

DRAFT MINUTES

Period for public consultation 7.30pm Monday 4 June 2007:

Further encouragement and contact details were supplied for letters of support for building improvements at Wrotham School.

KCC Youth Service advised of their projects and activities currently running in and around Borough Green. Questions were asked about the planned improvements to the Recreation Ground pavilion.

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 4 June 2007 at Potters Mede

Present: Cllr C Willsher (Chairman), Cllrs. S Cole, S Perry, Ms F Wakefield, Mrs B Woodhams
Rural Community Warden D Rose

Apologies: Cllrs J Bailey, Mrs J Lucas, Mrs S Murray, Miss L Robinson
There were 4 members of the public in attendance

Mrs F Wakefield signed the Declaration of Acceptance of Office.

Declarations of interest: Cllr Mrs Woodhams – item 22 Planning 20/22 Wrotham Road

Action

19. **Minutes** of the annual meeting 10 May 2007 were signed as a true record.

20. **Matters Arising**

5.139 A Skate Park meeting is scheduled for mid-June.

6. Agreed committee representatives: BGVHMC Cllr Ms F Wakefield; BMPOS Cttee Cllr C Willsher as Mr B Hughes declined the invitation.

6. Quarries Liaison: Road cleaning and wheel washing facilities have improved conditions in and around the Cemex site. Rubble strips will not be installed at present as it is thought they may prove too noisy. Local schools will be asked to stress to pupils that the quarry area is private and potentially dangerous.

9. Car Park Order: E-mails from T&MB Cllrs had been received. Chairman reported and advised of further information received from T&MBC together with his final response on behalf of the parish council.

13. Further details of funding arrangements for PCSOs were received. After discussion Chairman proposed that the parish council continues with its application for a permanent PCSO and that 1. Wrotham and Platt councils be asked if they wish to share the cost and the service equally with Borough Green and 2. If both of the above councils decline, that Borough Green proceeds alone. Agreed.

FW/CW

21. **Vacancies BGPC**

Two candidates had been interviewed for co-option but one did not meet the electoral requirement. Chairman proposed that Mr D Enver be co-opted to the council. Agreed. Mr Enver signed the declaration of acceptance and took up office.

Chairman invited Rural Community Warden D Rose to report: In conjunction with Kent Fire Service, schoolchildren are being addressed about alcohol/drugs related issues and keeping safe.

Elderly residents are visited as required to ensure that safety prevention measures are in place.

Police surgeries will now become PACT surgeries.

22. **Planning Matters**

TM/07/1376 Conservatory – 14 Ascot Close. No observations.

TM/07/1381 Lobby & toilet within garage – 20 McDermott Road. No observations.

TM/07/1444 LDC: Extension & internal alterations – 32 Western Road. No observations.

TM/07/1659 Side extension - 3 Sandy Ridge. No observations.

TM/07/1693 Dormer roof – 12 Wye Road. No observations.

TM/07/1747 22no dwellings - 20/22Wrotham Road. A letter from a resident was noted.

Agreed that concerns will be raised about protecting the setting of the adjacent listed building and protection of trees; street lighting; over-intensification of site; play area provision; adequate bin storage facilities; car parking provision. Agreed that Chairman will prepare response.

CW

TM/07/1466 Dormer window – 14 Annetts Hall. No observations.

TM/07/1766 Garage conversion – 38 Normanhurst Road. No observations.

Decisions

TM/07/0957 Extension – 32 Station Road. Permission granted

TM/07/1123 Replacement extension – 10 Western Road. Permission granted.

TM/07/1125 18 Staleys Road – Copy letter for information.

23. **Oral reports from Members, County and Borough Councillors and Clerk**

Cllr Perry reported on the recent PPP meeting.
 Consultation procedures for such projects as the Western Road pedestrian crossing were discussed at the PPP meeting and will be an agenda item for the next meeting of the T&M Joint Transportation Board.
 Kent Highways will be asked to install a bollard at the footpath entrance, Rock Road, to deter parking of vehicles.
 T&MBC will be asked for an update on progress of the planned footpath Fairfield Rd/Station Approach.
 Following a site inspection, Chairman recommended that no further action be taken to progress the idea of a gate at Harrison Rd entrance to the Recreation Ground.
 Tonbridge & Malling Borough Council will be asked to install improved signage in the centre of the village to deter fouling of footpaths by dogs. Dog owners and walkers are asked to act responsibly by removing dog waste.
 Kent Highways have raised concern about illegal bypass-related signs recently displayed. Chairman and Clerk will respond.
 Chairman and Cllr Mrs Murray met a Kent Highways representative on site to discuss the proposed Western Rd crossing and agreed a revised location.. Details re. relocation of bus stop and disabled parking bay were noted. The officer confirmed that completion/ refurbishment of the crossing on the railway bridge will be undertaken at the same time along with other highway maintenance works.

