

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 1 February 2010 in the Annexe to the Church of the Good Shepherd.

Present: Cllr S Perry (Chairman), Cllrs. Mrs V Farina, Mrs S Murray, T Shaw, M Taylor, C Willsher, M Yianni

Apologies: Cllrs J Bailey (work), Mrs E Howden (personal), Mrs J Lucas (work), Mrs V McWilliam (illness), There were 5 members of the public in attendance

Declarations of Interest In the course of normal business being conducted and in particular, in connection with Planning and proposed Planning items, 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 182 Cheques for signature - Skate Park and Rec Gd maintenance materials reimbursement.

Action

172. **Minutes** of the meeting 4 January 2010: it was RESOLVED that they be signed as a true record.

173. **Matters Arising**

158.144 **Bus services:** Cllr Yianni reported on local bus services. There is particular concern about the difficulty in travelling to/from Maidstone Hospital and Larkfield Leisure Centre. Afternoon services make it extremely difficult for children to participate in after-school clubs. AGREED Chairman will discuss the problems with the operator Nu-Venture.

SP

163. **Memorial Pavilion:** to cover Asst. Groundsman's holiday AGREED Cllr Taylor will open the public toilet 1. each Tuesday until the end of March, plus on similar occasions as they arise. 2. close the facility on bank holidays and at dusk during the summer.

MT

174. **Planning Matters**

TM/09/TEMP/0043

Variation of conditions to replace noise attenuation mound with noise attenuation fence- southern boundary, Borough Green Quarry. RESOLVED No objections.

TM/09/TEMP/0052

Proposed replacement of temporary teaching accommodation with 2-storey building + revised staff car parking arrangements – Wrotham School RESOLVED No objections but plans should include adequate provision of on-site car parking for delivery/collection of students.

TM/09/TEMP/0053

Provision of single-storey changing room for school & community use in association with existing outdoor facilities and proposed all-weather pitch – Wrotham School. RESOLVED to advise KCC that this is noted as the proposed all-weather pitch does not yet have planning permission, therefore this application is speculative.

TM/09/01634/FL

Change of use of strip of land from agricultural to residential – r/o 5-37a Tolsey Mead. RESOLVED No objections.

TM/09/02519/FL

Artificial sports pitch, 8no raised lighting columns and pedestrian access – Whitegate Field, Borough Green Road, Wrotham. RESOLVED to advise T&MBC that the application is considered incomplete as there are no changing rooms/car parking facilities as required for the anticipated level of play. It should be resubmitted but if T&MBC is mindful to approve then:
1. Evening floodlighting should be restricted to 21.30hrs maximum (+ 15mins security lighting) 2. There must be adequate access for emergency service vehicles

TM/09/03094/FL

Demolition of lean-to extension and replacement extension to be used as tyre fitting bay – Oaktrees Farm, Borough Green Road, Wrotham. Cllrs had the opportunity to discuss this at an informal meeting on 31/01/10. After some discussion RESOLVED to object in principle as Class B2 use is not desirable for the site and Chairman will finalise immediate response for circulation to all Cllrs.

SP

TM/09/0054/FL

Variation of condition: if the proposed all-weather pitch is provided and ready for use by 31.03.11, previously approved work to playing field (TM/08/2857) shall no longer come into force. Otherwise a revised programme of works to be submitted by 30.04.11 – Wrotham School. After discussion AGREED that there are no objections in principle but Chairman will finalise response and will circulate to all Cllrs.

SP

174. **Planning Matters (Continued)**

Decisions

- TM/09/02904 Details re LC TM/09/02246 Single storey glazed orangery – Whiffens Farm, 12 Maidstone Rd. Details approved
- TM/09/01246/FL Flat in roof void: revisions to site layout + alternative parking arrangements – 17 Stone Court. For consideration by T&MB Area 2 Cttee 03.02.10
- TM/09/01765/ Removal of conditions to allow goods vehicles to be in operation on an unrestricted basis - Hornet Est. Quarry Hill Rd. For consideration by T&MBC Area2 Cttee 3 Feb
- TM/09/01898/FL Change of use & erection of terrace of 4no industrial warehouse units - Hornet Est. Quarry Hill Rd. For consideration by T&MBC Area 2 Cttee 03.02.10

Cllr Taylor reported on Planning Policy Statement 4: planning for Sustainable Economic growth and its likely relevance when considering future planning applications. AGREED he will provide the Chairman with further information.

