



BOROUGH GREEN TOWN COUNCIL



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Parish established 1934

www.boroughgreen.gov.uk

The Borough Green Town Council Annual Meeting took place at 1930 in the COGS Annexe on 5th May 2026. The Members are reminded of the importance of Section 10 of Standing Orders regarding confidentiality of Part 2 discussions and documents. Please refer to our Data Privacy, Use and Retention Policy, which is published on our website

Yours faithfully

Clerk & Responsible Financial Officer

Present: Cllrs Taylor (Chair), Ramsden (Vice Chair) Reid, Butterfill, Reading, Thrush, Millener, Shaw, Proto and Heselden. Cllr Rayner attended the Community Meeting and presented his report there, and left at 1930

020. Apologies for Absence TMBC Cllr Palmer

021. Declarations of Interest- Cllr Ramsden - employment of Relative, Cllr Taylor - expenses payment

022. Minutes of the meeting 7th April 2026 - AGREED

Matters Arising (i) Councillor Vacancy

023. Election of Chair Cllr Taylor Proposed by Cllr Butterfill, 2nd Cllr Shaw - AGREED

Election of Vice Chair Cllr Ramsden proposed by Chair, 2nd Cllr Butterfill - AGREED

Appointments to Committees and Outside Bodies (appendix 1) - AGREED Cllr Butterfill left at 1945

024 Submissions by County and Borough Members and Members of the Public

As TMBC, Cllr Taylor reported the change to a single planning committee, and updated Members on the implications of water shortages on Planning.

025 Planning Matters

(i) To note Planning Notices as circulated

(ii) Current applications and responses as circulated,

26/00525/FL 27 Quarry Hill Rd, extra storey, conversion of office into 4 flats - Objection lodged

26//00717/PDVLR 168 Maidstone Rd, Large extension, Single storey rear extension to a depth of 5m, maximum roof height of 3.95m, and eaves height of 3.2m - No Observations

026 Potters Mede

(i) Pothole repairs complete, carpark and entrance - Noted

(ii) BG Scout hut - move to carpark - further discussions re size and location to be arranged

(iii) Flower display, new bench and paving- noted -thanks to Ground staff

(iv) Junior Park Run proposal - AGREED, subject to liaison with BGJFC

(v) Request to use Carpark for Primary School coach collect and drop-off 20th May 9am & 22nd 2pm - AGREED

027 Recreation Ground

(i) Pavilion Refurbishment - update - new clock to be ordered and fitted - AGREED

(ii) Petanque Court request represented- ongoing

(iii) Hogweed report- identified as lesser Hogweed- now removed

028 Councillors Reports

(i) Cllr Butterfill - Resilience Plan - ongoing final stages

(ii) Chair - Shipbourne CASP event report

1st June 2026

029 Community Issues

- (i) IQE footpaths and bike trails - TMBC have agreed site is legal, IQE mapping & signage proposal - will circulate draft signs for young riders section Chippings donated by Treeability and footpaths treated. New bench installed. Assessment of whether Mower can pull trailer to make footpath maintenance less manual.
- (ii) Visit by TM CEO Damian Roberts
- (iii) Public Toilets - damp proofing works. Donation of stone by Nepicar Sandpit
- (iv) Awaiting KCC Bus Grant if available Nu-Venture cost up 7% to £10,700. we have some grant available, but I will write to all the Parishes to elicit support. Chair and Clerk to calculate contributions.
- (v) Flagpoles dropped and cleaned- new fittings and rope repairs- 3 new Union flags £281+vat - AGREED
- (vi) BGPS Play equipment - maximum grant of £10k in two tranches - AGREED
- (vii) TMBC Service Level Agreement - ASB Enforcement - £2000 pa - AGREED
- (viii) Police Crime Report
- (ix) Clerk has been arranging two work experience lads after the previous success. - Agreed

030 Village Enhancements & Green Spaces

- (i) Harrison Rd/Surgery TPO - ongoing - two years now, Birthday Card sent to Planning
Another load of chippings donated by Ferns.
- (ii) Prow fallen Trees Basted Mill and Darkhill Ightham reported to KCC PROW

