

**Minutes of the meeting of Borough Green Parish Council held at 7.45p.m. on Monday 6 July 2009 in The Annexe to the Church of the Good Shepherd.**

Present: Cllr S Perry(Chairman), Cllrs. J Bailey, Mrs V McWilliam, M Taylor, C Willsher, Mrs B Woodhams + T&MBCllr D Evans and Kent Police representatives  
 Apologies: Mrs J Lucas (personal), Mrs S Murray (illness), T Shaw (work),  
 There were two members of the public in attendance

Action

41. **Minutes** of the meeting 1 June 2009: Item 38 Street lighting column - delete Maidstone Rd, add Tilton Rd. The amended minutes were signed as a true record.
42. **Vacancies BGPC**  
 Following their election on 4 June 2009, Cllrs Mrs Emma Howden and Michael Yianni signed Declarations of Acceptance and the Chairman welcomed them to BGPC. Chairman outlined the roles and responsibilities of the parish council.
43. **Declarations of Interest** Item 59 – Cllr Taylor declared a prejudicial interest in the Wrotham PC payment for Skate Park maintenance.  
 Cllr Mrs Woodhams declared an interest in Item 45 Planning: TM/09/1246 17 Stone Court  
 All members had received information from the Chairman who proposed that “In the course of normal business being conducted and in particular, in connection with Planning and Proposed Planning items, all Councillors confirm 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.”  
 This proposal was seconded by Cllr Taylor. Voting was 7 in favour and 1 abstention. Agreed. Further agreed that this statement will be included in the minutes of all future parish council meetings.
44. **Matters Arising**  
 23.7 Replacement bollard j/o Fairfield Rd/A227 is still awaited.  
 30. The Bowls Club would like to have the PC’s heavy-duty mower on long-term loan. Chairman proposed that this be allowed subject to it being returned within a reasonable time of a purchaser being found and that the club maintains it during the loan period. Agreed.  
 32. CCTV: Chairman advised that the new agreement had been signed and returned to the Police.  
 37. Chairman advised that BGJFC have agreed not to use the Recreation Ground for training or matches throughout the summer months.  
 37. Potters Mede car park: a reply from Wrotham School was read and noted.
45. **Planning Matters**  
 TM/09/0812 Noise and contamination report - residential development 24/26 Wrotham Rd  
 Chairman had prepared response objecting to details contained in the Noise Assessment  
 and  
 drawing attention to likely additional effects of permitted proposed works at nearby quarry. Comments agreed.  
 TM/09/1240 Dormer window - 24 Crow Hill. No observations.  
 TM/09/1246 Additional 2-bed flat in roof void + associated external alterations and 1no extra parking space – 17 Stone Court. After some discussion agreed that Chairman will prepare the parish council’s response objecting to this proposal. SP  
 TM/09/1260 Construction of bungalow in garden – 65 Annetts Hall. Objections: Over-intensification and concern about additional traffic movements.  
 TM/09/1253 Replace conservatory with extension + new steel flue on side elevation – 9 Griggs Way. No observations.  
 TM/09/1309 Front and side extensions – 15 Fairfield Road. No observations.  
 TM/09/1368 Retrospective application for garage rebuild – 1 Abbott Rd. No observations.  
 TM/09/1402 Demolition of building at rear and replace with double garage and 3no apartments + infrastructure + replace double garage with triple - 21 High St. After some discussion agreed that Cllr Willsher will prepare the parish council’s response. CW  
 TM/09/1403 Extension to funeral parlour - 21 High St. After some discussion agreed that Cllr Willsher will prepare the parish council's response. CW

45. **Planning Matters (Continued)**

TM/09/1504 6no fascia, 1 projecting and 1 freestanding illuminated signs – Esso Station, 82-106 Maidstone Rd. T&MBCllr gave additional information. After discussion agreed objection: would create unsuitable light pollution for a village location.

TM/09/1550 Change of use of 1st floor to residential – 9 Western Rd. No observations.

TM/09/3715 Variation of condition to allow additional HGV movements – Borough Green Quarry, Wrotham Rd. Copy letter from the applicant to KCC re dust scheme submission and BGPC's previous comments had been forwarded to all members. Noted that the KCC officer intends to report the application for approval later in the month: a copy of the cttee. report was received. Agreed that Chairman will respond: councillors to forward their comments to him by the end of the week for inclusion

**Decisions**

TM/08/2857 Ecological enhancement – special school at Wrotham School. Details approved

TM/09/0408 Surface water drainage – 33 Staleys Road. Details approved.

TM/09/0894 Replace garage with extension – 7 Wye Road. Permission granted.

TM/09/0959 Advertisement banner – Baptist church, Maidstone Rd. Permission granted.

