

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 6 March 2017 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs T Dawson, Mrs S Gould, S Millener (late arrival), S Perry, T Shaw and B Włodarczyk (late arrival).

There were two members of the public in attendance

### Action

225 **Apologies for Absence** Cllrs A Hickmott and H Willard

226. **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.

227. **Minutes** of the Meeting 13 February 2017: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

228. **Matters Arising** 208 Public Space Protection Order: Cllr Perry will circulate a draft response for approval prior to submission.

SP

229. **Period for Public Consultation**

The temporary loss of the recycling facilities in the village is most inconvenient. Chairman advised that the completion of legalities is awaited before the replacement site on land leased by the Co-operative Group at Borough Green Railway Station can be opened. The nearest TMBC recycling site is at the Village Hall car park in Ightham.

The loss of tea/coffee facilities at the regular Monday 'knit & chat' session in the library is being felt by attendees. Noted that a DBS check is required for a volunteer to make this refreshment. Chairman advised the resident to take this up with KCC.

230 **Planning Matters**

(i) **Decisions**

Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)

**TM/16/01859/FL** Demolition of 6 industrial buildings and construction of replacement industrial unit; flexible change of use and use for parking/maintenance of vehicles; office - Long Pond Works Wrotham Rd: for consideration by Area 2 Plng Cttee 01.03.17(copies to all Cllrs) Chairman advised that this had been approved and thanked Cllr Perry for his support.

**TM/16/01245/FL** variation of condition - 4 Wrotham Rd: no further action re provision of a yellow box junction on the A227(copies to all Cllrs)

(ii) TM/17/00291/FL Retrospective application for footpath construction to on-site play area - Isles Quarry, Isles Quarry Road. Cllr Perry gave further information. It was reported that local residents have concerns about loss of privacy.

Cllrs Millener and Włodarczyk arrived.

After discussion Cllr Mrs Dawson proposed that there be an objection to the application as the concerns of residents about loss of privacy to residents of Bangay's Way is supported. Seconded by Cllr Shaw. Voting was 7 in favour, 1 abstention.

(iii) TM/17/00363/FL Conversion of upper floors to 2no 2bed flats, staircase, dormer & internal alterations - 38-40 High Street. Chairman allowed the applicant, who was present as a member of the public, to give further information. No observations.

(iv) TM/17/00313/FL Demolish changing rooms & erect pool house over swimming pool + associated alterations - Borough Green Primary School. No observations.

(v) TM/16/03084/FL Equipment store - land adj 23 Conyerd Road. No objections as the reduced footprint is supported. However, it is strongly requested that a condition be imposed to remove Permitted Development Rights, and a flat or sloping roof is preferred rather than a pitched roof.

(vi) TM/17/00362/FL Side extension to provide annexe - 18 Annetts Hall. No observations.

(vii) Chairman raised strong concerns about dust emissions from the H+H Celcon site which was discussed at the recent Parish Alliance meeting. Cllr Millener is also concerned about emissions from the slurry tanks. Agreed that BGPC fully endorses a proposed letter from the Parish Alliance to T&MBC Planning Enforcement.

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Action

### 231. Correspondence

#### **Noted:**

Kent Can Regular newsletters and funding (copies to all Cllrs)  
Rural Services Network News Bulletins (copies to all Cllrs)  
KALC News bulletin (copies to all Cllrs)  
KALC Parish News February 2017 (copies to all Cllrs)  
T&MBC Christmas lighting grant support (copies to all Cllrs)  
KALC Kent Estates Partnership (copies to all Cllrs)  
NHS SE West Kent Health and Care Listening Events (copies to all Cllrs)  
BMPOSJC Minutes of the meeting Sept 2016 and Agenda Feb 2017 (copies to all Cllrs)  
Kent Highways Highways Stewardship & Information leaflet (copies to all Cllrs)  
Samaritans Letter of thanks for donation (copies to all Cllrs)  
T&MBC Area 2 Planning agenda 01.03.17 (copies to all Cllrs)  
A Lloyd & F Gruneberg Free School in Rural South Sevenoaks in 2019 (copies to all Cllrs)  
KALC Annual Review 2017 survey (copies to all Cllrs)  
T&MBC PPP minutes 16.02.17. Next mtg 15.06.17 (copies to all Cllrs)  
High Weald Councils Aviation Action Group Updates and response to Night Flights consultation (copies to all Cllrs)  
T&MBC Community Safety Partnership newsletter March/April 2017 (copies to all Cllrs)  
T&MBC Comments from Southern Water addressing points raised at the PPP meeting (copies to all Cllrs)  
T&MBC JTB agenda 13.03.17 (copies to all Cllrs)  
KALC Kent Estates Partnership information & KALC involvement (copies to all Cllrs)

