

DRAFT MINUTES

Period for public consultation 7.30pm Monday 6 August 2007:

Planning application TM/07/1747 22no dwellings – 20/22 Wrotham Rd (external lighting & tree survey) - in answer to questions, Chairman summarised the Parish Council's response which had to be submitted to T&MBC prior to the meeting.

There was some discussion about the possible development of Isles Quarry.

T&MBC will be asked to install a dog waste bin at the Bellows Lane footpath.

Cllr Mrs Murray will again ask for the nameplate to be installed at Staleys Acre.

SM

There was disappointment at the result of the recent Judicial Inquiry and subsequent withdrawal of the Celcon application and consequential loss of funding for a bypass. Thanks were expressed to the Parish Council for its support. Chairman outlined a proposed statement in this connection. A request for Parish Council support of a pedestrian crossing Sevenoaks Road was received.

Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 6 August 2007 at Potters Mede

Present: Cllr C Willsher (Chairman), Cllrs. J Bailey, S Cole, Mrs J Lucas, Mrs S Murray, S Perry, Ms F Wakefield, Mrs B Woodhams

Apologies: Cllrs J Enver, Miss L Robinson. T&MBCllr D Evans

There were 5 members of the public in attendance

Declarations of interest: Item 42 Planning Matters – Cllr Mrs Murray declared an interest in all planning applications and said that any view expressed would be purely based on information received to date and could change as more information became available.

Action

Item 42 TM/07/1747 20/22 Wrotham Rd - Cllr Mrs Woodhams

40. **Minutes** of the meeting 2 July 2007 were signed as a true record.

41. **Matters Arising**

Police report & 33. It was confirmed that the PACT Panel has been asked to consider the installation of CCTV in the High Street.

31.20.13 A letter of response from Kent Police was read. Police team meeting 7 August 2007 noted. Residents are again urged to report instances of anti-social behaviour to the Police. Chairman will arrange for further publication of details in The Voice.

31.23 T&MBC advised that the completion of transfer of land for a footpath Fairfield Rd/Station Approach is imminent.

32. TM/07/2010 65 Annetts Hall. Noted that there were no Parish Council observations when the previous application was considered.

32. Fairfield Road re-surfacing: Chairman, Cllr Mrs Woodhams and KCCllr Mrs Dagger met a Kent Highways officer on site. Remedial works have been undertaken but further work is required to fully expose a surface water gully.

33. T&MBC Dog Warden will continue to make random visits to Potters Mede and the High Street whenever possible. However, time restriction noted as she has to cover the whole of the T&M area.

CW

42. **Planning Matters**

TM/07/1747 22no dwellings – 20/22 Wrotham Rd: external lighting & tree survey.

Chairman read the Parish Council's response in full: agreed comments - 1. Concern at number of trees to be removed 2. Adequate conditions must be imposed to ensure protection of setting of adj. Listed Building 3. Location of lighting units unclear 4. No Play Space area 5. Insufficient parking provision 6. Insufficient storage area for refuse bins.

TM/07/1298 Change of use to dry cleaners/laundrette - r/o 35 High Street. No objections but there must be adequate ventilation/filtration system.

TM/07/2954 6no houses + conversion of public house into 2 dwellings – Red Lion, Sevenoaks Road. Chairman read the start of a proposed Parish Council response. Agreed that Chairman and Cllr Perry will complete and circulate to all members for approval prior to submission.

CW/SP

Decisions

TM/07/1447 Garage conversion – 10 Normanhurst Road. Permission granted

TM/07/1659 Extension – 3 Sandy Ridge. Permission refused.

TM/07/1693 Dormer roof – 12 Wye Road. Permission granted.

TM/07/1766 Garage conversion – 38 Normanhurst Road. Permission granted.

TM/07/1978 Conservatory – 18 Conyerd Road. Permission granted.

TM/07/1125 18 Staleys Road – Referred to Area 2 Plng ctte. (Copy letter to Cllr Willsher

DRAFT MINUTES

43.

Oral reports from Members and Clerk

T&MBC Playschemes are operating well although enrolment numbers are generally reduced. There are instances of graffiti near the doctors' surgery and in The Crescent. The Skate Park Committee will be asked to arrange for outstanding maintenance works to be undertaken, as identified by the Inspector.

Chairman and Cllr Mrs Woodhams will be in attendance in the Parish Office 10-12noon Saturday 1 September 2007.

It was reported that T&MBC is now assembling the first stages of the data preparation and collection for the Borough Green Local Parking Plan. It is hoped that there will be Parish Council consultation in September.

