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Minutes of the meeting of **Borough Green Parish Council** held in Borough Green Village Hall on **Monday 6th November 2023** starting at 1930. The meeting was not recorded.

**Present:** Cllrs Taylor (Chairman), Cllrs Butterfill, Rawsthorne, Millener, Simpson, Wragg, Thrush, & Cllr Rayner (KCC), & the Clerk. There was two Members of the public, Dr Paul Unwin BGMP and Mr Jeff Wheeler BG Scouts.

The Council spent a moment reflecting on the 12,000 dead so far in the Gaza/Israel conflict.

**134. Apologies for Absence** Cllrs Shaw, Ramsden, Reading & Palmer

**135. Declarations of Interest - None**

**136. Minutes of the meeting 2nd October 2023 - Agreed**

**137. Matters Arising .**

Remembrance Sunday 10am War Memorial Wreath Laying - noted

**138 Submissions by County and Borough Members and Members of the Public**

**Cllr Rayner** reported on numbers of Children asylum seekers that have now reached 600, taking all KCC provision. Devolution is still being discussed as a cost cutting idea. Operation Brock will be in place next summer. SEND transport costs are at £60M and likely to rise to £80M, and KCC budget still needs £50M trimmed. Cllr Millener asked about the Westbank private road drains spilling runoff onto the Highway - to be reported to Enforcement.

Chairman moved Item 143 (iii) - Cllr Simpson . After discussion of a proposal document (circulated prior the meeting) and with input and agreement from Dr Paul Unwin and Mr J Wheeler, to **Agree in Principle** to the proposed development of car parking in The Land between the Scout Hut and Harrison Road by BGMP on the basis of an amended version of the proposed document, subject to Public consultation & a future **Formal Agreement** - AGREED

**139 Planning Matters**

(i) To note Planning Notices as circulated

(ii) Current applications and **responses** as circulated, Update on AGILE

**TM/23/03010** 11 Tilton Rd Demolition of garage, 2 storey side, single rear extensions. [Concerns about Bulk & Mass](#)

**TM/23/02052/FL** 38 Maidstone Rd Dropped Kerb- [no observations](#)

**140 Potters Mede**

(i) New Storage Container & Carpark- Appoint second tender - Honeycomb Construction

(ii) Youth Engagement Initiative -15 so far and numbers are slowly increasing, and the venue is well received. We have supplied some cooking equipment that will have a general use for all hirers, and some very basic food for less fortunate youngsters.£215 - agreed

(iii) 40' Container - attempted burglary - security improvements by KAS Welding - approved

(iv) BGJFC request for second storage container - agreed to proceed

(v) Clerk - update on Hirers - bookings are strong, and Fortitude Tae Kwando have been particularly successful and have achieved 150 students at their multiple Potters Mede classes and have received an Industry Award

(vi) It was proposed that the PC buy ten of the charity chairs at £25 each for the Taylor Room and the money donated to vital Red Cross work in Gaza and Israel - Agreed

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#### 141 Recreation Ground

- (i) Pavilion- refurbishment - ongoing
- (ii) Pavilion Dead Tree Hazard - landowner waiting for TPO Permit application.
- (iii) Black Horse Mews - bank collapsing into Bourne. Clerk has had discussions with the EA. We are seeking copies of the original planning permission for Black Horse Mews because it is believed a retaining wall has been missed which should have been mandatory in the vicinity of a Main Watercourse.
- (vi) Dog Signs (x10) - RBLI quote ordered /paid £186.70+vat
- (vii) Play area fallen tree - removed by Mr Glew

#### 142 ASB, Policing & CCTV

- (i) Upgrade survey at Potters Mede, result of tenders  
Chairman moved to **(PART 2 Confidential)** After some discussion about the three blind tenders, and the thoughts of the working group - AGREED. Chairman returned to open session.
- (ii)The Village Hall has suffered significant vandalism to doors. Agreed to pass on CCTV quotes, and the PC could support the cost with an extra camera focussed on our Public Toilets

#### 143 Village Enhancements

- (i) Green Space Review - We are subscribing to "Hedgehog Highways" at £150 - agreed
- (ii) Assets Of Community Value - Black Horse, Library, Parish Church Hall & Village Hall all now lodged
- (iii) Cllr Simpson - BGMP - Draft report at Appendix 2 - AGREED in principle subject to further discussions
- (iv) Alliance Bus Scheme - CTF Grant applied for, £10k

