

**Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 7 March 2011 in The Annexe to the Church of the Good Shepherd.**

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

There were no members of the public in attendance

Action

169. **Apologies for Absence** were received from Mrs E Howden

170. **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 Taylor declared an interest in item 165 Cheques for signature - Skate Park maintenance.

Cllr Willsher declared an interest in item 175 and any item involving Potters Mede Environmental.

171. **Minutes** of the meeting 7 February 2011: RESOLVED that they be signed as a true record.

172. **Matters Arising**

160(i) PME: Noted that the grant received for the improvement of football pitches was from the Cemex Foundation.

173. **Planning Matters**

(i) **Decisions**

TM/10/03245/FL Washdown area – Hornet Business Estate, Quarry Hill Quarry Hill Road. Permission granted.

TM/10/03359/FL Side canopy and wetpour surface –Parish Church Hall. Permission granted.

TM/11/00047/FL Extension and glazed link to existing building –The Paddock House, 78 Crouch Lane. Permission granted.

(ii) TM/11/00311/FL Demolition of garage and erection of 3-bed house. No objections but a review of the road markings at the j/o Crouch Lane/Maidstone Road is requested..

(iii) TM/11/00320/AT Retention of illustrated fascia and hanging signs. No observations.

174. **Correspondence**

**Noted:**

J Littlefield Allotment sites available in Crouch Lane (copies to all Cllrs)

T&MBC PPP meeting 3 March 2011 agenda (copies to all Cllrs)

KCC Regular Trading Standards alerts (copies to all Cllrs)

West Kent Watch Regular newsletters (copies to all Cllrs)

KCC Explore Kent Walking Festival 18.07.- 7.08.11. Expression of interest welcomed from walking groups.

T&MBC JTB meeting 07.03.011 agenda (Chairman advised)

KHS Notification of programme of 'Pothole Repairs' (copies to all Cllrs)

T&MBC T&MBC will take back responsibility for Whitegate Field on 16.03.11

KCC Monthly bus updates for December 2010 and January 2011 (copies to all Cllrs)

BMPOSJC Minutes of the meeting 17.11.10

Action with Communities in Rural Kent Newsletter February 2011

SEEDA Minimising construction waste sent to landfill: free events for local authorities (copies to all Cllrs)

T&MBC Easter Activate programme 2011

**KCC** Notification of adoption of the revised Statement of Community Involvement 2011 – part of the Minerals and Waste Development Framework (copies to all Cllrs)

**Action with Communities in Rural Kent** Kent and Medway Funding Fair 2011 13 April 2011 (copies to all Cllrs). Cllr Mrs McWilliam will ask the Funding Buddy to attend and pass relevant information and advice to BGPC.

**Audit Commission** RESOLVED to agree to the appointment of Jackie Bellard as external auditor for 2011/112 and future years. Noted that the audit will now be undertaken at Bolton.

VMcW

**Correspondence (Continued)**

**T&MBC** Revised cost of fourth week contribution to the 2011 Summer Playscheme noted as £611.74 approx. Rise is due to increase in staffing costs due to increased accommodation costs and new OFSTED regulations re ratio of children to adults.

**KCC** Inclusive Design & Placemaking: Supplementary Guidance consultation draft prior to the formal adoption of the document as Supplementary Planning Guidance to the Kent Design Guide. [http://www.kent.gov.uk/roads\\_and\\_transport/highway\\_improvements/current\\_consultations/inclusive\\_design.aspx](http://www.kent.gov.uk/roads_and_transport/highway_improvements/current_consultations/inclusive_design.aspx)

(copies to all Cllrs). Chairman gave further information with particular reference to the duties of parish councils in connection with planning matters. AGREED: no observations.

**Bowls Club** Request for financial assistance subsequent to unforeseen maintenance expenditure and high water costs because of burst underground pipe (copies to all Cllrs). After discussion AGREED to make a one-off grant payment in the sum of £534.27.

