

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 2 June 2008 in The Annexe to the Church of the Good Shepherd.

Present: Cllr C Willsher (Chairman), Cllrs. J Bailey, S Cole, Mrs L Cook, J Enver, Mrs J Lucas, Mrs V McWilliam, Mrs S Murray, S Perry, Ms F Wakefield, Mrs B Woodhams
PC D Allen

There were 20 members of the public in attendance

Cllr Mrs Murray declared an interest in all planning items. She advised that any views she expressed would be purely based on information to date and could change as more information becomes available.

Action

16. **Minutes** of the Annual Meeting 6 May 2008 were signed as a true record.

17. **Matters Arising**

5.139.130 The Tri-Parish meeting will be held on 23 July 2008.

6. TM/08/0939 Residential development 39 Wrotham Rd: all Cllrs had received copies of comments which were then submitted to T&MBC.

7. Basted Mill highway: Cllr Mrs Murray advised of correspondence received from Kent Highways. For consideration by the BMPOS Cttee.

12. Football liaison was clarified: Cllr Cole has discussed future requirements with the Junior FC and will contact Potters FC.

13. Noted that there has no been no recent increase to rubbish in Bellows Lane.

JB/SP

SC

18. **Planning Matters**

TM/08/1111 New bungalow: amended plan showing rooflight -adj.74 Sevenoaks Rd. No observations.

TM/08/1259 Rear extension – 99 Maidstone Road. Concern about out-of-date site plan. BGPC relies on the expertise of T&MBC to ensure that privacy of near neighbours is safeguarded.

TM/08/1323 Kitchen/bathroom extensions + external works – 4 Normanhurst Road. Query no site plan. BGPC relies on the expertise of T&MBC to ensure that privacy of near neighbours is safeguarded.

TM/08/1680 New roof – 11 Monkton Road. Amendment: velux roof lights. No observations.

Concern about instances of lack of or out-of-date site plans has been addressed by T&MBC: noted that there is no obligation on an applicant to submit an up-to-date site plan.

Decisions

TM/08/0774 Outline application – end of terrace house: 81 The Crescent. Per. refused.

TM/08/0871 Extension & vehicular access – Bethal, 27 Wrotham Rd. Permission granted

TM/08/0885 LBC: replacement front door – 33 Sevenoaks Rd. Permission granted.

TM/08/0920 Alterations to elevations & roof structure, windows & balcony – 97 Crouch Lane. Permission granted.

TM/08/1040 Tree surgery: chestnut tree BG Recreation Gd. Permission granted.

TM/08/1157 Extension & porch – Rose Cottage, Basted. Permission granted.

TM/08/1168 Amendment to approval 07/1664, extensions – 22 Annetts Hall.

Amendments approved.

19. **Correspondence**

Noted:

CPRE Kent Copy of submission to T&MBC re LDF: Issues & Options Report (copies to all Cllrs)

T&MBC LDF: Updated Saved Policies Compendium

T&MBC Official notices & drawing relating to Parking Plan proposals.

SE Water Consultation on draft Water Resource Management Plan 2010 – 2035 & SEA Environmental Report. Consultation period until 1 Aug.2008 Public exhibitions incl. 20 June 2-6pm Council Chamber, Maidstone.

KCC Consultation on proposed Kent Library & History Centre. Information available at www.kent.gov.uk/council-and-democracy

T&MBC Agenda PPP mtg 29/5/08 (copies had been given to Cllrs Willsher & Perry)

Kent Police Policing Kent 2008/11 Plan available at

www.kentpa.keent.police.uk/publications/policing%20Plan/Policing%20Plan%2202007.html

KCC Kent Volunteers Awards scheme 2008

BMPOS Minutes of the meeting 5 March 2008

Correspondence (Continued)

