

## DRAFT MINUTES

Prior to the meeting Kent Community Warden Supervisor for the Maidstone District introduced herself to the council along with her Support Warden, Dawn. It was noted that more Community Wardens will be recruited later in the year and it is then hoped that there will be five Wardens covering the Tonbridge & Malling area.

Subsequent to the recent election, all members signed Declarations of Acceptance of Office and were reminded to submit their election expenses forms to T&MBC by the due date.

Minutes of the Annual meeting of Borough Green Parish Council held at 7.30pm on Thursday 14 May 2015 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs T Dawson, C Dobson, Mrs S Gould, Ms P Moorecroft, S Millener, S Perry, T Shaw and H Willard,

There was one member of the public in attendance.

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

Cllr Taylor invited nominations for Chairman. Cllr Shaw proposed Cllr Taylor, seconded by Cllr Dobson. There being no other nominations Cllr Taylor was duly re-elected and signed the Declaration of Acceptance form.

### 2. **Apologies for Absence** were received from Cllr Yianni. Clerk advised that she had asked any absent Cllrs to sign their Declaration of Acceptance form in advance of the meeting: RESOLVED that Cllr Yianni may sign his form at the next meeting, latest.

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

Chairman proposed Cllr Perry, seconded by Cllr Shaw. Cllr Mrs Gould proposed Cllr Shaw, seconded by Cllr Ms Moorecroft. Voting was Cllr Perry 6, Cllr Shaw 4. Cllr Perry was duly elected.

### 4. **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 Willard declared an interest in item 11 Potters Mede Grounds and item 13(ii) & (iii) Rec Gd pitch and football posts

### 5. **Minutes of the Meeting 30 March 2015**

All members had received copies of the minutes. RESOLVED that the minutes be approved & signed.

### 6. **Matters Arising**

**Item 253(vi)** Cllr Perry advised that nearby stations have been cleaned but not as thoroughly as hoped. Cleaning of Borough Green station is awaited. Poor lighting of the station forecourt has been reported and will receive attention.

### 7. **Election of committees, representatives and working groups**

Sports Clubs Liaison – Cllr Willard

Finance & General Purposes – Cllrs Mrs Gould, Millener, Shaw and Taylor. Other Cllrs may attend as they wish or as subsequently agreed by the council.

Complaints - Any Cllr may be asked as and when required.

KALC – Cllrs Shaw and Taylor

Village Hall Representative – Cllr Ms Moorecroft

Men of Trees - Cllrs Taylor and Chown

Parish Partnership Panel – Cllrs Taylor and Mrs Gould.

Basted Mill Public Open Space – Cllrs Mrs Dawson and Ms Moorecroft

Skate Park – Cllrs Taylor and Millener

3G Pitch (Wrotham School) – Cllrs Taylor and Willard

JPCTCG – Cllrs Perry and Shaw

T&MBC Standards Cttee – Cllr Mrs Dawson

Kent Rail Forum – Cllrs Perry and Shaw

Chairman proposed the above nominations. RESOLVED

**Action**

**MY**

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**Action**

### 8. Period for Public Consultation

A resident asked for an update regarding the proposed bus service to the doctors' surgery, Quarry Hill Road. It is understood that KCC has no available funds for the routing of this service via the haul road. The council authorities, the developer of Isles Quarry West and the bus company are liaising to try to agree the best solution to provide the service. It was agreed that KCCllr Mrs Dagger should also be working for this on behalf of the community. Further agreed that Cllrs Perry and Mrs Dawson should liaise with Wrotham parish and borough cllrs to gain their support.

**SP/TD**

### 9. Planning Matters

#### (i) Decisions

None

(ii) TM/15/00428/FL Enclose porch – 30 McDermott Road. No observations

(iii) TM/15/00983/RD Timetable & methodology for removal of bridge deck – Isles Quarry East. All Cllrs had received copies of the Chairman's personal response: AGREED that this will also be the parish council's formal response: retention of the structure is still requested and there is concern that the application does not address the conditions of the previous planning permission.

(iv) TM/14/03270/FL conversion into two self-contained dwellings – 87 Station Road. Observations: It is strongly suggested that the developer retains the downstairs arched windows and the upstairs double loading doors to preserve some of the character of the dwelling.