031 Financial Matters

- (i) Bank Reconciliations & Balance 30 April 2026 Total Bank Balance £268,566.13
- (ii) To approve Payment List Appx 2. Prop-Cllr Reading, 2nd Cllr Shaw - AGREED. Cllr Ramsden & Taylor abstain
Invoices checked : Cllrs Reading & Taylor
- (iii) Responsible Financial Officer's report - Clerk enlarged upon his Annual report, regarding the deficit and the change of bank compensation limits from £85k to £120k
- (iv) S106 discussions and clarification - further checks into Stone Court S106 grant.
- (v) Landscape Services Quote - excludes IQE and Crowhill - AGREED
- (vi) Donation HOKH - £200 prop Chair, 2nd Cllr Millener AGREED

032 Website & Social Media

- (i) Local Government Reorganisation - awaiting Gov't decision which Cllr Rayner believes may yet be deferred.

032 TMBC Local Plan

- (i) Update report on the implications of the SE Water shortfall in supply and report on DEFRA SEW Taskforce meeting. It is believed that this will have huge implications on Planning and the Local Plan, despite assurance from Officers that "it can be factored in" to calculations and should have little impact. We shall see.

034 Highways & Streetlighting

- (i) Highway Improvement Plan (HIP) review - 20mph still awaited
- (ii) Speedwatch Group - ongoing

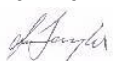
035 Quarries & Landfills No report

036 Future Dates

- (i) Date of next meeting 1930 Monday 1st June 2026 COGS Annexe.
At all other times contact the Clerk using the details above

037 Exclusion of Public and Press: Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any item.

Chairman moved to Part 2, and then closed the meeting at 2120hrs



1st June 2026

Appendix 1 Appointments

Finance Cttee; 4 appointed members, and anyone else on the night, Cllrs Taylor, Shaw, Butterfill, & Ramsden
TM KALC & Parish Partnership Panel; These two run in sync, with the KALC meeting putting agenda items forward to the PPP which is attended also by TMBC and KCC members.

Cllr Butterfill is Vice Chair of PPP and TM KALC

Cllr Shaw continues on both, and is on the KALC exec. NB - BGTC accepted to both boards.

Men of the Trees; Cllrs Reid & Taylor - written submissions (*Now known as Kent Friends of Trees*)

Wildlife Warden Green Spaces - Cllr Reid

Skate Park; Cllr Taylor & Millener

J5Slips; Cllr Shaw

Speedwatch Cllrs Heselden & Shaw

T&MBC Standards Cttee; This is an ad hoc Committee with PC members being recruited to a hearing committee when needed. Cllr Reading

Complaints arrangements; All complaints initially go to Clerk, who decides whether to report directly to the Monitoring Officer at TMBC if it is against a Councillor, or if Staff to the Chair. A small committee of Members might be appropriate in some cases to be appointed at the time.

Sports Liaison Cllr Reading

BGVH; We have not been invited so will not be sending representatives.

Appendix 2 Payment List

BGTC Payments List May 2026	£
Staff Costs	
Staff Salaries TBC	5980.38
HMRC	2679.53
KCC Pensions	2344.04
BACS Payments	
Ward Security, inv 1100099	30.00
Nu Venture, (awaits invoice)	891.66
KALC, inv 10097	312.68
Parish Inline, inv 29UP004-0008	108.00
Commercial Services, inv LS215735	150.56
DR	345.00
RS	102.60
BG	200.00
BG	40.29
BG	21.50
DD Payments	
Zen Internet (monthly charge)	13.79
COGS - The Voice Magazine	300.00
COGS - Admin	30.00
TMBC	56.00
Bank Charges *	27.18
Npower* - streetlighting TBC	100.00
Npower* - public convenience TBC	50.00
EDF (PM)* TBC	487.95
EDF (RG)* TBC	33.54
Castle Water RG*	190.97
Castle Water PM*	21.56
Total	14517.23
NB: Receipts during April to 30/4/2026	141459.77
Signatures Cllr Reading & Taylor	