#### 144 Financial Matters

- (i) Responsible Financial Officer's report
- (ii) Bank Reconciliations & Balance 31 October 2023 - Total Balance £224,340.68
- (iii) To approve Payment List as circulated. Prop-Cllr Milener, 2nd Cllr Thrush Chair abstain- AGREED  
Invoices checked : Cllrs Thrush & Butterfill (Appx 1)
- (iv) Date of Finance Committee 1900 Friday 1st December Parish Office
- (v) Legal Cost Recovery - awaiting Ombudsman Report
- (vi) Voice - request for support grant . The Voice is a Community Asset, and it is right that we support it. Clerk and Chairman will discuss further with COGS and make a recommendation at the next meeting.
- (viii) Kent Community Rail Partnership grant request- no action agreed

#### 145 Website & Social Media (i) No Report

#### 146 Neighbourhood & Local Plans

- (i) Update on Local Plan - awaiting further evidence
- (ii) Neighbourhood Plan - Cllrs Rawsthorne and Taylor to meet Pembury PC representative

#### 147 Highways & Streetlighting

- (i) A25 pavement resurfacing 17th November thanks to Cllrs Rayner & Millener
- (ii) Salt Trailer repair/steel £488.14+vat Agreed  
Cllr Millener proposed the PC pay for the Chairman's PPE, boots and welding mask, in thanks for his work and other costs associated with rebuilding the salt trailer - Agreed
- (iv) Salt supplies- KCC 1xbag free- BGSP Salt 80x25kg@£6/bag £480+vat del Friday. Agreed
- (iii) Parish Highway Plan report- 20mph still on the Plan - ongoing.

#### 148 Quarries & Landfills

- (i) Cllr Rayner reported on successful ongoing and continuous enforcement against BG Sandpit at Platt, and H+H Celcon regarding debris on the road, which is showing some signs of improvement. Noted a significant fall in the numbers H+H contractors ignoring the approved route. Chairman thanked Cllr Rayner for ensuring these matters maintained a high profile at KCC.



#### 149 Councillors Reports from outside Bodies (max 3 min)

- (i) Chairman noted Invitation to MPA Dinner Park Lane Sheraton guest of BGSP - declined
- (ii) D-Day 80 - 6th June 2024. Cllr Butterfill to plan a celebration event, possibly using the Beacon
- (iii) Skatepark meeting - well within budget, but new steel may push us over in this FY, but will make it up next year - no need for extra allocation. Steel will lower maintenance costs.
- (iv) Cllr Rawsthorne reported on the Village Hall Committee meeting
- (v) Clerk reported imminent meeting with new Community Police Officer
- (vi) Clerk reported sale of 10 charity chairs for the Taylor Room, £250 donation to Red Cross Gaza, + £200 for other sales donated to MSF & Unicef in Gaza
- (vii) Chairman and Cllr Butterfill will attend Parish Partnership Panel Thursday 9 Nov
- (viii) Cllr Rawsthorne and Clerk to obtain Police permission for PW&S Horse & Rider Event. Proposed route Darkhill Rd, Ightham, into Borough Green, Quarry Hill and return. Marshalls needed.
- (ix) Request for Donation to Heart of Kent Hospice. Agreed to table at Finance Committee

#### 150 Future Dates

(i) **Date of next meeting 1930 11th December 2023**

At all other times contact the Clerk using the details above

There being no further business, Chairman closed the meeting at 21.35

#### 151 Exclusion of Public and Press: Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any item.

Members are reminded that any release of information from a Part 2 discussion is contrary to the Standards Code and an offence under the above Public Bodies Act.



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#### APPENDIX 1

BGPC Payments List November 2023	£
<b>Staff Costs</b>	
Staff Salaries (TBC)	5208.18
HMRC	2682.69
KCC Pensions	1171.56
<b>BACS Payments</b>	
Mazars, inv 2252922 External Auditor	756.00
Nu Venture, inv 2960 (Oct) Bus Scheme	833.00
SHS Hygiene, inv 45409 Toilets	694.32
Borough Green Bowls Club	225.00
Streetlights, inv 13931	3024.00
EJP Fire Protection Ltd, inv 45984 PM	286.20
EJP Fire Protection Ltd, inv 45983 REC	54.00
Borough Green Village Hall (rent), inv 3/23	750.00
FRP (administrators for FR Jones), ref F1385BIR	737.00
Wrotham Parish Council, inv 429 Skatepark	180.39
Wrotham Parish Council, (Moto legal fees) inv 424	2366.40
Expenses - Bernie Galopin Youth	215.78
Expenses - Bernie Galopin	50.00
Expenses - Bernie Galopin	24.70
Expenses - Bernie Galopin	49.50
Expenses - Mike Taylor	224.04

