

Minutes of the Annual meeting of Borough Green Parish Council held at 7.45pm on Tuesday 5 May 2009 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs J Bailey, Mrs J Lucas, Mrs V McWilliam, Mrs S Murray, S Perry, T Shaw, M Taylor, C Willsher, Mrs B Woodhams.

An e-mail from T&MBCllr D Evans was read in full: his apologies for absence due to attendance at another meeting was noted plus regret that only three BGPCllrs were able to attend the recent meeting on the proposed Freight Depot..

There was one member 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.

Item 20 Chqs. for signature – Cllr Taylor declared an interest in the Wrotham PC chq. for Skate Park maintenance.

Action

#### 1. **Election of Chairman**

Clerk invited nominations for Chairman. Cllr Taylor proposed himself for election, seconded by Cllr Shaw. Cllr Perry proposed himself for election, seconded by Cllr Mrs Murray. A paper vote was conducted with Clerk and the PCSO present acting as scrutineers. Voting was Cllr Perry 7, Cllr Taylor 2. Cllr Perry was duly elected, signed the Declaration of Acceptance and took the chair. Cllr Willsher was sincerely thanked for his hard work as Chairman of the Parish Council over the past two years.

#### 2. **Election of Vice-Chairman**

Cllr Mrs Lucas proposed Cllr Mrs Murray, seconded by Cllr Willsher. There being no other seconded nominations, Cllr Mrs Murray was duly elected.

Congratulations and warm wishes were expressed to Cllr Mrs Murray for her forthcoming year as Mayor of Tonbridge & Malling Borough Council.

#### 3. **Minutes** of the meeting 6 April 2009 were signed as a true record.

#### 4. **Matters Arising**

163. Copies of budget quotes for the replacement of the BGVH heating system were received and Noted. Clarification of the BGPC-pledged £5,000 was agreed: all as minuted at the last meeting.

Cllr Mrs McWilliam advised of her discussions with BGHVMC re a sustainable heating system.

168.4. Cllr Mrs Murray reported that KCC has now recognised that the J5 Slips are strategically important for the county and may be put back into the SE Plan. Currently there is considerable lobbying of MPs.

170. Satisfactory action has been taken to amend content of a councillor's own community website

#### 5. **Election of committees**

The following committees were agreed:

**Facilities** – Cllrs Perry, Taylor, Willsher and Mrs B Woodhams.

**Sports Clubs Liaison: Football:** Clerk will liaise and will pass any information particularly relevant to the rebuild of Potters Mede to Cllr Mrs McWilliam.

**Bowls:** Cllr Willsher

**Highways & Footways:** Cllr Shaw with all Cllrs inspecting and reporting matters on a regular basis.

**Footpaths & Street Lighting:** to be filled when there is a full complement of BGPCllrs

**Finance:** Cllrs Perry, Bailey, Mrs Lucas and Mrs Murray

**Complaints:** Cllrs Willsher, Mrs Lucas, Mrs McWilliam and Mrs Woodhams

**KAPC:** Cllrs Perry and Willsher

**Village Hall Representative:** Cllr Mrs McWilliam

**Quarries Liaison: Cemex** – Cllrs Willsher and Mrs Woodhams

**PACT Panel** – Cllr Taylor + another to be filled when there is a full complement of BGPCllrs

**Men of Trees:** Cllrs Willsher, Mrs Lucas and Mrs McWilliam

**Parish Partnership Panel:** Cllrs Perry and Taylor

**Basted Mill Public Open Space:** Cllrs Bailey and Willsher

**Skate Park:** Cllr Perry + another to be filled when there is a full complement of BGPCllrs

**Election of committees (Continued)**

**Potters Mede Steering Group:** Cllrs Perry, Bailey, Willsher, Mrs McWilliam, Mrs Murray and Mrs Woodhams

**Websites Liaison:** Cllr Perry

**CCTV Working Group:** Cllrs Perry and Willsher

**J5 Slips:** Cllr Perry

**Parish Plan:** Cllrs Perry, Willsher, Shaw and Taylor

**6. Planning Matters**

TM/09/0812 Renewal of full planning application 04/1392: demolition of existing extension & garage and erection of 3no dwellings – 24/26 Wrotham Road. No observations.