**Tom Tugendhat MP** Thanks for use of parish office (copies to all Cllrs): Chairman reported that the surgery was most impressive. Agreed that the office may be used by him on future occasions at no charge.

**Les Henry Associates Ltd** Traffic Assessment re proposed residential development on quarry land (copies to all Cllrs). For discussion under item 241 of the agenda. RESOLVED to approve payment of £625.00 to Wrotham PC as a contribution towards the cost of the Technical Appraisal  
**Parish Alliance** Notes of the mtg 24 Feb 2017 (copies to all Cllrs) Chairman confirmed that the voting minuted in the draft notes re the planning application TM/16/03763/FL 81 Quarry Hill Rd, was incorrect and should read: 6 in favour, 1 against and 2 abstentions. For discussion under item 241 of the agenda.

**Kent Men of the Trees** Invite to enter 2017 competition. RESOLVED to participate. Chairman will liaise on site.

**T&MBC** Try Angle Award donation 2016/17. Noted that the 2016 scheme was delivered by KCC with no financial contribution from T&MBC. RESOLVED to make the £75 donation to KCC: Clerk will ascertain details.

**C Dobson** Letter of resignation as a Parish Councillor. Thanks were expressed to him for his service. T&MBC will be notified and vacancy notices displayed.

MT

### 232. Potters Mede Grounds

The extension to the Woodland Walk has all been planted.

### 233. Potters Mede Pavilion

RESOLVED that an additional floodlight is required at the entrance to the building and S Vick be engaged to carry out the minor electrical works involved. Chairman has made a bracket for the light. RESOLVED that Mr Vick will also be asked to check other outside lighting and upgrade as necessary.

### 234. Recreation Ground

- (i) RESOLVED to purchase 1 tonne of sub-base to build up the path following last year's improvement work.
- (ii) All Cllrs had received copies of a letter from Borough Green Bowls Club asking for a 25 year extension to their current lease: future security of tenure would help to increase membership and be in a better position to raise funds for improvements. After discussion AGREED that a new 35 year lease will be arranged at the council's cost but with regular 5year rent reviews to accord with existing. The parish council will expect to be kept informed of planned improvements and a representative of the club is expected to attend each Annual Parish Meeting to give a report.

MT

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**Action**

**Recreation Ground (Continued)**

- (iii) A request was received for use of the ground for a 'Bootcamp' 10-11am Saturdays. If held in the area beyond the Ball Park AGREED in principle @£10/hr. Attention was drawn to possible limited parking provision because of footballers.

**235. Audit of Accounts 2016/2017**

- (i) All members had received copies of the Internal Auditor's 6m report. After consideration it was agreed/noted that:
- Current SOs and Financial Regs are on the website. Noted that some older documentation displayed is still live and therefore relevant.
  - Further information will be sought regarding public recording/filming at council meetings
  - Competitive insurance quotes will be obtained but AGREED not to use the services of a broker
  - Some FSCS protection is in place for council financial reserves. The Clerk will further discuss possible investment of money with the auditor on his next visit.
- (ii) RESOLVED to accept the audit report and pay the fee invoice of £374.30

**236. 100th Anniversary of End of WW1**

No report,. Cllr Perry is progressing.

**237. Risk Assessments**

All Cllrs had received copies of a preliminary schedule of Risk Assessments for BGPC working areas. Clerk advised of regular inspections of the play equipment. Chairman and Cllr Mrs Dawson will continue to progress. For consideration at the next meeting.

