

DRAFT MINUTES

Minutes of the Annual meeting of Borough Green Parish Council held at 7.45pm on Tuesday 6 May 2008 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs S Cole, Mrs L Cook, Mrs V McWilliam (late arrival), Mrs S Murray, S Perry, Ms F Wakefield, C Willsher, Mrs B Woodhams.

Apologies: Cllrs J Bailey (holiday), J Enver (sick), Mrs J Lucas (work), T&MBCllr D Evans.

There were four members 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.

Action

1. Election of Chairman

Clerk invited nominations for Chairman. Cllr Mrs Murray proposed Cllr Willsher, seconded by Cllr Perry. There being no other nominations, Cllr Willsher was duly elected and took the Chair.

2. Election of Vice-Chairman

Cllr Ms Wakefield proposed Cllr Mrs Murray, seconded by Cllr Mrs Woodhams. There being no other nominations, Cllr Mrs Murray was duly elected.

3. Election of committees

The following committees were agreed:

Facilities – Cllrs Bailey, Perry, Willsher and Mrs B Woodhams.

Sports Clubs Liaison: Junior Football: Cllr Cole

Bowls: Cllr Willsher

Highways & Footways: Chairman and Vice-Chairman will divide the parish into areas. All Cllrs will be responsible for inspecting/reporting on their particular area.

Footpaths & Street Lighting: Cllr Willsher

Finance: Cllrs Willsher, Bailey, Mrs Lucas and Mrs Murray

Complaints: Cllrs Mrs Lucas, Mrs Murray and Mrs Woodhams + Cllr Mrs McWilliam will be asked.

KAPC: Cllr Willsher

Village Hall Representative: Cllr Ms Wakefield + Cllr Mrs McWilliam will be asked

Quarries Liaison: Stangate – Cllrs Willsher and Mrs Murray

Cemex – Cllrs Willsher and Mrs Woodhams

Nepicar - Cllr Bailey

PACT Panel – Cllrs Cole and Mrs Cook

Men of Trees: Cllr Willsher

Parish Partnership Panel: Cllrs Willsher and Perry

Basted Mill Public Open Space: Cllrs Bailey and Willsher

Skate Park: Cllrs Perry and Cole

Websites Liaison: Cllr Perry

CCTV Working Group: Cllrs Perry, Bailey and Mrs Cook

4. Minutes of the meeting 7 April 2008 were signed as a true record.

5. Matters Arising

139.130 Wrotham PC has not yet organised the Tri-Parish meeting.

141. SMC Media Parish Guide: Cllr Perry advised that a guide similar in style to the sample West Malling guide may be useful. Chairman will circulate samples and reports will be made to the next meeting.

141. LDF: Cllr Perry outlined the Parish council's response which had been submitted to T&MBC following consultation with all councillors. All members had received copies of the response. Cllr Perry proposed that the response as submitted stands, seconded by Chairman. Agreed. Chairman thanked Cllr Perry for the very thorough work that he had put into preparing the response on behalf of the Parish Council. Copies of adopted Development Land Allocations Development Plan document and the Adoption Statement received from T&MBC.

Cllr Mrs Murray will thank T&MBC on Cllr Perry's behalf for the most useful workshop that he recently attended in this connection.

141. Affordable Housing Supplementary Planning Guidance: Cllr Perry reported. Agreed, no response.

146. Open Space Strategy: A large number of very positive responses have been received by T&MBC. Due to the large volume, consideration by the Leisure Board has been delayed until July.

CW/all

SM

Action

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6. Planning Matters

- TM/06/3816 Conversion of house into 2no. flats – 2 Maidstone Rd. Observations:
1. Query noise levels permit conversion 2. Removal of internal/construction of external staircase queried 3. Insufficient car parking provision
- TM/08/0774 Outline application: New end of terrace house, 81 The Crescent. No observations.
- TM/08/0871 Amended access layout – 27 Wrotham Road. Concern about access/exit onto A227. Rely on expertise of highway authority.
- TM/08/1111 Chalet bungalow – adj. 74 Sevenoaks Rd. Priority must be given to archaeological investigation.
- TM/08/1113 Alternative acoustic protection – residential development 20/22 Wrotham Rd. Rely on necessary enforcement by T&MB to ensure sufficient protection measures taken.
- TM/08/1157 2 storey rear extension – Rose Cottage, Basted. No objections but query stability of slope behind the house.
- TM/08/1168 Extension amendment: relocation/enlargement of ground floor kitchen window – 22 Annetts Hall. No observations.
- TM/08/1191 Conservatory – 34 McDermott Road. Query limit of permitted development in view of previous extensions. If T&MBC is mindful to approve, no further permissions should be granted.
- TM/08/1272 Extension – 141 Maidstone Rd. Concern about run-off surface water.
- TM/08/0939 Residential development – 39 Wrotham Road: arboricultural impact assessment. Cllr Mrs Woodhams and Chairman will look at proposals and if necessary Chairman will prepare a response.