(v) TM/15/01038/FL Extension – 23 Conyerd Road. No observations

(vi) TM/15/01177/LB LBA: mezzanine floor, rooflights, staircase and internal alterations – Borough Green House, 1 Rock Road. No observations

(vii) TM/15/01146/CRD Details of contamination remedial verification report for Area 3 – Isles Quarry West: for information only. Noted

### 10. Correspondence

Noted:

Kent Can Regular newsletters and funding alerts (copies to all Cllrs)

KCC Regular Trading Standards alerts (copies to all Cllrs)

Rural Services Network newsletters (copies to all Cllrs)

KCC Monthly bus updates March & April 2015 (copies to all Cllrs)

CPRE AGM 21.05.15 Hadlow College

Kent Police March/April newsletter from the Kent Police and Crime Commissioner (copies to all Cllrs)

Kent Police Police survey (copies to all Cllrs)

T&MBC JTB agenda 30.03.15 decision sheet (copies to all Cllrs)

KCPFA Newsletter March 2015 (copies to all Cllrs)

High Weald Councils Aviation Action Group Updates from the group incl mins of the mtg 25.02.15 & 17.03.15 (copies to all Cllrs)

BMPOS Minutes mtg 20.01.15 (copies to all Cllrs)

T&MBC Area 2 Planning Committee, Wednesday, 15th April, 2015 (copies to all Cllrs)

NALC Letter to all newly-appointed councillors (copies to all Cllrs)

KALC Guide to highway drainage services

Navigus Planning Planning update (copies to all Cllrs)

T&MBC Election results 2015 (copies to all Cllrs)

KCC Traffic Management Options update + Options Report (copies to all Cllrs)

M Gear Affordable housing – Isles Quarry West development (copies to all Cllrs + copies of Chairman's reply)

**T&MBC** Draft Economic Regeneration Strategy: comments invited by 01.06.15 (copies to all Cllrs)  
Chairman will circulate a draft response

**KALC** Electoral review of Kent: draft recommendations (copies to all Cllrs) For consideration at the next meeting

**KCC** Parish Steward's Visit: agreed to try to arrange for immediately prior to the next BGPC meeting

### 11. Potters Mede Grounds

(i) The main pitch has been overseeded and top dressing will be carried out soon. Cllr Willard will liaise with Landscape Services re soil testing.

(ii) RESOLVED that the Golden Retriever Display team may use the grass when dry and the tarmac area when wet on a regular basis for a charge of £10/session incl use of disabled toilet.

(iii) All Cllrs had received copies of a request from BGJFC to use the adult pitch on Sundays next season. After discussion agreed that this must be refused as the pitch is taking longer to mature than originally thought, therefore use must continue to be limited.

(iv) BGJFC has finished playing for the 2014/2015 season.

**HW**

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**Action**

**Potters Mede Grounds (Continued)**

- (v) Chairman advised that the council's van requires (a) a replacement cylinder head est £3,000 or (b) a replacement engine est £5,000. After discussion AGREED that leasing a van is likely to be a better option est £239/month + VAT. Agreed that Chairman will obtain alternative quotations for consideration at the next meeting.
- (vi) Clerk advised of procedure for a fuel card, as previously agreed. RESOLVED that this be arranged and payment made by regular direct debits.

**MT**

**12. Potters Mede Pavilion**

- (i) RESOLVED that no charge will be made for use of the pavilion by BGJFC for a kit measuring session.
- (ii) There was some discussion about an extremely high electricity bill received for the 20.11.14 – 01.05.15. Clerk advised of her discussions with EDF re a more cost-effective contract. AGREED that Chairman will test possible ways of reducing electricity consumption e.g. turning off vent and sterilisation heaters. Cllr Millener will liaise with ACE Ventilation regarding their outstanding report. RESOLVED that (a) the EDF invoice in the sum of £5,223.11 be paid. (b) Clerk agrees a more favourable unit rate contract with EDF (c) a direct debit arrangement be set up for EDF to attract further savings.

**MT  
SM**

**13. Recreation Ground**

- (i) A reply to the Chairman's letter to the developer of 'Ingleside' adj to the Recreation Ground car park is still awaited.
- (ii) As BGJFC has finished playing for the 2014/2015 season, Cllr Willard will arrange for Landscape Services to proceed with pitch maintenance work as agreed at the last meeting.
- (iii) All Cllrs had received copies of a request from BGJFC for new aluminium goal posts. After discussion AGREED that two sets of existing steel posts are still in very good condition and for H&S reasons are most stable and therefore more suitable. Storage of additional posts would also be a problem. Request therefore refused.
- (iv) Chairman reported on his meeting with representatives of the Bowls Club and the landowners of the property adjacent to the ground re encroachment of land. All Cllrs had received copies of a letter to be sent to the landowners: RESOLVED that this be sent.
- (v) There has been increasing use of the car park by commuters. AGREED that the proposed warning notice, draft as circulated to all Cllrs, will be placed on the windscreens of offending vehicles and use of the area restricted to Recreation Ground users only plus short-term parking for dropping/collecting children from the nearby primary school.
- (vi) Chairman will ascertain ownership of the Trade Bin which is causing some access and litter problems
- (vii) All Cllrs had received copies of an email from a resident of a property r/o the Memorial Pavilion: agreed that some foliage will be cut back and access for new fencing of the property will be allowed.
- (viii) RESOLVED that Chairman may purchase matching roof tiles for the pavilion £100 max.

