

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 1 December 2008
In the Annexe to the Church of the Good Shepherd.

Present: Cllr C Willsher (Chairman), Cllrs. J Bailey, S Cole, Mrs L Cook, Mrs V McWilliam,
Mrs S Murray, S Perry, Mrs B Woodhams
Apologies: Cllr Mrs J Lucas (work) and T&MBCllr D Evans
There were 3 members of the public in attendance.

Declarations of interest: Item 94 Planning Matters – Cllr Mrs Murray declared an interest in all planning applications and said that any view expressed would be purely based on information received to date and could change as more information became available.

92. **Minutes** of the meeting 3 November 2008 were signed as a true record

93. **Matters Arising**

76.71 Recycling site: a new temporary site has been set up in Quarry Hill Road.

78. Proposed A25 road closures for highway maintenance and Puffin crossing works were detailed and noted. Cllr Mrs Murray will seek clarification regarding previously planned work to A25 High St/Station Rd.

78. It is thought that NuVenture has taken over the bus service from Arriva. Further information will be requested.

78. Cllr Mrs Murray attended the 'Special School at Wrotham School' site visit: there was some concern about amount of A227 traffic and related safety of children. Cllr Mrs Murray has asked T&MBC to liaise with KCC to ensure that Cemex is still imposing restrictions on lorries entering/exiting their site at school times.

86. Skate Park costs: Cllr Perry advised of exchange of e-mails between committee members and the local press + read an extract from his own correspondence to the cttee. He will report to the next PC meeting.

SM

SP

94. **Planning Matters**

Pre-Mtg: TM/08/3297 Extensions 15 Fairfield Road. No observations.

TM/08/3002 Revised scheme - 4no 2-bed apartments & 2no 1-bed apartments + reserved matters & details: 20/22 Wrotham Road. Attached comments read and agreed.

TM/08/3198 Details – Noise & parking conditions re. conversion of house into 2no flats: 2 Maidstone Rd. Rely on expertise of Planning Officer to ensure that acoustic levels are within permitted levels and glazing meets all noise attenuation requirements

TM08/3361 Dormer & ground floor extensions: 111 Maidstone Rd. No observations but re-sizing of dormer within permitted dimensions needs consideration.

TM/08/3476 Replacement front drive – 33 Staleys Rd. No observations providing drainage for run-off of surface water is satisfactory.

Decisions

TM/08/2583 LDC – Loft conversion 144 Maidstone Road. LDC approved

TM/08/2624 LDC – Roof conversion 22 Staleys Road. LDC approved

TM/08/2716 Window in south elevation – 1 Crow Hill Road. Permission granted.

TM/08/2981 Details re condition 2 restoration & aftercare – Borough Green Quarry. Permission granted.

TM/08/3175 Sect. 73 application: continued restoration without complying with cond.2 of ROMP determination – Borough Green Quarry. Permission granted.

TM/08/3193 Details re conditions 8 & 11 restoration & aftercare – Borough Green Quarry. Permission granted.

TM/08/3194 Details re condition 17 restoration & aftercare – Borough Green Quarry. Permission granted.

95. **Correspondence**

Noted:

KCC Newsletter 'The Local Column' available at www.thelocalchannel.co.uk

SE Water Response to comments on draft Water Resource Management Plan & Environmental Report NALC Annual Report 2007/2008 (fwd. to all Cllrs)

T&MBC Christmas tree recycling: no separate service – use green-lidded bins

KALC Newsletter no 335, agenda 11.12.08 + minutes 18.09.08

T&MBC PPP agenda 13.11.08 (copies to Cllrs Willsher & Perry)

Eng.Rural Hsg Assn. Report & Review 2008

CPRE AGM 28.11.08, conference 24.01.09 + magazines

Kent Youth Invite to Kent youth carol service 6.12.08 (fwd. to all Cllrs)

