

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 3 October 2011 in the Annexe to The Church of the Good Shepherd.

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

There was one member of the public in attendance

### Action

102. **Apologies** for absence were received from Cllrs C Dobson, T Shaw and T&MBCllrs D Evans and Mrs S Murray.
103. **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 114 Cheques for signature - Skate Park maintenance.  
Cllr Willard declared an interest in items 109 & 110 P Mede grounds and pavilion and item 112 Rec Gd.
104. **Minutes of the Meeting 5 September 2011**  
All members had received copies of the minutes. Chairman proposed that they be approved and signed. RESOLVED. AGREED that Clerk will endeavour to circulate draft minutes within 1-2 weeks of the meeting.
105. **Matters arising**  
89 Correspondence from Mrs Farina re 2005 Parish Plan. Noted that the BGPC minutes referred to were in the public domain at the time she wrote the letter.  
90(iii) A meeting of the Finance Cttee will be held on 10 October 2011  
94 Neighbourhood Plans: noted that the joint presentation by Navigus Planning has been postponed until next year because of the imminent Localism Bill.  
95 Recreation Ground: Cllr Perry tabled Football Foundation and Sports-E-Quipment guidelines/standards for the installation of football posts.
106. **Planning Matters**  
(i) Decisions:  
TM/11/01885. Revised proposals for replacement of teaching accommodation incl rearrangement of staff car parking – Wrotham School. Permission granted.  
TM/11/02089/LDP LDC: side extension – 99 Crouch Lane. LDC granted.  
(ii) TM/11/02096/FL Change of use unit 1 adj Henry Simmonds PH. No observations.  
(iii) TM/11/02098/FL 3 new shop fronts unit 1 adj Henry Simmonds PH. Observations/recommendations: Should be no direct public access onto A227 frontage; removal of one sign and no illumination of other; retention of laurel hedge with adj property + erection of close boarded fence; restricted opening hours  
(iv) TM/11/02468/TPOC tree surgery j/o Harrison Rd/Quarry Hill Rd. No observations.  
(v) KCC/TM/0355/2011 revised proposal incl location for provision of single storey changing room pavilion for school and community use in association with outdoor facilities and all weather pitch Wrotham Secondary School. Comprises 4no team, officials', disabled changing rooms, public toilets, store and plant room. AGREED that whilst BGPC supports the proposal, the on-site parking arrangements for both staff and pitch users must be in place before the facility is used. During the discussion it was agreed that consideration may be given to closing Potters Mede car park from time to time.  
(vi) TM/11/02390/FL Ground floor high level windows – unit 7 Bourne Enterprise Centre. Retrospective application. No observations.
107. **Period for Public Consultation**  
The Chairman of Fairseat Residents' Assn reported on their recent AGM: AGREED that, at the next meeting of BGPC, consideration will be given to making a formal response to the 2013 Review of Parliamentary Constituencies in England. The Assn's concerns about parking in the village was noted: they have made checks and, whilst the village hall car park has usually been full, there have been a number of spaces free in the Western Rd car park.

MT/SM/TS/SG

108. **Correspondence****Noted:**

- Kent Can Regular newsletters and funding alerts (copies to all Cllrs)  
 KCC August bus updates (copies to all Cllrs)  
 KCC Regular Trading Standards alerts (copies to all Cllrs)  
 Rural Services Network Newsletters (copies to all Cllrs)  
 Whitegate Field Skate Park Cttee Annual inspection report (copies to all Cllrs)
- BMPOSJCttee Minutes of the meeting 24.06.11 (copies to all Cllrs)  
 KCC Diversion of 265m of FP251, north of sandpit Platt/Borough Green  
 Action with Communities in Rural Kent ESF community grants, Transforming Local Infrastructure Fund survey & AGM 13.10.11 (copies to all Cllrs)  
 KALC Parish News Sept. 2011 (copies to all Cllrs)  
 KCC House on the Move' a mobile project to give health advice to young people 13-19yrs Fri 4-10pm until 14.10.11 Whitegate Field Skate Park (copies to all Cllrs)  
 Navigus Planning Journal of Local Planning issues 3&4 Summer and Autumn 2011 (copies to all Cllrs)  
 T&MBC Minutes PPP mtg 8.9.11 + presentation on 'Universal Credit' (copies to all Cllrs)  
 KCC Health Overview and Scrutiny Cttee newsletter (copies to all Cllrs)  
 T&MBC Summary of accounts year ended 31.3.11  
 Voluntary Action Within Kent Information on 'Check the Checks' campaign to raise awareness of the correct use of CRB checks (copies to all Cllrs)  
 BorodARA Request for 'Pearls of Wisdom' for possible inclusion in a Thanksgiving Service, Rochester Cathedral 20.10.11 (copies to all Cllrs)  
 KCC Seminar 15.11.11 County Hall, Maidstone: Legal updates on 'Making & retaining Money' (copies to all Cllrs)

- T&MBC** Queen's Diamond Jubilee beacons (copies to all Cllrs). AGREED to consider having a beacon at The Knob, Crow Hill. Possible funding from T&MBC's Community Enhancement Fund noted  
**T&MBC** Extra funding for cutting footpaths noted (copies to all Cllrs). AGREED to request cutting of northern section of the FP Harrison Rd/Basted Mill.