175. **Potters Mede Ground Improvements**

- (i) Noted that Mr J Bailey has agreed to remain as a Director of Potters Mede Environmental until at least May 2011.
- (ii) AGREED that BGPC will formally accept the Cemex offer to construct an additional (3<sup>rd</sup>) full-size football pitch.
- (iii) PME is considering recommendations/advice regarding an Agronomist's report
- (iv) Cllr Willsher will present cash flow projections to the next meeting. Cllr Willsher was thanked for his work so far with this project.

CW

176. **Potters Mede Pavilion**

- (i) There has been no recent meeting of the Steering Group.
- (ii) Cllr Mrs McWilliam advised that she has been liaising with an architect to prepare a specification prior to tendering for the formal engagement of an architect. All Cllrs had received copies of the draft specification.
- (iii) AGREED that Cllr Mrs McWilliam will prepare the final specification, draft tender invitation letter and list of proposed tenders, and will circulate to all Cllrs for approval.

VMcW

177. **Standing Orders**

All Cllrs had received electronic copies of the Model Standing Orders with suggested amendments. Chairman will provide all Cllrs with hard copies. After some discussion AGREED to hold an informal meeting to discuss amendments and final document for adoption at the next meeting.

SP  
All178. **Skate Park**

- (i) All Cllrs had received copies of the minutes of a Skate Park meeting 20 January 2011 and a recommendation from the Committee that "Mr Taylor be seconded to the Skate Park Committee in a technical capacity and as the liaison between the young users and the committee, but with no voting rights or involvement in financial matters. He will continue to receive all reports and correspondence in connection with the Skate Park".

Chairman asked the meeting if any Cllr had any Declaration of Interest not already declared under item 170 of the agenda: Cllr Taylor advised that he would abstain from voting or discussing this matter but had no Declaration of Interest; had not received any money from the Skate Park since 2007 and, in answer to a question, confirmed that he is a co-opted member of Wrotham Parish Council.

Chairman advised that he had personally abstained from voting on this matter at the Skate Park meeting and proposed that BGPC rejects the recommendation. He gave background information about the Skate Park Committee, its responsibilities, finances and working arrangements. He particularly drew Cllrs attention to (a) the Committee does not have a formal Constitution in place (b) the Skate Park is funded solely by public funds and a person with a financial interest, such as Mr Taylor, should not sit on its committee (c) a complaint has been received from the professional Skate Park Inspector that her name has been denigrated and her work undermined.

Noted that Platt PC has agreed that "the committee comprises 2 parish councillors from each of Borough Green, Wrotham and Platt parish councils, that the chairmanship and clerking rotate annually around the councils and that committee meetings are attended by the person employed to maintain the park, currently Mr. Mike Taylor, in an advisory capacity only. We welcome the offer of Maria Cook RPII, who carries out the regular safety inspections, to attend the next Skate Park committee meeting to discuss her reports and the Skate Park in general".

**Skate Park (Continued)**

After considerable discussion. RESOLVED that the Skate Park Committee recommendation be rejected and that the decision of Platt PC (as above) be AGREED in full, plus, a recommendation be made to the committee that a formal constitution be adopted as a matter of urgency. Further RESOLVED that the second BGPC representative be appointed to the committee.

- (ii) Correspondence from Wrotham Parish Council in connection with (i) above, had been circulated to all members and was noted.

179. **Borough Green Summer Fete 2011**

All Cllrs had received copies of further information regarding the proposed Festival at the Recreation Ground. It was RESOLVED that this be discussed under item 186 of the agenda.

180. **Speedwatch**

- (i) Police-related matter: RESOLVED to confirm agreement to pay 50% (approx £100) of the costs to Kent Police for property marking kits, as considered at the last meeting.
- (ii) Chairman gave updated information on Speedwatch: whilst Kingshill and Plaxtol Parish Councils are anxious to share equipment with BGPC, there is no spare equipment available for use in this part of West Kent. AGREED for possible consideration in the future. The Police are being proactive and have a working database.

181. **Street lighting**

A report from the recent T&MBC PPP meeting was noted: there is a co-ordinated KHS/EDF process in place for the installation of street lights which could be made available to parish councils. Cllr Willsher will check BGPC's existing SEC contract and report to the next meeting.

