

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 7 November 2011 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, G Harrington, Ms P Moorecroft, S Perry, H Willard
There were three members of the public in attendance, T&MBCllr D Evans and WPC D Allen

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| 118. Apologies for absence were received from Cllrs Mrs S Gould, S Millener, T Shaw and T&MBCllr Mrs S Murray | <u>Action</u> | |
| 119. 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 131 Cheques for signature - Skate Park maintenance. | | |
| 120. Minutes of the Meeting 3 October 2011
All members had received copies of the minutes. Chairman proposed that they be approved and signed.
RESOLVED. | | |
| 121. Matters arising
109(iii) Chairman advised that the cost of making/installing a low level gate to the car park entrance is approx £90.
113(iii) Noted that Mr Bailey will not be able to store salt at any time in the future, as previously reported
115(vi) Chairman is arranging to meet with Hornet Engineering Ltd re BGPC's concerns about commercial vehicles using Quarry Hill Road.
115(vii) Chairman is arranging to meet with H+H Celcon re BGPC's concerns about uncovered vehicles and speeding lorries | | MT
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| Chairman proposed that items 123and 124 Planning Matters and Correspondence be taken next, and that this be the order for all future BGPC meeting agendas. RESOLVED. | | |
| 123. Period for Public Consultation
WPC D Allen reported that Borough Green crime figures for the past month had been quite low at 10 and gave some details.
It has been announced that the Olympic Torch will be coming to Borough Green on 20 July 2012. 3 torch bearers will each run a relay distance of 300m. Noted that Borough Green is the only place in the T&M area to host this unique event. A joint T&M/Borough Green and neighbouring parishes working party has been set up to consider the logistics. T&MBCllr D Evans gave further information. | | |
| 124. Correspondence
Noted:
Kent Can Regular newsletters and funding alerts (copies to all Cllrs)
KCC September bus updates (copies to all Cllrs)
KCC Regular Trading Standards alerts (copies to all Cllrs)
Rural Services Network Newsletters (copies to all Cllrs)
KALC Parish News November 2011(copies to all Cllrs)
Navigus Planning Planning Symposium, London 9.11.11 (copies to all Cllrs)
Local PCs Request for support for nominations for Queen Elizabeth 11 Fields Challenge (copies to all Cllrs)
Veolia Environmental Services Waste transfer station Open Day 22 .10.11 (copies to all Cllrs)
KCC Discussion event 29.10.11: recruitment of community representatives to participate (copies to all Cllrs)
Platt PC Letter of support for BGPC proposals to KCC to upgrade/improve pedestrian crossings and traffic management in Borough Green (copies to all Cllrs)
KCC Acknowledgement of BGPC letter re the above traffic safety measures request (copy to Chairman)
CPRE AGM Lenham 25.11.10 2pm
KCC Parish update: Highways & Transportation Winter Preparations (copies to all Cllrs)
T&MBC T&M Atrea Cttee Mtg 17.11.11 agenda (copies to all Cllrs)
Sunstone Systems Supplier of IP CCTV systems (copies to all Cllrs)
Leybourne Grange Riding Centre for the Disabled – Invitation to Christmas Nativity & Blessing and reception 09.12.11 12.50pm | | |

Correspondence (Continued)

L Crees & L Beadle To consider a request to site a 'burger wagon' in Potters Mede car park (copies to all Cllrs). Letters of objection from Wrotham School and Wrotham Parish Council were read. Chairman reported that T&MBC has advised that planning permission would be required. Chairman invited the Chairman of Wrotham PC to speak: concerns raised (i) there may be serious problems with HGVs being parked on the A227 outside or near Potters Mede as restricted access will not enable them to park on-site. This may endanger the safety of children crossing the A227, including at the school pedestrian crossing. (ii) Wrotham PC would be mindful to oppose any similar request received by any landowners on that particular stretch of the A227. (iii) Concern as to how satisfactory hygiene requirements (fresh water, hand-washing, toilet facilities) could be met.