109. **Potters Mede Ground Improvements and maintenance**

- (i) No report from Potters Mede Environmental but noted that a request has been sent to Cemex Community Fund Ltd for the conditions of the grant to be extended into next year.  
 (ii) Repairs are required to car park fence and pedestrian gate. RESOLVED that, if possible, Chairman will repair the gate. Fencing repairs will be left until building/ground works have been completed. MT  
 (iii) AGREED that Chairman will cost his ideas for a barrier to the car park. MT  
 AGREED that Chairman will discuss current and future parking arrangements with the Headmaster of Wrotham School. MT

110. **Potters Mede Pavilion**

- (i) Draft plans have been received from the architect. After discussion RESOLVED that a cheque be issued to T&MBC in the sum of £837.50 in respect of the planning application fee. AGREED that Chairman will deliver the application to T&MBC. MT  
 (ii) All Cllrs had received Chairman's report and recommendation and copies of the completed application form for a £100,000 loan from the PWLB repayable over 10 years. After discussion, which included consideration of possible expenditure on the Parish Plan legal issue, Chairman proposed that this be agreed and the form signed and submitted. Voting was 8 in favour, 1 abstention. RESOLVED. MT

111. **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.

112. **Recreation Ground**

Noted that Borough Green Junior Football Club have capped all football post sockets not in use. Cllr Willard has inspected and does not consider there to be any H&S risk but asked all Cllrs to inspect. A response from BGJFC had been circulated to all councillors: AGREED that it will be stressed to the club that checking, security and fixing of the goal posts is their responsibility. Their attention will be drawn to FA information on testing of goal posts and information available on the mcnabsport.co.uk and Sports-E-Quipment websites. All

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Action

### **Recreation Ground (Continued)**

All Cllrs had received copies of correspondence from Tonbridge Angels Youth FC regarding use of football facilities at Borough Green Rec Gd which was noted. AGREED response: if they wish to liaise with the current users, BGJFC, re possible use on occasions when available, BGPC will consider the request.

### 113. **Saltbins/Winter Plan**

- (i-ii) 8no bins have been purchased. It was RESOLVED to confirm that this included an extra bin for the BGVH site as the Management Cttee has agreed to pay for its purchase and the first fill. It was noted that the occupier of the property at the j/o Quarry Hill Rd/Maidstone Rd has subsequently withdrawn his offer to purchase and fill a bin. RESOLVED that this now be financed by BGPC.
- (iii) Arrangements for storage of salt by H+H Celcon, until Mr Bailey's facility is available, were noted with thanks.
- (iv) Chairman will liaise with the grounds maintenance staff re installation and filling the bins. RESOLVED that locks will be purchased for all new bins. Chairman will fit. Chairman will make a recommendation, with costs, to the next meeting for appropriate signs for the bins
- (v) Chairman had advised all Cllrs of new KHS criteria for highway located bins funded by PCs. Cllrs viewed a map showing local snow clearing routes by farmers.

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### 114. **Cheques for Signature**

Payments as listed and circulated to all Cllrs.

#### **BACS:**

- £2776.16 Staff salaries September 2011
- £360.26 E-on - Street lighting supply, August 2011
- £528.22 KCC - Superannuation September 2011
- £271.30 Wrotham PC - Skate Park maintenance August 2011
- £60.00 J Stephens – Websites maintenance September 2011
- £50.47 Kent Aluminium Ltd – Grounds maintenance materials Rec Gd.
- £1958.56 Inland Revenue - PAYE/NI July – Sept. 2011
- £746.32 Allsands – Salt & sand supplies
  
- £100.00 COGS – Donation for use of room July - September 2011
- £22.45 Neale Dataday Ltd – Office diary 2012
- £31.95 First Guard Pest Control – Treatment of wasps' nest, Memorial Pavilion
- £198.82 Cash - P Cash reimbursement + te/b.band July – Sept. 2011
- £1364.83 ESE Direct – 8no grit bins
- £ 837.50 T&MBC – Planning application fee, Potters Mede

Proposed by Cllr Perry, seconded by Cllr Millener that the above payments be made. RESOLVED It was noted that KCC have not been charging for playground inspections for a long while. Clerk is discussing with KCC

### 115. **Written reports**

- (i) T&MBCllr Mrs Murray had submitted a written report (copies to all Cllrs). The proposed financial cut by KCC in the Youth Service was particularly noted. Full information is available at [www.kent.gov.uk/youth](http://www.kent.gov.uk/youth) The public consultation period ends on 31.10.11. Chairman will draft a letter from BGPC.
- (ii) Cllr Ms Moorecroft submitted a written report from BMPOSJC and BGVHMC (copies to all Cllrs)
- (iii) Chairman and Cllrs Mrs Gould reported on Saturday morning visitors to the Parish Office incl. A request for gritting the footpath Fairfield/Station Approach in inclement weather; request for confirmation of continuing BGPC funding towards the Foot Clinic (given) and comments about traffic priorities at the j/o Thong Lane/Basted Mill: Chairman has discussed this with KHS who advised that the current layout is safer than the previous.
- (iv) Cllrs Harrington and Dobson have checked all lights within the village and identified faults have been reported.
- (v) Chairman advised Cllrs that he had had preliminary meetings with 3no builders re P Mede pavilion.
- (vi) AGREED that Chairman will discuss with Hornet Engineering Ltd BGPC concern that some commercial vehicles are not using the haul road.
- (vii) Concerns about uncovered vehicles and lorries speeding through the village, particularly during the night will be raised with H+H Celcon.

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116. **Future dates**

- (i) Date of the next Meeting Monday 7 November 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 5 November 2011 10 – 12 noon

CD/MY

117. **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 discussion about the deployment of grounds maintenance staff on duties other than at BGPC premises, as and when required/appropriate and for the maximum benefit of the village. AGREED. For ratification at the next meeting.

After discussion AGREED that, during Clerk's holiday periods and in emergency situations during Clerk's absence, Chairman has authority to instruct grounds maintenance staff as appropriate. Chairman will subsequently advise Clerk accordingly.

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The meeting closed at 21.44 hrs