

DRAFT MINUTES

Immediately prior to the meeting members met with (1) the Manager of the Co-op Stores, Station Approach who is anxious to improve the local environment and support the community (2) a representative from a local support group 'Life Changers'

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 12 March 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, G Harrington, S Millener, Ms P Moorecroft, S Perry, T Shaw, H Willard and M Yianni

There were two members of the public in attendance

191. **Apologies** for absence were received from Cllrs C Dobson, Mrs S Gould, and T&MBCllrs Mrs S Murray and A Sayer Action
192. **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 204 Cheques for signature – Skate Park & P Mede reimbursement
193. **Minutes of the Meeting 6 February 2012**
RESOLVED that the minutes be approved and signed.
194. **Matters arising**
178 Correspondence: Noted that KHS does not think that an 'observation mirror' j/o A227/High Street would be effective.
182 Skate Park: there was further discussion about the proposed draft Terms of Reference and two further amendments were considered. AGREED that as, subsequent to last month's BGPC meeting, suggested amendments had already been submitted to Wrotham PC, these additional points will be reported to the next committee meeting.
183 Street lighting: work to replace 2no lights in Fairfield Road is scheduled for 27 March 2012
AGREED to progress procedures for the replacement of a damaged light in Dene Lodge Close. MT
195. **Period for Public Consultation**
There was discussion about the possibility of the Co-op Stores becoming involved in local fund-raising initiatives.
196. **Planning Matters**
- (i) **Decisions:**
TM11/02390/FL High level windows to rear of factory unit – Unit 7 Bourne Industrial Est. Permission granted
TM12/03379/FL Mechanical plant & air-conditioning/condenser units - Co-op Stores, Station Approach
Permission granted
TM12/00043/FL Extension and porch – 22 Conyerd Road. Permission granted
- (ii) TM/12/00311/FLX Loft conversion and dormer windows (replace extant permission) – 74 Western Rd
No observations
- (iii) TM/12/00363/FL Extension and roof alterations – 6 Mountfield. No objections to current application but it is strongly felt that measures should be in place to ensure that existing planning permissions are adhered to.
- (iv) TM/12/00380/FL Demolition of garage and construction of single storey extension - 28, Crowhurst Rd. No observations.
- (v) TM/12/00443/FL Replacement Chapel with flat over, garage & rear access – St Joseph's Catholic Church, Western Rd. Chairman had circulated and submitted agreed comments to T&MBC. Further AGREED that he will submit additional comment raising concern about removal of boundary trees.
- (vi) TM/12/00041/AT Fascia sign – unit 14 Bourne Enterprise Centre. Sign should be illuminated during opening hours only.
- (vii) TM/12/00048/RD Materials, levels and landscaping – 65 Annetts Hall. No observations.
- (viii) Chairman reported on his attendance at T&MBC Area 2 Png Cttee 29.03.12 where he spoke in support of application TM/11/02315/FL security shutter – 33 High St. T&MBCllr D Evans spoke extremely well also in favour. Noted that the application was approved.
- (ix) TM/11/00794/FL Change of use of buildings for storage purposes + change of use of weighbridge to lorry park – Ightham Sandpit. Noted: amended drawings have been received by T&MBNC.

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'.

197. **Correspondence**

Kent Can Regular newsletters and funding alerts (copies to all Cllrs)
 KCC Regular Trading Standards alerts (copies to all Cllrs)
 Rural Services Network Newsletter 05.03.12 (copies to all Cllrs)
 T&MBC Activate Programme 2012
 KALC Minutes of the meeting 09.02.12 (copies to all Cllrs)
 BMPOS Minutes of the meeting 28.11.11 (copies to all Cllrs)
 CPRE Minutes of the AGM 9 October 2009
 KCC Health Overview & Scrutiny Cttee newsletter March 2012 (copies to all Cllrs)
 KALC Website update: addition of Legal Topic Note 80 – Members' disclosure of interest (copies to all Cllrs)
 T&MBC Community Events briefing paper, as discussed at PPP mtg 01.03.12 (copies to all Cllrs)
 T&MBC JTB agenda 12.03.12 + mins of the mtg 28.11.11 + Parking Action Plan & supplementary report +Medway Valley Transport Strategy Update report

