

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 6 June 2016 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), C Dobson, Mrs T Dawson, Mrs Gould, S Millener, Ms Moorecroft, S Perry, T Shaw and H Willard

There were eight members of the public in attendance

### Action

26 **Apologies for Absence** Cllr Chown,

27 **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.

28 **Minutes of the Annual Meeting 3 May 2016**: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

29 **Matters Arising** None

30 **Period for Public Consultation**

Planning application TM/16/1412 Convert into two separate dwellings,17 Station Road: the applicants outlined the benefits of the proposal and advised that an additional car parking space had been purchased which will accommodate two small cars.

The owner of 'Ingleside' Maidstone Road spoke regarding the right of way across the Recreation Ground car park and the existing agreement. He expressed concern about the delay in reaching a settlement regarding the details of the scheme of works required by the parish council in connection with the proposed development of the 'Ingleside' site. This concern was endorsed by the site developer.

The Chairman of BGJC asked if Potters Mede would be available for use next season and advised that they desperately require an additional pitch.

Chairman proposed that item 31(viii) be considered next. RESOLVED

31(viii) TM/16/01412/FL Convert into two separate dwellings,17 Station Road. A letter from the adjacent owner had been circulated to all members. After discussion AGREED to object on the grounds of insufficient parking provision.

Chairman proposed that item 35(v) be considered next. RESOLVED

35(v) Draft agreement for use of the Recreation Ground car park in connection with the proposed 'Ingleside' development. Chairman clarified that the parish council is asking for works to be carried out that will enable T&MBC to grant planning permission. The planning authority requires the access to comply with current regulations. There was particular discussion about Clause 9 of the agreement whereby the council retains some control over its land. After considerable discussion AGREED to reiterate that the owner/developer submits to the parish council's solicitor an edited edition of Clause 9 which, if so recommended by the solicitor, will be approved by the council

Chairman proposed that item 33(i) be considered next. RESOLVED

33(i) Potters Mede grounds: proposed pitch adj to Potters Mede. BGPC Chairman and the Chairman of BGJFC will meet with the landowner to discuss further, particularly regarding negotiation of the suggested 21year lease which is not considered viable. It was noted that fencing would cost approx. £12,000 but a Football Association grant may be available.

31. **Planning Matters**

(i) **Decisions**

TM/14/02992/FL Redevelopment of A-Z site, Fairfield Road - Confidential T&MBC Enforcement Information noted.

Confidential T&MBC Enforcement information

(ii) TM/16/01245/FL vary condition to remove chamfer at rear, relocate escape door, additional escape door, retain covered porch, amend main door, reduce width and relocate access stairs, revise two car parking spaces - Sainsbury's 4 Wrotham Rd. No observations but noted that the Chairman has called this in to the Area 2 Planning Cttee

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**DRAFT MINUTES**

Minutes of the meeting of BGPC 6 June 2016 Page 2

**Action**

**Planning Matters (Continued)**

- (iii) TM/16/01257/FL convert garage to living room and increase roof height and single storey extension between house and garage - 9 Ascot Close. No observations.
- (iv) TM/16/01500/TPOC tree surgery - rear of 20 Monckton Road. Concern was expressed about the visual impact on the Recreation Ground.
- (v) TM/16/01319/FL single storey rear extension - 26 Tolsey Mead. No observations
- (vi) TM/16/01425/FL two storey side extension - 13 Tilton Road. No observations
- (vii) TM/16/01457/FL removal of condition 6 (opening hours) of planning permission - Brackenhill Service Station, Maidstone Road. Objections: loss of residential amenity and no demonstrated need for the extended opening hours.
- (viii) TM/16/01412/FL Convert existing residence into 2no separate dwellings - 17 Station Rd. As previously discussed.
- (ix) Noise monitoring report - Gas Utilisation Plant, Stangate Landfill Site. Noted
- (x) Planning Enforcement: report of T&MBC Director of Planning, Housing & Environmental Health and supplementary report for the PPP meeting 18.05.16. AGREED that this is welcomed.
- (xi) TM/16/01533/FL garage, external alterations + driveway - 39 Wrotham Road. No objections but request for this to be Listed as an example of 1930's architecture.
- (xii) TM/16/01137/FL demolish garage and erect log cabin - 5 Dryland Road. No observations
- (xiii) TM/16/01507/FL part demolish existing extensions, construct new + convert garage to living accommodation - 7 McDermott Road. No observations

