

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 4 April 2011 in The Annexe to the Church of the Good Shepherd.

Present: Cllrs S Perry(Chairman), Mrs J Lucas , Mrs V McWilliam, T Shaw, M Taylor, C Willsher
There were 3 members of the public in attendance

187. **Apologies for Absence** were received from: Mrs V Farina, Mrs E Howden Mrs S Murray, Action
188. **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 item199 Cheques for signature - Skate Park maintenance.
Cllr Willsher declared an interest in item 194 and any item involving Potters Mede Environmental.
All councillors declared an interest in Planning item191 TM/11/00469/FL 2-storey front & rear extensions - 67 Sevenoaks Rd. Cllr Shaw declared a personal and prejudicial interest in this item.
189. **Minutes** of the meeting 7 March 2011:
Item 178(i) Skate Park: Cllr Taylor proposed that an additional sentence be added "Cllr Perry accused Cllr Taylor of deliberately promoting modifications to the skatepark in order to make money" . This proposal was not seconded. Chairman proposed that the minutes be signed with no amendment, voting was 4 in favour 1 against and 1 abstention. RESOLVED that the minutes be signed as a true record.
190. **Matters Arising**
182(ii) Clerk advised that she has received restricted details of details for snow clearance by local farmers.. AGREED for possible consideration at a future meeting.
191. **Planning Matters**
Decisions
TM/10/01875/FL Retention of fencing & brick wall to front boundaries. Permission granted.
TM/10/03529/LDP LDF: loft extension & roof lights – 148 Maidstone Road. LDF granted.
TM/11/00057/FL Extension and roof enlargement – 100 Sevenoaks Road. Permission granted
- (i) TM/11/00469/FL 2-storey front & rear extensions - 67 Sevenoaks Rd. Cllr Shaw left the room. No observations.
Cllr Shaw rejoined the meeting.
 - (ii) TM/11/00517/FL Retain folding canopy & security shutter - 68 Western Rd. No planning observations but attention drawn to retrospective application; provision for waste storage/collection areas and hours of opening.
 - (iii) TM/11/00526/FL Single storey rear extension, roof enlargement (re-sizing of ridge/dormers to front and rear) - 100 Sevenoaks Rd. Observations rather difficult, due to lack of clarity but queries made re (a) visibility from public highway (b) drainage.
 - (iv) TM/11/00538/FL Retrospective application: change of use from Police house to Police operational use - 24 Wrotham Rd. No planning observations but it is suggested that a condition be imposed that use be made of the nearby railway station car park.
 - (v) TM/11/00570/FL 2-storey side extension - 17 Station Rd. No observations.
- 192 **Correspondence**
Noted:
KCC Feb.Monthly bus updates (copies to all Cllrs)
T&MBC Draft Code of Recommended Practice for Local Authorities (copies to all Cllrs)
Information at <http://www.communities.gov.uk/documents/localgovernment/pdf/1829193.pdf>
Applause Rural Touring Programme of Events February – August 2011
KCC Health Overview Scrutiny Cttee newsletter Edition 1
Kent Downs AONB Rural streets and lanes: design handbook
KCC Regular Trading Standards alerts (copies to all Cllrs)
West Kent Watch Regular newsletters (copies to all Cllrs)
T&MBC PPP minutes 03.03.11. Next meeting 26.05.11
Kent Men of Trees Magazine winter/spring 2011
NHS West Kent Change4life programme and Healthy Passport Club (copies to all Cllrs)

192. **Correspondence (Continued)**

Fairseat Residents Assn. Copies of letters to KCC re A25 Wrotham Heath to Borough Green
 Fairseat Residents Assn. Copies of letters re the redevelopment of petrol station, Maidstone Rd
 Meopham PC Letter of support opposing the proposed lorry park
 Action with Communities in Rural Kent Magazine Spring 2011
 KALC Anti-social behaviour strategy survey (copies to all Cllrs)
 KALC A-board licences: proposed changes by KHS (copies to all Cllrs)
 KCC Kent Design Guide: 'Kent Farmstead Guidance' and Kent Downs AONB Farmstead
 Guidance: consultation draft (copies to all Cllrs)
 T&MBC Nomination forms for Try Angle Awards (copies to all Cllrs)

T&MBCllr D Evans Parking provision in the Borough Green area: letter to press (copies to all Cllrs)
 Lack of parking provision and possible future growth in housing: possible effects on hub village
 amenities. After some discussion and acknowledgement that both the village hall and Western Rd
 car parks are frequently full, AGREED to ask T&MBCllr D Evans to liaise with the officer at T&MBC
 to try and find a solution. Further AGREED to suggest that they negotiate with Network Rail to
 secure a reduced charge in the station car park on a Saturday.