- T&MBC Standards Cttee – Report of Monitoring Officer re. Local Assessment of Standards Board complaints. New copy of guidance is available on Standards Board website
- NALC Magazine May 2008
- KALC Cllrs Information Days: Lenham 2 & 26 July 2008 + Chairmanship Training Day: Lenham 17 July 2008
- T&MBC Property naming – Belgrove House, 62 Sevenoaks Road
- KALC Newsletter no. 332 + T&M Area Cttee mtg. 19/6/08.
- T&MBC Joint Transportation Board agenda 9 June 2008
- M Taylor Request under FOI Act – PC response to planning application 04/2356 – residential development, Gracelands Park, Ightham. (copies of request & reply to all Cllrs). Cllr Mrs Murray proposed that all requests under the FOI Act be referred to the PC meeting before replying, all as current agreed council policy. Seconded by Cllr Mrs McWilliam. Agreed. Further agreed, in this instance, to endorse action already taken.
- T&MBC Alcohol Control Zones (copies to all Cllrs). Cllr Mrs Murray reported from the recent PPP meeting: 6/7 zones across the borough; community-led intelligence that will be fed back to the Police to enable them to take legislative action.
- B Hughes A letter of thanks for the recent retirement gift was read.,
Wrotham School Grange Park School at Wrotham School (copies to all Cllrs). It is recognised that this may enable Wrotham School to improve its facilities.
- T&MBC Saturday Bulky Collections – Fly-tipping (copies to all Cllrs). Concern will be raised about inadequate capacity of bins at recycling collection centre Quarry Hill Rd.
- KCC Kent International Gateway (copies to all Cllrs). Concern about possible traffic impact on Borough Green. Agreed that it would be preferable to use the existing infrastructure at Ashford.
- Kent Highways Western Road Zebra crossing (copies to all Cllrs). It was pleasing to note that construction works were well within time, however there are still other outstanding works. Also concern about temporary signs, as potential danger to pedestrians.
- KHS Highways spreadsheet May 2008. (Copies to all Cllrs). Additions: Possible change in road priorities Basted Lane/Thong Lane; cleansing of dog fouling A227 footway Station Rd/The Old Manor House. Any other comments will be passed to Cllr Perry.

SP

20. Parish Poll

The recent Poll posed two questions:

- A. Do you support the proposal to build 200 houses in Isles Quarry ? The results were:
Yes: 79 – 2.92% of residents
No: 504 – 18.66% of residents (spoiled papers = 5)
- B. Do you support the call for the resignation of the Parish Council? The results were:
Yes: 291 – 10.77% of residents
No: 280 – 10.37% of residents (spoiled papers = 17)

In response to public comments it was agreed to allow controlled public consultation.

Cllr Willsher temporarily passed the chairmanship of the meeting to Cllr Mrs Murray who advised the meeting of expected standards of behaviour and action available to ensure this.

It was agreed that the Poll had been very widely publicised and all those entitled to cast a vote had been alerted to the existence and content of the Poll.

Cllr Mrs Murray clarified legality of hours of the Poll and the reasons for the Parish Council's support for identifying Isles Quarry West as suitable for housing in the LDF, rather than at other possible local sites.

Some councillors advised of a resident's attempts to bargain with them for councillor resignations and associated conditions: agreed that this is totally unacceptable. There was concern about the inaccuracies of the publicity produced by the resident who called the Poll: it was thought that this had been very misleading for electors.

There followed considerable discussion which included public participation: some electors pressed the council to resign as in their opinion "the council no longer had a mandate and had mis-managed the LDF process badly". This was strongly refuted by the Parish Council.

