

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 6 August 2012 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs M Taylor (Chairman), L Chown, Mrs S Gould, G Harrington, H Willard Ms P Moorecroft, S Perry, T Shaw T&MBCllr Mrs Murray

There were no members of the public in attendance.

- |  | <u>Action</u> |
|--|---------------|
| 60. <b><u>Apologies</u></b> for absence received from Cllrs C Dobson, S Millener, M Yianni   |               |
| 61. <b><u>Declarations of Interest</u></b><br>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.<br>Councillors will take into account any relevant information put before them and not rule out any factors before reaching a final decision.<br>Cllr Taylor declared an interest in item 73 Cheques for signature – Skate Park and 74 – Skate Park  |               |
| 62. <b><u>Minutes of the Meeting 2 July 2012</u></b><br>All members had received copies of the minutes.<br>Item 54 Chairman proposed that 'Hearing Panel' be amended to 'Parish Hearing Panel'<br>RESOLVED that the minutes be amended, accepted and signed.   |               |
| 63. <b><u>Matters Arising</u></b><br>51. Chairman will progress replacement Rec Gd pavilion toilet door and frame.<br>57(v) Chairman advised that the owner of the property in the High St will be carrying out work to clear gutter   |               |
| 64. <b><u>Period for Public Consultation</u></b><br>None   |               |
| 65. <b><u>Planning Matters</u></b><br>(i) <b><u>Decisions</u></b> None<br>(ii) TM/12/01928/FL 39 Wrotham Road: single garage to side, side conservatory and new rear 1st floor window and TM/12/02015/FL no houses with garages, parking, drive and improved vision onto A227 adj 39 Wrotham Road. No objections but strongly recommended that an intensive archaeological investigation be undertaken on any land developed.<br>(iii) TM/12/01988/FL 16 Dryland Road: 2-storey extension with integral garage. No observations<br>(iv) TM/12/02034/FL r/o 19-29 Station Road: terrace of 3no dwellings. Objections: (a) over-intensification of site (b) concern about additional traffic onto Station Road.<br>(v) TM/12/02141/LB LBA: Conversion of PH into 2 self-contained dwellings - Red Lion, Sevenoaks Road. No objection to conversion but lapsed approval noted and strongly considered that a roundabout is inappropriate and traffic lights recommended with full pedestrian crossing at/near existing plus enhanced pedestrian crossing provision of the A25 at/near this location<br>(vi) TM/12/01988/FL 27 Harrison Road: extension and garage conversion. No observations<br>(vii) TM/11/02591/FL Basement 49 High St – change of use to restaurant eat-in with deliveries: noted for consideration by T&MBC Planning Cttee 08.08.12. There was some discussion and concerns were raised about (a) reference to the parking discussions and ownership of the layby – which is thought to be privately owned, not part of the public highway (b) possible inadequacy of air extraction system (c) possible unfairness of imposing controls over this application when a more relaxed approach has been taken in the past with similar premises<br>(viii) TM/12/00446/FL Unit 14 Bourne Enterprise Centre – additional information re assessment of noise mitigation measures for air conditioning equipment noted. |               |
| 66. <b><u>Correspondence</u></b><br><b>Noted:</b><br>Kent Can Regular newsletters and funding alerts (copies to all Cllrs)<br>KCC Regular Trading Standards alerts (copies to all Cllrs)<br>Rural Services Network newsletters (copies to all Cllrs)<br>CPRE Magazine Summer 2012<br>KALC Speed Watch information (copies to all Cllrs)<br>KCPFA August newsletter (copies to all Cllrs)<br>SDC Second Paralympic Games leaflet (copies to all Cllrs)  |               |

**Correspondence (Contd)**

**Noted (Contd):**

SEWater Notification of lifting of water restrictions (copies to all Cllrs)  
Skate Park Cttee Minutes of the mtg 11.07.12 (copies to all Cllrs)  
3G Pitch Cttee Minutes of the meeting 03.07.12 (copies to all Cllrs)  
JPCTG Minutes of the mtg 14.06.12 (copies to all Cllrs)  
T&MBC Minutes of T&M Crime Prevention Panel 30.07.12 (copies to all Cllrs). Next mtg  
24.09.12  
KALC Draft response to Defra consultation on improvements to the policy & legal  
framework for PROW (copies to all Cllrs)  
Men of the Trees Magazine Summer 2012

**KCC** Definitive map of PROW available at [www.kent.gov.uk/prowconsultations](http://www.kent.gov.uk/prowconsultations). To consider if any routes are shown incorrectly. A request will be made for the FP village hall car park/Maidstone Road to be listed on all records.