**32. Correspondence**

**Noted:**

- Kent Can Regular newsletters and funding (copies to all Cllrs)
- BMPOS Agendas for Annual meetings 11.03.16 (copies to all Cllrs)
- T&MBC Area 2 Planning Cttee agenda 25.05.16 & information report:Enforcement Update (copies to all Cllrs)
- KALC T&M Area Cttee agenda 12.05.16 (copies to all Cllrs)
- Kent Police & Crime Commissioner Introduction Report from newly-elected Matthew Scott (copies to all Cllrs)
- Skate Park Maintenance report (copies to all Cllrs)
- Kent Police Mobile Police station dates June 2016 and news alert (copies to all Cllrs)
- Kent Tree & Pond Ptnrship Information on tree courses June 2016 (copies to all Cllrs)
- KALC EU referendum Partner Guide (copies to all Cllrs)
- T&MBC Notice of PPP meeting 08.09.16, future meeting dates and minutes of the meeting 18.05.16(copies to all Cllrs)
- T&MBC Guidance Note related to Unauthorised Campers (copies to all Cllrs)
- T&MBC Agenda for Joint Transportation Board 7th June, 2016 (copies to all Cllrs)
- High Weald Councils Aviation Action Group Updates, final action plan + minutes of the mtg 17.05.16 (copies to all Cllrs)
- KCC Monthly bus updates May 2016 (copies to all Cllrs)
- Kent Police Leaving notice: Neighbourhood Watch Liaison Officer for West Div. (copies to all Cllrs)

**Borough Green Sandpits Ltd** Notification of a letter sent to Annetts Hall residents re illegal extension of rear boundaries (copies to all Cllrs) Noted that this has been referred to KCC for investigation

**T&MBC** New Local Plan: Strategic Land Availability Assessment, briefing for PCs 20.06.16: Chairman and Cllrs Mrs Dawson will attend (copies to all Cllrs)

**MT/TD**

**33. Potters Mede Grounds**

- (i) Proposed new pitch adj Potters Mede: As previously discussed
- (ii) Filling of potholes and planting of trees: no report
- (iii) Resiting of recycling bins to the car park: AGREED that Potters Mede is not suitable. Chairman will suggest to T&MBC Reynolds Retreat entrance drive and entrance to Hazelbourne, Quarry Hill Road.

**MT**

**34. Potters Mede Pavilion**

- (i) AGREED that electricity meter readings will now be recorded monthly.
- (ii) BGJFC requested a reduction in their casual hire charge for use of the hall. RESOLVED that on the recent occasion of their AGM only, 2015 charges will apply. Future hire charges will be at the 2016 rate.

**DRAFT MINUTES**

Minutes of the meeting of BGPC 6 June 2016 Page 3

**Action**

**35. Recreation Ground**

- (i) Further consideration was given to a request for hire of the tennis courts for Saturday coaching. Cllr Dobson advised that this would not be a problem for NISA staff who manage the bookings.
- (ii) Cllr Millener will advise on a suitable pressure washer.
- (iii) Chairman advised that grass seed is not now required. Clerk will liaise with the Groundsman re sub-base materials required.
- (iv) Noted that the Fun Run on 9 July has now been cancelled but the event on 30 July is still going ahead.
- (v) Draft agreement for use of the Recreation Ground car park in connection with the proposed 'Ingleside' development: as previously discussed. Chairman will draft a reply to the landowner which he will circulate to all members. .

**SM**

**MT**

**36. Risk Assessments**

No report

**37. Audit 2015/2016**

- (i) The year-end internal audit report is awaited
- (ii) All Cllrs had received copies of the Annual Governance Statement 2015/2016 RESOLVED that this be approved and agreed.
- (iii) All Cllrs had received copies of the Annual Accounting Statements 2015/2016. RESOLVED that these be approved.

**38. Staff Matters**

- (i) Noted that following a national pay award the spinal point for the Clerk's salary has increased by 49p/hr w.e.f. 01.04.16. RESOLVED to approve.
- (ii) Noted that following the national pay award referred to at (i) above, the spinal point for the Clerk's salary will increase by a further 16p/hr w.e.f. 01.04.17. RESOLVED to approve.
- (iii) Noted that employee Mr B Glew has requested consideration of an extension of time of the timescale within which he can transfer previous pension rights to the KCC scheme. RESOLVED to approve. Noted that this will set a precedent for any future requests received by BGPC.

**39. T&MBC Financial Arrangements with Parish Councils**

- (i) All Cllrs had received copies of the T&MBC consultation on the proposed withdrawal of CTR grants w.e.f April 2017. Cllr Perry gave further explanatory information.
- (ii) All Cllrs had received copies of the T&MBC consultation on the proposed introduction of a T&MBC Local Charge w.e.f 1 April 2017. Cllr Perry gave further explanatory information.
- (iii) After discussion AGREED agreed to support the T&MBC review of funding arrangements w.e.f 01.04.17 as outlined in the consultation documents and to work with the borough council to introduce fairer charging across the borough.

**40. Isles Quarry Redevelopment**

- (i) Proposed bus service to the doctors' surgery: no report
- (ii) All Cllrs had received copies of an update from the Chairman on recent issues in connection with the site. It was noted that the Environment Agency is working with the developer to resolve the blocked culvert in Thong Lane.

**41. Emergency Plan**

- (i) Chairman reported on his attendance at a recent 'inspirational' workshop and advised that the only realistic action for BGPC is to keep the emergency services updated with relevant contacts within the parish.
- (ii) Chairman will however, continue to consider the template document and advise the council in due course of any other action required.

