

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 29 February 2016 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs T Dawson, Mrs S Gould, S Millener, Ms P Moorecroft, S Perry, T Shaw (late arrival) and H Willard

There were no members of the public in attendance

### Action

204 **Apologies for Absence** Cllrs Dobson and Yianni

205 **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 Willard declared an interest in items 211 & 212: Potters Mede grounds and pavilion and item 213 Recreation Ground

206 **Minutes of the Meeting 7 March 2016**: All members had received copies of the minutes. RESOLVED that they be approved and signed as a true record.

207 **Matters Arising**

187 (ii) T&MBC have removed tyres dumped on the cricket field at BMPOS

208. **Period for Public Consultation**

In response to a request from a resident, agreed that Cllr Mrs Dawson will identify a suitable site for a publicly accessible defibrillator

TD

209. **Planning Matters**

(i) **Decisions**

TM/14/02992/FL Demolition of buildings & construction of 41 dwellings - A-Z site, 173-199 Fairfield Road. For consideration by Area 2 Planning Cttee 022.03.16

(ii) TM/16/00192/FL Demolish extension & construct two-storey side extension - 18 Wye Road. No observations

(iii) TM/16/00322/FL Demolish extension & construct two-storey side extension - 13 Abbott Road. No observations

(iv) TM/14/02992/FL redevelopment of A-Z site, Fairfield Road: all Cllrs had received copies of emails regarding the discovery of serious contamination on the site. Consequently because of additional costs, the developer is now unable to deliver the required affordable housing.

(v) It was noted that the developer r/o Spencers Cottages, Station Rd is charging £10,000 per parking bay. There is loss of parking provision for existing residents and the planning condition was for 7no spaces. Chairman will press for enforcement action. The lamp-post has still not been relocated: Clerk provided the developer with costs some while ago.

(vi) All Cllrs had received copies of a letter sent by E Malling & Larkfield PC to Mr Tugendhat MP expressing concern about proposed legislation to allow 'alternative providers' to process planning applications rather than LAs. After discussion AGREED that Chairman will circulate a draft response

MT

210. **Correspondence**

Kent Can Regular newsletters and funding alerts (copies to all Cllrs)

KCC Regular Trading Standards alerts (copies to all Cllrs)

Rural Services Network newsletters (copies to all Cllrs)

T&MBC PPP agenda and minutes 18.02.16 (copies to all Cllrs)

Local Govt Boundary Commission Electoral review of Kent: Final recommendations available at [www.lgbce.org.uk](http://www.lgbce.org.uk) and survey available at [www.lgbce.org.uk/about-us/lgbce-opinion-survey](http://www.lgbce.org.uk/about-us/lgbce-opinion-survey)

(copies to all Cllrs)

High Weald Councils Aviation Action Group Updates (copies to all Cllrs)

T&MBC Area 2 Planning Cttee agenda 02.03.16 (copies to al Cllrs)

KCC Monthly bus updates December 2015 (copies to all Cllrs)

KCC Temporary road closure Crouch Lane March 2016 (copies to all Cllrs)

KALC KCC Trading Standards/Citizens Advice Consumer Service information (copies to all Cllrs)

KALC '2016 Good Councillors Guide' as PDF (copies to all Cllrs)

KALC 2016 membership survey (copies to all Cllrs)

T&MBC Minutes of the Crime Prevention Panel mtg 16.11.15 (copies to all Cllrs)

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**Action**

**Correspondence**

**Noted (Continued)**

NHS West Kent patient newsletter available at [www.westkentccg.nhs.uk/news/news-articles/?blogpost+8355](http://www.westkentccg.nhs.uk/news/news-articles/?blogpost+8355) (copies to all Cllrs)

KALC Dynamic Cllr workshop Lenham 03.03.16 (copies to all Cllrs)

T&MBC Launch of Littergram app

Highways England Lower Thames Crossing consultation information (copies to all Cllrs)

KALC Parish News February 2016 (copies to all Cllrs)

**Skate Park Cttee** Skatepark maintenance report (copies to all Cllrs) Chairman advised that a presentation will be made to the next cttee meeting for a Gravity Concrete replacement Skatepark  
**M Taylor** All Cllrs had received copies of the Chairman's report on his meeting with KCC, T&M and Robert Body to discuss street cleaning. This was very positive and useful and also highlighted some footway repairs required.