All Cllrs had received copies of objections from Cllr Shaw. There was some discussion when advantages and disadvantages of the proposal were considered. Chairman proposed that, as the latter outweighed the former, the request be refused. RESOLVED.

Kent Men of the Trees The Judge's report from the 2011 competition will be circulated to all Cllrs. Noted that Chairman had deputised for Cllr Dobson on the walkabout. Borough Green has been awarded a Highly Commended certificate received. AGREED to request a full-day visit by the judges next year.

Queen's Diamond Jubilee Beacons The Knob, Crow Hill has been registered as a beacon site. AGREED that a 'Church Tower' basket-style beacon would be preferable. As T&MBC are landowners permission will be required and an 'Event Application' made. AGREED that Clerk will seek further information and discuss informally with T&MBC. Possible associated event; supervision; safety; access etc will all have to be considered.

KALC Learning & Development Update Nov. 2011 incl Conference programme Jan. 2012 (copies to all Cllrs). RESOLVED that Chairman will attend the Chairmanship Conference 7 January 2012. RESOLVED that Cllrs Shaw & Yianni will attend the Localism Conference on 28 January 2012.

KALC AGM Ditton 12.11.11 (copies to Cllrs Taylor & Shaw). RESOLVED that Cllr Shaw will attend.

T&MBC Code of Recommended Practice in respect of Data Transparency for Local Authorities with £200,000+ income/expenditure (copies to all Cllrs). Noted that this will apply to BGPC as and when the Potters Mede insurance money is received, resulting in a considerable increase in the Clerk's workload. AGREED that this will be given consideration by the Finance Committee.

Kent and Medway Fire and Rescue Authority draft plans for the future 'Towards 2020' document is available on the website www.kent.fire-uk.org. Noted that there will be no change or loss of services in Borough Green but Seal will be affected. Councillors are encouraged to submit comments. For further consideration at the next meeting.

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All

122. **Planning Matters**

(i) Decisions:

TM/11/02096/FL Change of use from retail to Class A2 (Financial & professional services) - unit 1 adj Henry Simmonds PH, Wrotham Road. Permission granted.

TM/11/02098/FL Minor works incl installation of 3 new shop fronts – Henry Simmonds PH, Wrotham Road. Permission granted.

TM/11/02468/TPOC Tree surgery – j/o Harrison Road/Quarry Hill Road. Permission granted.

TM/11/02554 Revised proposal: changing rooms and ancillary buildings – Wrotham School, Wrotham Road. Permission granted.

TM/10/01875/FL 80 Maidstone Road – alleged use of unauthorised access: planning enforcement investigation identified no breach of planning control

TM/11/0311/FL 1 Crouch Lane – demolition of garage and erection of house with parking and access. Appeal lodged with the Planning Inspectorate against refusal to issue a LDC.

(ii) TM/11/02659/FL 2-storey side and rear extension, 29 Annetts Hall. Overbearing. If T&MBC is mindful to approve it should be conditional that the garage conversion to a study does not become part of the residential property at any future time.

(iii) TM/11/02734/FL Ground floor extension & porch roof repairs, 19 Lendon Road. No observations

(iv) TM/11/02817/FL Temporary change of use of garage to dog grooming area, 1 Crouch Lane. No Observations

Planning Matters (Contd)

