

**DRAFT MINUTES**

Minutes of the meeting of Borough Green Parish Council held at 7.30p.m. on Wednesday 11 February 2009 in the Annexe to the Church of the Good Shepherd.

Present: Cllr C Willsher (Chairman), Cllrs. Mrs V McWilliam, Mrs S Murray, S Perry, T Shaw. M Taylor, Mrs B Woodhams. T&MB Cllr D Evans

Apologies: Cllrs J Bailey (work), S Cole (work),  
There were 3 members of the public in attendance

Declarations of interest: Item 124 Planning Matters – Cllr Mrs Murray declared an interest in all planning applications and said that any view expressed would be purely based on information received to date and could change as more information became available.

Action

121. **Minutes** of the meeting 5 January 2009 were signed as a true record.

Chairman proposed that T&MBCllr D Evans be invited to report as he had another meeting to attend. Agreed.

Cllr Evans summarised work in progress by the roundabout in Quarry Hill Road: this is in connection with the drainage, entrance and roadway to the Hornet Employment Site and its distribution centre.

Cllr Evans also advised of forthcoming central government changes to Planning Policies, the LDF and the subsequent implementation by T&MBC. In this connection Parish Plans will need to be amended to protect and identify 'areas of special interest'. Some guidance will be given by T&MBC. A presentation will be given to the next PPP meeting on 26 February 2009.

Chairman (as KALC representative) and Cllrs Perry and Mrs McWilliam (as BGPC representatives) will attend on this occasion and report back to the parish council. Public attendance will be clarified.

CW/SP/  
VMcW

122. **Matters Arising**

110. Variation of condition to allow additional lorry movements – Borough Green Quarry: There was considerable discussion about the BGPC decision not to object - a copy of the BGPC letter response had been sent to all parish councillors – agreed that the letter still stands. Cllr Mrs Woodhams reported on relevant planning information from KCC and advised that KCC is monitoring the site more closely. The application will be considered by the KCC Planning Cttee 10a.m. 17 February 2009: A copy of the KCC report to the committee was noted along with notes from KCCllr Mrs Dagger.

Agreed that in future BGPC must clearly state if it "does not wish to support an application".

111. Bypass: all Cllrs had received copies of letters sent by the Chairman to the Leader of KCC and H + H Ltd . Agreed that the former will be displayed on the website. Chairman will reply, asking that a planning application be submitted before the end of May 2009. Cllr Perry will provide the Clerk with further information for a letter to be sent to KCC (copies to Environment Agency and Southern Water) re 'safeguarded' area.

118. KHU will be thanked for the recent resurfacing of a stretch of the A25 which has made a significant reduction in road noise and vibration.

118. FP A25/Village Hall car park: the possibility of reducing the height of the hedge and taking responsibility for the maintenance of the path was discussed. Agreed that Chairman will obtain ownership information from BGVHMC which will be sent to KHU with another request for them to maintain it.

CW  
SP

CW

123. **BGPC Election**

Further to the election on 11 December 2008 Mr T Shaw signed the Declaration of Acceptance on 24 January 2009. Chairman welcomed him as a Parish Councillor.

124. **Planning Matters**

TM/08/2709 Layout, access & landscaping details – adj. 80 Western Rd. Rely on expertise of T&MBC to ensure that all conditions have been fulfilled.

TM/08/3624 Extension – 12 Normanhurst Rd. Rely on expertise of T&MBC to ensure that privacy of occupants of no 13 is protected by appropriate fitting of obscure glazing to upper storey of extension.

TM/08/3728 & 3736 LBA: Conservatory/orangery rear addition + conversion of garage roof space to carer's accommodation – Whiffens Farm, 12 Maidstone Rd. No objections in principle but request for condition that carer's accommodation always remains ancillary to Whiffens Farm Rely on expertise of T&MBC to ensure that all relevant regulations are adhered to.

124. **Planning Matters (Continued)**

- TM/09/0129 & 0128 LBA: Demolition of rear store and replace with utility room + w.c.; retrospective application to rehang roof tiles and rebuild chimney – 7 Quarry Hill Rd. No observations.
- TM/09/0128 Demolition of rear store store and replace with utility room + w.c.; retrospective application to rehang roof tiles and rebuild chimney – 7 Quarry Hill Rd. No observations.
- TM/06/2171 Cemex -traffic restrictions during morning school hours: alteration of morning hours. Agreed to support the request. However, this is coupled with BGPC's notification of the need for strict monitoring that these times are fully enforced as there is evidence that current timing pauses are not being adhered to systematically. Additionally, in the interest of pedestrian safety it is strongly considered that there should be an informative that vehicles accessing the Cemex site must only do so from the north.
- Cllr Mrs Woodhams gave information from Cemex about front site boundary line and proposal to replace existing granite sets with concrete.
- Noted that there is an open invitation for councillors to visit the site: Cllr Mrs Woodhams will arrange as required.