**Kent Downs AONB Management Plan** Review available at [www.kentdowns.org.uk](http://www.kentdowns.org.uk). Cllrs will submit Individual responses by 22.10.12

**Kent Police** Closure of West & East Malling Police Offices: alternative service provision was noted. Kent Police will make a presentation to the PPP meeting 06.09.12

**KALC** Cancellation of the Localism conference 14.07.12 was noted. It is re-scheduled for 15.09.12. Cllr Yianni will be advised as he had expressed an interest in attending.

**National Trust** Invitation for Chairman and family to attend informative event on P&O's 'Pride of Kent' 27.09.12 2.30 – 7.30pm (copy to Chairman). Agreed that Cllr Shaw will attend.

All

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**67. Potters Mede Ground Improvements**

- (i) Chairman gave a progress report. Levelling of the ground has been completed and the topsoil replaced. Work to install land drains is due to commence.
- (ii) An interim account from Hugh Pearl (Land Drainage) Ltd was received in the sum of £21,707.80 + VAT. Cllr Shaw proposed that this be paid, seconded by Cllr Willard. RESOLVED. Chairman abstained from voting.

**68. Potters Mede Pavilion**

- (i) Chairman reported: the electricity supply to the site will be re-connected next week. There has been a lack of response from plumbers interested to work on this project, with just one local firm quoting a very high price. Maycock & Bennett have expressed their willingness to do the work as an extra to the main contract, purchasing materials from Kent Aluminium where possible. AGREED in principle. Chairman will liaise to obtain a price and details of the Provisional Sum included in the contract. A Variation Order will be required.
- (ii) RESOLVED that Upvc window frames and doors be supplied and fitted by EJ Cocker & Son Ltd and that an invoice in the sum of £1727.43 + VAT be paid.
- (iii) RESOLVED that the total cost of £12,050 + VAT for supply and fitting of doors be approved and paid to Maycock & Bennett Ltd: 50% deposit and balance on completion.
- (iv) RESOLVED that 2no electric shutters be supplied and installed by Rite Industrial Doors Ltd and that an invoice in the sum of £3346 + VAT be paid in two stages: 50% on order and balance on completion.
- (v) RESOLVED that a stage payment of £5933.27 + VAT be made to Maycock & Bennett Ltd for work to 03.08.12.
- (vi) RESOLVED to pay the subsequent stage payment to Maycock & Bennett Ltd for work to 24.08.12 not exceeding the sum of £4,788 on 24.08.12 and on receipt of written certification by the architect and Chairman that the work has been satisfactorily completed and the payment recommended
- (vii) Chairman reported on discussions with the contractor, specialist and Cllr Millener re solar panels. The Council gave considerable thought to the likely benefits and ongoing costs: Chairman will circulate cost details. RESOLVED to approve the quotation from the specialist supplier EA Services (SE) Ltd in the sum of £3,700 + VAT for supply only. Clerk will release cheque on receipt of invoice and written authorisation.
- (viii) Chairman advised that expenditure to date is £180,616 + VAT.

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**69. Recreation Ground**

- (i) AGREED that Chairman will consider suitable replacement of litter bin in children's play area and report to the next meeting

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**70. 2005 Parish Plan**

- (i) The full Barrister's Opinion has not yet been received.  
(ii) No further action at present.

**71. Borough Green Parish Council Standing Orders**

All Cllrs had received copies of the current BGPC Standing Orders with Chairman's proposed amendments which he read. RESOLVED to approve the amendments and adopt the updated Standing Orders.

