

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 2 April 2012 in Borough Green Village Hall

Present: Cllrs M Taylor (Chairman), L Chown, C Dobson, G Harrington, S Millener, Ms P Moorecroft, S Perry, T Shaw T&MBCllr A Sayer and Police Community Support Officer Laura Bullen

There were no members of the public in attendance

208. **Apologies** for absence were received from Cllrs H Willard, M Yianni and T&MBCllr Mrs S Murray Action
209. **Declarations of Interest**
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.
Councillors will take into account any relevant information put before them and not rule out any factors before reaching a final decision.
Cllr Taylor declared an interest in item 220 Cheques for signature – P Mede reimbursement
210. **Minutes of the Meeting 12 March 2012**
Item 205(ii) Air Quality: addquality issues 'with regard to H+H Celcon in particular' and Chairman will..... RESOLVED that the amended minutes be approved and signed.
211. **Matters arising**
197 SE Water: All Cllrs had received copies of e-mail correspondence advising that the new grass at Potters Mede will not require extra water.
197 The Kent Men of The Trees: Chairman and Cllr Harrington will accompany the Men of the Trees representatives on their visit to Borough Green. Noted that it is unlikely that a whole day will be allocated.
212. **Period for Public Consultation**
Relief Police Community Support Officer Bullen reported on (i) complaints received about parties in the Parish Hall which are being referred to the hall owners and (ii) incidents of damage to vehicles in Western Rd: all incidents should be reported to the Police on the incident number '101'. It was suggested that a CCTV camera be moved to this location.
213. **Planning Matters**
(i) **Decisions:**
TM11/02135/FL Shutter/blind (retrospective) – 33 High Street. Permission granted
TM/12/192 Repositioning of changing room and revised car park layout – Wrotham School.
Permission granted
(ii) TM/11/03417/OA New warehouse building for B1(c) light industrial use (625sq m) – 73 Wrotham Road
No observations.
(iii) TM/12/00838/TEN Telecommunications cabinet – 50 High Street. All Cllrs had received copies of a proposed response from the Chairman. After discussion AGREED with minor amendments.
(iv) There was again discussion about regular breaches of the requirements of the Section 106 Agreement for the Hornet Industrial estate, Quarry Hill Rd: commercial vehicles in connection with this site must not use Quarry Hill Rd and night-time noise must be kept to a minimum. Fully-loaded vehicles also often speed along Western Road. The matter will be referred to T&MBC Enforcement Officer.
214. **Correspondence**
Kent Can Regular newsletters and funding alerts (copies to all Cllrs)
KCC Regular Trading Standards alerts (copies to all Cllrs)
T&MBC Minutes of the T&M Crime Prevention Panel 26.03.12 (copies to all Cllrs)
BMPOS Minutes of the meeting 30.01.12 (copies to all Cllrs)
BMPOS Notice of Annual Meeting 7.30pm 02.05.12 in Platt Memorial Hall (copies to all Cllrs)
KCC Information on KCC Legal Services available
Action with Communities in Rural Kent Spring 2012 magazine
Kent Police Update on services and reporting procedures (copies to all Cllrs)
SE Water Restrictions on water use (copies to all Cllrs)
T&MBC Easter Activate programme

T&MBC All Cllrs had received copies of correspondence with Chairman re Standards Committee + copy Report of the Chief Solicitor & Monitoring Officer to the Standards Cttee 05.03.12; letter in connection with the New Standards regime + minutes of the Standards Cttee meeting 5 March. There was some discussion about the proposed future membership of the Standards Board and differing views were put forward. AGREED that Chairman and Cllr Perry will attend the forthcoming workshop where these opinions will be raised.

MT/SP

215. **Potters Mede Ground Improvements**

- (i) Chairman advised that sand will not be available from adjoining landowners. AGREED that sand availability would be further discussed under item 223 of the agenda.
- (ii) Work is required to open up the ditches: RESOLVED to hire a digger from Willsher Plant Hire for one or two days as required, at a cost of £75/day. Chairman will operate the vehicle and had insurance cover. RESOLVED that this is revenue expenditure.

MT

216. **Potters Mede Pavilion**

- (i) Chairman reported on liaison between the architect and the contractor.
- (ii) All Cllrs had copies of a draft contract with the contractor. There was considerable discussion, particularly about payment procedures: the contractor has requested 4no weekly payments for specific stages of the work commencing on 10 April 2012. Proforma invoices have been submitted in the net sums of £10,028.20 (wk 1); £18,084.20 (wk 2); £6,476.15 (wk 3) and £5,587.90 (wk 4).. RESOLVED that these be paid immediately by BACS up to the maximum amount of each proforma invoice on written certification by the architect that the work has been satisfactorily completed and payment recommended. RESOLVED that the draft contract be approved for use and signed by the Clerk.
- (iii) The Architect is submitting the Building Control application. RESOLVED that the submission fee of £503.84 be paid. Noted that there will be a subsequent inspection fee.
- (iv) Advertisements have been placed in The Voice and Sevenoaks Chronicle for Expressions of Interest from service and supply contractors.
- (v) Secure storage will be needed on site. Chairman proposed that a 20ft container be purchased and a budget figure of £1505 + VAT had been obtained. AGREED in principle. Chairman will obtain an alternative quotation.