Celcon planning application and the Borough Green & Platt Bypass: Cllr Mrs Murray has written to the Leader of KCC. All members had received copies of a letter to the Leader from BG-TAG. Agreed that a letter will be sent from the Parish Council expressing extreme anguish. Noted that Mr Taylor has tabled a question in this connection at the next meeting of the KCC/TM Joint Local Board: Chairman will liaise. Chairman read a proposed Statement from Borough Green Parish Council. Final wording as below agreed for Publication:

'Borough Green Parish Council is disappointed that the Judicial Enquiry found the Certificate of Lawful Development, issued by KCC prior to the Public Enquiry into the Celcon Factory, to be "unlawful". As a result of which H+HUK have withdrawn their application for construction of a new factory and with it the funding for the Borough Green & Platt by-pass. Nevertheless the Parish Council still strongly supports the construction of a by-pass for Borough Green & Platt, particularly if that is to be achieved with public funding. This re-iterates the continuing support of the Parish Council since the first proposal in 1991 for the provision of a by-pass with its attendant benefits. The Parish Council will continue to apply pressure for KCC to provide funding for its construction, recognizing that funding may possibly come via a planning gain'.

Action

CW/BW

CW

44.

Correspondence

Noted:

- T&MBC Green-lidded bin phase 7 info. pack
- Kent Police 'Policing Kent 2007/10' publication (Copies to all Cllrs)
- T&MBC PC Declarations of Interest available at www.tmbc.gov.uk/cgi-bin/buildpage.pl?mysql=2511
- CPRE Summer 2007 magazine + Govt. new Plng White Paper information
- KAPC Minutes of mtg. 14 June 2007
- KCC Funding opportunities (Copy to Cllr Willsher)
- LAMIS Information update (passed to Cllr Perry)
- T&MBC CDRP newsletter no 3 available at www.tmcrimereduction.org.uk
- T&MBC Blue Planet Live concert, Tonbridge School 26 Aug. 2007
- KCC 'Measure your carbon footprint' info. Available at www.thelocalchannel.co.uk/green
- Eng.Rural Hsg.Assn. Newsletter summer 2007
- Highways Agency Planned roadworks SE England, August 2007
- KCC Trading Standards alert re. burglar alarm service (displayed on boards)
- MVCP Annual report 2006/07
- T&MBC Cllr D Evans Copy e-mail -recycling area at Stangate Quarry (copy to Cllr.Mrs Murray)
- M Taylor E-mail re. letter to Standards Board & attachments: alleged breaches of conduct by Cllrs (available at www.islesquarry.freesevers.com). Copies to all Cllrs.
- Standards Board 2no decision notices re above allegation: "The allegations should not be referred to an ethical Standards Officer for investigation. Having taken account of the available information, we do not believe that a potential breach of the Code of Conduct is disclosed. We have made no finding of fact".
- T Shaw E-mail re. Woodlands Residents' Assn. mtg 27/6/07 – Isles Quarry (copies to all Cllrs)
- KCC Joint Local Board agenda 4/9/07 + minutes 12/7/07
- T&MBC PPP mtg. 13/9/07 incl. proposed KHU presentation (copies to Cllrs Willsher and Perry)
- T&MBC Countryside Access Improvement Plan – comments invited at www.kent.gov.uk/countrysideaccess
- Kent Downs AONB - Review & consultation on existing management plan.

CW/SP

Correspondence (Continued)

KCC LDF pre-examination mtg. 4 Sept. 2007 (copy to Cllr Willsher) Chairman and possibly Cllr Perry will attend. They will liaise re. the DLA01 T&MBC Position Statement. Kent Highways Parish spreadsheet July '07 (copies to all Cllrs). Agreed comments/reports: overgrown hedges Wrotham Road and Rock Road.

CW/SP

45. **Vacancy BGPC**

It was reported that the applicant had withdrawn due to other commitments. Normal co-option procedures will now be put in place and the Electoral Registration Officer advised.

46. **Members' Code of Conduct**

All members had received copies of the Model Code, Standards Board – Code of Conduct Guide for Members and the Report of the Monitoring Officer to T&MBC Town & Parish Councils Standards Sub-Committee incl annexe 2. Chairman proposed that Borough Green Parish Council adopts the Local Government (Model Code of Conduct) Order 2007 amended to include the recommendations contained in the Report of the Monitoring Officer to the T&MBC Standards Sub-Committee and as reflected in Annex 2 of the report". Seconded by Cllr Mrs Murray. Agreed.