T&MBC Standards Cttee agenda 05.03.12 + mins. Of the mtg 18.10.11
 KALC Learning & development update (copies to all Cllrs)
 KCC Member Community Grant Scheme: approval of £1,250 grant towards salt bins

SE Water Current water resources situation (copies to all Cllrs) and SE Water Drought Plan available at water.resources@defra.gsi.gov.uk Comments are invited. After some discussion about use of water by commercial companies, AGREED to obtain advice about watering the new pitches at Potters Mede and watering hanging baskets

MT

Plaxtol PC Invite to Navigus Planning: Localism Act seminar 27.03.12 7.30pm Plaxtol Memorial Hall (copies to all Cllrs) Chairman will attend and Cllrs Millener, Shaw and Yianni will try to attend. RESOLVED that a contribution of £50 will be made towards this seminar.

TM/SM/TS/MY

The Kent Men of the Trees RERSOLVED to enter the Trees in the Village competition 2012

T&MBC Proposal to review KCC's Gypsy & Traveller Allocation Policy available at www.kent.gov.uk/consultations (copies to all Cllrs) AGREED that Cllrs will make individual comments by 25.05.12

All

198. **Potters Mede Ground Improvements**

- (i) Noted that Cllr Yianni will not now be a signatory on Potters Mede Environmental as an additional independent person has been appointed to the committee and as a signatory.
- (ii) Chairman advised that boreholes have been dug and soil samples sent to Hadlow College. Noted that the Cemex sand has a high clay content therefore an alternative source must be considered.
- (iii) Work to clear the ditch is scheduled for this week and the contractor is ready to commence when the sand/water issues have been resolved. Chairman advised that the work will be carried out to Sport England guidelines.

199. **Potters Mede Pavilion**

- (i) AGREED to give further consideration to the planning condition re hours of use, at a later date.
- (ii) 10no tenders had been received for the construction of the new building and were opened by the Clerk and six councillors Details had been circulated to all councillors. After discussion Cllr Shaw proposed that the tender of Maycock & Bennett Ltd in the sum of £111,543.00 + VAT be accepted, subject to obtaining further information and contract. Chairman explained how the tender-opening group had arrived at this recommendation as it was noted that this was not the lowest figure: a local, known contractor is considered preferable and value-for-money. The proposal was seconded by Cllr Millener and was unanimously approved. RESOLVED. The tenders of Ravensbourne Construction and Project Management (Kent) Ltd will be kept on file. AGREED that Chairman and the architect will liaise with the chosen contractor to agree a Detailed Schedule of Works and timed programme. They will prepare draft Terms of Contract for approval at the next BGPC meeting. AGREED that August 2013 is the target completion date. RESOLVED to claim the insurance settlement of £295,000 approx – a request for interest will be made and short-term investment enquiries made.
- (iii) RESOLVED to purchase of a ventilation unit from Wrotham PC in the sum of £1,300 + VAT, as discussed at the last meeting. RESOLVED to engage EA Services (SE) Ltd for a ventilation consultation at a charge of £430 + VAT. The firm is aware of the ventilation u it purchased by BGPC. Chairman will ask the architect to discuss possible use of 'ground source heat pumps'.

MT

MT

199. **Potters Mede Pavilion (Continued)**

- (iv) RESOLVED that the architect will obtain a professional report in the sum of £325 + VAT to accord with the required Simplified Building Energy Model (SBEM) as required for the Building Regulations application.
- (v) The old concrete slab has been broken up: RESOLVED that Cemex will remove from the site and labour-only charges made at approx £240 for 6no loads. Noted that a gas membrane will be required for the new building because of the close proximity to a landfill site.
- (vi) RESOLVED that a public advertisement will be placed inviting interest to tender for the services contracts

200. **Recreation Ground**

- (i) 2no tenders had been received for new safety surfacing in play area: RESOLVED to defer this until a later date because of high capital outlay and as supplies of bark are still in store.
- (ii) RESOLVED that Wicksteed Leisure Ltd will be instructed to carry out the annual Unaccompanied Playground Inspection and Risk Assessment of the play area and ball park.