Expenses- Barry Glew	157.11
Expenses - Rob Springett	132.05
<b>DD Payments</b>	
Zen Internet	13.79
TMBC Rates	57.20
Bank Charges *	22.70
Npower* - streetlighting	1164.04
Npower* - public convenience	40.00
EDF (PM)*	200.00
EDF (RG)*	35.00
Castle Water*	120.25
Castle Water*	17.60
Vauxhall Finance	544.80
<b>Total</b>	<b>22037.30</b>
Total Bank Balances	224340.68
<b>NB: Receipts during Oct 23 (exc bank transfers)</b>	<b>2534.34</b>

Signatures : Cllrs Thrush & Butterfill



## APPENDIX 2 **DRAFT PROPOSAL**

Development of carparking between the Scout Hut and Harrison Rd. Borough Green 6th Nov23  
BGPC – BG Medical Practice – BG Scouts

### Summary

It is proposed that Borough Green Parish Council (BGPC) owned land between Harrison Rd and the junction of Reynold's Drive with Quarry Hill Rd (See Fig 1) is formalised as a carparking area and used, both as a staff car park for the Borough Green Medical Practice (BGMP) and for access and parking for 1<sup>st</sup> Borough Green Scout Group (BGS) . In order for this proposal to be acceptable, the needs of the community , the needs of the BGS and the needs of the BGMP are to be considered. This document seeks to propose the principles and process for reaching agreement between these three parties and the basis for any formal legal arrangements.

***The document has been agreed between BGPC, BGMP and BGS as the basis for proceeding towards agreeing detailed plans and reaching legal agreement between the parties.*** The proposal was discussed and at the BGPC meeting on 6 November 23. BGPC are extremely supportive of this project and seek to promote this proposal, subject to future agreement/contracts.

The following are the key representatives from the three parties

- Dr Paul Unwin, Senior Partner, representing Borough Green Medical Practice (BGMP)
- Mr Jeff Wheeler, Trustee & Treasurer, representing 1<sup>st</sup> Borough Green Scout Group (BGS)
- Mr Mike Taylor, Chairman BGPC, representing Borough Green Parish Council on behalf of the community. (BGPC)

### Considerations

It is noted that, as at October 2023 :

- BGPC own the land between the end of Quarry Hill Road / Entrance to Reynold's drive and Harrison Road (The Land). There is a single carriageway metalled road through The Land with verges and established trees either side. The road connects Quarry Hill Road / Access to the scout Hut and Reynolds to the south and Harrison Road to the North. (See Fig 1)
- The Scout Hut has existed in the current location for many years on land on long term lease from Reynolds.
- There is no right of access to Reynolds Retreat for staff, members of the facility, visitors, delivery vehicles etc over the the Land. Reynold's users are actively discouraged from using the road through The Land but some users persist in doing so. Reynolds access towards Quarry Hill roundabout and road signage arrangements are mandated by Planning Condition 5 in planning permission TM/11/03518.

- Openreach have right of access over the northern part of the the Land to the telephone exchange
- BGMP facilities meet their current needs but BGMP are actively seeking to cater for future practice expansion both through additional building works and by securing additional parking space.
- BGSB have previously had parking opportunities in the BGMP carpark (now not available as BGMP lock their gates to avoid unsociable behaviour) and on land that is now occupied by houses opposite the medical practice. BGSB feel consider that their parking and access needs are adequately catered for with the current arrangements including access over The Land and ability to park on The Land
  - That they occasionally use of the area for scouting activities
  - Their concerns over the availability of access and short term parking whilst young people are being dropped off / picked up (c30 cars is a very short period of time) noting that parents currently use the full space for drop off & pick up.
  - Their concerns over control of lighting in the area
- ☑ BGSB recognise the good relationship they have with BGMP and their occasional use of BGMP car park area and are generally supportive of this proposal
- Whilst the Parish Council would wish to support the BGMP as a service to the community some may question / not understand the relationship between privately owned property and publicly funded services. Therefore the financing arrangements and relationship between BGPC, the publicly financed service health service provision and any privately owned business (land ownership) needs to be clear. BGMP notes that they operate as a 'surgery' under government determined guidelines and serve NHS patients only.
- Car park management arrangements need to be determined and agreed in advance in order to support the needs of BGMP and BGSB.
- It is important that traffic management arrangements minimise risk to children and young people and the use of the area by users other than BGMP and BGSB.
- The double rows of lime trees should be maintained from a heritage, ecology and village environment perspective.