There is concern about the loss of existing buildings to make way for developments. Cllr Perry reported information from T&MBC.

Planning decisions

- 07/2952 LBA: Conversion of PH into 2 dwellings, Red Lion, Sevenoaks Rd. LBA consent granted.
- 08/0312 Alterations & extension – 95 Fairfield Rd. Permission granted.
- 08/0466 Garage – adj. 80 Western Road. Permission granted.
- 08/0552 Materials – Residential develop. 20/22 Wrotham Rd. details approved.
- 08/0788 Acoustic appraisal – new dwelling adj. 80 Western Rd. Proposal approved.

5 Dryland Rd Alleged unauthorised structure in rear garden: roof removed & Plng. Enforcement Officer satisfied no further action necessary

57 Wrotham Rd Plastic windows - alleged unauthorised installation. Plng investig.in hand

65 Annetts Hall Alleged unauthorised tipping – Planning investigation in hand

Bethal, 27 Wrotham Rd Alleged unauthorised excavation works – Plng investigation in hand

80 Maidstone Rd 07/3298 Resid. develop. – 19/29 Station Rd. For Area 2 cttee. 7/5/08

80 Maidstone Rd 08/0712 Resid. develop. – Copy comments to T&MBC from Normanhurst Rd resident rcvd. + copy comments to T&MBC from Fairseat Residents' Ass rcvd.

7. Correspondence

Noted:

- KHS Post Winter 'Blitzing Potholes'. Repair results/progress
- T&MBC PPP Mtg. 8/5/08. Items for agenda. (copies to Cllrs Willsher & Perry)
- Kent Police Kent Keylink scheme details at www.kentkeylink.co.uk
- T&MBC Public Transport Panel meeting minutes 18/03/08
- KALC Newsletter no 331 + minutes of the mtg 20/3/08
- M Taylor Copy e-mails to Police re PACT website + info. From Cllr Perry
- KHS Speed Limit Review
- CPRE Magazine Spring 2008
- NALC Conference May 2008
- BMPOS Annual meeting 8/5/08
- T&MBC Standards Cttee agenda 22/4/08
- Zurich Enhanced cover in light of Corp. Homicide & Corp. Manslaughter Act 2007
- E Kent Empty Property Initiative Spring newsletter
- KCC 'The Local Column' newsletter (copies to all Cllrs)

CW/BW

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Action

Action with Communities in Rural Kent Training and Presentation evening 28/5/08 + magazine Spring 2008
Applause Rural Touring information/newsletters
Quarry Liaison Group Minutes of mtg 29/4/08
KCC Libraries & Archives report – BG library (copies to all Cllrs)
CPRE Magazine Spring 2008
LAMIS Information re available alternative services as LAMIS ceased trading (copy to Cllr Perry)
Cllr Mrs McWilliam arrived.

SP

Correspondence for consideration

KALC Clerk's Information Day 15/5/08. Clerk will attend.
KHS Highways spreadsheet March & April 2008. (Copies to all Cllrs). Agreed to submit Cllr Perry's updated spreadsheet which had been circulated to all members. Cllr Mrs Murray will liaise with Kent Highways about verges, road markers and build-outs at Basted Mill and this will also be referred to the committee for consideration. EDF will be asked to advise and quote for upgrade of lights in Station Road. Kent Highways will be asked to meet Chairman on site to discuss High St gully at entrance to village hall.

SM

CW

8. Proposed Changes to the Planning Application Process

All members had received copies of a letter from KCC which was noted.

