

Minutes of the Annual meeting of Borough Green Parish Council held at 7.45pm on Monday 10 May 2010 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs J Bailey, Mrs V Farina, Mrs J Lucas, Mrs V McWilliam, Mrs S Murray, S Perry, M Taylor, C Willsher, Apologies: T Shaw, M Yianni, T&MBCllr D Evans.

No members of the public were in attendance.

Action

1. **Election of Chairman**

Clerk invited nominations for Chairman. Cllr Mrs Murray proposed Cllr Perry, seconded by Cllr Mrs McWilliam. There being no other nominations, Cllr Perry was duly ELECTED, signed the Declaration of Acceptance and took the chair.

2. **Apologies for Absence** were ACCEPTED from Cllr Shaw (work), Cllr Yianni (work), and T&MBCllr D Evans.

3. **Election of Vice-Chairman**

Cllr Perry proposed Cllr Mrs Murray, seconded by Cllr Mrs Farina. Cllr Taylor offered himself for election, this was not seconded. There being no other nominations Cllr Mrs Murray was duly ELECTED.

Sincere congratulations and good wishes were expressed to Cllr Mrs Murray on her nomination to serve a second consecutive term as Mayor of Tonbridge & Malling Borough Council. The current Deputy Mayor is unable to accept the nomination due to ill health

4. **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 18 Cheques for signature - Skate Park maintenance.

5. **Minutes** of the meeting 6 April 2010: item 216 football pitches - delete "costs" add " technical support". Item 217 (iv) delete "entrance gate: report from Facilities Cttee". The amended minutes were signed as a true record.

6. **Matters Arising**

211. Cascade Ptnrships Ltd: Chairman reported on his discussions and advised that T&MBC is in agreement to the parish council taking a lead role and being involved in any development consultation process. AGREED that Chairman will continue to liaise and provide Clerk with further information.

211. J Tebbutt: Age of players of newly-formed football team noted. Whilst BGPC encourages the initiative, it was ratified that there will be no senior football pitches available in Borough Green next season. Cllr Mrs McWilliam will liaise with Mr Tebbutt regarding possible future requirements at Potters Mede.

217. Cllr Taylor was thanked for the maintenance work he had undertaken at the Recreation Ground in recent weeks.

221. Pop-In: Age Concern have confirmed that, due to extremely good attendance, use of the committee room is required. Favourable consideration of BGPC funding the hire charge at a specially-negotiated rate would be appreciated. RESOLVED that this be agreed. Further information regarding the number of Borough Green residents attending will be requested.

SP

VMcW

7. **Election of committees/liaison groups**

The following committees were agreed:

Facilities – Cllrs Perry, Taylor, Willsher + another to be agreed.

Sports Clubs Liaison: Football: Cllr Mrs Howden

Bowls: Cllr Willsher

Highways, Footways, Footpaths & Street Lighting: Cllr Willsher, Cllr Taylor and Cllr Yianni

Finance Cttee: Cllrs Perry, Bailey, Mrs Lucas, Mrs Murray and Cllr Taylor + Cllr Willsher if/when required.

Complaints: Cllrs Willsher, Mrs Lucas, Mrs McWilliam and Mrs Farina

KALC: Cllrs Perry and Willsher

Village Hall Representative: Cllr Mrs McWilliam and Cllr Perry

Election of committees/liaison groups (Continued)**Quarries Liaison: Cemex** – Cllr Willsher**Nepicar:** Cllr Willsher**PACT Panel** – Cllr Taylor**Men of Trees:** Cllrs Willsher, Mrs Lucas and Mrs McWilliam**Parish Partnership Panel:** Cllrs Perry with invites to other Cllrs as/when appropriate. Noted that any Cllr can attend as a member of the public.**Basted Mill Public Open Space Joint Cttee:** Cllrs Bailey and Willsher**Skate Park Cttee:** Cllr Perry and Cllr Bailey**Potters Mede Steering Group:** Cllrs Perry, Bailey, Willsher, Mrs McWilliam, Mrs Murray and Mrs Howden**Websites liaison:** Cllr Perry**CCTV Liaison Group:** Cllrs Perry, Willsher and Bailey**J5 Slips:** Cllr Perry**Parish Plan:** Cllrs Perry, Willsher, Taylor and Mrs Farina**Rail Forum:** Cllrs Perry and Mrs Farina

After discussion AGREED that committees/liaison groups will decide on their management Procedures but consideration will be given to (1) appointment of Chairman and Vice-Chairman (2) decide number and dates of meetings well in advance (3) If the Chairman is not available for a planned meeting, the Vice-Chairman will lead the meeting.

8. Planning Matters

TM/10/00747/FL Extension, flank windows and solar panels – 17 Lendon Road. No observations but query whether existing foundations/footings will support an upper storey.

TM/10/00795/LDE LDF: use as 2no flats + extensions – 6A Station Road. No observations.

TM/10/00960/FL: extensions – 24 Wye Road. No observations.