TM/09/1118 Dust control scheme – Borough Green Quarry. No objection providing speed limit on internal haul roads being reduced to 10mph

TM/09/1126 Screening Opinion request – Isles Quarry. Environ. Impact Assessment not required

BGPC Planning Policy/procedure: all members had received a briefing note from the Chairman who proposed that "The Clerk and Chairman be authorised to communicate and discuss directly with developers and/or their agents, both current and future, primarily for the purposes of:

1. Benefiting the knowledge and decision-making process of the Parish Council.
2. Conveying and promoting the concerns and interests of the Parish Council.
3. Seeking to obtain the most favourable outcome for the residents of the Village.
4. Securing any information as may be useful for the Village and the wider community.

On the understanding that any formal discussions are carried out in the presence of an Officer of T&MBC." Chairman clarified that this was not delegating BGPC decision-making: any decision will rest with BGPC as a whole . The proposal was seconded by Cllr Taylor. After discussion voting was 8 in favour, 1 abstention. Agreed.

Chairman invited T&MBCllr Evans to report:

- (i) It is thought that the potential developers of Isles Quarry are to hold a Public Meeting but there has been no official notification.
- (ii) T&MBC has not received a planning application in respect of the proposed Rail Depot. It is possible that proposals may change significantly over the course of the next year.
- (iii) It is understood that T&MBC has agreed to test air quality on a regular basis. Consideration should be given to BGPC liaison with other authorities to ensure that waste disposal/noise/dust etc is effectively conditioned and monitored.
- (iv) T&MBCllr Evans will discuss BGPC's planning concerns + current road signage re TM/09/1246 17 Stone Court with the Planning Officer.

46. **Correspondence****Noted:**

Landscape Matters Kent – Newsletter July 2009. (copies to all Cllrs)

BMPOS Minutes of the meeting 2 April 2009

KCC 'Explore Kent' magazine

KALC Area Cttee mtg 18.06.09 (Copy to Chairman) + newsletter no 340

CPRE Magazine June 2009 & campaigns update

T&MBC Standards Board agenda 10.06.09

KCC Trading Standards alert: doorstep callers & jewellery trader (copies to all Cllrs)

SE Water Water resources update magazine Spring 2009

Kent Police Policing Kent 2009/12 Plan available at

<http://kentpa.kent.police.uk/publications/policing%20plan/policing%20plan%202009-1.pdf>

T&MBC PPP agenda and minutes 21 May 2009 (copies to Chairman & Cllr Taylor)

S Perry Notes on above meeting (copies to all Cllrs)

T&MBC Joint Transportation Board agenda 18.06.09

Environ. Agency SE River Basin Management Plan consultation (copies to all Cllrs)

SP  
All

46. **Correspondence (Continued)**

Action with Communities in Rural Kent Rural News May 2009

Zurich Insurance Advisory seminars 2009

KHS M20 proposed scheme A228 to A249 (copies to all Cllrs)

T&M Comm.Safety Ptnrship. News bulletin 01.06.09

T&MBC Publications: Y2 Crew; Activate 2009; Summer Playscheme

KALC Cllrs. Information Day 29.07.09. Lenham Community Centre 10am – 4pm £69.

Agenda: KALC/Procedures & law/Finance/Powers/Planning/Rural Kent

M Taylor Copy letter to Sir John Stanley: highways & development matters bypass statement

Residents of Harrison Rd. Copy letter to T&MBC expressing concern about increase in presence of foxes. Problem also raised by another resident who visited the office.

**NHS West Kent** Event invitation 23 .07.09 (copies to all Cllrs) Bringing together voluntary sector organisations. Cllr Willsher will attend.

**SE England Ptnrship. Board** Partial review of SE Plan re. accommodation of gypsies, travellers and travelling showpeople in the SE. Recommendations for the policy and sustainability appraisal. Comments form for completion by 01.09.09. Information available at [www.southeast-ra.gov.uk](http://www.southeast-ra.gov.uk) Agreed all councillors to consider draft response and forward comments to the Chairman. For the next agenda.

**KCC** Environment, Highways & Waste Directorate: statement of community involvement scoping consultation. Views invited by 31.07.09. (Copies to all Cllrs). Agreed that individual responses will be made. KCC 'Development Planning with KCC – Getting Involved'.

Information booklet' received. Questionnaire available at <http://consult.kent.gov.uk>

**S Perry** Meeting with KCC Cabinet Member for Highways & Traffic matters (copies to all Cllrs). Agreed to make a request to CCllr Mrs Dagger for a £6,000 contribution towards a 'Speedbox' monitor.

**KHS** Parish Highways Report: completed and o/s issues (copies to all Cllrs), There was some discussion about the unofficial crossing in the High St.

CW

All  
SP

All

47. **Standing Orders**

No Model version yet available.

48. **Financial Matters:**

Audit of accounts 2008/09: all members had received copies of the internal auditor's report.

Noted that there are no items for action.

3-month budget 2009/10 and report from the Finance Cttee: all members had received copies of both documents. Cllr Willsher proposed that they be accepted. Seconded by Cllr Mrs Woodhams. Agreed.