- (v) Minerals and Waste Sites Development Plan: supplementary minerals & waste sites options. Details available at http://consult.kent.gov.uk/portal/supplementary_sites/ and www.kent.gov.uk/mwdf. All Cllrs had received copies of a proposed joint parishes response re BG Sand Quarry, north west extension; H+H Celcon Ightham sandpit and Ightham Sandpit, west extension. Chairman gave further information. AGREED that Chairman will liaise with the Chairman of Platt PC following which the joint submission will be made. Further AGREED that a separate BGPC response will be made containing some comments pertinent to Borough Green. Councillors comments should be sent to the Chairman within the next week as the deadline for the submission of responses is 6pm 14 November 2011. KCC meetings being held in this connection at Lenham on Thurs 1.12.11 and Sat 3.12.11 at 9.30am were noted..
- (vi) TM/11/02591/FL Change of use: restaurant eat-in to restaurant eat-in with deliveries with condition that no takeaway orders be taken. No objections but it is considered that it is unnecessarily restrictive practice not to allow takeaway service.
- (vii) TM/11/02910/FL Brick rear extension with all finishes to match the existing property as close as possible. The application is supported.

All
MT125. **Potters Mede Ground Improvements and maintenance**

- (i) No report from Potters Mede Environmental. Availability of sand from Cemex has not yet been confirmed.
- (ii) Chairman has repaired the pedestrian gate.
- (iii) Chairman has had preliminary discussions with the Headteacher of Wrotham School about the current and future use of Potters Mede car park, in particular (a) the car park must not be used in connection with the 3G pitch (b) the car park will be closed next year during construction works. After discussion AGREED that future consideration may be given to making the car parking arrangement for the school more official.
- (iv) Chairman will attend the next 3G pitch meeting 3pm 22 Nov. 2011.

126. **Potters Mede Pavilion**

- (i) The planning application for the new pavilion should be determined by 30 Nov 2011
- (ii) The loan application has been submitted to the Dept for Communities and Local Government for consideration.
- (iii) Agreed that the Potters Mede Working Group will meet with the architect during the next month.

SM/MT/HW

127. **Financial Matters**

- (i) All Cllrs had received copies of the minutes of the Finance Committee meeting 10 October 2011.
- (ii) All Cllrs had received copies of the updated Accounting Risk Controls document. RESOLVED to adopt the document with the addition that invoices will be endorsed by the 2 Cllrs signing the related cheques and payments list: over £250 signature; under £250 initialled.
- (ii) All Cllrs had received copies of the Statement on Internal Control. RESOLVED to adopt the document with the addition of 'and endorse the invoices' at 'Payments'.
- (iv) Noted that the T&MBC financial arrangements has been reduced by 16% for 2012/13. The amount to be received will be £7,444.
- (v) All Cllrs had received copies of the 6-m budget outturn statement. Noted that allowance may now have to be included in next year's budget for election expenses as an invoice for the 2011 election has now been received. Chairman proposed that the statement be adopted and all other recommendations made in the Finance Cttee report be approved. RESOLVED.
- (vi) AGREED to make applications for grants of up to £2000 from T&MBC's Community Enhancement Fund for (a) Jubilee beacon and (b) village enhancement in connection with the Olympic Torch.

128. **Street Lighting**

- (i) Chairman proposed that a quotation from SE Contracting in the sum of £448.02 + VAT be accepted for a new lantern to column 010 in Fairfield Road. RESOLVED.
Noted that two columns in Fairfield Rd require replacing at a cost of £729.25 each + VAT. EDF connection charges are likely to be additional, Clerk will obtain further details.
- (ii) Clerk has been liaising with Russet Homes regarding maintenance of lights FP Sevenoaks Rd/Dene Lodge Close. It is now hoped that repairs will be undertaken as a matter of urgency.

129. **2005 Parish Plan**

- (i) Counsel's Opinion on the validity of the LDF as regards Isles Quarry West is still awaited.
- (ii) AGREED no further action at present.

130. **Recreation Ground**

- (i) RESOLVED that Chairman will carry out minor adaption to goal post storage frame as requested by BGJFC.
- (ii) AGREED that Chairman will discuss with him, the Groundsman's request for a notice board at the Rec. Gd.
- (iii) AGREED that Clerk will obtain quotations from Landscape Services for improvement of the safety surfacing in the play area.

