



## BOROUGH GREEN TOWN COUNCIL



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Parish Established 1934

Clerk: Mr Bernie Galopin  
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20 March 2026

Dear Sir/Madam

The **Borough Green Council Meeting** will take place at **COGS Annexe** 1930 **Tuesday 7th April 2026**, and may be recorded. 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. In accordance with the council's Standing Orders and the Local Government Audit & Accountability Act 2014, photographing, recording, broadcasting or transmitting the proceedings of the meeting is permitted by any means, excluding audible commentary which is forbidden. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting, those exercising the rights to film, record or broadcast must respect the rights of other people under the Data protection Act 1998. Any person or organisation choosing to film, record or broadcast the meeting is responsible for any claims or other liability from them so doing.

Yours faithfully

Clerk & Responsible Financial Officer

### AGENDA

**001. To Note Formal Incorporation of Town Status 1st April 2026**

**002. Apologies for Absence**

**003. Declarations of Interest**

**004. Minutes of the meeting 2nd March 2026**

**Matters Arising -**

- (i) Councillor Vacancy

**005. Submissions by County and Borough Members and Members of the Public**

**006 Planning Matters**

- (i) To note Planning Notices as circulated
- (ii) Current applications and **responses** as circulated,

**Applications**

**TM/26/00133/FL 19 Normanhurst Road** Single storey side ext, convert garage to habitable room new front door  
**TM/26/00140/FL The Paddock House 78 Crouch Lane** Retrospective application for the erection of a garden room

**007 Potters Mede**

- (i) Lighting Conversion to LED - progress report
- (ii) BG Scout hut - move to carpark?
- (iii)

**008 Recreation Ground**

- (i) Pavilion Refurbishment - update
- (ii) Monthly/annual Inspections

**009 Councillors Reports**

- (i) Cllr Butterfill - Resilience Plan

## **010 Community Issues**

- (i) IQE footpaths and bike trails - Enforcement action abandoned - letter from TMBC  
IQE mapping & signage proposal  
Proposal for tree management (insurance)
- (ii) Awaiting KCC Bus Grant if available

## **011 Village Enhancements & Green Spaces**

- (i) Harrison Rd/Surgery TPO - update

## **012 Financial Matters**

- (i) Responsible Financial Officer's report
- (ii) Bank Reconciliations & Balance 31 March 2026 Total Bank Balance
- (iii) To approve Payment List as circulated.  
Invoices checked :
- (iv) S106 discussions and clarification

## **013 Website & Social Media**

- (i) Local Government Reorganisation link & PPP presentation installed

## **014 TMBC Local Plan**

- (i) Reg 18 consultation results

## **015 Highways & Streetlighting**

- (i) Highway Improvement Plan (HIP) review - update
- (ii) Speedwatch Group - update

## **016 Quarries & Landfills**

- (i) BGSP - mud -KCC & TMBC Enforcement - update

## **017 Future Dates**

- (i) **Date of next meeting 1900 TUESDAY 5th May 2026 COGS Annexe.**

**1900 Parish Annual Meeting** - Chair & Clerk's Annual Reports, and Public statements, questions and reports  
*(NB Whilst we became a Town on 1st April 2026 the Community meeting is about the past year as a Parish. Next year will be an Annual Town Meeting, but the Council meeting below is about the coming year)*

**1930 Annual Council meeting** - Election, Chair & Vice-Chair, appointments to Committees

At all other times contact the Clerk using the details above

**019 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.

## **Part 2**

### **Appendix 1 Payment List**

### **Appendix 2 Enforcement letter**