



61. **Correspondence****Noted:**

T&MBC PPP meeting 12.08.10+ 25.02.10 minutes (copies to all Cllrs)  
 KCC Diversion of FP 251 (part) to allow extension of Borough Green Sand Pit  
 Kent Men of Trees Magazine Summer 2010  
 KCC Annual Report for Countryside Access Service (copies to all Cllrs)  
 T&MBC Draft Statement of Licensing Policy (copies to all Cllrs)  
 West Kent Watch Crime reports (copies to all Cllrs)  
 Kent BTCV Kent Pond Warden Scheme  
 Kent Fire & Rescue Service Service Performance Plan 2010/11  
 P Ellis Request for "memories of T&M 2000 – 2010" (copies to all Cllrs)  
 Age Concern Letter of thanks for donation + Independent Living Support information  
 Victim Support Letter of thanks for donation + Kent Newsletter  
 Compaid Letter of thanks for donation  
 T&MBC Road closure High Street 27.11.10 for Lights Festival  
 KALC Minutes of the meeting 17.06.10  
 T&MBC Corporate Performance Plan 2010/11  
 Action with Communities in Rural Kent Magazine Summer 2010  
 KALC Newsletter no 348  
 KCC Community Safety Unit newsletter May 2010  
 KCC Trading standards alerts (copies to all Cllrs)  
 KCC Kent Free Trees Scheme  
 KHS Winter service consultation report 2010 for information  
 T&MBC 'Wise-Up' H&S update (copies to all Cllrs)  
 Kent Downs Countryside Day 24 Sept. 2010: Pines Calyx, St Margaret's Bay  
 Crest Nicholson (Eastern) Public exhibition re Isles Quarry held in BGVH 31 July 2010  
 T&MBC Request for Twinning Partner from Chereng, France (copies to all Cllrs)

**Action with Communities in Rural Kent** Rural Road Speed Limit Reduction Motion: AGREED to support and submit to KALC the template letter

**T&MBC** BG Character Area Appraisal: second meeting 7.30pm 17 August 2010, COGS Annexe. The parish council will advise that it expects to be given the opportunity and time to submit comments for consideration in the preparation of the draft appraisal.

**Miss Moore** Safety of pedestrian crossing A25 Maidstone Road -opp Rec Gd. (copies to all Cllrs). After discussion AGREED to ask KHS to carry out resurfacing and safety audit of the crossing, A25 Esso Garage to Station Road and the frontage/exit of the Recreation Ground. Adults and children will be encouraged to use the pedestrian crossing when entering/leaving the Recreation Ground rather than crossing opposite the pedestrian entrance. Subsequent consideration may be given to referring concerns to the Joint Transportation Board, and the Kent & Medway Safety Camera Partnership – for an educational visit.

**KCC** Minerals & Waste Development Framework DPDs – call for site + subsequent Spatial Strategy for Minerals and Waste in Kent. Information available at [www.kent.gov.uk/mwdf](http://www.kent.gov.uk/mwdf) + letter and checklist at <http://consult.kent.gov.uk/portaln> Site details to be submitted by 29.10.10. AGREED that any comments will be passed to Cllr Willsher who will attend any future meetings in this connection as the BGPC representative.

**Wrotham PC** Contribution towards the Pop-In expenses has been considered and further information is required. Suggestions were received: (1) a meeting of the two parishes and Age Concern (2) use of a hall in Wrotham for three months of the year. After discussion AGREED that a meeting is not felt to be necessary as it is considered that BGVH is the more central and most suitable location. A further request for reconsideration and provision in Wrotham PC's 2011/12 budget will be made.

62. **Grounds maintenance staff**

Interviews had been held and all members had received a written report and recommendations. Chairman proposed that Mr Barry Glew and Mr Edward Goggin be appointed 10hrs each per week on a job-share basis w.e.f 16.08.10. Seconded by Cllr Willsher. Voting was 7 in favour 3 abstentions. RESOLVED to confirm the appointments. It was confirmed that all weekend duties will be covered by the two new members of staff.

