

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 5 August 2013 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), G Harrington, S Millener, Ms P Moorecroft, S Perry, and H Willard, There were two members of the public in attendance

58. **Apologies** for absence were received and accepted from Cllrs C Dobson, Mrs S Gould, T Shaw and T&MBCllr Mrs S Murray Action
59. **Declarations of Interest**  
In the course of normal business being conducted 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 73 Chqs. for signature – Skate Park & expenses reimbursement  
Cllr Willard declared an interest in items 65(i) (iv) & (v) and 66(vii) (viii) and (ix) P Mede grounds and football
60. **Minutes of the Meeting 1 July 2013**  
RESOLVED that the minutes be approved and signed.
61. **Matters arising**  
49(vii) & 51(iii) Noted that Scotia Gas Networks are not using BGPC car parks
62. **Period for Public Consultation**  
Thanks were expressed for the new arrangements to allow Western Rd residents use of Western Rd car park. Chairman pointed out that this was due to the efforts of T&MBCllr Mrs Murray.  
  
The speed of traffic and frequent instances of vehicles mounting the footway in Western Rd is of great concern. Cllr Millener will cut back foliage concealing a speed restriction sign. Chairman advised that the authorities are aware of the problems and trying to address them. It is hoped that the proposed roundabout at the A227/AQ25 junction and the proposed speed indicator sign on the Sevenoaks Rd will be of benefit. SM
63. **Planning Matters**  
(i) Decisions: None  
(ii) TM/13/01652/FL extension – 20 Conyerd Road. No observations  
(iii) TM/13/01841/LB LBA: alteration to plasterboard and stud wall to provide internal window – 3 Rock Road  
No observations  
(iv) TM/13/01928/FL extension and garage conversion – 42 Crowhurst Road. No observations  
(v) There was considerable discussion about the proposed roundabout and highway alterations at the j/o A25/Western Rd in connection with the proposed Red Lion development. Chairman had circulated notes of a recent site meeting. Chairman proposed that the proposals be supported in principle but as an interim measure only pending the construction of the Borough Green By-Pass or the J5 slip roads. Voting was 5 in favour 1 against. Cllr Millener has strong concerns about the proposal. RESOLVED. Further RESOLVED to strongly request (1) further consideration to the alignment of the road to improve sight lines from the Red Lion site. (2) a slip lane for vehicles turning to the east from Western Road (3) acoustic treatment for the near neighbours. AGREED that Chairman will attend the T&MBC Planning Cttee to put forward the council's views. Cllr Millener will also attend to voice his opinions. Clerk will advise T&MBC of the foregoing. Similarly, Chairman will write to KCC. MT  
SM  
MT  
(vi) TM/13/02218/FL conservatory – 154 Maidstone Rd. No observations
64. **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)  
T&MBC Area 2 Planning agenda 10.07.13 (copies to all Cllrs)  
KALC Minutes of the mtg 07.05.13 + agenda 18.07.13 (copies to all Cllrs)  
KCC Information on the Growth & Infrastructure Act 2013 (copies to all Cllrs)  
Skate Park Draft minutes of the meeting 10.07.13 (copies to all Cllrs)  
Kent Police/KALC Update on Mobile Police Contact Points (copies to all Cllrs)  
Kent Police Ways to contact the Neighbourhood police officer (copies to all Cllrs)

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.

**Correspondence (Continued)**

**Noted: (Continued)**

- JPCTCG      Agenda meeting 19.09.13 (copies to all Cllrs)
- BMPOS      Finalised budget for the current year + a work programme (copies to all Cllrs)
- CPRE        Magazine Summer 2013
- Kent Police    Newsletter for July/August is available at:  
                   [www.newsletters.annbarneskentpcc.co.uk/july2013.html](http://www.newsletters.annbarneskentpcc.co.uk/july2013.html) (copies to all Cllrs)
- KALC        NALC consultation paper 'A New Future: developing the Strategy' comments requested  
                   (copies to all Cllrs)
- KALC        KCC consultation paper 'Shaping the future of children's centres in Kent' comments requested  
                   (copies to all Cllrs)
- KALC        Progress of Local Audit & Accountability Bill. Survey available at  
                   [www.surveymonkey.com/s/5NHSXFJ](http://www.surveymonkey.com/s/5NHSXFJ) (copies to all Cllrs)
- T&MBC      Review of the Statement of Licensing Policy, consultation document (copies to all Cllrs)

**Kent Police** Further information from the District Chief Inspector on changes to the Kent Police service (copies to all Cllrs) It was particularly noted that neighbourhood police officers currently reporting to Borough Green Police Office will be relocated to Kings Hill and the building subsequently disposed of.

