)  
ACE Services £3,348.80 + VAT Ventilation (final) which we be released when the installation has been completed, commissioned and certified by the architect and Chairman.  
PPG Ltd £638.14 + VAT Paint  
Maycock & Bennett £4,465 + VAT plastering materials  
Maycock & Bennett £7,068 + VAT work to 5 November  
RESOLVED to approve stage payments of £3,087.50 + VAT shower gully and floor screeding to 23.11.12 and £5,225.00 + VAT plastering to 23.11.12 to Maycock & Bennett. Payments to be released when certified by the architect and Chairman.
- (ii) All Cllrs had received details of work required for the construction of security cages for air source heating Units. RESOLVED that a payment be made to Henry Cooch & Son Ltd for materials required.
- (iii) Chairman will liaise with members to arrange a meeting of the Steering Group to discuss colours, kitchen layout, upper floor use etc.  
Noted that planning conditions will need to be amended if the building is to be let for private functions. For future consideration.  
Chairman advised that costs to date are approx £299,570 incl £150,000 extras. Completion is expected by the end of the year. The estimated final cost is £365,000

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SM/HW**125. Recreation Ground**

- (i) Following a complaint about from the Bowls Club about cuttings landing on their green, AGREED that whilst the initiative of the grounds maintenance staff is applauded in organising for the hedge at the south end of the ground to be cut, RESOLVED to instruct Landscape Services to cut the north face only plus the beech hedge once a year (autumn). AGREED that Chairman will write to the Bowls Club apologising but suggesting they may like to take advantage of the opportunity to have the top of the hedge cut with due notice.
- (ii) It was again noted that Landscape Services has not invoiced for playground inspections since 2007. Clerk has discussed this with them and the Finance Cttee. RESOLVED that an offer be made to pay for Inspections during the 2010/11, 2011/12 and the current financial years
- (iii) All Cllrs had received details of items identified for possible action at the last KCC inspection. The beech hedge "being used as a climbing frame" was noted. KCC will be instructed to fit new caps to the multi-frame unit and give a price for a replacement picnic table top. Chairman will report to the next meeting on action required to the safety surfacing.

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**126. 2005 Parish Plan**

- (i) The full Barrister's Opinion has not yet been received. Chairman advised that this cannot be completed until the final Isles Quarry West application is lodged.
- (ii) No further action at present

**127. Financial Matters**

- (i) All Cllrs had received copies of the 6-m budget outturn and accompanying notes.
- (ii) All Cllrs had received copies of minutes of the Finance Cttee meeting 19 October 2012. AGREED that the need for a loan in connection with Potters Mede expenditure will be regularly monitored. AGREED that and Section 106 money available would be best used for associated equipment costs plus future maintenance.
- (iii) All Cllrs had received copies of the updated financial risk control procedures. RESOLVED that these be adopted.
- (iv) All Cllrs had received copies of a KALC financial update on precepts which was noted.
- (v) Preliminary consideration was given to 2013/14 budget requirements. AGREED that pension provision for all staff plus future staffing arrangements for Potters Mede will be priority issues: AGREED that Chairman and Clerk will have an informal meeting with the grounds maintenance staff and report to the next meeting.

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**128. Winter Arrangements**

- (i) £356.65 2 tonnes of salt has been ordered. RESOLVED to ratify all this action.
- (ii) 3no salt bins have been purchased and locations identified on an updated map which had been circulated to all Cllrs. Chairman has liaised with the landowners for installation of the new bins. Gritting arrangements with Wrotham PC will be as last year.

**129. Cheques for signature****BACS:**

£356.65	E-on – street lighting supply, September 2012
£1282.50	Maycock & Bennett Ltd - Potters Mede construction works: supply of staircase & deposit on new external stair door
£1871.41	Inland Revenue – PAYE/NI July – Sept 2012
£9120.00	Maycock & Bennett Ltd - Potters Mede construction works: plastering
£2928.54	Staff salaries
£528.22	KCC - Superannuation October 2012
£60.00	J Stephens – Websites maintenance October 2012
£63.65	Wrotham Parish Council – Skate Park maintenance contribution September 2012
£1701.00	BGVHMC - Hire of hall, Pop-In April - Dec 2012
£76.42	Kent Aluminium Ltd – maintenance items Potters Mede/Rec Ground
£34.05	EDF – supply, Memorial Pavilion
£3026.52	How Green Nursery Ltd – Maintenance of hanging baskets (final)
£30.00	EDF – supply, Potters Mede
£226.94	SE Contracting – Street lighting maintenance October 2012
£5358.00	Maycock & Bennett Ltd - Potters Mede plastering
£8481.60	Maycock & Bennett Ltd - Potters Mede construction works
£3705.00	Maycock & Bennett Ltd - Potters Mede construction works to 23 November
£6270.00	Maycock & Bennett Ltd - Potters Mede plastering work to 23 November

3609	£200.00	COGS – donation, use of room July - Dec 2012
3610	£410.40	ESE Direct – 3no Grit Bins
3611	cancelled	
3612	£20.34	Cash – Rec Gds Imprest a/c reimbursement
3613	£3000.00	SV Electrical - electrical works, Potters Mede (interim payment)
3614	£406.93	Henry Cooch & Son Ltd – Materials for heating cages, Potters Mede
3615	£12055.68	ACE Services – ventilation, Potters Mede (interim payment)
3616	£4018.56	ACE Services – ventilation, Potters Mede (final payment)
3617	£10140.00	EA Services (SE) Ltd – air/water heatpump, cylinders and associated ancillaries, P Mede
3618	£2650.92	EA Services (SE) Ltd – solar PV installation, Potters Mede
3619	£500.00	Anthony Woolven – professional services: drawings & Bldg Regs app for attic use, P Mede
3620	£765.76	PPG Architectural Coatings, UK Ltd – paint & Artex, Potters Mede
3621	£34.37	M Taylor – Potters Mede copying & condenser cages expenses, reimbursement
3622	£14064.96	ACE Services – ventilation, Potters Mede (interim payment)

**Bank Reconciliation September 2012**

B/F September 2012	111291.79
Precept	63607.50
Other Receipts Sept 2012	<u>493.34</u>
	175392.63
Less Payments Sept '12	<u>32549.14</u>
c/f 30/9/12	<u>142843.49</u>

Proposed by Cllr Shaw seconded by Cllr Yianni that the above payments be authorised. RESOLVED

**130. Written reports**

- (i) All Cllrs had received a very useful and informative report from T&MBCllr Mrs Murray. Noted that as a result of the Local Govt Boundary Commission Electoral Review, Borough Green & Long Mill Ward will remain as it is now. Parliamentary constituency changes mean that Borough Green could become part of Sevenoaks.
- (ii) Concern had been raised about fly tipping being caused by stringent delivery criteria at council refuse Centres. AGREED that Chairman will write to T&MBC and send a copy to WPC D Allen.
- (iii) Chairman is awaiting replies from KHS re possible sponsorship of flowerbeds j/o A25/Western Rd and possible cultivation licence for horse field grassed area, A227

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131. **Future dates**

- (i) Date of the next Meeting Monday 3 December 2012 in the Annexe to the Church of the Good Shepherd
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 1 December 2012 10 – 12 noon

TS/MY

132. **Chairman RESOLVED to enter into committee to exclude the public and press from the meeting due to the confidential nature (financial and other sensitive information) of the discussions**

There was some discussion about the future use of the storage container at Potters Mede. Possible sale or relocation to the Recreation Ground was suggested: planning permission would be required for the latter.

Chairman advised of financial details in connection with the supply and installation of the external fire escape at Potters Mede.

The meeting closed at 21.36 hrs