**72. Borough Green Young Explorers (Quintain Explorers)**

All Cllrs had received copies of a request for a financial donation towards the 2012 summer camp. After discussion RESOLVED that £250 be donated. It is understood that members of the Group will undertake some voluntary clearance work later in the year at Basted Mill public Open Space.

**73. Cheques for signature****BACS:**

£7230.00 Maycock & Bennett Ltd - Potters Mede 50% cost of doors (as deposit on ordering)  
£9092.64 Maycock & Bennett Ltd - Potters Mede construction works w.e. 20.07.12  
£2841.43 Staff salaries July 2012  
£528.22 KCC - Superannuation July 2012  
£60.00 J Stephens – Websites maintenance July 2012  
£226.94 SE Contracting – Street lighting maintenance July 2012  
£448.66 Wrotham PC – Skate Park maintenance June 2012  
£504.53 Wrotham PC – Skate Park maintenance July 2012  
£55.00 T&MBC – Rates Memorial Pavilion, August 2012  
£725.18 E-on – street lighting supply, May & June 2012  
£120.00 KCC - Play equipment repair: Recreation Ground  
£1975.86 KCC - Mowing Recreation Ground/Potters Mede (interim)  
£21.55 Kent Aluminium Ltd – maintenance items Rec Gd

3587 £250.00 Borough Green Explorers - Donation  
3588 £766.80 One Stop Promotions – Flagpole and flags  
3589 £35.00 Information Commissioner's Office – Data Protection fee 2012/13  
3590 £2072.92 EJ Cocker & Son Ltd – Windows and doors, Potters Mede  
3591 £26,049.36 Hugh Pearl (Land Drainage) Ltd - Groundworks, Potters Mede  
3593 £2,007.60 Rite Industrial Doors Ltd – Electric shutters, Potters Mede interim payment  
3594 £2,007.60 Rite Industrial Doors Ltd – Electric shutters, Potters Mede final payment

Proposed by Cllr Chown, seconded by Cllr Shaw that the above payments be authorised. Voting was 7 in favour, 1 abstention. RESOLVED

**74. Skate Park**

- (i) Chairman advised that he is standing down from his daily duties of collecting litter from the Skate Park. He advised that Cllr Millener had suggested to the Skate Park Cttee that BGPC's grounds maintenance staff take on this role and wage costs be apportioned and recovered accordingly by BGPC. This had been agreed in principle by the Cttee. Chairman abstained from the discussion that followed: noted that this will involve Clerk in extra administration and that Mr Springett will not wish to incur an overtime to accommodate these extra duties. RESOLVED that this be agreed w.e.f 01.09.12  
(ii) RESOLVED that grounds maintenance staff will be instructed to wear fluorescent vests at all sites and at all times when working on council duties

**75. Borough Green Websites**

Chairman expressed concern about frequent out-of-date information displayed on the council's websites. There was considerable discussion: possible use of the KCC portal was discussed – Chairman will circulate information. Clerk will discuss the matter with Mr Stephens.

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**76. Borough Green Herald**

Chairman proposed that the Borough Green badge be made available for wider use by more village organisations and individuals, on approval by BGPC. He has discussed this with its creator, Mr Willsher, who is in agreement to it being used by village organisations after BGPC approval. It was noted that the design is already registered to BGPC. There was considerable discussion and some concern was raised about it being used 'away' from the village. The proposal was seconded by Cllr Dobson. Voting was 4 in favour, 3 abstentions and 1 against. Chairman used his casting vote in favour. RESOLVED.

**77. Written reports**

- (i) T&MBC Financial Arrangements with PCs 2013/14 and new local council tax support scheme – all Cllrs had received copies: details noted
- (ii) All Cllrs had received copies of a report from T&MBCllr Mrs Murray. There was particular discussion about the new local scheme of council tax support
- (iii) Chairman will accompany the Men of the Trees judge on a tour of the village 10.30am 09.08.12.

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**78. Future dates**

- (i) Date of the next Meeting Monday 3 September 2012 in the Annexe to the Church of the Good Shepherd.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 1 September 2012 10 – 12 noon

PM/TS

**79. There were no matters for discussion in committee**

The meeting closed at 21.44 hrs