

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

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

There were no members of the public in attendance

154. **Apologies for Absence** were received from Mrs J Lucas
155. **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 165 Cheques for signature - Skate Park maintenance.  
Cllr Willsher declared an interest in item 160 and any item involving Potters Mede Environmental.
156. **Minutes** of the meeting 10 January 2011: Cllr Taylor proposed an amendment to item 142.134 Whitegate Field which was not seconded. Cllr Willsher proposed that the minutes be agreed, seconded by Cllr Mrs Murray. Voting was 7 in favour, 1 against. RESOLVED. The minutes were signed as a correct record. Clerk was requested to sent out draft minutes as soon as possible after the council meeting.
157. **Matters Arising**  
142.134 Whitegate Field: Cllr Taylor proposed that all future BGPC-related correspondence, meeting reports etc sent by the Chairman, in connection with any subject, be copied to all Cllrs. This was not seconded. After discussion RESOLVED that this will be left to Chairman's discretion but all Cllrs will be kept informed by way of reports to the next BGPC meeting with advance briefing notes as necessary. The Chairman is trusted to put forward BGPC collective views.  
144 T&MBC The next PPP mtg will be held on 03.03.11. Chairman and Cllr Shaw will attend.
158. **Planning Matters**  
Cllr Willsher was thanked for his work in preparing suggested responses to current applications.  
(i) TM/10/02787/FL Removal of condition to allow for ancillary hot food take away – 49 High Street (amended plan). No observations.  
(ii) TM/10/03359/FL Install fixed canopy to side of hall and lay safety surfacing – Parish Church Hall, Quarry Hill Road. No objections but a request will be made for sympathetic consideration to colour of framework and extension of internal 'no-smoking' rule to canopy area.  
(iii) TM/10/03470/FL 3-storey rear extension and enlargement of roof (west gable + 2 front dormers) – Southover, 99 Crouch Lane. Copies of comments from a resident had been circulated to all Cllrs. After discussion agreed comments: 1. Attention will be drawn to variance between T&MBC/ applicant's description of the proposal 2. Visual impact needs to be handled sympathetically. 3. Concern that proposed development falls within the Staddleswood area of special character. 4. Concern about uncertainties re.loss of privacy for neighbours: sight lines, overlooking balconies and windows etc. 5. The expertise of T&MBC is relied on for determining what is allowable in this geographic location.  
(iv) TM/10/03485/RD Landscaping, site investigation and surface water details: artificial sports pitch – Wrotham Secondary School, Wrotham Road. Chairman read information from T&MBC Leisure Services. After discussion agreed comments/concerns: 1. Natural springs on this site, as identified during construction of the Skatepark, can lead to flooding. Lack of provision for dealing with them could return areas of Whitegate Field to a "watermeadow". 2. Regular maintenance of the N/S ditch (as cleared recently) is essential for effective drainage and is the prime route for Potters Mede field drainage (soon to be upgraded) via the under-road culvert. 3. There should be no compromise of the effectiveness of the French drain surrounding the Skatepark. 4. Concern that drainage ditch crossing adj Oaktrees Barn site is blocked. Strongly suggested that the watercourse is properly restored.  
(v) TM/11/00047/FL Rear extension & glazed link – The Paddock House, 78 Crouch Lane Lane. No observations.  
(vi) TM/11/0057/FL Rear extension & roof enhancement – 100 Sevenoaks Rd. No observations

Action

SP  
SP/TS

158. **Planning Matters (Continued)**(vii) **Decisions**

TM/10/03320/FL Retention of wall & parking area + steps & wheelchair access – 5 Brockway. Permission granted.

TM/10/03414/NMA Amendment: alteration to elevations – new dwelling 65 Annetts Hall. Amendment approved.

TM/09/01510/FL Redevelopment of petrol station – 84/106 Maidstone Road. Appeal for non-determination by T&MBC within the prescribed period, and award of costs: appeal dismissed and costs refused. There was some discussion.