**BMPOS** Minutes of the mtg 13.05.13. It was particularly noted that subsequent to these minutes the Joint Cttee has accepted KCC's past decision that the current road priorities at j/o Basted Mill/Thong Lane is the safest option as there is no evidence to prove otherwise.

**T&MBC** Correspondence between a resident and T&MBC re alleged noise nuisance from Borough Green Sand Pit (copies to all Cllrs) Chairman advised that the site is now operating a voluntary 9am start and watering dust deposits. Noted that this is a temporary problem due to the nature and location of the current work. T&MBC is assessing the situation.

**Mr & Mrs Aspey** AGREED to ask SEC to inspect and cost repairs required to repair or replace a leaning lamp-post in Lingfield Road. An additional price will be requested for its nearby relocation to give improved access

**65. Potters Mede Grounds**

- (i) Chairman and Cllr Willard reported on the condition of the ground. The field will now be cut weekly during the season.
- (ii) All Cllrs had been consulted about the quotation received from Nationwide Road Planing Ltd for surfacing the car park. RESOLVED to ratify acceptance of the quotation in the sum of £10,000 + VAT. The car park now has a reasonable surface which will need regular maintenance. RESOLVED to hire A roller for a day @ £50 + transport costs. RESOLVED to purchase a supply of planings @ £160. A stockpile will be kept for future maintenance. MT  
MT
- (iii) The specification for an electrically-controlled entrance gate and confirmed price is still awaited from J Vigor. RESOLVED to accept if within the budget figure of £400 + small cost to SV Electrical for installation. MT
- (iv) All Cllrs had been consulted about requirements for football posts. RESOLVED to ratify purchase of a set of junior posts and reimburse £906 cost to Mr P Donovan. Chairman has constructed storage facility. Cllr Willard will progress purchase of line marking equipment. AGREED that purchase costs and the making of the pitches is the responsibility of the football clubs. HW
- (v) RESOLVED that Chairman will mark car park surface area to delineate 2no disabled bays and entrance gate area. Cost of yellow paint £125. MT  
 Chairman is constructing 2no dug-outs which will double as public sheltered seating. RESOLVED to purchase steel @ £500 approx and Lexan for windows @ £400 approx. Potters FC will assist with the installation MT  
HW

**66. Potters Mede Pavilion**

- (i) Chairman gave a progress report: the building is almost complete and furniture and equipment received. Chairman's calculation of net expenditure to date is approx.£474,177 with £9,777 estimated additional expenditure. Building Control has inspected and have identified only a couple of minor things requiring attention. RESOLVED to approve payments to Maycock & Bennett: £2099.88 work to date and £17321.51 retention, to be released when authorised by the surveyor and Chairman on handover. MT
- (ii) All members had received copies of a snagging report from Air Conditioning & Engineering Services Ltd: the installation is "now to a reasonable standard". RESOLVED to approve ACE's survey costs of £362 + VAT. RESOLVED to approve payments to EA Services: £6480 installation of heatpumps and £904.40 lagging, the latter to be held pending receipt of all operation manuals.
- (iii) RESOLVED to approve a revised quotation from BT for Broadband service in the sum of £882.64 + VAT. A fixed IP address will be requested. Further RESOLVED to purchase armoured cable in this connection for the sum of £154.08. MT