TM/09/0894 Demolish garage + construct extension – 7 Wye Road. No observations.

**Planning decisions**

TM/08/0483 Details of scheme of archaeological work – land adj. 80 Western Rd. Approved.

TM/09/0119 LBA: Secondary glazing. LBA granted.

TM/09/0413 Replacement garage – 18 Lingfield Road. Permission granted.

TM/09/0427 First floor extension – 15 Lendon Rd. Permission granted.

TM/09/0487 Details re junction of access road with A227 – residential development 20/22 Wrotham Rd. Details approved

**7. Correspondence**

**Noted:**

Quarry Liaison Group Minutes of the mtg. 21/4/09 (copies to all Cllrs)

M Taylor Local Development Framework & Parish Plans (copies to all Cllrs)

ICO DVD Guidance on FOI and requests for information

Kenward Trust Newsletter Spring 2009

KCC Library report 2008/09 (for report at the Parish Mtg).

T&MBC Operation Cubit 27/4/09

BG Baptist Church 200<sup>th</sup> anniversary: copy letter to T&MBC for request to display coloured banner

Local Works Sustainable Communities Act in Kent (copies to all Cllrs)

Monster Play Systems Ltd Hildenborough play area (copies to all Cllrs)

Skate Pk Cttee Minutes of the mtg. 17/3/09 (copies to all Cllrs)

KALC Minutes of the mtg. 19/3/09

T&MBC Street naming Stone Court, Borough Green. (20/22 Wrotham Rd development)

KCC Trading Standards alert – tree surgery (copies to all Cllrs)

KCC Kent Rural Towns news (copies to all Cllrs)

Action with communities in Rural Kent Magazine Spring 2009

Astroturf Steering Group Minutes of the mtg. 23/04/09 (copies to all Cllrs)

Kent Downs Landscape & Biodiversity Enhancement Grants (Copy to Cllr Perry)

Borough Green Baptist Church Keep Britain Tidy: Litter collection 23/05/09 (invite to join in)

T&MBC T&M Community Safety Ptnrship. bulletin (copies to all Cllrs)

KALC Newsletter no. 339 + Cllrs Information Day 20/06/09

Equality & Human Rights Commission Public Sector Duties. Info. available at

[www.info@equalityhumanrights.com](http://www.info@equalityhumanrights.com)

KHS Launch of Parish Portal (copies to all Cllrs) & District Soft Estate Maintenance Schedules (copies to all Cllrs).

T&MBC T&M cycling strategy consultation. Info. available at [www.kent.gov.uk/transport-and-streets/transport-and-road-planning/kents-transport-vision/current-consultations.htm](http://www.kent.gov.uk/transport-and-streets/transport-and-road-planning/kents-transport-vision/current-consultations.htm) Copies to all Cllrs. Agreed that individual responses will be made.

KCC Meeting of BGPC Chairman with KCC Community Warden 11 May 3pm. Clerk will obtain further information and liaise with Chairman.

Bowls Club A request for financial assistance towards pavilion rewiring costs was read. Cllr Willsher gave further information. Copies of the letter will be given to all Cllrs and Cllr Willsher will liaise further with the club + he will liaise with Cllr Mrs McWilliam re. possible source of grants.

Men of the Trees Village competition 2009. Agreed to enter.

All

SP

CW  
CW/VM

CW/JL/VM

**Correspondence (Continued)**

KHS Parish Report April 2009. (copies to all Cllrs): Cllr Mrs Woodhams gave an update on the flooding problem A227 opp. The Cemex site. T&MBC, KCC, the Environment Agency and other agencies are liaising to try and resolve this problem.

KHS Replacement bollards: Although some bollards in the High St/Western Rd have been replaced, KHU is of the opinion that those o/s Barclays Bank will suffer constant damage. After discussion agreed to request KHU to carry out a safety audit + consider installation of railings.

Bollard j/o Fairfield A227 still needs replacing.