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131. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

BACS:

£2675.64 Staff salaries October 2011
 £360.26 E-on - Street lighting supply, September 2011
 £528.22 KCC - Superannuation October 2011
 £406.86 Wrotham PC - Skate Park maintenance and annual inspection September 2011
 £60.00 J Stephens – Websites maintenance October 2011
 £46.51 Kent Aluminium Ltd – Grounds maintenance materials Rec Gd.
 £226.94 SE Contracting - Street lighting maintenance September 2011
 £2305.92 How Green Nursery Ltd - Hanging baskets (final)
 £1032.76 BGVHMC - Hire of hall Pop-In April – October 2011
 £35.29 EDF – Supply, Recreation Ground
 £167.86 Staples – Office supplies
 £212.82 Wrotham PC - Skate Park maintenance October 2011
 £80.37 Kent Aluminium Ltd – Grounds maintenance materials Rec Gd.
 £226.94 SE Contracting - Street lighting maintenance October 2011

572 £90.72 Cash – reimbursement, playpark, Recreation Ground

573 £2784.31 T&MBC – Election expenses May 2011

574 £68.93 Cash – Rec Gds Imprest a/c reimbursement

575 chq cancelled

576 chq cancelled

577 £10.00 KALC – KALC AGM: Cllr Shaw refreshments

Chairman explained need for fluorescent jackets for staff and councillors, particularly in connection with Potters Mede site visits next year. Chairman showed members a sample of the salt bin sign. Proposed by Cllr Perry, seconded by Cllr Willard that the above two purchases be authorised and all payments as listed be made. RESOLVED

132. **Saltbins/Winter Plan**

- (i) With the exception of the one at Griggs Way, the new bins have been installed. Noted that Wrotham PC has purchased a gritting machine which may be available for hire.
- (ii) All Cllrs had received copies of the new KHS policy for parish council provision of bins
- (iii) RESOLVED that the wording of the salt bin signs was appropriate.
- (iv) AGREED to include Fairfield/Station Approach FP in BGPC's winter plan.

133. **2013 Review of Parliamentary Constituencies in England**

All Cllrs had received information regarding the Boundary Commission's proposals available at <http://consultation.boundarycommissionforengland.independent.gov.uk/>. T&MBCllr D Evans gave further information and Chairman invited the Chairman of Wrotham PC to make comments which were noted. It is likely that Borough Green will be moved to the Sevenoaks constituency. Document noted.

134. **Written reports**

- (i) T&MBCllr Mrs Murray had submitted a written report (copies to all Cllrs). It was particularly noted that shops and schools need to take responsibility for clearing snow outside their premises.
- (ii) Cllr Ms Moorecroft advised of the resignation of the Chairman of BGVHMC
- (iii) Chairman reported on parishioners who visited the office 05.11.11 incl. AGREED the grounds maintenance staff will do some litter-picking along the A227 Wrotham School/village centre as required; Chairman will speak to KHS and the landowner re overgrown hedge Sevenoaks Rd; Broken height barrier and removal of related need for height restriction on adjacent fencing will be referred to T&MBC: T&MBCllr D Evans will discuss with the officers

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Written reports (Continued)

- (iv) AGREED that Chairman will discuss with KCC the possibility of creating two flower beds on land j/o Western Road/Sevenoaks Road.
- (v) All Cllrs had received copies of a report from Cllr Shaw on a recent MAP meeting. Cllr Perry gave further information. Noted. AGREED that the Finance Cttee will consider budgeting for Speedwatch next year. Chairman accepted an invitation to attend the next JPCTCG meeting 26 March 2012.

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135. **Future dates**

- (i) Date of the next Meeting Monday 5 December 2011 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 3 December 2011 10 – 12 noon
- (iii) The date of the January meeting will be Monday 9 January 2012

CD/GH

136. **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 further discussion about the Olympic Torch and possible village involvement. Local groups will be asked to put forward any ideas to make the day an 'event'.

The meeting closed at 20.12 hrs