

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 6 October 2014 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), C Dobson, Mrs S Gould, S Millener, Ms P Moorecroft, S Perry, T Shaw (late arrival), H Willard and M Yianni

There were no members of the public in attendance.

Action

103. **Apologies for Absence** were received from Cllr G Harrington and T&MBCllr Mrs S Murray

104. **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 110 & 111 Potters Mede ground improvements and pavilion

Cllr Taylor declared an interest in items 122 Cheques for signature (skate park)

105. **Minutes of the Meeting 8 September 2014:**

All members had received copies of the minutes. RESOLVED that the minutes be approved and signed.

106. **Matters Arising**

Item 89(xiii) Planning Reynolds Retreat, Harrison Road: Noted that the Licensing Panel has reduced the time limit to 23.30hrs and a noise condition imposed.

Item 89(xiv) Planning 13 Harrison Road: All Cllrs had received copies of a letter of objection sent to T&MBC from adjacent neighbours

107. **Period for Public Consultation**

There were no matters

108. **Planning Matters**

(i) **Decisions**

TM/14/2728 Relocate and raise ground level for recycling operations – Borough Green Landfill Site, Wrotham Rd. Permission granted

(ii) TM/14/02268/RD acoustic protection – Isles Quarry. No observations

(ii) TM/14/02855/RD access roads, footpaths, landscaping & infrastructure incl removal of Bridge Deck – Isles Quarry. No observations

(iv) TM/14/02857/RD landscaping incl additional/amended plans showing amended planting – Isles Quarry. No observations

(v) TM/14/02858/RD local area of play incl additional plan showing details of LEAP play area – Isles Quarry. No objections but surprise that there has been no consultation with local young people to ascertain desirable equipment

(vi) TM/14/02859/RD refuse storage and screening – Isles Quarry. No observations

(vii) TM/14/02862/RD ecological enhancement – Isles Quarry. No observations

(viii) TM/14/03118/RD junction onto the Haul Road – Isles Quarry. More signage is required to enforce 'no right turn' + possible signpost to 'Borough Green'

(ix) TM/14/03240/RD contamination remedial verification report incl earthworks specification and testing lab letter – Isles Quarry. The Validation Report is considered to be deeply flawed with contamination moved to areas 3 & 4. Urgent T&MBC/EA action is awaited.

(x) TM/14/02498/FL change of use from A1 to A5 (takeaway and delivery) – 38 High Street. Objections: style of shop front should remain unchanged; lack of customer parking; 'fat separator' must be fitted to drainage system; should be a properly enforced condition that suitable extract system is installed and properly working and maintained.

Cllr Shaw arrived

(xi) TM/14/02992/FL Redevelopment of A-Z site: 41 no residential units, car parking, access, footways, landscaping and infrastructure -173-199 Fairfield Rd. Chairman will circulate a draft response for Cllrs agreement before submission to T&MBC.

(xii) There was some discussion about possible future developments at The Henry Simmonds PH, Borough Green Road and Hanson office building, Quarry Hill Road.

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109. 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)
- Getmapping Parish online news (copies to all Cllrs)
- KALC Parish News Sept 2014. (copies to all Cllrs)

- KCC Changes to phone system (copies to all Cllrs)
- T&MBC Area 2 Planning Committee agenda 17.09.14 and subsequent change of date and venue (copies to all Cllrs)
- T&MBC JTB agenda 22.09.14 + decision sheet (copies to all Cllrs)
- T&MBC Crime Prevention Panel 15.09.14 agenda & minutes + minutes 09.06.14 (copies to all Cllrs)
- Navigus Planning Journal of Local Planning issue 16 (copies to all Cllrs)
- BG Scouts Invite to AGM 27.09.14 (copies to all Cllrs)
- JPCTCG Draft agenda 09.10.14 + newsletter (copies to all Cllrs)
- Kent Police Mobile Police Station dates at Borough Green Village Hall (copies to all Cllrs)
- T&MBC Disposal of waste at recycling centres (copies to all Cllrs)
- Kent Police Police and Crime Commissioner event 8th October, Chatham (copies to all Cllrs)
- T&MBC TM Youth Forum – special event with Tracey Crouch MP 23.10.14 (copies to all Cllrs)
- KCPFA Invite to Annual Meeting 17.10.14 (copies to all Cllrs)
- KALC Learning & development Programme (Copies to all Cllrs)
- KALC 2015 elections: information package (copies to all Cllrs)

Post Office Proposed move to new premises at Nisa Stores, High St. Chairman's personal response to the consultation had been circulated to all members and was noted. Others may submit comments online by 31.10.14

KCC Community Warden Service: public consultation available at www.kent.gov.uk/communitywardenconsultation (copies to all Cllrs) Noted that the Community Warden for the Borough Green area has resigned and has not been replaced.