49. **Power of Well-Being**

Chairman and Cllr Taylor reported on the training session they attended. Other councillors will give consideration to attending the next course as and when arranged.

50. **PACT**

There was some discussion and confusion about the originators of a community safety leaflet that had been distributed to residents recently and the statements it contained. Agreed that Chairman will obtain further information.

SP

51. **Street lighting**

The contractor had advised that four of the parish council's columns are cracked and need attention (copies to all Cllrs). Cllr Willsher gave further information. Agreed that additional details will be obtained and councillors will inspect the columns. For the next agenda.

The quotation for additional street lighting in Station rd is awaited.

All

52. **Sustainable Community Strategy**

Chairman awaits comments from other members in order to make the parish council's response. Comments to be sent to him by the end of the week.

All/SP

53. **Air Quality**

Chairman will continue to liaise with the T&MBCllrs Mrs Murray and Evans for an acceptable response from T&MBC officers.

SP/SM

54. **Proposed Railhead**  
No further information received.
55. **Report from the Facilities Committee**  
Chairman reported on a committee meeting held on 23 June 2009. Proposed action agreed. Thanks were expressed to Cllr Taylor for his recent assistance with maintenance work at Potters Mede and the Recreation Ground: agreed that future materials in this connection should be purchased at Kent Aluminium or by the Clerk, all as previously agreed. There was considerable discussion about the current condition of the car park at Potters Mede. Agreed no action at present.  
Cllr Bailey is continuing to liaise with Cemex regarding the football pitches at Potters Mede.
56. **Memorial Pavilion**  
Chairman reported on his meeting with BGJFC and their request for alterations to the pavilion. The surveyor has been consulted in this connection and some revision of the specification would be required. Chairman had discussed this with Simmonds of Wrotham who indicated that, to take account of revisions, their tender figure of £49,174 would be reduced to £47,881. Chairman proposed that this be accepted and Richard Tucker, Surveyor, be instructed to proceed with the management of the contract, seconded by Cllr Taylor. Agreed.  
There was some discussion about the lack of response to the tender invitations and Clerk outlined the process undertaken. It was agreed that this was in accordance with council policy.
57. **Potters Mede Pavilion**  
All members had received copies of a progress report from the Steering Committee who will meet with the Funding Buddy on 14 July 2009. There has been liaison with BGJFC and the possibility of Football Foundation funding discussed: a Football Development Plan is required. Chairman summarised proposed action as detailed in the Steering Cttee report 6 July which was agreed. It was confirmed that the insurance option "estimated at £324,000 paid in stages as the project progresses and as certified by the council's surveyor" will be taken.
58. **Written reports from County and Borough Councillors, and Parish Councillors who sit as representatives on local organisations**  
As Mayor of Tonbridge and Malling, Cllr Mrs Murray extended an invitation to all members to the Annual Civic Service 10am Sunday 19 July 2009 at the Church of the Good Shepherd.
59. **Cheques for signature**  
**Auto-Pay**
- |          |   |
|----------|---|
| £729.78  | R Springett - Asst. Groundsman 1/6 - 30/6/09                        |
| £1241.79 | H Damiral - Clerk July 2009   |
| £501.18  | W Austin - Caretaker/Groundsman 1/6 – 30/6/09                       |
| £541.26  | KCC – Superannuation June 2009                                      |
| £60.00   | J Stephens – Websites maintenance June 2009                         |
| £323.14  | Wrotham PC – Skate Park maintenance May & June 2009                 |
| £739.46  | EDF Energy – Street lighting supply May & June 2009                 |
| £1689.81 | KCC – Mowing (interim) Rec. Gd. & P Mede                            |
| £1047.65 | KCC – End of season pitch maintenance Rec. Gd. & P Mede             |
| £56.00   | T&MBC – Rates, Memorial Pavilion                                    |
| £177.30  | Kent Aluminium – Maintenance materials, Rec.Gd & P Mede             |
| £750.00  | BGVHMC – Office rent July – Sept. 2009                              |
| £2245.56 | Inland Revenue – PAYE/NI April – June 2009                          |
| £61.72   | Cash – rec. gds. Imprest a/c  |
| £174.86  | Cash – Petty cash & tel./broadband April – June 2009                |
| £425.00  | W Mzimba (Wealden Management Consultancy) – Internal audit 2008/09  |
| £1306.40 | How Green Nursery Ltd – Hanging baskets (interim)                   |
| £198.64  | Neat Ideas – Stationery & printer consumables                       |
| £3074.37 | R Tucker Business a/c – Surveyor's fee, Memorial Pavilion (interim) |
| £53.98   | Kidmans – Maintenance materials, Rec Gd/P Mede                      |

59. **Cheques for signature (Continued)**

£35.00 Information Commissioner's Office – Data protection registration 2009/10

£5618.43 Zurich Municipal – Insurance premium 2009/10

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

60. **Resolved to enter into committee**

There were no matters for discussion.