KCC 3-day First Aid at Work Certificate 3-5 May 2011 Aylesford. Noted. AGREED that Clerk will
 liaise with staff and course providers to identify appropriate training needs.

Borough Green Baptist Chapel Request to use the recreation ground and Memorial pavilion for
 open-air services on three Sundays May – July. RESOLVED to approve this request.

Mr H Rayner, KALC Area Cttee Vice Chairman During the public consultation period, before the
 meeting, sincere thanks had been expressed to Cllr Willsher for his many years of service to KALC,
 particularly in recent years as Chairman of the Tonbridge & Malling Area Committee. Cllr Willsher
 had made it known that he will not be re-standing at the forthcoming local election after 20yrs service
 as a parish councillor. Chairman reiterated these thanks on behalf of BGPC: his hard work has
 been highly-valued and he will be greatly missed. Cllr Willsher expressed his thanks to the
 Chairman, Mr Rayner and the KALC Cttee.

Chairman expressed good wishes to all councillors standing for re-election and thanked retiring
 members for their service.

193. **Standing Orders**

- (i) Following a recent informal meeting of councillors, Clerk had prepared and circulated to all
 members, the amended proposed Standing Orders. There was considerable discussion. It was
 confirmed that the quorum for BGPC is '4' members **SO1 w**.
- (ii) RESOLVED to include the public participation session within the PC meeting agenda and
 Minute it accordingly **SO1 j**
- (iii) RESOLVED that, for expediency, agendas bearing the electronic signature and title of the Proper
 Officer, be e-mailed to all councillors and only posted, by arrangement, if a particular
 councillor does not have e-mail facility. **SO3 b**
- (iv) RESOLVED to adopt 'Media Protocol' as draft previously prepared and circulated by Cllr Willsher
 and received under item 126 of the agenda BGPC mtg 11.02.09. **SO25 a & b**.
- (v) Chairman proposed that the Standing Orders be adopted. Seconded by Cllr Mrs McWilliam.
 Voting was 5 in favour. 1 abstention. RESOLVED.
- (vi) Other related internal procedural arrangements: (a) RESOLVED that Clerk will circulate by e-mail
 any amended approved minutes (b) RESOLVED to adopt the Complaints Procedure and
 Complaints Committee Terms of Reference as proposed draft dated 10.10.08, as previously
 circulated to all members.

194.. **Potters Mede ground Improvements**

- (i) Provision of an additional pitch and assistance with ground improvement works: No report.
- (ii) Agronomist's report: Potters Mede Environmental is awaiting an alternative report.
- (iii) Cash flow projections: Potters Mede Environmental will advise, on receipt of Agronomist's report.
- (iv) Cllr Willsher will establish as to whether soil, currently being moved from Whitegate Field, is
 suitable for use at Potters Mede. Noted that it may be necessary to meet Planning conditions.

CW

195. **Potters Mede Pavilion**

- (i) Steering Group: no report.
- (ii) Tendering action regarding the appointment of an architect: Cllr Mrs McWilliam will check possible
 necessity to give public notice of the invitation to tender. Clerk suggested amendments and
 additions to the letter of invitation: RESOLVED. The tender letters will now be despatched to
 allow for a 4-week return date.
- (iii) Further action: await appointment of an architect.

VMcW

196. **Parish Council-owned Street Lighting**

- (i) BGPC contract with South East Contracting: all outstanding repairs have been completed.
- (ii) Co-ordinated KHS/EDF arrangements: no report.
- (iii) Renewal of EDF contract for unmetered supply: Cllr Willsher reported on his liaison with other potential providers. RESOLVED that he will continue to seek advice and alternative quotations and make recommendations to the Clerk to accept the best value-for-money. Further RESOLVED that the Clerk will accept and act on that recommendation, entering into a new contract and terminating the current arrangement with EDF if applicable.