159. **Correspondence****Noted:**

Action with Communities in Rural Kent Newsletter Jan.11 & funding news (copy to Cllr Willsher)

Local Works Update on the Sustainable Communities Act (copies to all Cllrs)

Navigus Planning Update on the Localism Bill (copies to all Cllrs)

BG & District Chamber of Commerce Lights Cttee Letter of thanks for BGPC additional funding

T&MBC TM Youth special event with Sir John Stanley MP: 6.30pm 11.02.11 T&MBC offices

T&MBC Operation Cubit: untaxed cars – planned for w/c 14.02.11 (copies to all Cllrs)

KALC Newsletter no. 3521 and minutes of the meeting 16.12.10

Environment Agency Local Flood Prevention exhibition, Leysdown 09.02.11 (copies to all Cllrs)

KCC Community Safety Unit newsletter October 2010

Rural Services Network Weekly Rural News Digest 01.02.11 (copies to all Cllrs). Comments from Cllr Willsher were noted.

T&MBC Property numbering: Flat 7, 17 Stone Court

KCC Regular Trading Standards alerts (copies to all Cllrs)

West Kent Watch Regular newsletters (copies to all Cllrs)

Plaxtol PC Request to hire Speed Watch equipment for a local campaign. (copies to all Cllrs)

Wrotham School Notification of current consultation re possible change from Foundation school to Academy. Info. available at [www.education.gov.uk/academies](http://www.education.gov.uk/academies) (copies to all Cllrs)

**KCC** Message of thanks: Nick Chard, Cabinet Member for Environment/Highways/Waste (copies to all Cllrs). A letter of thanks/good wishes will be sent.

**National Playing Fields Assn** The Queen Elizabeth 11 Fields Challenge: Diamond Jubilee project. To consider nominating a recreational site as a Queen Elizabeth 11 Field for lasting benefit to the community. (copies to all Cllrs) AGREED that Potters Mede may be suitable: Cllr Willsher will seek further consideration by Potters Mede Environmental.

**Kent Police** Proposal, with costs, to obtain property marking kits for a day 2 April 2011 (copies to all Cllrs). AGREED to pay 50% of the costs approx £50 + VAT. Property marking day of 2 April 2011 noted.

**T&MBC** Responsibility to monitor water supplies intended for human consumption. BGPC requested to provide any information re properties within the parish that provide water from a private source. T&MBC will be notified of spring at Rose Cottage, Basted.

**The Kent Men of the Trees** RESOLVED to enter the 2011 Trees in the Village competition.

**KALC** Planning Conference Saturday 12.03.11 Lenham Community Centre (copies to all Cllrs) Modules and workshop options noted. Cost £60 + VAT. After discussion agreed to register for delivery of training modules at a later date (post May elections), at a regional centre, all as detailed in subsequent information received from KALC (copies to all Cllrs)

**KCC** Community Engagement Conference 25.02.11: community engagement as key catalyst to The Big Society; how LAs work with local communities; role of elected representatives; how social media is changing opportunities in this area of local govt. Cost £70. (copies to all Cllrs). Chairman proposed that Clerk attends. Voting was 7 in favour, 1 against. RESOLVED.

CW

160. **Potters Mede Ground Improvements**

- (i) Potters Mede Environmental (PME) (a) Receipt of £18,000 Cemex grant noted.  
(b) There has been no clarification from Mr Bailey regarding his continuing membership of PME.
- (ii) AGREED that PME will formally accept the Cemex offer to construct an additional (3<sup>rd</sup>) full-size football pitch.

160. **Potters Mede Ground Improvements (Continued)**

- (iii) RESOLVED that PME will instruct the Agronomist to supply additional information and prepare a further report re the Potters Mede site. AGREED that the project will now move forward in line with the previously agreed plan: one of the existing pitches will be upgraded and finances/ logistics of also doing the second pitch will be considered.