All/BW

**Decisions**

- TM/02/2863 Variation of landscaping scheme – Ightham Sandpit. Details approved.
- TM/08/3165 Extension – 15 Wyatt Close. Permission granted.
- TM/08/3476 Replacement driveway – 33 Staleys Rd. Permission granted.

Red Lion PH Plng. Enforcement: illegal advertisements removed to satisfaction of T&MBC

125. **Correspondence**

**Noted:**

- KALC Minutes of the mtg. 1112.08 + newsletter no. 337
- T&MBC Next mtg. of PPP 26.02.09 (Copies to Cllrs Willsher & Perry)
- Environment Agency River Basin Planning newsletter (Fwd. to all Cllrs)
- Paskett PR Ltd Pitch to Win competition (copies to Cllrs Willsher & Cole)
- Wrotham PC Skate Park inspection Dec. 2008 (Fwd. to all Cllrs)
- Kent Police Authority Survey 2009/10(Fwd. to all Cllrs) + Mr M Taylor response
- T&MBC Agenda mtg. 28.01.09
- Quarry Liaison Group Minutes mtg. 27.01.09 + Mr Taylor & Mr Shaw responses (Fwd. to all Cllrs)
- Action with Communities in Rural Kent Kent Village of the Year 2009 + Rural Community Retailer 2009
- Applause Programme of events Feb – June 2009
- Action with Communities in Rural Kent Climate Change Awareness Day 14.03.09
- T&MBC Dog Control Orders
- Kent Messenger 150<sup>th</sup> anniversary – offer to plant a tree
- T&MBC Heritage Open Days 2009
- T&MBC Operation Cubit – nomination of target areas (Copies to all Cllrs)

**KHU** Parish Portal invitation (Fwd. to all Cllrs). Cllrs Willsher & Perry will attend.

CW/SP

**T&M Community Safety Ptrnship.** Charlton Athletic football coaching scheme – request for funding. Cllr Mrs Murray proposed that a donation of £100 be made in the next F/Y. Seconded by Cllr Taylor. Agreed.

**KHS** Parish Report for Jan. 2009 (Fwd. to all Cllrs). Cllr Perry will submit all outstanding matters to KHU when the Parish portal is introduced in April 2009.

SP

Chairman and Cllr Bailey will continue to liaise with occupants of properties in Maidstone Road to ensure that hedges are cut back and cumulative mud dug back. Grounds maintenance staff will attend to frontage of Rec. Gd.

CW/JP

**COGS** Updates for The Voice (Copy to Cllr Willsher). Chairman read his draft update on Potters Mede football pitches and Sports Hall. Agreed. Further agreed that a statement on building alterations to the doctors' surgery should come from the Practice Manager.

**Wicksteed** Cllr Mrs Murray proposed that an annual inspection of playground inspection + risk assessment be carried out, seconded by Chairman. Agreed. Chairman will inspect entrance gate to play area which requires further attention.

CW

**Russet Homes** Invite to estate inspection 11.3.09 (Copies to all Cllrs). Cllr Mrs Murray will attend

SM

**KALC** Planning Information Day Lenham Sat. 28.3.09. Agreed that Chairman & Cllrs Perry and Shaw will attend.

CW/SP/  
TS

	<u>Action</u>
126. <b><u>Role of Parish Councils and Members, and media protocol</u></b> Chairman advised all members to act with caution when asked for comments by members of the public and media. The Parish Council acts as a team and, to avoid mixed and confusing messages, personal opinions must be prefaced by "these are personal views". All members had received a guidance note from the Chairman.	All
127. <b><u>Freedom of Information &amp; Websites</u></b> All members received copies of a draft BGPC FOI informative for display on the website. Content agreed. Cllr Perry will finalise details and circulate to all. Cllr Perry will investigate the possibility of a link to KCC's website and will report to the next meeting. Cllr Perry proposed that draft BGPC minutes be circulated to all members within 4 working days and displayed on the website 3 calendar days later (noted that this may not be possible on occasions when Clerk is on leave). Seconded by Cllr Taylor. Agreed. Agreed that some content of a member's personal website is inappropriate and use of the BGPC crest is unauthorised. Modifications will be made.	SP SP  MT
128. <b><u>Standing Orders</u></b> No report.	
129. <b><u>Dates of future meetings</u></b> Annual Meeting of BGPC 7.45pm Tuesday 5 May 2009 in the Annexe to The Church of the Good Shepherd. Annual Parish Meeting 8pm Tuesday 12 May 2009 in the Small Hall of Borough Green Village Hall It was noted that the Annual Meeting of Basted Mill Public Open Space will be held on Wednesday 6 May 2009 at 8pm in Plaxtol Village Hall.	All  All  CW/SM/ JB
130. <b><u>CCTV</u></b> A revised protocol document had been sent to all members: there are still some areas for concern. Chairman and Cllr Perry will meet with a Police representative to discuss further.	CW/SP
131. <b><u>Street lighting</u></b> Tenders have been received: all members were given a summary sheet. Chairman proposed that these be considered under item 137 of the agenda. Agreed. Defective lights j/o Maidstone Rd/Station Rd and FP407 will be reported again + request for modifications of the former.	
132. <b><u>Potters Mede Sports Hall</u></b> A decision from the insurers re. advance part-payment is still awaited. All Cllrs had received copies of notes of a meeting with KCC Sports Development Unit. A further meeting had been held with T&MBC Planning and Leisure Services. Chairman proposed that this be considered under item 137 of the agenda. Agreed.	
133. <b><u>Recreation Ground</u></b> <b>Pavilion:</b> 5 tenders had been invited but only 1 received. Chairman proposed that this be considered under item 137 of the agenda. Agreed. <b>Trees:</b> A revised quotation for tree surgery on the west boundary was received from J Lawrenson in the sum of £195.00. Chairman proposed that this be accepted. Agreed. Chairman will liaise with grounds maintenance staff re. distribution of cuttings + those on east of field, in woodland. Other minor maintenance works in the ball park and play area will be addressed.	CW
134. <b><u>Potters Mede</u></b> <b>Football:</b> Copies of a letter from Borough Green United FC were given to all members: Cllr Mrs Murray summarised request for use of BGPC pitches next season. After discussion agreed that the current condition of the two pitches at potters Mede would not support two adult football teams. With regret, therefore, BGPC is unable to offer suitable facilities until drainage has been improved. Further agreed that the Rec. Gd. Is fully used by BGJFC and additionally, BGPC has agreed that no senior football will be played there and this still stands. A letter from BGJFC had been circulated to all members. After consideration agreed that no refund can be made as the current P. Mede charge is already at a reduced rate and includes storage.	