MT

217. **Recreation Ground**

- (i) It has been noted that horses have been ridden across the ground. The grounds maintenance staff have been asked to report any further incidents.
- (ii) A request to use the Recreation Ground for Open Air Services on Sundays 24 May, 24 June and 15 or 22 July 2012 was received from the Baptist Chapel. AGREED.

218. **2005 Parish Plan**

Chairman advised that the Barrister has been awaiting the new National Planning Policy Framework before submitting his completed Opinion. Noted that Policy 124 regarding Air Quality of the PPF is encouraging.

219. **Jubilee/Olympic celebrations**

- (i) An e-mail from the Baptist Chapel was read: the church are in agreement to the flag pole but will send a letter of formal confirmation when legalities have been completed. In this connection a legal document will be sent to the Parish council for signature.
- (ii) RESOLVED to order an 8m fibreglass flagpole from sales@flagsandflagpoles.co.uk in the sum of £299 +VAT and 5no flags in the total sum of £269 + VAT
- (iii) Clerk reported on a recent meeting with T&MBC re the Olympic Torch coming to Borough Green. Noted that T&MBC will be putting up some banners and have asked BGPC to consider extra. After discussion AGREED that this will likely be done by the sponsors of the event. Volunteer marshals are required. There was some discussion about parking in general on the day. AGREED that the grounds maintenance staff will man the Recreation Ground car park and it will be available for ground users only. Noted that the Paralympic cycling event will be held at Brands Hatch in September and courtesy buses from Sevenoaks Station will be routed through Borough Green.
- (iv) Jubilee Beacon: Chairman has discussed possible access to Crow Hill with affected residents who do not support the idea. This was noted as was the required involvement of Russet Homes to take down fencing and T&MBC to cut a way through overgrown vegetation.
- (v) Noted that two residents are organising a Jubilee party in the village hall car park.

220. Cheques for Signature

Payments as listed and circulated to all Cllrs.

BACS:

£2753.53 Staff salaries:
 £528.22 KCC - Superannuation April 2012
 £50.41 EDF – supply, Memorial Pavilion
 £32.00 BGVHMC - Hire of room BGPC meeting 02.04.12
 £22.79 KCC – maintenance supplies, Rec Gd/P Mede
 £18.00 BGVHMC - Hire of room MAP-JPCTCG meeting 28.03.12
 £60.00 J Stephens – Websites maintenance March 2012
 £1894.41 Inland Revenue - PAYE/NI Jan – March 2012
 £1750.20 SE Contracting – 2no replacement street lights Fairfield Road
 £89.82 Kidmans – service of mower, P Mede
 £32.22 Kent Aluminium – maintenance supplies

671 £179.28 M Taylor – Potters Mede trades advert reimbursement
 672 £672.00 DWP (Recycling) Ltd – Removal of concrete slab hardcore from site and disposal
 673 £71.80 Cash – Rec Gds Imprest a/c reimbursement
 674 £100.00 COGS – Donation: use of church annexe for PC meetings January – March 2012
 675 £128.46 Cash - P Cash reimbursement + te/b.band Jan – March 2012

Proposed by Cllr Perry, seconded by Cllr Chown that the above payments be authorised. RESOLVED

221. Written reports

- (i) It was encouraging to note that KCCLLR Mrs Dagger has requested a meeting with KCC Highways and the Chairman of BGPC to discuss traffic problems in Borough Green, the proposed bypass and related air quality issues.
- (ii) T&MBCllr Sayer gave a verbal report:
 the T&MBC element of the council tax has increased by 2.9% (£4.99) per Band D property. The council continues to make economies.
 At the end of April Tonbridge & Malling Borough Council will be starting a car/minibus service to Pembury Hospital using volunteer drivers.
 Isles Quarry West redevelopment: it is understood that T&MBC Planning Officer expects to commence the 3-week re-consultation process shortly and there may subsequently be a special meeting of Area 2 Planning Cttee to consider the application. Air Quality Management will be taken into account.
 Tonbridge & Malling Borough Council continues to co-ordinate discussions and actions for landowners to regularly maintain areas around the railway bridge, Station Approach and the Co-op Stores.
 Applications may be made in July 2012 for the next round of Community Enhancement Fund Grants.
- (iii) T&MBCllr Sayer will ask for regular sweeping of the A25 (cross roads to Dark Hill roundabout) plus the A25/A227/High St triangle.
- (iv) Requests will be made for repairs to a manhole cover in Sevenoaks Rd, west of the junction with Western Road; a dog waste bin adj to the salt bin The Landway and investigation of heavy dust deposits coming from vicinity of H+H Celcon Ltd.
- (v) Cllr Shaw reported on a recent Joint Parishes Transportation Consultation Group meeting when it was agreed to pay for administrative support. Noted that the likely cost for each parish will be £500.

222. Future dates

- (i) Date of the Annual Meeting Monday 14 May 2012 in the Annexe to the Church of the Good Shepherd commencing at 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 12 May 2012 10 – 12 noon
- (iii) Monday 11 June 2012
- (iv) The Annual Parish Meeting will be held at 8pm on Friday 27 April 2012 in Borough Green Village Hall

223. Chairman RESOLVED to enter into committee to exclude the public and press from the meeting due to the confidential nature (financial and other sensitive information) of the discussions

There was further discussion about possible sand availability for Potters Mede. Chairman and Mr Bailey are liaising with two local companies.

The meeting ended at 9.40pm

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.