KALC Agreed to purchase the publication: Local Council Administration 8<sup>th</sup> Edition

T&MBC Hotspot Enforcement – Littering/Dog Fouling 19/08/09 BG Rec.Gd. Copies to all Cllrs. Agreed that this would be more beneficial in High St/Western Rd and around village hall.

8. **Vacancies BGPC**

Noted that there has been a request for an election. If the two places are contested, voting will take place, along with the European and Kent County elections on Thursday 4 June 2009.

Agreed that Poll Cards are not necessary.

9. **Standing Orders** - No Model version yet available.

10. **Public Question Time**

Cllr Taylor proposed that this be included within the monthly PC agenda, seconded by Cllr Shaw. After discussion voting was 2 in favour, 5 against and 2 abstentions. The motion was not carried. Further agreed to revise the agenda wording re Public Consultation Period to allow for an earlier start of PC meetings if the full 15 minute period is not required by members of the public. For review in 3 months.

11. **Audit of BGPC Accounts 2008/2009**

All members had received copies of the Annual Return incl. the Statement of Accounts prepared by the Clerk and subject to Internal Audit later in the week. Clerk advised of new External Audit timescales. After discussion Cllr Willsher proposed that, in order to meet the deadline (i) the figures be accepted subject to agreement by the Internal Auditor (ii) any changes by the Internal Auditor are referred to the Finance Cttee for recommendation to all members for approval in advance of the next meeting (iii) there is particular clarification by the Internal Auditor of the figure at Section 1(9) re Potters Mede o/s insurance claim (iv) All items in Section 2 Annual Governance Statement be agreed and signed by the Chairman. Seconded by Cllr Taylor. Voting was 8 in favour and 1 against. The motion was therefore carried. Cllr Willsher will discuss new, tight Audit Commission deadlines with KALC.

CW

12. **CCTV**

Cllr Willsher is continuing to liaise with the Police. Chairman proposed that a payment of £1,350 + VAT for renewal of Airtime Agreement be paid at the next meeting. Agreed.

CW

13. **20mph Speed Limit/Borough Green Gateway**

After discussion agreed that a request will be made for a 20mph speed limit through the centre of the village: A25 (Rec.Gd to western boundary), A227 (between Borough Green boundaries) and the High Street.

Chairman had circulated information about Gateway Signs to all members and proposed that the Finance Cttee be asked to consider allocation of £1600 to finance 4no signs this F/Y.

Agreed. Await further information from KAONB.

SP/SM/JB/  
JL

14. **Proposed Rail Freight Interchange**

Chairman and Cllr Willsher reported on a meeting they attended at T&MBC. Noted that the earliest possible time for any planning application is likely to be mid/late 2010 with the 1<sup>st</sup> phase of construction estimated at 2015-2018. There is some discussion taking place between the prospective developers and KCC re the bypass. All footpaths and bridleways would be re-routed. Noted that a CPRE meeting in connection with this Interchange proposal is to be held on 23 May 2009 in St George's Hall, Wrotham. Cllr Taylor suggested that it might be prudent to precept for legal advice that might be necessary over the next couple of years.