**238 Defibrillators**

- (i) The equipment has now been installed outside Borough Green Village Hall and Potters Mede. Further information is awaited from SE Railway regarding possible siting of equipment at the station.
- (ii) Procedural information regarding after-use is required.
- (iii) RESOLVED to add the equipment to the council's insurance. Cllr Mrs Dawson will supply the Clerk with the serial numbers.

**239. Hanging Baskets**

An alternative provider needs to be arranged for this year. Cllr Mrs Dawson will ask a contact that she knows to get in touch with the Clerk.  
Cllr Millener will discuss the council's requirements with Greenacres, Borough Green Road.

**240. KCC Freight Action Plan**

The council's response had been circulated to all members and submitted.

**241. T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**

- (i) All Cllrs had received copies of the Technical Appraisal in objection to the proposed residential redevelopment of existing and former quarry sites
- (ii) RESOLVED that the payment in respect of 39.06% of the Appraisal fee be paid to Wrotham PC in the sum of £625.
- (iii) Chairman will lodge the Appraisal at the meeting of the Planning & Transportation Advisory Board.

**242. Isles Quarry Redevelopment**

Due to the blocking-off the Crest car park, Cllr Millener raised the problem of lack of parking facilities for drop-off and collecting at the Scout hut.  
Agreed that no further agenda item required.

**243. War Memorial**

Chairman is liaising with Don Sheppard regarding the final commemorative plaque.

**244. Replacement tree - i/o Rock Road/Quarry Hill Road**

- (i) Planting of the tree has now been completed.
- (ii) Chairman advised that a small commemorative plaque in memory of 'The Rock' PH will be affixed

SP

MT/TD

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TD

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MT

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**245. Cheques for Signature**

Online payments:

£3410.48 Staff salaries February 2017  
£1521.79 KCC - Superannuation February 2017  
£80.28 BT - telephone rental, Potters Mede  
£22.50 Green Thumb - autumn/winter treatment, War Memorial site  
£21.01 Kent Aluminium - Rec Gd maintenance materials  
£119.84 Wrotham PC – Skate Park maintenance  
£625.00 Wrotham PC – 39.06% of cost of Technical Appraisal re proposed residential development on quarry land  
£95.80 Travis Perkins - Additional loam, planter Quarry Hill Rd/Rock Rd

£77.00 EDF – supply, Potters Mede, March 2017  
£295.61 Ford Lease – vehicle lease March 2017  
£12.00 EDF – supply, Recreation Ground, March 2017  
£2,752.67 PWLB – No 1 loan 6m repayment

3975 £100.00 Age Concern Malling – Donation  
3976 £75.00 Compaid – Donation  
3977 £100.00 Victim Support – Donation  
3978 £177.00 SLCC – 2016/2017 subscription  
3979 £213.52 Cash - Petty cash & tel rental Oct - Dec 2016  
3980 £100.00 COGS - use of church annexe donation Jan-March 2017  
3981 £374.30 David Buckett– interim audit fee 2016-2017

Bank reconciliation January 2017

B/F Jan 2017	137420.34
Receipts Jan 2017	<u>2155.58</u>
	139575.92
Less Payments Jan 2017	<u>8921.19</u>
c/f 31/01/17	<u>130654.73</u>

Proposed by Cllr Shaw, seconded by Cllr Perry that the above payments be made. RESOLVED

**246. Written Reports**

- (i) Cllr reported on developments from the High Weald Councils Aviation Action Group, with particular reference to a change of Chairman.
- (ii) All Cllrs had received copies of an email from Cllr Millener raising various traffic issues and cleaning of highways. Agreed that the 9-point Action Plan needs to be updated.
- (iii) Roadworks at the junction of the A25 Maidstone Road and Griggs Way is hazardous for pedestrians.

**247. Future Dates**

- (i) Date of next meeting Monday 3 April 2017 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 1 April 2017 10 - 12 noon.
- (iii) Noted that Chairman and Cllr Mrs Gould are usually available in the library on Thursday mornings 10-11am during the coffee morning.

**All**

**MT/SG**

**248. 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**

Cllr Perry gave further information regarding a Planning Enforcement case.

The meeting closed at 21.20 hrs