TM/09/2028/R244 & 27 & TM/07/512/R39 & 40 Restoration and landscaping details – Borough Green Sandpit. Chairman will prepare the council's response for submission by 2 June 2010.

Any comments for inclusion to be sent to him with a copy to the Clerk.

Planning decisions

TM/08/3715 & TM/93/0305 Variation of conditions to replace noise attenuation mound with fence Borough Green Quarry. Permission granted.

TM/10/00362/LDP Rear dormer extension – 9 Station Road. LDC granted.

TM/10/0569 Access and crossover – 80 Maidstone Road. Permission refused.

TM/10/0751 Rear extension – LDC granted.

TM/09/01510/FL Redevelopment of petrol filling station and retail sales building – r/o and 84-106 Maidstone Road. For consideration by T&MBC Area 2 Planning Cttee 12 May 2010.

Applications to speak to be registered with T&MBC asap and no later than 10 minutes before the start of the meeting. It is understood that a site visit is being recommended.

9. Correspondence**Noted:**

KALC Minutes of the meeting 18.03.10

T&MBC Increase in rate of small business rate relief

M Taylor Skatepark inspection report April 2010 (Copy to Cllr Perry)

West Kent Watch Sevenoaks newsletters (copies to all Cllrs)

KCC Kent Trading Standards Alerts (copies to all Cllrs)

T&MBC T&M Community Safety Ptnrship Bulletin May 2010 (copies to all Cllrs)

CPRE Magazines Spring 2010

Applause Rural Touring Autumn 2010 Programme

KHS Weather damage to roads: planned repairs (copies to all Cllrs)

T&MBC PPP meeting 25.05.10: date for agenda items (copies to Cllrs Perry & Taylor)

BMPOS Annual meeting 8pm Thursday 27 May 2010, Platt Memorial Hall

T&MBC Adoption of the MDE DPD and further changes to the proposals map: documents passed to Chairman for perusal.

SP
All

Correspondence (Continued)

Kent Downs Information to Chairman re locations for Gateway signs. Chairman reported: locations for signs are being finalised. Noted that a Gateway Sign will replace the T&MBC sign at the Dark Hill roundabout.

Mr & Mrs Carpenter Concern about height and stability of trees on south side of Harrison Road. Copies to Cllrs Perry, Willsher and Mrs Murray. Cllr Willsher accompanied the T&MBC Trees Officer on her inspection. There is nothing to suggest that the fir trees are unstable although one is damaged and may require some attention. Ownership will be clarified with KHS and the matter will be passed to T&MBC. Cllr Willsher will advise Mr & Mrs Carpenter.

Kent County Agricultural Society 'Living Land initiative': working with Action for Communities in Rural Kent and sponsoring the Environmental section of the Best Kept Village Competition, the aim is to educate young children in farming, agriculture, countryside and environment. Request for financial contribution. Cllr Mrs Murray gave further information. AGREED that whilst this is a worthy initiative it does not involve Borough Green schools. Noted.

KALC Power of Well Being Training, Sevenoaks 24 May 2010. RESOLVED that Cllrs Mrs Farina, Mrs Lucas and Mrs McWilliam will attend.

Speedwatch Group Agenda and minutes of the meeting 13.04.10 (copies to Cllr Perry). Chairman reported. He will attend the Malling Area Partnership meeting later in the week and will thus give updated information at the next PC meeting.

Mrs Coggin Parking of vehicles on footways, Annetts Hall (Copies to all Cllrs). AGREED to pass this to T&MBC.

CW

VF/JL/
VMcW

SP

10. **Groundsman**

- (i) Clerk will send a list of duties/draft job description to the Facilities Cttee for consideration.
- (ii) Subsequently the committee will agree advertising procedures

Fac Cttee

11. **Parish Council-owned Street Lighting**

- (i) Clerk advised that a KCC licence is required for the installation of an additional light in Station Rd. This will be progressed by the Clerk.
- (ii) AGREED that Cllrs Taylor and Willsher will prepare a letter for Clerk to send to SEC, setting out BGPC's proposals for some in-house maintenance of street lights and ask for their assurance that they will subsequently agree to continue maintenance of same.

MT/CW

12. **Potters Mede Sports Hall** Copies of a suggestion for a steel-clad/framed sports hall had been passed to all Cllrs. After discussion AGREED that all members of the Steering Group will provide updates on their particular area of responsibility, for consideration at the next meeting of the Group. Subsequently, the full council will hold a special meeting to discuss Potters Mede.Steering
Group

Cllr Mrs McWilliam left the meeting.

13. **Potters Mede**

- (i) Football Pitches: copies of an e-mail from Potters FC had been sent to all Cllrs. AGREED that there will be regular liaison with the club to keep them informed of plans and progress of Potters Mede building and grounds. Currently they will be advised that plans are not finalised but their offer of assistance is noted with thanks.