CW

161. **Potters Mede Pavilion**

- (i) Steering Group: No comments have been received from other members on Cllr Mrs McWilliam's draft proposal. The Group will meet during the forthcoming month and report to the next meeting.
- (ii) Engagement of an architect: Cllr Mrs McWilliam will liaise with an architect to ascertain information required to enable tendering procedure.
- (iii) Zurich Municipal will be advised that an architect will be engaged to assist with getting the project to the planning stage.

VM/EH/  
SP

VMcW

162. **Street lighting**

- (i) Outstanding repairs have now been rectified. RESOLVED that the outstanding accounts be passed for payment.
- (ii) A street lighting agenda item has been requested for T&MBC PPP 03.03.11, all as previously agreed.

163. **Salt Bins**

- (i) AGREED to give further consideration to provision of additional salt bins and locations, after the PPP meeting 03.03.11.
- (ii) Information from KCC regarding provision of salt bins, circulated to all Cllrs, was noted
- (iii) An agenda item has been requested for the T&MBC PPP 03.03.11, all as previously agreed.

164. **Borough Green Summer Fete 2011**

All members had received copies of a request and proposal for a fete at Borough Green Recreation Ground Saturday 18 June 2011. After discussion Cllr Mrs McWilliam proposed that the request be agreed, subject to compliance with conditions including: insurance, parking arrangements, village participation, reinstatement and regular liaison with BGPC. Seconded by Cllr Shaw. Voting was 5 in favour, 3 abstentions. AGREED.

165. **Cheques for signature****BACS**

£2712.18	Staff salaries – January 2011
£348.19	EDF – street lighting supply, January 2011
£64.86	Kent Aluminium Ltd – maintenance materials, Rec. Gd.
£750.00	BGVHMC – Hire of Parish Office, Jan – March 2011
£25.74	BGVHMC – Hire of cttee room, foot clinic Jan – March 2011
£575.17	KCC – Superannuation January 2011
£60.00	J Stephens – Websites maintenance January 2011
£226.94	S Electric Contracting – street lighting maintenance January 2011
£42.39	EDF –supply, Rec. Gd.
£989.71	S E Contracting – supply/fit new sleeves & lanterns: Dryland Rd/Crowhurst Rd
£170.67	S E Contracting – repairs: Sandy Ridge, Hill View, Wyatt Close, Staleys Rd, Ascot Close, Fairfield Rd
£151.78	Wrotham PC – Skate park maintenance January 2011
533 £75.84	M Taylor – reimbursement: padlocks for salt bins (as approved Dec. 2010)
534 £181.18	Allsands – rock salt and sand
535 £54.58	Neat Ideas – office supplies
536 £64.51	B Glew – reimbursement: wood for steps + saw blade, Rec. Gd.
537 £70.00	KCC – Conference fee

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

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

It is understood that the public consultation stage of the Borough Green Character Area Appraisal will commence in BGVH on 12.03.11 with the deadline for comments by Easter.

A verbal request from a dog-walker for consideration of installing a gate at the Harrison Rd entrance to the Recreation Ground, for the security of dogs, was noted.

Cllr Willsher reported on his site visit and liaison with a resident of Wrotham Road regarding blocked culverts and consequential flooding. AGREED that the matter will be referred to T&MBC with a request for appropriate action and liaison with adjacent landowners, Cemex.

Cllr Willsher reported on a recent Quarry Liaison meeting. Enhanced wheel-washing arrangements, improved lines of communication and new contact details for Cemex personnel were noted. Liaison meetings will, in future, be held on a regular basis rather than as a result of problems arising.

Chairman reported on a recent Skate Park meeting. Subsequent to receipt of the minutes of that meeting, there will be an agenda item for the next BGPC meeting for approval of a committee recommendation: "secondment of Mr Taylor to the committee in view of his 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". A copy of the Skate Park constitution will be brought to the next BGPC meeting. Chairman read an e-mail from T&MBC in this connection which he will circulate to all BGPC members.

167. **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 7 March 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 5 March 2011 10 – 12 noon. At other times, appointments can be arranged to meet the Clerk.

VF/MT

168. **Exclusion of Public and Press:** There were no matters for consideration

The meeting ended at 22.13hrs