KCC TS alert: letterbox drop - hand-written note:gutter/window cleaning (fwd.to all Cllrs)

Correspondence (Continued)

Noted: (Contd.) Linton PC Boundary markers (fwd. to all Cllrs)
 CPRE Litter & fly-tipping advice 'PC toolkit'
 Platt PC Copy letter to Leader of KCC re bypass (fwd. to all Cllrs)
 KCC Permit scheme – further consultation on key changes (fwd. to all Cllrs).
 KALC KCC Verge cutting survey

T&MBC Fairfield Rd/Station Approach footpath: non-slip surface (fwd. to all Cllrs). Agreed that this is preferable to a salt bin providing that it is constructed of an anti-freeze material.

T&MBC 2009 Y2 Crew Summer Scheme (fwd. to all Cllrs) Cllr Mrs Murray gave further information. The Finance Cttee has recommended that a donation of £300 be included in next year's budget. Proposed by Cllr Bailey that this be agreed. Seconded by Cllr Mrs McWilliam. Agreed. Subsequent feedback from a young participant will be requested.

T&MBC Try Angle Awards Request for funding info. available at www.tryangleawards.co.uk
 Cllr Mrs Murray gave further information. Proposed by Cllr Mrs McWilliam that a donation of £75 be made in the next financial year. Seconded by Cllr Willsher. Agreed.

KCC Highway services survey: forwarded to all Cllrs who may make individual responses.

Kent Fire & Rescue Risk Management Plan 2009/10 + questionnaire available at www.kent.fire-uk.org. Cllrs may make individual responses.

96. **BGPC: Election for Vacancies**

The election has been contested with 5 candidates standing. Voting will take place on Thursday 11 December 2008.

97. **BGPC Complaints Committee**

There have been no suggested amendments. Chairman proposed that the document be accepted. Seconded by Cllr Mrs Murray. Agreed.

98. **T&MBC Parish Charter**

All members had received copies of the Charter. Cllr Mrs McWilliam proposed that this be adopted. Seconded by Cllr Cole. Agreed. Further agreed that a working group will be set up next month to prepare guidelines for a workable arrangement with T&MBC to implement this. Chairman will liaise further with T&MBC

CW

99. **Freedom of Information Act Publication Scheme**

All members had received copies of the Model Scheme. Cllr Mrs McWilliam proposed that this be adopted. Seconded by Cllr Perry. Agreed. Further agreed that the same working group as at item 98 above will finalise details for its implementation by BGPC.

100. **Recreation Ground**

Trees: A quotation for tree surgery on the west boundary was received from Mr Lawrenson. Agreed to request a revised price to exclude removal of waste from site.

Playground inspection training: Grounds maintenance staff and Clerk have undertaken basic playground inspection training. Cllr Mrs Murray proposed that they take the related exams at a total cost of £300 + VAT. Seconded by Chairman. Agreed. Cllr Perry has also undertaken the training: further agreed that he will take the exam as and when the next level of training is arranged.

Pavilion: All members received copies of the notes of a Facilities Cttee meeting 29.11.08. The specification was read and discussed. Specification agreed with addition of wash hand-basins in both toilets. Further agreed to leave position/number of external doors as existing. Cllr Mrs Murray proposed that the surveyor be instructed to prepare tender documents and advise of budget price. Seconded by Cllr Perry. Agreed. Agreed programme: tender return – end of January 2009; construction date - February/March 2009. Chairman and Cllr Perry will finalise documents for the Clerk to send to the surveyor. Grounds staff will be instructed to clear and grub out foliage around pavilion in preparation. Chairman will liaise.

CW/SP

Mowing: A quotation for the 2009 season was received from KCC: £35.03/cut with a discount of £1.75 per cut if both (incl P Mede) sites are cut at the same time. Proposed by Cllr Perry that this be accepted. Seconded by Cllr Mrs Cook. Agreed. Dissatisfaction with technique of mowing, especially at south end will be referred to KCC.