- Cllr Bailey left the meeting
15. **T&MBC LDF: Managing Development & the Environment Development Plan Document**  
 A draft response from the BGPC working group had been circulated to all members. Cllr Mrs Murray proposed that this be accepted, seconded by Cllr Willsher. Agreed. Chairman will forward completed form to Clerk for submission by due date.  
 All members had received information from the Chairman on the SE Plan. **SP**
16. **Recreation Ground**  
**Pavilion** – Tenders have been invited and will be sent to the surveyor on receipt at the end of the month.  
**Open-air services** – Agreed that the Baptist Chapel may hold these once a month during May, June and July all as before although attention will be drawn to planned pavilion building works. Further agreed that the Baptist Chapel may use the ground, weather permitting, for professionally-run football coaching for young people 8-14 years, 28 June – 5 July, as part of the church’s bicentenary celebrations.  
**Children’s playground** – Chairman will check repairs to gate carried out by grounds maintenance staff. **SP**  
**Repairs** - A report from Cllr Taylor on repairs required to fence, gate and litter bin had been circulated to all members. After discussion, the offer from Cllr Taylor to carry out the work on a voluntary basis was accepted with thanks. Agreed that acceptance is on the understanding that all materials must be ordered either from Kent Aluminium or through the Clerk; no authority over staff to be assumed; Clerk to be advised of planned times on site. This action to be reviewed in 3 months. **MT**  
**Grounds maintenance** – There was some discussion about work required in the woodland and method of cutting grass fronting the car park. Cllrs Willsher and Taylor will liaise re a Schedule of Work. **CW/MT**
17. **Potters Mede Pavilion**  
 Cllrs Mrs McWilliam and Mrs Murray met with the Kent Rural Towns Co-ordinator to discuss funding. He agreed to identify either 1 or 2 Funding Buddies to assist with the Sports Pavilion and the pitch improvement. It was suggested that a drawing be prepared to enable the planning application process to be progressed alongside funding requests. It is understood that the services of a consultant may be required. Cllr Mrs McWilliam will seek to obtain a drawing and associated budget quotation in order that a specification can then be prepared for the invitation of formal tenders. **VM**  
 Cllr Mrs McWilliam has liaised with Potters FC who are most enthusiastic about the project and are willing to be represented at some ‘ad hoc’ Steering Group meetings. Agreed.
18. **Potters Mede**  
**Football** – Congratulations were expressed to Potters FC on achieving promotion from the Sevenoaks & District League Div. 3 and for winning the Junior League Cup. **JB**  
**Football pitches** - Cllr Bailey is continuing to liaise with Cemex re the additional pitch. An application for a grant to improve the pitches has been submitted.  
**Use by Y2 Crew Summer Scheme** – A request to use the ground for a youth sports event + BBQ and KCC youth session 27 July 2009 was received from T&MBC. Chairman proposed that this be agreed , with hardstanding area being used for the BBQ. Agreed.
19. **Oral Reports from Members, County and Borough Councillors and Clerk**  
 Noted that 7 Mile Lane is to be closed for up to 7 weeks later in the month. Chairman will send detailed information to all members. **SP**  
 The light on the Staleys Rd FP is still day-burning.  
 Cllr Mrs Lucas reported on her attendance at the recent Malling Scouts Quest Camp 2009 which was a great success.  
 Chairman and Cllr Mrs McWilliam will be in attendance in the Parish Office 10-12noon Saturday 30 May 2009. **SP/VM**
- Cllrs Mrs Woodhams and Mrs McWilliam left the meeting.

20. **Cheques for Signature****Auto-Pay**

£727.03 R Springett - Asst. Groundsman 1/4 - 30/4/09

£1241.99 H Damiral - Clerk April 2009

£519.11 W Austin - Caretaker/Groundsman 1/4 – 30/4/09

£541.26 KCC – Superannuation April 2009

£60.00 J Stephens – Websites maintenance April 2009

£205.28 Wrotham PC – Skate Park maintenance March 2009

£19.80 BGVHMC – Hire of hall, Parish Meeting May 2009

£160.27 EDF Energy – Street lighting supply March 2009

£56.00 T&amp;MBC – Rates, Memorial Pavilion

£2250.00 BGVHMC - Office rent Oct.2008 – June 2009

£376.20 BGVHMC – Hire of hall Pop-In May 2009 – April 2010

£97.18 Zen Internet Ltd – Domains registration 2009/10

£35.62 Cash – Rec. Gds Imprest A/C

£500.00 H Damiral – Office Allowance 2009/10

£81.65 Wicksteed Leisure – Annual inspection + risk assessment

£75.00 T&amp;MBC – 2009 Try Angle Awards donation

£300.00 T&amp;MBC -2009 Y2 Crew Summer Scheme donation

Proposed by Cllr Willsher, seconded by Cllr Taylor that the above payments be made.

Agreed.

21. **Resolved to enter into committee**

There was some discussion and concern about staff matters with regard to regular grounds maintenance of both Potters Mede and the Recreation Ground, including workforce deployment and best practice