DRAFT MINUTES

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| 20. | <p><u>Parish Poll (Continued)</u>
 In conclusion the Parish Council unanimously agreed that: councillors were confident of their mandate and saw no reason to resign; no comment will be made about the possible development of Isles Quarry West until formal proposals are put forward; the views of the 588 electors who did vote would be taken very seriously and responded to actively by making T&MBC and Hanson aware of their concerns; electors will be kept very well-informed of all stages of any Isles Quarry West related proposals/consultations.
 Cllr Willsher resumed chairmanship of the meeting.
 Cllr Enver left the meeting (health reasons).</p> | |
| 21. | <p><u>Audit of accounts 2007/2008; appointment of Internal Auditor 2008/2009; financial risk control procedures</u>
 All councillors had received copies of the Annual Return, Internal Auditor's report 2007/08 and the Statement of Accounts. Cllr Perry proposed that a new telephone be purchased for outgoing calls and the bills for the 01732 780657 line be paid in full. Seconded by Cllr Cole, agreed. Cllr Perry proposed that Section 2 of the Statement be completed in the affirmative (item 9 N/A) and the Statements be agreed and signed by the Chairman. Seconded by Cllr Mrs Lucas. Agreed. Chairman proposed that the Fidelity Guarantee Insurance be increased to £121,000. Agreed.
 A meeting of the Finance Cttee will be held at 10am on 7/8/08 in the Parish Office. Cttee members were given copies of audit-check papers. Updated Financial Risk Controls will be considered at the meeting. Wealden Consultancy advised that there will be no increase in fee rates for 2008/09: Chairman proposed that they appointed as Internal Auditor for the current year incl. a 6-month audit, and that a request be made for a further 2-years appointment at existing rates. Seconded by Cllr Mrs Murray, agreed.</p> | CW/SM/JL/JB |
| 22. | <p><u>Standing Orders</u>
 New Model Standing Orders are now expected in the Autumn. To ensure that the PC's HR procedures properly reference each other, it was agreed that Cllrs Cole and Mrs McWilliam will update existing NALC Model.</p> | SC/VMcW |
| 23. | <p><u>Hanging Baskets 2008</u>
 Cllr Perry proposed that a quotation from How Green Nursery in the sum of £3,057.60 be accepted. Seconded by Cllr Mrs Woodhams, agreed.</p> | |
| 24. | <p><u>Street Lighting, Valley View</u>
 In response to a request, there was discussion about the possible provision of street lights on this estate. Noted that it is likely that this would be a very expensive project which would undoubtedly have to be phased over several years. Agreed course of action before any decision is made: consultation with T&MBC followed by costings from EDF subsequent to consultation with the residents.</p> | |
| 25. | <p><u>Recreation Grounds</u>
 <u>Recreation Ground Pavilion:</u> The Facilities Cttee is continuing to work on revisions to the refurbishment specification.
 <u>Tennis courts:</u> Refurbishment works have now been completed and maintenance guidelines received. Chairman will summarise for grounds staff.
 <u>Other works:</u> Chairman has agreed position for relocation of picnic bench and proposed that the contractor be instructed to carry out minor maintenance works to the children's play area gate/fence. Agreed.
 <u>Potters Mede Fencing:</u> Competitive prices have been received. Chairman proposed that the quotation from Southern Counties Fencing in the sum of £260 + VAT be accepted. Agreed.
 <u>Pavilion:</u> Chairman will prepare a summary of the questionnaire responses and will arrange an informal meeting with all members. For further consideration at the next PC meeting
 <u>Football:</u> Prior to the informal Potters Mede pavilion meeting the Facilities Cttee + Cllr Cole will meet with the football clubs to discuss their requirements. Cllr Cole will arrange. Funding of football pitches was discussed.</p> | Facilities Cttee

CW

CW
All
Fac.Cttee/SC
SC |

26. **Oral reports from Members, County and Borough Councillors and Clerk**

Sincere congratulations were expressed to Cllr Mrs Murray on her recent appointment as Deputy Mayor of T&MBC.

Cllr Mrs Murray thanked all members for their hard work in meeting all the necessary deadlines for the Parish Poll. She is confident that BGPC has always been an open, honest and transparent authority and would never entertain becoming involved in attempts of bribery and/or blackmail as recently attempted by a resident.

Noted that there has been some vandalism to BGVH.

Cllr Mrs Woodhams advised of action taken by Cemex to deal with extreme amounts of mud deposits on the A227. A letter will also be sent as there are still problems. They will also be asked to address problems associated with lorries waiting on the highway to enter the site. BGVHMC will be asked to confirm that two Parish Cllrs may attend committee meetings. It is understood that only one would be able to vote.