CW

A quotation for harrowing, spiking + fertilising ground and re-seeding goal mouth areas at end of season was received from KCC in the total sum of £400. Chairman proposed that this be accepted. Agreed.

101. **Potters Mede Sports & Community Hall**

All members had received copies of the notes of a Steering Group meeting 22.11.08. Cllr Mrs McWilliam reported. Cost and size factors for possible suggested options were noted plus information from a KCC Sports Development Unit architect and from Sports England. The 3 options for the insurance settlement was re-visited. After considerable discussion It was agreed that it would be prudent to pursue the possibility of 2/3 design options, ranging from a scheme to include 4 badminton courts (option 1) 3 badminton courts (option 2) to one offering more modest facilities – changing facilities + multi-use space (option 3). Cllr Mrs Murray proposed that the lump-sum estimated at £295,000 for a replacement sports/community building be claimed from Zurich Municipal and placed in a Treasury Reserve account and the amount plus its related interest be ring-fenced for the Potters Mede building project. Seconded by Cllr Bailey. Agreed. Cllr Mrs Murray proposed that the Steering Group be authorised to explore the 3 possible design options with the KCC Sports Development Unit architect and report to the January/February PC meetings. Seconded by Cllr Mrs McWilliam. Agreed. The possibility of running the new facility as a business will be considered. Likely support from T&MBC, Sports England and the Badminton Association will be researched.

VMcW/SM/
JB/JL/SP102. **Potters Mede**

Football: No report. For the next PC meeting.

Mowing 2009: A quotation for the 2009 season was received from KCC: £66.43/cut less £1.75 per cut if both (incl. Rec.Gd) sites are cut at the same time. Proposed by Cllr Perry that this be accepted. Seconded by Cllr Mrs Cook. Agreed

A quotation for harrowing, spiking + fertilising ground and re-seeding goal mouth areas at end of season was received from KCC in the total sum of £586. Chairman proposed that this be accepted. Agreed.

SC

103. **Report from Finance Cttee for Precept 2009/2010**

All members had received copies of the Internal Auditor's Interim Report. Noted that there were no matters of concern arising.

All members had received copies of the 8-month budget report, proposed 2009/10 budget, finance committee proposals and accompanying notes. T&MBC tax base figures are still awaited. After discussion Cllr Mrs Murray proposed that in principle the recommendations of the Finance Cttee be accepted including 1. salaries of grounds maintenance staff be increased by 2.5% w.e.f 1/4/09 and Clerk's in accordance with national increases + associated costs 2. Subscriptions & donations as listed 3. Capital allocations of £1,000 solicitor's fees and £5,000 Potters Mede building and that there be no increase in the Precept per Band D property for the next financial year. Seconded by Cllr Perry. Agreed.

104. **Oral reports from Members, Borough & County Cllrs. and Clerk**

Cllr Mrs Murray reported on the T&MBC withdrawal of Section 136 grants to Parish Councils next financial year + any grants allocated for 2008/09 where projects have not started by 31 March 2009.

Thanks were expressed to the Chamber of Commerce Lights Cttee for the delightful display this Christmas.

There was some concern about the delay in using the CCTV equipment. Chairman gave further information from the Police. Chairman and Cllrs. Perry and Bailey will meet with Police representatives to discuss this.

Cllr Mrs McWilliam reported from a recent BGVHMC meeting and confirmed that she had made it clear to the committee that any facilities provided at potters Mede will be complementary to those at the village hall. It was also confirmed that Cllr Perry will liaise with BGVHMC re. CCTV equipment.

Noted: T&MBC and KCC are likely to be taking more action re. instances of fly-posting.

Current increase in theft of vehicle number plates.

Postcodes can now be used for searches on Police website.

Speedwatch initiative may be progressing. Equipment still costs £2,000 - £2,5000.