**MT**

**42. Defibrillator**

- (i) It was noted that planning permission may be required to site a publicly-accessible defibrillator at the railway station. An application for a grant from The British Heart Foundation will be made. Noted that the council may have to pay approx. £400 towards the equipment.
- (ii) Cllrs Mrs Dawson will continue to progress

**TD**

**DRAFT MINUTES**

**43 War Memorial**

- (i) Excavations have commenced: Chairman advised that the foundations of Brigg's and Russell's shops had been found. The construction will be soft-red bricks with local ragstone. AGREED that 4no carved bricks bearing the village names of Platt, Ightham, Wrotham and Plaxtol will be incorporated on the columns either side of the main plaque. This indicates the important alliance between the neighbouring parishes.
- (ii) RESOLVED to make a £5,000 payment on account to Nick Taylor Construction for groundworks
- (iii) RESOLVED to purchase and site a flagpole adjacent to the memorial. Union, St George's, Welsh and St Andrew's flags will be purchased from One Stop Promotions Ltd for the total sum of £821 + VAT. Consideration will be given to having a Borough Green flag.
- (iii) It is understood that BGVHMC wishes to replace the BGPC flagpole in the village hall car park. After discussion AGREED that the pole should be removed as it considered that there is no longer a need to maintain it.

**44 Replacement tree - j/o Rock Road/Quarry Hill Road**

- (i) AGREED that work to construct the new surround will commence on 28 November 2016. It was suggested that a local stone boulder retaining wall could be constructed rather than a brick-built planter. Chairman will obtain further information and advice.
- (ii) Benches made from wood from the old oak tree have been constructed and installed at Tollgate and Crowhill, the latter is in memory of the Royal Observer Corps, who manned an observation post from this point during WW2. Consideration will be given to two additional benches at the war memorial site and at Potters Mede.

MT

**45. Cheques for Signature**

**BACS:**

£384.34	E-on – street lighting supply April 2016
£382.00	T&MBC - Rates June 2016, Potters Mede
£50.00	T&MBC - Rates June 2016, Recreation Ground
£989.51	R Springett - Groundsman May 2016
£1293.34	H Damiral - Clerk May 2016
£1104.33	B Glew - Groundsman May 2016
£1501.55	KCC - Superannuation May 2016
£377.14	Wrotham PC – Skate Park maintenance
£21.14	Kent Aluminium - R Gd maintenance materials
£2.54	SE Water - supply, Potters Mede: opening account
£139.25	SE Contracting – Street lighting repairs Wyatt Close & Sandy Ridge
£39.84	EJP Fire Protection Ltd - annual service of fire equipment, Recreation Ground
£1983.74	Commercial Services Trading Ltd – seeding & fertilising, P Mede
£1107.90	Commercial Services Trading Ltd – seeding & fertilising Rec Gd
£383.11	E-on – street lighting supply May 2016
<b>D/D:</b>	
£236.00	EDF – supply, Potters Mede, June
£14.00	EDF – supply, Recreation Ground, June
£295.61	Ford Lease – vehicle lease June 2016
£5.00	Ford Lease – vehicle road fund licence
£80.28	BT - telephone rental, Potters Mede
£2,873.68	PWLB – No 2 loan 6m repayment
£87.55	WEX Europe Services (UK) Ltd – petrol for vehicle & mowers: PM; RG, Skate Park & highways

3931	£5000.00	Nick Taylor Construction - interim payment on account for groundworks: war memorial
3932	£25.00	The Kent Men of the Trees – subs 2016-2017
3933	£38.50	Borough Green Garden Machinery – strimmer head
	£25.75	Borough Green Garden Machinery – mower repair
	£88.25	Borough Green Garden Machinery – maintenance of ride-on and cylinder mower
	£69.80	Borough Green Garden Machinery – new strimmer handle

**DRAFT MINUTES**

Minutes of the meeting of BGPC 6 June 2016 Page 5

**Action**

**Cheques for Signature** (Continued)

<u>Bank reconciliation April 2016</u>	
B/F April 2016	64389.68
Precept	84050.50
VAT Refund	7676.00
Other Receipts April 2016	<u>469.33</u>
	156585.51
Less Payments April 2016	<u>12487.83</u>
c/f 30/04/16	<u>144097.68</u>

Proposed by Chairman, seconded by Cllr Mrs Dawson that the above payments be made.  
RESOLVED

46. **Written Reports**

None

47. **Future Dates**

- (i) Date of the next Meeting Monday 4 July 2016 in the Annexe to The Church of the Good Shepherd 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 2 July 2016 10 – 12 noon
- (iii) RESOLVED that the subsequent Parish Council meeting will be held at 8pm on Monday 8 August 2016 in the Annexe to The Church of the Good Shepherd.

all

SP/TD

all

48. **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 T&MBC Letter of Censure re Cllr Taylor Standards Board hearing (Dec 2015). AGREED that this will be referred back to T&MBC for further guidance.

The meeting closed at 9.47 pm