**MT**

**MT**

**14. Street Lighting**

- (i) RESOLVED to renew the street lighting maintenance contract with SSE Enterprise for a further 6yrs w.e.f 01.04.15: there will be no uplift on the existing prices during the contract period.
- (ii) All Cllrs had received copies of a request from the contractor of the development r/o 19-29 Station Rd to remove the existing street light and replace with PIR external lighting on the Houses. After discussion AGREED that the retention of a street light is essential. It is understood that relocation will be in excess of 2m: the existing light pattern must be retained.
- (iii) All Cllrs had received copies of energy renewal costs for 1, 2 & 3yr periods. RESOLVED to Accept for a 1yr period at an estimated cost of £3,735p.a.

**15. Isles Quarry Redevelopment**

- (i) A resident of Borough Green has complained about the street naming 'Bangays Way' on the Hazelbourne development: whilst the reason for the name, in memory of prominent former resident Frank Bangay is understood it could be read in a homophobic way. T&MBC is liaising with the authorities concerned to change the name to 'Frank Bangay Way'. AGREED that this is acceptable.
- (ii) AGREED that the Formal Complaint lodged by BGPC will not be pursued and will no longer be a regular agenda item.

**DRAFT MINUTES**

**Action**

16. **War Memorial**

A meeting of the working party will be held to review the names for the plaque and discuss costings.

17. **Cheques for Signature**

**BACS:**

**2014/2015**

- £226.94 SE Contracting – Street lighting maintenance March 2015
- £56.70 BGVHMC – Hire of hall, lunch club 20<sup>th</sup> & 27<sup>th</sup> March 2015
- £398.93 E-on – street lighting supply March 2015

**2015/2016**

- £386.44 E-on – street lighting supply April 2015
- £999.31 R Springett - Groundsman April 2015
- £1293.54 H Damiral - Clerk April 2015
- £1051.13 B Glew - Groundsman April 2015
- £1501.55 KCC - Superannuation April 2015
- £15.61 Kent Aluminium – Maintenance materials, P Mede
- £379.00 T&MBC - Rates May 2015, Potters Mede
- £50.00 T&MBC - Rates May 2015, Recreation Ground
- £226.94 SE Contracting – Street lighting maintenance April 2015
- £184.42 Staples – Office supplies
- £124.93 KCC – maintenance supplies P Mede
- £71.39 Zen Internet Ltd – Domain registrations 2015/2016
- £5223.11 EDF – supply, Potters Mede 20.11.14 – 01.05.15
- D/D:
- £25.81 EDF – supply, Recreation Ground 17.02.15 – 10.04.15

- 3850 £67.20 Getmapping plc - Parish Online annual fee
- 3851 £20.00 KCPFA – subs 2015/16
- 3852 £50.00 Malling Action Partnership - JPCTCG membership 2015
- 3853 £500.00 T&MBC – Y2 Crew Summer Scheme donation
- 3854 £1050.00 BMPOS - Annual maintenance contribution 2015/16
- 3855 £500.00 H Damiral – Office allowance 2015/16
- 3856 £158.44 B Glew–maint.items + petrol for mowers P Mede & Rec Gd + van fuel (reimburse.)
- 3857 £77.06 Borough Green Garden Machinery – strimmer maintenance PM/RG
- 3858 £75.00 Maidstone Assn of Youth – Try Angle Awards 2015 Donation

Bank reconciliation March 2015

B/F March 2015	61980.49
Receipt: street light contribution	787.00
Other Receipts March 2015	<u>2273.56</u>
	65041.05
Less Payments March 2015	<u>12489.07</u>
c/f 31/0315	<u>52551.98</u>

Proposed by Chairman,seconded by Cllr Shaw that the above payments be made. RESOLVED

18. **Written Reports**

- (i) Chairman will liaise with T&MBC re the hedge and tree overgrowing the footway in Tollgate
- (ii) Chairman will refer concern about location of large refuse bin o/s Nisa Local, High St to T&MBC
- (iii) In response to a request AGREED to include for provision of a salt bin o/s Dene Lodge, Dene Lodge Close

**MT  
MT**

20. **Future dates**

- (i) Due to an important meeting of the 3G cttee on 1<sup>st</sup> June, AGREED date of the next Meeting Tuesday 2 June 2015 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 30 May 2015 10 – 12 noon

**all  
MT/SM  
or SG**

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**Action**

21. **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**
- (i) There was appreciation and discussion about a possible legacy to BGPC to support the future funding of the foot clinic. Clerk will liaise with the solicitor involved.
  - (ii) A member raised concern about the misuse of the council's website during the recent election campaign      The meeting closed at 10.05 pm

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