**M Taylor/T&MBC** Comments and information re the Call for Sites - Issues & Options Report (Copies to all Cllrs) Chairman gave further information. AGREED that Chairman will circulate a draft response

MT

**Kent Men of the Trees** AGREED to enter the Trees Competition 2016: Chairman will liaise regarding the visit and any other Cllr available will also attend.

MT

**West Malling PC** Chairman and Cllr Shaw will attend the meeting 11.03.16 to discuss T&MBC's new Local Plan (copies to all Cllrs)

MT/TS

**KALC** Government consultation on planning changes: comments to be submitted by 15.04.16 (copies to all Cllrs) AGREED that Chairman will circulate a draft response.

MT

**KALC** Comments requested on structure/content of planned Community Resilience and Emergency Planning workshops (copies to all Cllrs). Cllr Perry will circulate a template and will progress response.

SP

**211. Potters Mede Grounds**

- (i) Proposed new pitch adj Potters Mede: Chairman will liaise with the adjoining landowner
- (ii) The Woodland Trust have offered free trees suitable for planting at Potters Mede. AGREED that these could be planted at the same time as filling in some of the potholes to maximise hire of a digger. Chairman will obtain further information.
- (iii) Cllr Willard and Chairman will meet with the Agronomist to check on the condition of the grounds.

MT

MT

**212. Potters Mede Pavilion**

- (i) Ventilation system: the electrical check is still awaited. Cllr Millener was thanked for servicing the system RESOLVED to purchase 2no filter kits @ £120 + VAT approx.
- (ii) Feed-In Tariff: EDF has invited BGPC to apply but there is still doubt that parish councils can legally do this. AGREED to seek advice from KALC.
- (iii) All Cllrs had received updated details of electricity usage. Subsequent to an EDF meter reading check the council's account is now £1220.27 in credit. Clerk will liaise with EDF regarding a refund and/or change in the monthly direct debit payments.

**213. Recreation Ground**

- (i) RESOLVED to approve revised EDF electricity charges of £14p.m w.e.f March 2016
- (ii) All Cllrs had received copies of a report from Cllr Willard on the pitch which is still in an extremely poor condition. Landscape Services will be visiting to give their report
- (iii) Use of car park in connection with the proposed 'Ingleside' development: subsequent to the last meeting, as T&MBC is unable to assist with legal services in this connection, RESOLVED to instruct Mr D Fisher & Co, Borough Green to draw up a draft agreement at a cost of £500 max. Chairman will liaise. Noted that Chairman has reminded the developer of Condition 4 attached to the planning approval re the need for planning approval for the car park works.
- (iv) All Cllrs had received copies of a specialist quotation from M&S Paving in the sum of £2000 for works to improve drainage and extend water and electricity supplies. RESOLVED to accept. After discussion agreed to consider possible extension of the path around the ground and Construction of a French drain. Chairman will liaise and obtain additional costings.

MT

MT

**214. Audit of Accounts 2015/2016**

- (i) Chairman has displayed Finance Cttee minutes, Standing Orders and Financial Regulations On the website
- (ii) AGREED that the correspondence list will be displayed with the agenda on the website and notice boards.

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**Audit of Accounts 2015/2016 (Continued)**

- (iii) AGREED that Chairman will list planning applications on the website as they are received from T&MBC.
- (iv) Noted that the council's insurers will be introducing a Keyworker insurance in the near future but this will be for personal accident only - not illness. Comments regarding Keyworker insurance from other providers were noted. AGREED to await further details.
- (v) AGREED that all key/essential administrative information will be stored on a 'Flashkey' which would enable smooth-running of the council's business in the event of the Clerk's sudden prolonged absence.
- (vi) RESOLVED to ratify that BGPC will not be opting out of the Sector Led Body: Smaller Authorities Audit Appointments Ltd. The new external auditor procurement arrangements for external auditor services comes into force on 1 April 2017.

**MT**

**215. Highway Matters**

- (i) Stages 1 & 2 of the proposed highway improvements: Chairman will meet with KCC late March/early April to discuss work priorities.
- (ii) KCC has confirmed that allocated money for the works will be carried forward to the next financial year.
- (iii) Street light Fairfield Rd, opposite A-Z site: the council's maintenance contractor has advised that, although the light has been restored to working order, a new lantern is required at a cost of £428.29 + VAT. RESOLVED to place the order for this work as and when the light fails again.