63. **Potters Mede Ground Improvements and Football Pitches**  
 (i) Noted that currently it is still too dry to carry out weed control treatment  
 (ii) Cllr Bailey has prepared a draft constitution and circulated it to all members of Potters Mede Environmental. He hopes to be able to submit the application for registration as an Environmental Body by the end of the week.  
 (iii) Drainage works: Chairman will finalise tender documents for despatch to prospective tenderers by the end of the week.
64. **Potters Mede Sports Hall**  
 Cllr Mrs McWilliam still awaits updated information from all Steering Group members in order that a comprehensive statement of all that has been agreed to date can be prepared. There was further discussion about the merits of a prefabricated sectional building against those of a brick-built, and the possible need for a sports hall. AGREED that the latter would be extremely costly to maintain and manage, plus there is no current demonstration of need. AGREED that provision of changing facilities, kitchen and small meeting room, set at the back of the plot, would allow for a possible future extension. It is considered likely that it will be necessary to employ a Project Manager.  
 AGREED that Cllr Mrs McWilliam will arrange a meeting with the Thurston Group to discuss the proposals and costs based on the layout plans as agreed at the BGPC meeting 06 April 2010. Further AGREED that Cllr Bailey will obtain alternative costings for a steel-framed, fully-fitted building based on the same plans.  
 AGREED that all the above information will subsequently be discussed by all members of the parish council at a Potters Mede-dedicated meeting during September 2010.
- Cllr Mrs McWilliam left the meeting.
65. **Whitegate Field**  
 (i) All Cllrs had received details of the draft T&MBC licence. Chairman proposed that this be agreed and signed. Voting: 8 in favour, 1 abstention. RESOLVED that the motion be carried.  
 (ii) RESOLVED that 1 no set of white powder-coated steel football posts be purchased with all necessary accessories. Chairman will liaise with the football clubs to tidy/clear out Potters Mede storage container as soon as possible, in readiness for storage of new posts. Cllr Taylor will also liaise with Groundsman to clear away all unwanted parish council property in the container.  
 (iii) All Cllrs had received copies of information from T&MBC advising that there is no guarantee that Whitegate Field will be available for the full 12 months of the licence: noted. Clerk advised that Public Liability insurance cover had been arranged. RESOLVED that ground preparation works will proceed as soon as the licence has been finalised, all as agreed at the last meeting. T&MBC and the Environment Agency will be asked to investigate flooding at entrance to Whitegate Field and the adjoining land.
- Cllrs Bailey and Mrs Murray left the meeting.
66. **Recreation Ground**  
 (i) **Tree surgery:** All Cllrs had received details of tenders received for tree surgery adj 7 Black Horse Mews. Chairman proposed that the tender from SL Tree Care Ltd in the sum of £350 + VAT be accepted, seconded by Cllr Yianni. Voting was 6 in favour, 1 against. It was RESOLVED that the motion be carried.  
 (ii) **Tree surgery:** All Cllrs had received copies of a request for tree surgery adj 9 Black Horse Mews. Cllr Willsher reported on his site inspection. RESOLVED no action required. A draft proforma letter had been circulated to all Cllrs outlining future BGPC policy regarding tree surgery: RESOLVED to agree with one additional sentence.  
 Cllr Willsher will maintain a photographic record of recent and future tree works undertaken.  
 (iii) **Boundary hedge:** All Cllrs had received copies of a request for reduction in height of hedge adj 18 Monckton Road. Some work was undertaken along the west boundary last year in connection with the Memorial Pavilion refurbishment works but not at this particular location. As access from the Recreation Ground would be difficult, AGREED that the resident can reduce from their side, putting the cuttings back into the body of the hedge.  
 (iv) **Football:** BGJFC had expressed disappointment at the increase of rent at the Recreation Ground (copies to all Cllrs). AGREED that the £350 charge is a realistic rent. Chairman will liaise with the club to establish their requirement next season: if not required then consideration may be given to offering the facility to the under 18 team.

66. **Recreation Ground (Continued)**

(v) **Storage facility for football equipment:** planning guidance from T&MBC was noted.

(vi) **Maintenance work:** A quotation will be obtained for work to hedge adj Bowls Club which needs to be reduced in width.

Cllr Taylor will complete repairs to Ball Park; seek information about removal of water fountain + adapt so that it does not remain in a potentially dangerous state; prepare report on work required to safety surfacing.

MT

67. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

**BACS**

£742.51	R Springett - Asst. Groundsman 1/7 – 31/7/10
£1254.28	H Damiral - Clerk July 2010
£575.17	KCC – Superannuation July 2010
£60.00	J Stephens – Websites maintenance July 2010
£59.00	T&MBC – Rates, Memorial Pavilion August 2010
£222.22	SEC – Street lighting maintenance July 2010
£750.00	BGVHMC – Parish Office Rent July – Sept. 2010
£413.19	Wrotham PC – Skate park maintenance June 2010
£1762.15	KCC – Mowing Rec Gd & P Mede (interim)

£90.43	Monro South – Playbark
£70.50	Zurich Management Services – H&S seminar June 2010
£141.77	Kidmans – Strimmer & mower maintenance
£500.00	H Damiral – Office allowance 2010/11

Proposed by Cllr Willsher, seconded by Cllr Mrs Lucas that the above cheques be paid. RESOLVED that the payments be made.

68. **Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report**

**Code of Conduct:** AGREED that Ian Henderson, Solicitor T&MBC, will address the Parish Council on the Code of Conduct 6.30pm Monday 6 September 2010 in the Annexe to the Church of the Good Shepherd (immediately before the next council meeting). All members are urged to attend.

**Borough Green & Platt Bypass:** A report from Cllr Mrs Murray was received advising that at a recent Planning & Transportation Advisory Board meeting it was agreed that this will remain one of the improvements to the Strategic and Primary Highway Network.

**Highway Matters:** a report from Cllr Willsher had been circulated to all members. Matters included 1. long-term siting of skips and parking problems in Annetts Hall, which will be referred to the Enforcement Officer 2. Unswept footways in the village centre, which will be referred to KHS.

All

69. **Future dates**

- (i) Date of the next Meeting Monday 6 September 2010 in The Annexe to The Church of the Good Shepherd. Immediately prior to the meeting there will be a period for public consultation commencing at 7.30 pm and lasting for a maximum period of fifteen minutes.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 4 September 2010 10 – 12 noon

VF/TS

70. **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**

**Staff matters:** In accordance with item 55 of the BGPC minutes 05.07.10 it was confirmed that that the salaries for the two new Grounds maintenance staff had been agreed. RESOLVED all as detailed in the Clerk's report dated 29.07.10 and sent to all Councillors.

The meeting closed at 23.15 hrs.

**DRAFT MINUTES**

DRAFT

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'.