The parish office will not open this month but appointments can be arranged with the Clerk
Chairman reported on his attendance at a recent AstroTurf Group meeting. The next meeting will be at 6pm on 5 February 2009.

CW/SP/JB

SP

SC

105. **Cheques for Signature****Auto-Pay**

£662.43 R Springett – Asst. Groundsman 1/11 – 30/11/08
 £1445.56 H Damiral – Clerk November 2008 + back pay (national increase)
 £452.80 W Austin – Caretaker/Groundsman 1/11 – 30/11/08
 £597.17 KCC – Superannuation November 2008
 £60.00 J Stephens – Websites maintenance November 2008
 £233.59 EDF – Street lighting maintenance
 £262.71 EDF – Street lighting supply October 2008

 £340.00 W Mzimba: Wealden Management Consultancy – Internal audit fee 2008/09
 £196.54 Cash – Petty cash & tel./broadband July – Sept. 2008
 £396.70 Wrotham PC – Skate Park maintenance, inspection & modifications
 £149.00 SLCC – Membership 2009
 £83.39 Kidmans – Strimmer parts
 £152.75 PC Matters – computer repair
 Proposed by Cllr Mrs Murray, seconded by Cllr Perry that the above payments be made.
 Agreed

106. **Resolved to enter into committee**

Chairman reported information received from the Police re CCTV. It was noted that , for swift implementation to be secured, some modification was required to the protocol document previously considered After discussion Cllr Mrs McWilliam proposed that , to ensure that progress was made, there be further discussions with the Police about the CCTV protocol and suspension of the existing document pending the introduction of a revised one. Seconded by Cllr Mrs Woodhams. Agreed.

BOROUGH GREEN PARISH COUNCIL

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Notes on Planning Application TM/08/03002FL 20 – 22 Wrotham Road Borough Green

Erection of Qty 4 two-bedroom apartments and Qty 2 one-bedroom apartments – a revised scheme alternative to that permitted under TM/07/01747/RM

The 'Turnbull' letter, dated 7th November 2008, accompanying this application states (at the second bullet-point) that: 'Our proposals do not provide a Nett gain or loss to the residential units, only to a change from ONE bedroom to TWO bedroom units [to four of the flats]'. No mention is made of the other part of the proposal on the cover page which includes (as in the heading above) the erection of two one-bedroom apartments. This will increase the numbers of potential occupants by an additional six, all of whom are potential drivers.

The copy of the TMBC letter reference PTLs/RTM/0503570/OA & TM/07/01747/RM dated 9th November 2008 mentions that 'car parking was a significant issue at the time the outline application was determined'. Also in the next paragraph; 'the level of car parking was increased to 28 car parking spaces and 3 pull-in lay-bys'. It then goes on to say that the changes from 4 x 1 bedroom apartments to 4 x 2 bedroom apartments is unlikely to cause significant detriment to highway safety in the locality. [Plus 2x 1 bedroom apartments = 6 additional bedrooms and potential new drivers]

It was specifically on this point that previous observations from the Parish Council was concern at the paucity of on-site parking for this development; particularly as there is a general mis-conception that Borough Green has adequate services of public transport. Whilst it is appreciated that the development is in line-of-sight of a railway service to Victoria, the currently provided bus services are anything but frequent or timely and has recently been reduced, perhaps by the most important service – one connecting the village to Maidstone Hospital; which is now only once daily through service in each direction (to and from Maidstone) from where another service has be taken, to and from the Hospital. The other rail service of preference is from Sevenoaks to Charing Cross; but with no bus service integrated with train times.

A physical viewing of the site also causes concern as to the west-facing upper stories, where spaces appear to have been provided but not glazed or otherwise filled. It is presumed, since none were show on earlier plans, that this is not provision for the later introduction of "dormer" windows at this level. It is now apparent that the fenestration actually applied for on this occasion has already been installed. Why then, is this application not advised as "retrospective"?

1.12.08