**MT**

**216. Risk Assessments**

Chairman and Cllr Millener will meet with the Groundsman to discuss.

**MT/SM**

**217. Isles Quarry Redevelopment**

- (i) Proposed bus service to the doctors' surgery close to Hazelbourne: Cllr Perry reported that the developer is liaising with the bus company. Land ownership and the location of the bus stop are being considered.
- (ii) A resident of Hazelbourne has expressed concern

**218. War Memorial**

Quotations for the plaque and structural/highway reports are awaited.

**219. HM The Queen's 90th Birthday Celebrations**

- (i) Cllr Perry reported on his discussions with T&MBC regarding siting a beacon at Crowhill. Noted that an 'events licence' would be required for a public event which leads to the complex process of infrastructure support. After discussion Chairman proposed that no further progress be made with this initiative. Voting was 1 in favour 8 against. RESOLVED no further action
- (ii) Agreed to invite local groups and organisations to come forward with any ideas to celebrate the official birthday date on Saturday 11 June 2016. Cllr Perry will discuss the possibility of a street party with COGS representatives.

**SP**

**220. Replacement tree - j/o Rock Road/Quarry Hill Road**

No report

**221. Cheques for Signature**

BACS:

£397.00	E-on – street lighting supply January 2016
£30.00	BT – telephone rental, Potters Mede
£3363.38	Staff salaries February 2016
£1501.55	KCC - Superannuation February 2016
£332.56	Wrotham PC – Skate Park maintenance
£52.78	KCC - Groundsmen's protective clothing

D/D:

£14.00	EDF – supply, Recreation Ground, March
£615.00	EDF – supply, Potters Mede
£295.61	Ford Lease – vehicle lease March 2016
£2,752.67	PWLB – No 1 loan 6m repayment

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**Cheques for Signature (Continued)**

3907 £36.00 CPRE - Subscription 2016/2017  
3908 £150.00 High Weald Councils Aviation Action Group - annual contribution

**Bank reconciliation January 2016**

B/F January 2016	101067.34
Receipts January 2016	<u>560.08</u>
	101627.42
Less Payments January 2016	<u>15104.11</u>
c/f 31/01/16	<u>86523.31</u>

Proposed by Cllr Perry, seconded by Cllr Willard that the above payments be made. RESOLVED

**222. Written Reports**

- (i) Cllr Shaw reported on a very positive meeting of the informal group set up by T&MBC to identify any areas of concern with regard to Air Quality. Draft minutes are available.
- (ii) In answer to a query from the Bowls Club, RESOLVED to confirm that the review of the club's rent at the Recreation Ground is 5-yearly, in accordance with the lease.
- (iii) Chairman reported that the developer of the Red Lion site will address complaints from residents about inconsiderate parking of site vehicles.
- (iv) It was noted that separate applications have to be made for buildings/land to be considered for inclusion on the Community Assets List. Only areas of land with existing 'community use' can be accepted. Clerk will circulate a revised list and Chairman will assist with required site plans.
- (v) Noted that the refuse collections will be one day later for all households following the Easter holiday.
- (vi) It was reported that London Paramount is proposing to build the largest entertainment resort in the country on the Swanscombe Peninsula, North Kent with a projected opening date of 2021. Noted that this will provide opportunities for local suppliers and job seekers. Registrations of interest may be made at [supplychain@londonparamount.info](mailto:supplychain@londonparamount.info) and [jobs@londonparamount.info](mailto:jobs@londonparamount.info)
- (vii) It was noted that Kent County Council is planning to return to providing all-night street lighting later this year.
- (viii) Cllr Perry reported on the recent meeting of the 'Gatwick Obviously Not' group where flight path issues were discussed.
- (ix) In recognition of the Queen's 90th birthday, Baptist Chapel members will carry out a 'Clean for the Queen' street tidy on 5 March. All residents are encouraged to litter-pick.

**223. Future Dates**

- (i) Date of the next Meeting Monday 4 April 2016 in the Annexe to The Church of the Good Shepherd 7.30 pm.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 2 April 2016 10 – 12 noon

224. There were no confidential matters for discussion

The meeting closed at 9.38 pm

**Action**

**MT**

**all**

**MT/TS**