The PACT Panel now has a website and requests a link to the PC site. Agreed no objection in principle but assurance must be given that all information displayed is personally vetted by the Chairman, Mr Jones.

Transfer of land for the proposed footpath Fairfield Road/Station Approach has now been completed. Construction details are awaited from T&MBC.

Cllr Cole will discuss proposed parking restrictions in Fairfield Road with T&MBC.

There was discussion about the recent publicity leaflet from the resident who called the Parish Poll and the implied association with the Lights Committee. There is extreme concern about the further incorrect implication by the resident that the PC has threatened to withdraw its funding towards the Christmas lights. The PC has always given the Christmas lights financial support and has at no time suggested that this be withdrawn. Last year an increased contribution was declined by Mr Taylor. Agreed that consideration would again be given to an increased contribution if such a request was received in good time.

Chairman will make informal enquiries about the Chamber of Commerce.

Cllr Perry advised of discussions with T&MBC and other authorities re CCTV. It may be possible to link PC equipment to T&MBC/BGVH cameras. Thanks were expressed to Cllr Perry for his ongoing hard work in connection with CCTV.

Cllr Perry reported on the recent PPP meeting incl. • a Housing Services update

- a scheme to protect the vulnerable in the community against 'Cold Callers' - any instances should be reported to Cllr Perry

- a presentation on the Youth Forum - Cllr Mrs Murray will obtain copies of the related DVD to promote further; thanks were expressed to her for her leadership

- a Police presentation – Cllr Perry will circulate updated Police telephone list.

T&MBC will be asked to give special consideration to the provision of a dedicated parking space in Quarry Hill Road for a resident with exceptional special needs. The Parish Council congratulates the officer at T&MBC for the manner in which she has conducted the Parking Plan consultations.

Cllr Cole and Clerk will be in attendance in the Parish Office 10-12noon Saturday 5 July 2008

SC

CW

SP

SM

SP

SC

27. **Cheques for signature**

Auto-Pay

£703.23	R Springett - Asst. Groundsman 1/5 - 31/5/08
£1208.63	H Damiral - Clerk May 2008
£504.95	W Austin - Caretaker/Groundsman 1/5 – 31/5/08
£499.30	KCC – Superannuation May 2008
£265.13	EDF Energy – Street light supply, April 2008
£60.00	J Stephens – Websites maintenance May 2008
£423.61	EDF Energy – Street light repair o/s 7 Sandy Ridge
£57.00	T&MBC- Rates, Rec.Gd. May 2008
£76.08	Kent Aluminium – Maintenance materials Rec.Gd/P Mede
£4.21	EDF Energy – Supply, Recreation Ground

£4059.99	Thomas Mansfield – Solicitor's fees
£143.82	Wrotham PC – Skate Park inspections/maintenance
£235.00	A Palmer – Electrical repair, Recreation Ground
£160.08	T&MBC – Printing: Poll publicity
£500.00	H Damiral – Office allowance
£25.83	Kidman's – Strimmer maintenance

Cheques for signature (Continued)

£465.00 J Lawrenson – Tree surgery, Potters Mede
£510.00 W Mzimba – Internal audit 2007/08
£4347.50 Trevor May – Tennis court surfacing (final payment)
Proposed by Cllr Perry, seconded by Cllr Mrs McWilliam that the above cheques be paid. Agreed.

28. **Resolved to enter into committee**

Clerk reported on a recent staff meeting and advised of procedures re amended job descriptions and staff appraisals. Staff H&S issues discussed.
Parish Poll draft Press Release discussed. Agreed that Cllr Mrs McWilliam will liaise further with all members to finalise.
Employment Tribunal: The claimant has declined a further official offer to conclude these proceedings. Claimant's response with bargaining proposals are considered to be inappropriate and totally unacceptable. There was some discussion about the ongoing Tribunal and its connection with the recent Parish Poll: all available information considered relevant will be forwarded to the Parish Council's legal advisers.
Cllr Bailey left the meeting.
A draft letter responding to outstanding requests for information had been circulated to all members. Comments/amendments will be given to the Clerk who will prepare final reply.

VMcW