MT

175. **Correspondence**

Noted:

- BMPOS Minutes of the meeting 29.10.09 (copies to all Cllrs)
- West Kent Watch Sevenoaks newsletters (copies to all Cllrs)
- T&MBC Mayor's charity event: music & dancing Ditton Community Centre 8pm 26 March
- T&MBC Use of Whitegate Field: John Lawson Circus 11-15 April
- T&MBC Draft revised gambling policy statement (copies to all Cllrs)
- KCC Annual Performance Report 2008/09
- KALC Minutes of the mtg 17.12.09 (copy to Cllr Willsher)
- KHS Information, updates and advice re gritting & highway maintenance during snow conditions
- BMPOS Expectation that in future 100% contributions will be received from all, participating authorities + any BMPOS problems/queries will be taken to the Joint Cttee by the parish representatives.

For consideration

J Thomas (Southern) Ltd Sports field drainage/construction contractor: complete service offered as well as pitch construction. AGREED details will be kept on file for possible use in connection with work to field, Potters Mede.

Wrotham School Community Governor: Vacancy. Nomination form sent to all Cllrs. AGREED individual Cllrs will apply if interested.

All

176. **Standing Orders**

It is understood that NALC is questioning several details of the new Model SOs. KALC will circulate when the final document has been agreed.

177. **Dates of Future Meetings**

- Council Meeting Tuesday 6 April 2010
- Parish Meeting Friday 23 April 2010 8pm Borough Green Village Hall
- Annual Parish Council Meeting Monday 10 May 2010
- Council Meeting Monday 7 June 2010

All

Office duty Saturday 3 April 2010: Cllrs Taylor and Willsher

MT/CW

178. **Committee Representatives**

It was RESOLVED that Cllr Bailey will be the second BGPC representative on the Skate Park Cttee. It was RESOLVED that Cllr Perry acts as the council's VHMC representative during Cllr Mrs McWilliam's absence.

JB
SP

179. **Potters Mede**

Pavilion: Cllr Mrs Howden has submitted the required Football Development Planning Sheet to the Football Foundation for checking prior to grant applications. Cllr Mrs Howden is continuing to liaise.

Pitch enhancement: No report.

Football: AGREED Chairman will meet with BGJFC to discuss use of Potters Mede.

Entrance: AGREED the Facilities Cttee. will consider Cllr Taylor's possible designs for a gate to the car park and will report to the next meeting.

EH

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180. **Recreation Ground**

Memorial Pavilion: AGREED Chairman will meet with BGJFC to discuss use of the pavilion. Clerk met with the surveyor to identify outstanding snagging items. The builder has been on-site today. It was RESOLVED that, in order to meet T&MBC grant deadlines, the surveyor's inspection for the end of the defects period will be 19 February 2010.

Ball Park repairs/replacement of basketball hoops + pressure-washing: A revised quotation from Park Leisure has been passed to the Facilities Cttee. There has been no response from Geoff Clement (contractor) but Complete Weed Control wish to quote for removal of moss. Cllr Taylor has prepared an alternative report and recommendation (copies to all Cllrs). It was AGREED all for consideration by the Facilities Cttee and for the next agenda.

Drinking water fountain: A report from Cllr Taylor will be considered by the facilities Cttee. Thanks were expressed to Cllr Taylor for his work so far.

Cllr Taylor has prepared a list of work requiring attention at both grounds (copies to all Cllrs). Clerk confirmed that used this as the basis of a directive to the staff. After discussion RESOLVED that in future any such reports should be sent to the Clerk and to the Facilities Cttee for consideration prior to council.

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181. **Street Lighting**

A quotation has been received from EDF in the sum of £889 + VAT for the supply installation costs to the proposed new light in Station Road. Further information will be obtained from KHS and SEC. AGREED for further consideration at the next meeting.

A response has been received from KALC re legalities of the Parish Council undertaking in-house repairs to street lighting columns in its ownership (copies to Chairman and Cllr Willsher). AGREED Cllr Willsher will liaise further and will also speak to the council's insurers in this connection.

EDF unmetered supply charges: continuation of contract. A letter from EDF has been passed to Cllr Willsher for his report.