VMcW/EH

There was further discussion about pitch requirements and copies of a layout plan for 3no Pitches was circulated and considered. AGREED that competitive quotations will be required for three stages of the work:

- (a) weed treatment and subsequent grass sowing
- (b) earth works
- (c) drainage works

After discussion AGREED that 2no full-size pitches are required: Chairman will ascertain regulation sizes. Further AGREED that Cllr Bailey will act as Project Manager.

SP
JB

Clerk advised that it is unlikely that the Royal Engineers would be able to assist with technical support due to being fully-committed with military duties.

AGREED that planned tree surgery at Potters Mede will not be too severe in order to ensure that the West boundary is protected. Cllr Willsher will liaise with the tree surgeon.

CW

Cllr Mrs Farina left the meeting.

- (ii) Church of the Good Shepherd – request for use of grounds for a service 13.05.10. AGREED

14. **Recreation Ground**
- (i) Boundary hedge/fence – to consider condition and possible work required to section of west boundary: Cllrs Taylor and Willsher have inspected. RESOLVED that Cllr Taylor will liaise with the residents and install stakes in order to stabilise hedge. MT
 - (ii) Memorial Pavilion – to give further consideration of protection of memorial stones. Chairman is continuing to research other materials for protect of stones. Cllr Taylor was thanked for removing broken glass. SP
 - (iii) Ball Park – RESOLVED to purchase steel panels for maintenance of goal posts. Cllr Taylor will advise Clerk of materials required and carry out the work. MT
15. **Salt Bins**
Cllr Taylor had circulated information and map of proposed locations to all Cllrs. He reported on his liaison with the residents. RESOLVED that (1) BGPC will be liable for all bins they install on private land to give further consideration to possible locations for new bins (2) locating a bin on private land will not give BGPC any hold over that land (3) legal agreements will be prepared and BGPC will pay costs for both sides in this connection.
16. **Footpaths and Public Open Spaces**
- (i) Copies of information from T&MBC regarding ownership and maintenance of The Knob, Crowhill had been passed to all Cllrs. After discussion AGREED that because of cost implications, the time is not right to transfer the land into BGPC ownership. For consideration again next year.
 - (ii) Cllr Taylor advised that KHS is unable to resurface Bellows Lane due to cost and restricted access. KHS hope to resurface the Tilton Rd/Sevenoaks Road footpath during the current financial year.
There is concern that weeds are growing through the surface of the Rock Rd/Staleys Road path.
 - (ii) Re-scheduled date of the Annual Meeting of Basted Mill Public Open Space: 8pm Thursday 27 May 2010, Platt Memorial Hall noted CW/JB/SM
17. **Written reports from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report**
There were no written reports.
KHS will be asked to ensure that, as routine maintenance, they cut back vegetation to post line on the south side of the Conyerd Rd/Quarry Hill Road junction in order to preserve sight lines.
18. **Cheques for Signature**
Payments as listed and circulated to all Cllrs.
- BACS**
- | | |
|----------|--|
| £735.22 | R Springett - Asst. Groundsman 1/4 - 30/4/10 |
| £1254.28 | H Damiral - Clerk April 2010 |
| £575.17 | KCC – Superannuation April 2010 |
| £60.00 | J Stephens – Websites maintenance April 2010 |
| £341.64 | EDF – street lighting supply March 2010 |
| £218.73 | SEC – Street lighting maintenance April 2010 |
| £391.91 | Wrotham PC – Skate Park maint. March & April 2010 + quarterly inspection |
| £59.00 | T&MBC – Rates, Memorial Pavilion May 2010 |
| £341.64 | EDF – street lighting supply April 2010 |
| £37.49 | Kent Aluminium – Maintenance materials, Recreation Ground |
| £47.25 | BGVHMC – Committee Room hire, Pop-In Feb & March 2010 |
| £413.10 | BGVHMC – Hire of hall & cttee room, Pop-In April - June 2010 |
- | | | |
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| 332 | £35.00 | Action with Communities in Rural Kent – Subscription 2010/11 |
| 333 | £25.00 | Kent Men of the Trees – Membership 2010/11 |
| 334 | £211.50 | PC Matters Ltd – Computer repair |
| 335 | £63.01 | Cash – Rec. Gds.& Western Rd planters maintenance, Imprest A/C |
| 336 | £99.29 | Zen Internet Ltd – Domains registration 2010/11 |
| 337 | £1586.25 | Stryker Communications Ltd – CCTV Network communication services |

Cheques for Signature (Continued)

338	£29.32	Kidmans – Strimmer materials
339	£285.00	J Lawrenson – Cutting beech hedge, Rec.Gd.
340	£98.12	Royal British Legion Industries – Signs, Potters Mede

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

19. **Future dates**

- (i) Date of the next Meeting Monday 7 June 2010 in The Annexe to The Church of the Good Shepherd. Immediately prior to the meeting there will be a period for public consultation commencing at 7.30 pm and lasting for a maximum period of fifteen minutes.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 5 June 2010 10 – 12 noon

20. **There were no matters for discussion in committee**

The meeting closed at 22.40 hrs