9. Borough Green Parking Review

Chairman reported on a meeting with T&MBC to work on the draft plan. Subsequently, an update was given to councillors and printed information distributed to all households. Details of proposals will be available in the Library and on the T&MBC website.

10. Public Lighting Maintenance Charges 2008/09

Chairman has checked the EDF schedule and proposed that the revised monthly maintenance payment of £198.80 per month be agreed. Agreed.

11. Recreation Ground

All members had received notes of a Facilities Cttee meeting 3 May 2008: content agreed incl.

Seats – 3 quotations have been received for relocation/removal of benches. These will be considered by the Facilities Cttee. Cllr Mrs Murray proposed that the best possible price be accepted. Seconded by Cllr Mrs McWilliam. Agreed.

Pavilion – An electrician has inspected and isolated a vandalised o/s light on the pavilion. In accordance with his advice Cllrs Mrs Murray proposed that both (linked) lights be replaced. Seconded by Cllr Mrs McWilliam. Agreed.

Waste – The Facilities Cttee will give consideration to providing a composting facility at the Recreation Ground.

12. Potters Mede

All members had received notes of a Facilities Cttee meeting 3 May 2008: content agreed incl.

Storage – Parish Council records have now been relocated and the football clubs have use of the storage container.

Football equipment – A new goalpost has been purchased to replace missing one.

Cllr Perry proposed that the quotation from Landscape Services for maintenance work to pitches in the total sum of £609.44 be accepted. Seconded by Cllr Cole. Agreed.

Football Club liaison – Cllr Cole will liaise with Potters FC re their future plans at Potters Mede.

Wrotham School liaison – Chairman has liaised with Wrotham School re future sports and community facilities. He will arrange a convenient date for Chairman, Vice-Chairman, Cllr Cole and football club representatives to meet with the Headteacher.

Fencing – Advice and a budget quotation for repairs to the inner car park fence will be obtained. Subsequently it is likely that competitive quotes will be required.

Pavilion – The responses to the questionnaires are being assessed.

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13. **Oral Reports**

It was reported that Platt PC will be unable to provide football pitches next season.

Change of personnel 'Outreach Worker' noted.

Cllr Mrs Murray will inspect Bellows Lane path as there is again concern about piles of rubbish. However, noted that this may be on private land.

Cllr Mrs Cook will advise T&MBC of large pothole in Western Road car park.

Cllr Perry gave further information about the path across the Baptist Chapel grounds. Noted that there is no public right of way.

Chairman and Cllr Mrs Cook will be in attendance in the Parish Office 10-12noon Saturday 31 May 2008.

Noted that the completion of the transfer of land for the Fairfield Road/Station Approach footpath is expected this week.

14. **Cheques for Signature**

Auto-Pay

£703.43 R Springett - Asst. Groundsman 1/4 - 30/4/08

£1208.83 H Damiral - Clerk April 2008

£487.55 W Austin - Caretaker/Groundsman 1/4 – 30/4/08

£499.30 KCC – Superannuation April 2008

£38.42 EDF Energy – Street light repair McDermott Road

£60.00 J Stephens – Websites maintenance April 2008

£233.59 EDF Energy – Street lighting maintenance May 2008

£227.03 EDF - Street lighting maintenance April 2008

£750.00 BGVHMC – Hire of hall April-June: Office

£31.25 BGVHMC – Hire of hall Parish Meeting 30/04/08

£57.00 T&MBC- Rates, Rec.Gd. May 2008

£225.42 EDF – street light repair Harrison Road

Pre-Mtg

£3,000.00 Thomas Mansfield – Solicitor's fees

£568.70 Chestnut Products Ltd – Fence repair, Potters Mede

£190.56 Wrotham PC – Skate Park inspections/maintenance

£116.91 Zen Internet Ltd – Domains registration 2008/09

£393.63 Mark Harrod Ltd – Goalpost, Potters Mede

£95.40 Cash – Petty Cash reimbursement

£70.50 KALC – Clerk's course fee

Proposed by Cllr Perry, seconded by Cllr Mrs McWilliam that the above payments be made.

Agreed.

15. **Resolved to enter into committee**

At last week's Parish Meeting a request for a Poll was received. Further action discussed and agreed in accordance with legal requirements.

Employment Tribunal: Agreed that, in view of the increasing costs to the public, another offer will be made in a further attempt to bring this matter to conclusion.

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