CW

24. **Correspondence**

Noted:

KCC	Kent Volunteers awards 2007	
Kent Police	Neighbourhood Policing Newsletter (Copy to Cllr Miss Robinson)	
T&MBC	Minutes of Joint Transportation Board 5/3/07 (Copy to Cllr Willsher)	
T&MBC	Agenda Joint Transportation Board 11/6/07 (passed to Cllr Willsher)	CW
CPRE	June 2007 magazine	
KAPC	Newsletter no. 324	
KAPC Cttee	Annual Meeting agenda 14 June 2007 (Copy to Cllr Willsher)	CW
T&MBC	PPP agenda 31 May 2007 (copies to Cllrs Willsher & Perry)	
KCC	Inside Track – grant information (Copy to Cllr Willsher)	
Borograde	Monthly Social + auditions for latest production	
T&MBC	Green-lidded bin collection service (copies to all Cllrs)	
Kent Highways	Seminar 26/06/07. Clerk will attend.	
T&MBC	Green-lidded bin collection service (copies to all Cllrs)	
KAPC	Councillors' Information Day. Any member wishing to attend should contact the Clerk.	
BG Business & Retail Group	Anti-social behaviour (Copy to Cllr Miss Robinson). Copies will be sent to the Police, Rural Community Warden and BGVHMC with a request for them to address issues raised and consider CCTV.	
COGS	Reception invitation 7 June 2007. Chairman will attend.	CW
Kent Highways	Parish spreadsheet May 2007 (copies to all Cllrs). Agreed comments/ reports: potholes Fairfield road; overgrown hedges A25 and Wrotham Road	

25. **Review of Audit Procedures**

Clerk outlined existing arrangements for internal audit. Agreed that arrangements are working satisfactorily but further consideration will be given by the Finance Committee.

26. **Basted Mill Public Open Space Joint Cttee. Membership**

A letter from T&MBC was read. After discussion Chairman proposed that the parish council does not give its agreement to the variance of the Joint Committee Agreement so that the restriction on co-opted members acting as Chair would not apply to Mrs Harrison. Proposal agreed, as it is not thought correct to vary the formulation of such a document.

27. **Recreation Grounds - Recreation Ground**

Pavilion: Cllr Perry reported from the Facilities Cttee. The surveyor's report has been discussed and an amended internal layout proposed which includes refurbishment of existing and installation of additional toilet facilities, and a football equipment storage area. A disabled ramp is also proposed. Agreed that the committee will liaise with the consultant and obtain a revised schedule in preparation for the invitation of tenders. The committee will also preparation a schedule of preparatory works to be undertaken in-house. Chairman will research possible sources of additional funding. Agreed that Groundsman will continue with work to make and install 2no new steel window frames. Further agreed that, for the present, refurbishment of the clock tower will remain within the main contract and that it is the intention to undertake the proposed works in one contract as it is likely to be more cost effective.

Tennis courts: Following advice from Trevor May specialist contractors, Cllr Perry proposed that they be instructed to pressure clean a small area of the courts and assess the surface @ £100 +VAT. This will enable assessment of the courts and a decision will then be taken regarding further work and replacement posts and nets. Seconded by Cllr Mrs Woodhams. Agreed. Mr J Lawrenson will be instructed to cut back hedge and trees along west side of courts.

Seats: Proposed new regulations regarding height of seats will be considered at the next meeting.

Potters Mede Pavilion windows: Cllr Perry reported on a site meeting with a specialist contractor. Await further details regarding design and cost.

Fire appliances: Alarms have been fitted to all extinguishers.

28. **Cheques for signature****Auto-Pay**

£723.32	R Springett - Asst. Groundsman 1/05 - 31/05/07
£1124.44	H Damiral - Clerk May 2007
£481.42	W Austin - Caretaker/Groundsman 1/05 - 31/05/07
£418.14	M Taylor – Groundsman 1/05 –31/05/07
£438.57	KCC – Superannuation May 2007
£97.31	EDF Energy – Street light repair Ascot Close
£273.90	KCC – Maintenance materials Rec Gd & P Mede
£287.88	KCC – Playground inspections August 2006 – March 2007
£376.00	KCC – Harrowing grounds – Rec. Gd & P Mede
£888.30	KCC – Re-seeding/topping-up/fertilising goal mouths - Rec. Gd & P Mede
£60.00	J Stephens – Websites maintenance May 2007
£262.24	EDF Energy – Street light supply, April 2007
£227.03	EDF Energy – Street lighting maintenance May 2007
£779.79	T&MBC - Rates Potters Mede May & June
£116.00	T&MBC – Rates, Rec Gd May & June
£68.15	EJP Ltd - Fire appliances maintenance, Potters Mede
£267.31	EJP Ltd - Fire appliance alarms, Potters Mede
£135.61	Neat Ideas – office supplies
£500.00	H Damiral – Office allowance 2007/08
£41.55	M Taylor – Maintenance materials, Rec Gd (reimbursement)
£40.00	P&T Plumbing – Repair to wc, Potters Mede

Proposed by Cllr Perry, seconded by Cllr Mrs Woodhams that the above cheques be paid. Agreed.

29. **Resolved to enter into committee**

Staff supervision and identification of grounds maintenance works required at Potters Mede was discussed

Chairman's response to a letter from the Groundsman was considered.

A further letter from the council's solicitor regarding 'Ingleside' and the Recreation Ground car park was noted.

DRAFT MINUTES