135. **Oral reports from Members, Borough & County Members and Clerk**

- (i) T&MBC is monitoring vehicular access/related safety issues to Nat West parking area, Western Rd.
- (ii) Temporary use of KCC site 'The Polars', Wrotham Rd was noted. Further details will be requested from T&MBC.
- (iii) It was reported that there is increasing support being given to the M26 east-facing slips committee. Chairman reiterated BGPC's decision that whilst it is supportive, priority lies with the provision of the Borough Green Bypass.
- (iv) Cllr Taylor attended the recent coffee morning at Wrotham School: the meeting was most useful.
- (v) KHU have replaced some pedestrian safety bollards in the High St with new-style plastic.
- (vi) Legality of stock-piled bricks at Celcon will be queried.
- (vii) Parking restriction lines in Fairfield Rd are of great benefit and the new footpath to Station Approach is well-used.
- (viii) It has been suggested that at the design stage consideration is given to the construction of a footpath or bridleway along the length of the bypass route.
- (xi) Cllrs Perry and Shaw will be in attendance in the Parish Office 10am – 12noon Saturday 28 February 2009.

SP/TS

136. **Cheques for Signature**

**Auto-Pay**

£713.43	R Springett - Asst. Groundsman 1/1 - 31/1/09
£1238.25	H Damiral - Clerk January 2009
£509.88	W Austin - Groundsman 1/1 – 31/1/09
£511.53	KCC – Superannuation January 2009
£60.00	J Stephens – Websites maintenance January 2009
£233.59	EDF – Street lighting maintenance December 2008
£228.62	EDF – Street lighting maintenance January 2009
£228.62	EDF – Street lighting maintenance February 2009
£257.67	EDF – Street lighting supply December 2008
£7.48	EDF – Supply Recreation Ground
£1555.90	KCC – Mowing P Mede & Rec. Gd (final)
£145.45	Wrotham PC – Skate Park maintenance Dec. 2008
£145.45	Wrotham PC – Skate Park maintenance Jan. 2009
£257.12	EDF – Street lighting supply January 2009
£51.72	EDF – Street lighting repair McDermott Rd
£216.95	PC Matters Ltd – Computer repair + 2yr anti-virus payment
£386.81	Zurich Insurance Co. – Additional premium (7/08 – 7/09) policy amendments
£86.51	Cash – Rec. Gds imprest a/c
£2418.09	Inland Revenue – PAYE/NI Oct. – Dec. 2008
£188.48	Cash – Petty cash & tel./broadband Oct - Dec. 2008
£75.00	Compaid Trust – Donation
£100.00	Age Concern Malling – Donation
£100.00	Kenward Trust – Donation
£100.00	Victim Support West Kent – Donation
£207.00	KALC – Councillors' Planning course fee

Proposed by Cllr Perry, seconded by Cllr Mrs Murray that the above cheques be paid. Agreed.

137. **Resolved to enter in committee**

Cllrs Mrs Murray and Mrs McWilliam had a very useful meeting with T&MBC Leisure Services and Planning Officers. Agreed that further options will be explored.

Clerk reported on discussions with T&MBC re slippage of the grant for the Rec.Gd. pavilion. The tender received was noted but agreed that the surveyor will be asked to revise the specification in order to reduce costs. For subsequent re-tendering procedure.

The tenders for maintenance of the council's street lights were considered. Chairman will analyse further but so far it would seem that the lowest tender appears to be the most favourable.