201. **2005 Parish Plan**

- (i) Clerk has communicated with the Barrister regarding Counsel's Opinion on the validity of the LDF as regards Isles Quarry West and all Cllrs had received a copy of her summary report. Clerk gave additional subsequent information. Noted that the answer to the council's original question has been answered but the full Opinion not received as additional analysis of a large number of policy and other documents relating to the planning situation is being carried out, at no extra charge, in order to achieve an acceptable form of development at Isles Quarry if and when it arises.
- (ii) AGREED to await completed Opinion.

202. **KCC Development and Infrastructure: Creating Quality Places**

All Cllrs had received copies of a KALC draft response. Noted that this consultation document does not apply to Parish Councils but AGREED to support the KALC proposed response.

203. **Jubilee/Olympic celebrations**

- (i) Official permission to site a flag pole on Baptist Chapel land j/o High St/A25 is awaited
- (ii) AGREED to apply for a Licence to Occupy, including BGPC access to the flag pole, as soon as the permission is received.
- (iii) RESOLVED to purchase an 8m fibreglass flag pole plus UK national and Union flags @ a total cost of £639 + VAT.
- (iv) It was disappointing to note that due to a lack of volunteers it is unlikely that the Jubilee/Olympics fete 17.06.12 will go ahead.
- (v) Chairman is liaising with the residents' regarding the site at Crow Hill for the Olympic Beacon.

MT

204. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

£2688.87 Staff salaries February 2012

£1543.20 UK Power Networks – supply transfer charges: 2 new street light columns, Fairfield Road

£528.22 KCC - Superannuation February 2012

£360.26 E-on - Street lighting supply January 2012

£360.26 E-on - Street lighting supply February 2012

£468.00 Wrotham PC – Heras fencing, Potters Mede

£1560.00 Wrotham PC – Heat Recovery Unit, Potters Mede

£40.50 BGVHMC - Hire of hall Foot Clinic January – March 2012

£596.34 Allsands – Salt and sand for grit bins

£100.34 Travis Perkins – Playbark

£82.30 KCC – Grounds maintenance supplies P Mede & Rec Gd.

£17.23 Kent Aluminium Ltd – Maintenance supplies P Mede & Rec Gd

£226.94 SE Contracting – Street lighting maintenance February 2012

£60.00 J Stephens – Websites maintenance February 2012

£132.19 Wrotham PC – Skate Park maintenance February 2012

204. Cheques for Signature (Continued)

664	£60.72	EJP Fire Protection – annual service Memorial Pavilion
665	£29.00	CPRE – Annual membership 2012/13
666	£75.00	Compaid - Donation (replacement of chq 558 issued Aug 2011)
667	£250.00	Borough Green Primary School – Donation (replacement of chq 560 issued Sept 2011)
668	£56.86	Cash - Rec Gds maintenance Imprest a/c reimbursement
669	£49.80	Cash – Potters Mede tender advertisement charge reimbursement
670	£99.79	M Taylor – Potters Mede tender despatch & photocopying charges reimbursement

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

205. Written reports

- (i) All Cllrs had received copies of a written report from T&MBCllr Mrs Murray.
- : (ii) Chairman reported from the recent PPP meeting. Members were encouraged to hear that the centre of Borough Green will be declared an Air Quality Management Area within the next three months. However, there is still serious concern about current air quality issues and Chairman will discuss this with T&MBC EHO.
- (iii) Noted that KHS has surfaced the Bellows Lane path. Councillors will monitor instances of fly-tipping. A sign at this location is in need of refurbishment. AGREED in principle that BGPC will pay cost involved: Chairman will provide further information.
- (iv) Chairman advised that he had recently met with KCCLlr Mrs Dagger to discuss local issues.
- (v) Cllr Shaw advised that Borough Green will host the next MAP meeting.

MT

All

MT

206. Future dates

- (i) Date of the next Meeting Monday 02 April 2012 in the Committee Room of Borough Green Village Hall 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 31 March 2012 10 – 12 noon
- (iii) Monday 14 May 2012 (Annual Meeting)
- (iv) Monday 11 June 2012
- (v) The Annual Parish Meeting will be held at 8pm on Friday 27 April 2012 in Borough Green Village Hall

207. There were no matters for discussion in committee

The meeting ended at 9.32pm