CW

182. **Salt Bins**

- (i) Noted that there was no formal report at the recent T&MBC PPP meeting.
- (ii) AGREED to await KHS information about siting new salt bins on highway land. Information regarding snow-clearance by local farmers will be obtained.

183. **Cheques for signature****BACS**

£2530.54	Staff salaries:
£348.91	EDF – street lighting supply, February 2011
£226.94	S Electric Contracting – street lighting maintenance February 2011
£60.00	J Stephens – Websites maintenance February 2011
£575.17	KCC – Superannuation February 2011
538 £29.00	CPRE – Subs March 2011/12
539 £37.08	EJP Fire Protection Ltd – Annual service, memorial pavilion

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

184. **Written reports from County and Borough councillors & BGPCllrs who sit as representatives on local organisations + Clerk's report**

All Cllrs had received copies of a report from the Clerk:

- (i) RESOLVED to purchase a replacement strimmer and torch, recently stolen. An insurance claim will be not made.
- (ii) Vandalised lock to Memorial Pavilion toilet door has been replaced but noted that the door can no longer be unlocked from the outside.
- (iii) A complaint from a resident of Harrison Rd, adj Recreation Ground, about recent clearance/pruning of her foliage at/near the entrance to the ground was considered. Cllr Mrs McWilliam offered 2no laurels for planting. AGREED with thanks. Cllr Mrs McWilliam will liaise with the grounds maintenance staff and Cllr Willsher. Advice will be sought from T&MBC re right of access to the Recreation Ground.
- (iv) RESOLVED that KCC be instructed to roll the football pitch at Potters Mede on a monthly basis @£75/occasion until such time as the drainage work commences or until the end of April 2011.
- (v) AGREED that the Community Warden may affix dog fouling/litter notices to BGPC-owned lamp-posts.

VMcW  
CW

**Written reports (Continued)**

- (vi) RESOLVED to approve a request from 'Sweet Sports' for block-booking the tennis court during the school holidays and Sundays May – August 2011 with all conditions as previously agreed (min.132(v) 6 Dec. 2010). Further RESOLVED that there will be no cancellation policy and full payment is required one week in advance.

All Cllrs had received copies of notes from Cllr Willsher: Quarry Liaison meeting 13.02.11.

Cllr Willsher gave further information from the recent PPP meeting about the National Playing Fields Assn. 'The Queen Elizabeth 11 Fields Challenge: Diamond Jubilee Project' with particular reference to the preservation of green areas. AGREED in principle, that he will progress this with respect to the Recreation Ground and Potters Mede.

CW

All Cllrs had received copies of a report on the Saturday morning duty 5 March 2011. AGREED to write to T&MBC EHO and the Co-op regarding litter and the siting of rats in Station Approach.

Cllr Mrs McWilliam left the meeting.

There was some discussion about the bulky refuse collection system.

All Cllrs had received copies of an e-mail from Community Realm regarding future landscape/habitat advice at Isles Quarry. AGREED that contact details will be kept on record but at present it was too premature for any discussion.

185. **Future dates**

- (i) Date of Annual Meeting 2011: Thursday 12 May 2011 Annexe to the Church of the Good Shepherd
- (ii) Date of Annual Parish Meeting: Friday 15 April 2011 8pm Borough Green Village Hall
- (iii) Date of next meeting: Monday 4 April 2011 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 7.30pm and lasting for a maximum period of fifteen minutes.
- (iv) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present, on Saturday 2 April 2011 10 – 12 noon. At other times, appointments can be arranged to meet the Clerk.

CW/MY

186. **Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman RESOLVED that the press and public be excluded from the remainder of the meeting during consideration of any items the publication of which would disclose exempt information**

**Borough Green Summer Fete 2011:** All Cllrs had received copies of updated information about the arrangements for the proposed fete which were discussed in full.

Chairman RESOLVED that the meeting be continued in public for further consideration of item 179: RESOLVED that in view of recent changes to the organizing committee, incomplete plans and the now short time-scale and economic viability, the permission for use of the Recreation Ground for a Fete 18 June 2011 be withdrawn and to suggest that the event be planned for Summer 2012.

Further AGREED that a change of name for the Recreation Ground is not for consideration.

The meeting ended at 23.11hrs