**Potters Mede Pavilion (Continued)**

- (iv) All members had been consulted about the purchase of a cooker. RESOLVED to ratify purchase of an Indesit cooker in the sum of £299.97.
- (v) RESOLVED to ratify purchase of carpet fitting materials in the sum of £539.58. AGREED to hold a volunteers' day to lay the carpet.
- (vi) Subject to checking of details by Cllrs Perry and Millener, RESOLVED to accept a quotation for CCTV from Brook Security in the sum of £2593 + VAT for 5no hard-wired cameras plus ratify purchase of camera cable in the sum of £45.34 + VAT.
- (vii) All Cllrs had received details to take into consideration when determining hire charges for Potters Mede. After discussion Chairman proposed a charge of £600 for the senior pitch per season incl use of changing facilities. RESOLVED and further AGREED that during the first year of the new ground pitches will be played on by one club only i.e. senior pitch: Potters FC and junior pitch: BGJFC. Cllr Perry proposed a charge of £500 for the junior pitch per season incl use of changing facilities. Seconded by Cllr Harrington. RESOLVED. It was noted that the junior pitch is likely to be played on most weeks. AGREED that these are minimal charges and will be reviewed in the autumn of this year for the forthcoming financial year.  
After further discussion about hire charges for the building Chairman proposed £12.50 per hour for the upstairs room or the hall and £250 per season for use of the upstairs room by Potters FC on Saturday evenings after both home and away games, with other times being booked on an hourly basis. RESOLVED
- (viii) A request for use by BGJFC for a fund-raising evening and hog roast 05.10.13 was received. AGREED that the date is not convenient as it coincides with the first home game of Potters FC. The preceding two Saturdays will be offered. RESOLVED to apply a charge of £12.50/hr or £100/day. The cooking must be kept away from the building and no use of the pitch areas.
- (ix) The Rt Hon Sir John Stanley MP has agreed to perform the official opening ceremony at 1pm on Saturday 7 September 2013. After discussion the guest list was agreed. Chairman and Cllr Perry will contact potential caterers.  
A Public Open Day will be held 10am – 2pm Sunday 8 September 2013  
RESOLVED that Chairman will purchase a banner @ £26.24 + VAT  
Cllr Harrington left the meeting
- (x) Chairman will circulate details and costs of internal signs
- (xi) Advice will be sought about colours for the kitchen
- (xii) RESOLVED that insurance cover will be arranged with Zurich Municipal at handover. Estimated value of building is £750,000 but Chairman will seek confirmation. CCTV equipment will be insured for £3,000

SP/SM

All  
MT/SPAll  
MTMT  
SM

MT

67. **Recreation Ground**

- (i) Chairman is awaiting a meeting with the contractor to finalise boundary fencing 11/13 Lendon Road
- (ii) A request for use of the ground by Borough Green Children's Centre on 13 August 2013 was AGREED. The group will not, however, have exclusive use of the ground.
- (iii) It is understood that the applicant is seeking additional information about use of the Memorial Pavilion as a coffee shop
- (iv) RESOLVED to approve payment in the sum of £716.40 to Maycock & Bennett for a new door and lock to the Memorial Pavilion toilet
- (v) It was noted that the recent Charity Fun Day was successful with a sum of £1,200 being raised for charities. Documentation will be submitted to BGPC as required.

MT

68. **BGPC Recycling**

RESOLVED to purchase containers for storage of waste materials for recycling from BGPC sites. Grounds maintenance staff will implement the recycling arrangements

69. **Isles Quarry and 2005 Parish Plan**

- (i) All Cllrs had received copies of correspondence from Hornet Engineering Ltd to T&MBC re permitted noise levels at the Isles Quarry redevelopment site. It is understood that the EA will monitor the site.
- (ii) Chairman is meeting with the developer to discuss street naming. AGREED that the heritage of Borough Green should be retained and reflected.

MT

70. **Financial Matters**

- (i) Investec is closing Corporate Reserve accounts and cannot offer BGPC an alternative as it is concentrating on private accounts. RESOLVED to withdraw the council's investment in full and Clerk will speak with NatWest and Barclays for alternative account.
- (ii) As the above money will initially be transferred into the council's Reserve Account, RESOLVED to delay the further draw-down of the approved PWLB loan

71. **Traffic Matters**

- (i) A Joint Traffic Initiative meeting was held at H+H UK Ltd offices recently. The positive response of the local haulage operators and the parishes is encouraging. Chairman reported on the meeting and it was particularly noted that there is financial support for a parish Speedwatch Group. AGREED that the Chairman and Cllr Perry will set up a Parish Alliance meeting to discuss this.  
Chairman will circulate details of suggested road signs and posters
- (ii) Cllr Perry gave information on the JPCTG and it was noted that KCC has expressed a wish to take this over as a committee

MT/SP  
MT72. **Staff Training**

- (i) RESOLVED that the two grounds maintenance staff will undertake training to renew their Playground Inspection qualification at a cost of £285 + VAT pp.
- (ii) RESOLVED that Groundsman Mr Glew will undertake training on 'safe use of chain saws'
- (iii) RESOLVED that Groundsman Mr Springett will undertake in-house certified training in the operation of ride-on mowers. Chairman will action.