CW

CW

182. **Cheques for Signature**

BACS

£729.58	R Springett - Asst. Groundsman 1/1 - 31/1/10
£1241.99	H Damiral - Clerk January 2010
£501.18	W Austin - Caretaker/Groundsman 1/1 - 31/1/10
£541.26	KCC - Superannuation January 2010
£60.00	J Stephens - Websites maintenance January 2010
£334.37	EDF - street lighting supply December 2010
£25.02	BGVHMC - Hire of hall Foot Clinic Feb-March 2010
£58.57	Kent Aluminium - Maintenance materials, Recreation Ground
£218.73	SEC - Street lighting maintenance December 2009
£737.72	Wrotham PC - Skate Park maintenance, hedge cutting & shelter materials
£389.97	KCC - Maintenance materials and accessories - Memorial Pavilion, Rec Gd.

chq.313	£12.11	Cash - Rec Gds imprest a/c reimbursement
chq.314	£200.00	COGS - Donation, use of room Oct 2009 - March 2010
chq.315	£126.99	Cash - Petty cash reimbursement + tel/b.band rental Oct - Dec 2009
chq.316	£2381.55	Inland Revenue - PAYE/NI Oct - Dec 2009
chq.317	£800.00	KCC - Contribution towards 5no Gateway signs
chq.318	£48.17	M Taylor - Reimbursement: plant re work to Rec Gd water fountain

Proposed by Cllr Willsher, seconded by Cllr Mrs Murray that the above cheques be paid. RESOLVED that the payments be made.

183. **Salt bins**

Information from KHS re provision of additional bins was noted: requests are subject to assessment criteria and the next review is likely to be in the autumn. AGREED further information will be obtained and Cllrs Shaw, Taylor and Yianni will prioritise possible locations.

A 'statement of the essential law surrounding the clearance of snow and ice from public highways and pavements' had been received from KCC (copies to all Cllrs). After discussion AGREED that, in the absence of any other advice, Chairman will use this as a template for preparing a BGPC policy statement which he will circulate to all Cllrs and recommend to the full council for adoption.

TS/MT/
MY

SP

184. **Standards**

It was RESOLVED that this be considered under item 186 of the agenda.

185. Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report

There were no written reports.

Chairman invited the following verbal reports which were noted:

- a. **KALC Chairman's course** scheduled for 13.01.10 was cancelled.
- b. **Crowhill PROW** has now been surfaced and it is understood that the Tilton Rd/Staleys Rd FP has been given high priority for resurfacing.
- c. **Whitegate Field** - Landlord's consent has been given for the youth shelter. Work is progressing
- d. **Skate Park Cttee** In March 2010 BGPC is due to take over the Chairmanship & provide Clerk.
- e. **T&MBC interest-free loan scheme** may be introduced to assist parish councils with certain capital projects.
- f. **Dog fouling** of footways is increasing.
- g. **Astroturf** - the Headteacher of Wrotham School is asking all participating authorities for recommendations of a pitch consultant. AGREED that as a planning application has now been submitted, it is inappropriate to engage in site development discussions with the applicant.
- h. **Recent snow conditions** - there was some discussion about poor treatment of highways. However, AGREED that T&MBC's waste management team and contractors are to be congratulated on the waste collection service they maintained and associated publicity.
- i. **Bypass** - AGREED that Chairman and Cllr Willsher will continue to progress the letter to the KCC Leader
- j. **StopBig** – A meeting of the Parish Councils' Traffic Consultation Group will be held in Offham later in the month and StopBig will be an agenda . It was AGREED that Cllr Shaw will advise that BGPC would be interested in having some participation in this group.

SP/CW

TS

Cllr Mrs Murray left the meeting.

186. 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

Staff salaries: Clerk – RESOLVED that the NALC increased salary scale sp.pt.34 be applied w.e.f 01.04.09 .

Groundsman and Assistant Groundsman – RESOLVED that a 1% increase be applied w.e.f 01.04.10.

Standards (agenda item 184) All councillors were reminded that they must not take unilateral action on behalf of the council.

A letter re the employment tribunal 2008 had been handed to the Clerk at the start of the meeting. This will considered at the next meeting.

The meeting closed at 22.50hrs.

Date of next meeting: 7.45pm Monday 1 March 2010. Public session 7.30pm

Duty Cllrs: Saturday 27 February 2010 Cllrs Mrs Howden and Mrs Lucas

EH/JL