47. **Audit of accounts 2006/07; appointment of Internal Auditor 2007/08; financial risk control procedures**

All councillors had received copies of the Annual Return, Internal Auditor's report 2006/07 and the Statement of Accounts. Cllr Mrs Murray expressed thanks to the Clerk. Chairman proposed that the Statement of Accounts and Statement of Assurance be agreed and signed by the Chairman on completion of figures at item 9 Section 1, seconded by Cllr Mrs Murray. Agreed. Cllr Bailey proposed that ¹/₄ly meetings of the Finance Committee be held, seconded by Cllr Mrs Lucas. Agreed.

Cllr Bailey proposed that Wealden Consultancy be appointed as Internal Auditor 2007/2008, seconded by Cllr Willsher. Agreed. Further agreed that Chairman or representative will attend for a short while during the course of the Internal Audit.

Chairman proposed that updated risk controls be agreed. Agreed and for further consideration by the Finance Cttee.

48. **PACT Panel representative**

Agreed that Cllr Cole will be a Parish Council representative on this committee.

SC

49. **Recreation Grounds**

Recreation Ground: pavilion – awaiting a response from the Surveyor.

tennis courts – Cllr Perry will contact the contractor as assessment works have yet to be undertaken.

SP

toilet facilities – after discussion Cllr Mrs Murray proposed that the Groundsman's hours be extended by 2hrs/week to cover opening/closing of toilet. Seconded by Cllr Mrs Woodhams. Agreed.

Potters Mede: pavilion – refurbishment works are progressing with the replacement of internal doors. The Facilities Committee will consider the next stage and the replacement of windows.

CW/SP/
JB/BW

maintenance – after discussion Cllr Mrs Murray proposed that the Caretaker's hours be extended by 2hrs/week to allow for a deep-clean of the toilet facilities over and above normal daily maintenance. Seconded by Cllr Mrs Lucas. Agreed. It was further agreed that inspections will be made and this extra time will be withdrawn if expected standards are not reached and maintained.

disabled toilet – replacement flooring is required. Chairman proposed that a quotation from Simmonds of Wrotham be accepted in the sum of £532.00 + VAT. Agreed.

alarm system – a budget quotation received from Swift Alarms Ltd will be considered by the Facilities Committee.

CW/SP/
JB/BW

fencing – competitive quotations had been received. For consideration by the Facilities Committee.

CW/SP/
JB/BW

car park – a response from Cemex is awaited.

senior football – Cllr Cole reported on his liaison with the new club. He will continue to discuss training needs and provision of pitch equipment. Agreed that it is the club's responsibility to mark out the pitch. Landscape Services have re-fixed football post sockets into the ground as required.

SC

50. **Cheques for Signature****Auto-Pay**

£708.67 R Springett - Asst. Groundsman 1/07 - 31/07/07
 £1124.44 H Damiral - Clerk July 2007
 £486.42 W Austin - Caretaker/Groundsman 1/07 - 31/07/07
 £495.80 M Taylor – Groundsman 1/07 – 31/07/07 incl. 40hrs o/time Rec Gd pavilion
 £346.56 KCC – Superannuation July 2007
 £263.40 EDF Energy – Street light supply, June 2007
 £60.00 J Stephens – Websites maintenance July 2007
 £1097.33 KCC – Mowing (interim payment) – Rec. Gd & P Mede
 £84.55 Kent Aluminium – Maintenance materials, Potters Mede/Rec. Gd.
 £262.24 EDF Energy – Street light supply, July 2007
 £53.60 EDF Energy – Street light maintenance, August 2007 (incl. o/charge adj)
 £372.00 T&MBC – Rates Potters Mede August 2007
 £58.00 T&MBC – Rates Rec. Gd. August 2007

 £35.00 Information Commissioner's Office – Data Protection registration 07/08
 £18.80 Kidmans – Maintenance materials, Rec. Gd.
 £60.08 Cash – Recreation grounds imprest account
 £229.13 Cripps Harries Hall – Solicitor's fee – Rec Gd car park-Ingleside development
 £189.21 Wrotham PC – Skate Park inspections/maintenance
 £340.00 W Mzimba – Internal audit 2006/07
 £195.00 J Lawrenson – Hedge cutting – Recreation Ground
 £45.00 P & T Plumbing – Shower repair, Potters Mede
 £10.00 Borough Green WI – Refund of overpayment, P Mede hire
 £470.00 R Tucker Business A/C – Interim payment, surveyor's fee, Rec Gd pavilion
 £481.16 Sevenoaks Glazing – Glazing replacements, Potters Mede
 £258.00 J Lawrenson – Tree/ Hedge cutting – Recreation Ground

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

51. **Resolved to enter into committee**

Agreed that Clerk will carry out staff appraisals and a councillor, of the employee's choice, may be in attendance.

Clerk referred members to Standing Orders re. reversal of decisions.