MT

73. **Cheques for Signature****BACS:**

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|-----------|--|
| £385.57   | E-on – street lighting supply June 2013                          |
| £3248.03  | Staff salaries July 2013   |
| £1268.96  | KCC - Superannuation July 2013                                   |
| £56.00    | T&MBC – Memorial Pavilion rates August 2013                      |
| £226.94   | SE Contracting – Street lighting maintenance June 2013           |
| £226.94   | SE Contracting – Street lighting maintenance July 2013           |
| £750.00   | BGVHMC – Hire of office July - Sept 2013                         |
| £50.76    | Kent Aluminium – Maintenance materials, Rec Gd.                  |
| £425.65   | KCC – Maintenance materials, Potters Mede                        |
| £1967.34  | KCC – Mowing Potters Mede & Rec Gd (interim)                     |
| £60.00    | J Stephens – Websites maintenance July 2013                      |
| £125.46   | Wrotham PC – skate park maintenance June                         |
| £969.96   | Viking Direct – kitchen and sundry equipment, Potters Mede       |
| £716.40   | Maycock & Bennett - New door and lock, Memorial Pavilion, Rec Gd |
| £2099.88  | Maycock & Bennett - Construction work, Potters Mede              |
| £17321.51 | Maycock & Bennett - Release of retention, Potters Mede           |
| £98.10    | KCC – Whiteboards, Potters Mede                                  |

|      |   |
|------|---|
| 3691 | cancelled   |
| 3696 | £906.00 Peter Donovan – goalposts, Potters Mede   |
| 3697 | £35.00 Information Commissioner's Office – Data Protection fee 2013/14                                  |
| 3698 | £700.80 EJP Fire Protection Ltd - Fire appliances, Potters Mede   |
| 3699 | £350.91 M Taylor – Pouring spouts for large petrol cans + cooker, P Mede (reimbursement)                |
| 3700 | £1597.74 Strictly Tables & Chairs Ltd - Furniture, Potters Mede   |
| 3701 | £161.63 Cash: Petty Cash & tel./broadband reimbursement April – June 2013                               |
| 3702 | £126.98 Cash – Rec Gds Imprest a/c reimbursement  |
| 3703 | £44.00 Henry Cooch & Son Ltd – steel for CCTV/lighting post, Potters Mede                               |
| 3704 | £955.11 M Taylor – P Mede: Frontage sign; B/band cable; CCTV cable & carpet accessories (reimbursement) |
| 3705 | £100.00 COGS – donation, use of room April - June 2013  |
| 3706 | £904.40 EA Services – pipe installation, Potters Mede   |
| 3707 | £6480.00 EA Services – fit air to air pump Potters Mede   |
| 3708 | £60.00 B Glew – compost, Western Rd (reimbursement)   |
| 3709 | £12,000.00 Nationwide Road Planings Ltd – Potters Mede car park   |

Proposed by Cllr Willard, seconded by Cllr Perry that the above payments be authorised. RESOLVED

74. **Written reports**

- (i) Chairman is arranging for salt bin supplies to be checked.
- (ii) All Cllrs had received copies of a report from T&MBCllr Mrs Murray: it was particularly noted that the Highways Inspector is monitoring traffic flows and congestion being caused by the current gas works and temporary traffic lights on the A25
- (iii) Cllr Ms Moorecroft reported from BMPOSJC incl giving information on the committee's work programme and advising that Japanese Knotweed can be caused by fly-tipping and the common problem of blue-green algae on ponds is extremely dangerous for dogs. Chairman and Cllr Perry will provide historical information for possible inclusion on a proposed Interpretation Panel

75. **Future dates**

- (i) Date of the next Meeting Monday 02 September 2013 in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 31 August 2013 10 – 12 noon

TS/MY

76. **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 funding a local support group 'Life Changers'. Noted. No further action.

The meeting ended at 11.50pm