CW

197. **Recreation Ground**

- (i) After considerable discussion RESOLVED that the public toilet will be kept open during the day. Further RESOLVED that staff working hours may be extended by 2/3hrs each weekend as required during the summer months to allow for extra checking and cleaning. All checks on the facility will be logged. There was some discussion about CCTV. Consideration may be given to relocating one of the existing cameras to cover this area.

RESOLVED that consideration be given to approval of the payment included in agenda item 199 Wrotham PC £165.15 – Skate park maintenance February 2011. Chairman proposed that the payment be made, seconded by Cllr Mrs McWilliam. RESOLVED.

Mrs McWilliam left the meeting.

197. **Recreation Ground (Continued)**

- (ii) Harrison Rd entrance: RESOLVED that this be considered under item 202 of the agenda.
- (iii) Financial assistance to Borough Green Bowls Club: RESOLVED that a grant payment of £534.27 be made to assist with unforeseen maintenance expenditure.

198. **Borough Green Character Area Appraisal**

A public exhibition had recently been held. Copies of the draft appraisal document are being circulated between all councillors. AGREED that councillors will submit individual responses and send any comments for inclusion in a BGPC letter of response to the Clerk by Thurs.14 April 2011. AGREED that the Appraisal must not supercede the Parish Plan.

All

199. **Cheques for Signature**
2010/2011

BACS	£2689.28	Staff salaries:
	£575.17	KCC – Superannuation March 2011
	£60.00	J Stephens – Websites maintenance March 2011
	£226.94	S Electric Contracting – street lighting maintenance March 2011
	£72.43	S Electric Contracting – street lighting repairs Staleys Road and McDermott Road
	£165.15	Wrotham PC – Skate park maintenance Feb. 2011 (as approved earlier in the mtg)
	£32.48	Kent Aluminium Ltd – maintenance materials, P Mede/Rec. Gd.
	£654.08	BGVHMC – Hire of hall Pop-In Nov.2010 – March 2011
540	£1893.67	Inland Revenue PAYE/NI January – March 2011
541	£139.89	Cash – Petty cash reimbursement + tel/b.band rental January – March 2011
542	£13.10	Cash – Rec. Gd. maintenance, Imprest A/C

Clerk reported that she had secured a revised amount of £978.08 with S Electric Contracting to replace payment of £989.71 approved BGPC 07.02.11. Noted.

2011/2012

BACS	£51.09	T&MBC – Rates, Memorial Pavilion April 2011
	£115.83	BGVHMC – Hire of hall, Foot Clinic April - December 2011
	£9.63	BGVHMC – Hire of hall, Parish Meeting 15.04.11
543	£1115.04	KALC – 2011/12 membership subscription
544	£300.00	T&MBC - Y2 Crew Summer Scheme donation
545	£75.00	T&MBC - Try Angle Award Scheme donation
546	£35.00	Action with Communities in Rural Kent – Subscription 2011/12
547	£25.00	Kent Men of the Trees – Membership 2011/12
548	£100.00	COGS – Donation for use of room January – March 2011
549	£534.27	Borough Green Bowls Club – Grant to assist with unforeseen expenditure
550	£500.00	H Damiral – Office allowance 2011/12550

Chairman proposed that the above payments be paid, seconded by Cllr Taylor. RESOLVED.

200. **Written Reports**

At the recent BGVHMC AGM Mrs Margaret Vick was appointed Chairman. Noted that Mr R Garnett has resigned from the committee. Mr M Taylor is now a co-opted member.

All Cllrs had received a written report from Cllr Willsher on visitors to the office 02 April 2011. In response to a request, suggestion will be made that a Community Defibrillator be located at NISA Stores in The High St.

It was noted that T&MB has undertaken extra road sweeping and gulley cleansing in the village which is much appreciated.

KCC will be asked to enforce regular spraying at Borough Green Quarry to combat high dust levels.

Chairman reported on his recent attendance at a Civic Service at Canterbury Cathedral.

201. **Future dates**

- (i) Date of the Annual Meeting Thursday 12 May 2011 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 4 June 2011 10 – 12 noon

202. **Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman RESOLVED that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information**

There was further discussion about staff duties in connection with maintenance of the Memorial pavilion toilet.

Clerk will discuss possible pension arrangements with grounds maintenance staff.

Informal advice from T&MBC regarding the Harrison Rd access to the Recreation Ground was noted. Clerk will discuss land issue with the adjacent landowner.

The meeting closed at 22.13 hrs