### The Proposal

It is proposed that

- BGMP, at their cost, create a 'safe' well lit parking area within The Land with designs to be agreed by BGPC & BGSB. (*Alternatively BGPC create the parking area at BGMP cost with BGMP & BGSB agreement to design.*) Noting that power to and control of lighting would be from the BGMP property. These designs shall address
  - Minimising impact on the current environment (trees, green space) and ensuring tree roots are protected both during construction and after.
  - Sustainable surface that is self draining / properly drained
  - Effective traffic management that Maximizes safety of young people / children being dropped off / picked up and BGMP staff
  - Minimises opportunity for 'abuse' by others (eg Reynolds users)
    - Maintains access for Openreach (and others) as is required

The designs shall include a car park plan, detailed layouts, details of access & security arrangements and details of proposed lighting and its controls. The designs shall be agreed between BPMP, BGPC and BGMP.

- A lease / rental agreement is drawn up between BGPC and BGMP with
  - clear commitment to support BGSB activities including release of space/ access at the appropriate times of day. Any associated 'side agreements' as required to protect BGSB needs
  - a peppercorn rental period to recognise the capital cost of 'improvements' borne by BGMP (5 years?)
  - A favourable rental cost rate after the initial period, based on, say, 50% of market rate to recognise that BGPC is supporting the BGMP but that there is also benefit to the community directly.
  - Long timescales between rental reviews, say 10 years This enable long term budgeting and minimises bureaucracy whilst allowing that changes do happen.
  - Plans for care and maintenance of the area
  - Clear security responsibilities and liabilities
  - arrangements and responsibilities for ensuring the arrangements are honoured and that the car park use is effectively managed and controlled including a management plan addressing the different users requirements and management of any potential conflicts (eg BGMP Staff parking at the same time as scout drop of / pickup)
  - Legal agreements are reached following the process outlined in Figure 2. The key element being a full documented agreement between BGPC, BGMP & BGSB prior to any works being started
  - Detailed proposals are to be agreed by the parties in broad accordance with the process outlined in Fig 2 with the representatives of BGMP and BGSB arranging for agreement within the governing bodies of their organisations and the agreements being finally agreed at a full meeting of BGPC with BGMP and BGSB invited. **It is noted that there is no agreement between the parties until the point where the plans for the work (design, cost, contracting arrangements etc) and the legal agreements are agreed and finalised.**
  - BGPC will take the lead on any local engagement that may be required.

### Contact Details

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Dr Paul Unwin,

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Fig 1

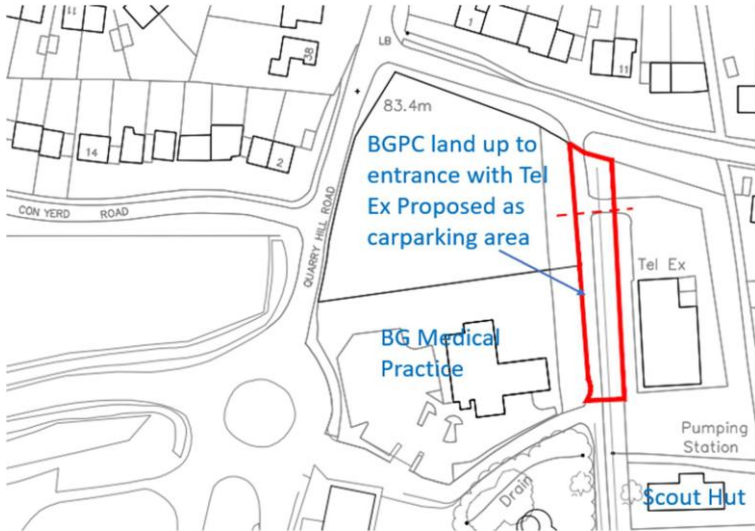


Fig 2