M Woodger Local parking issues (copies to all Cllrs). The comments and issues raised were noted and will be kept on file for future consideration as and when appropriate.

A Pile FP The Landway: overgrown vegetation and lack of lighting (copies to all Cllrs). Chairman advised that the previously agreed 2no spotlights have been installed and will soon be connected.

S O'Sheen Protruding football post sockets, Rec Gd: H&S concern (copies to all Cllrs) Cllr Willard advised that he has now fitted some socket covers, Chairman will make and fit two more required.

Mr&Mrs Goggin Tall trees r/o 123 Fairfield Road creating shade (copy to Chairman) Chairman will visit the site and liaise with the residents.

KCC Parish & Town Council highways seminar 17.11.14 (copies to all Cllrs) Chairman and Cllr Shaw will attend

T&MBC Cllr Mrs Murray Copy response to resident: re-routing of 308/306 bus service (copies to all Cllrs). After discussion AGREED that Cllr Perry will liaise with T&MBC Cllr Mrs Murray re the possible re-routing of the no. 222 service as well.

All

MT

MT

MT

MT/TS

SP

110. Potters Mede Grounds

- (i) Clerk advised that the Potters Mede grounds maintenance has now been spent. RESOLVED to accept a quotation in the sum of £400 + VAT from Landscape Services to vertidrain the two pitches. The work will be done when the ground softens.
- (ii) RESOLVED to ratify the discussions and arrangements made at previous meetings items 66 and 86 to allow use by Sevenoaks District FA for approx. 6no games during the current season only.
- (iii) AGREED that a quotation for additional CCTV cameras in the sum of £874.48 + VAT will be held for possible future consideration.
- (iv) Cllr Willard was thanked for producing a draft maintenance calendar for the pitches which had been circulated to all Cllrs. AGREED that Chairman will discuss this with Landscape Services and obtain costings and guidance on priority items. Cllr Perry will convert the calendar to spreadsheet format.

MT

SP

111. Potters Mede Pavilion

- (i) Some damage has occurred to the entrance doors. Cllr Willard has highlighted other matters that need attention He will circulate his written report for discussion with the grounds maintenance staff
- (ii) Cllr Millener will prepare instruction notices for operating mechanisms in the toilets. Clerk will laminate.

HW

SP

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112. <u>Recreation Ground</u>	
(i) Chairman will liaise with the grounds maintenance staff re items identified for action in the recent Wicksteed Leisure playground equipment inspection plus clearance of the stream and its banks. For further discussion at the next meeting.	MT
(ii) RESOLVED to purchase a leaf blower approx. £300. Groundsman will be asked to consider most suitable type.	
(v) RESOLVED to approve a request for a 'party bus' to be sited in the car park for a 2hr period. Chairman will liaise and collect a £20 payment.	MT
113. <u>Isles Quarry Redevelopment</u>	
(i) Action by T&MBC & Environment Agency is still awaited re possible contamination of the site.	
(ii) There was further discussion about submission of BGPC's Formal Complaint to T&MBC Monitoring Officer which is still held on file. This was updated with minor amendments. RESOLVED: the amended letter will be sent as the issues have not be satisfactorily addressed	
(iii) Chairman will speak to the developer about discarded signs littering the approach to the site.	MT
114. <u>Mafeking Oak tree – Rock Road</u>	
Both KCC and T&MBC officers have advised that the tree is dying but recommend that a final decision is made next May regarding its removal. Options as to planting a smaller replacement tree; planting a Mafeking Oak at Potters Mede; retention of part as tree sculpture; use of felled logs for benches etc will all be considered next spring.	
115. <u>Borough Green 2014 Supplementary Parish Plan</u>	
Chairman advised that the call for sites may not be ready until Spring 2015. Noted that many parish councils have submitted local plans for consideration.	
116. <u>War Memorial</u>	
(i) Chairman advised that T&MBC has recommended approval of the parish council's application for a Community Enhancement Fund grant in the full sum of £5,000. There has been considerable support for the site j/o A25 Sevenoaks Rd/Western Road and KCC is being consulted as landowners. Copies of a possible design were circulated amongst members.	
(ii) Chairman will continue to progress with group members.	MT
117. <u>Street Lighting</u>	
(i) KCC has incorrectly converted some BGPC-owned lights to part-night lighting and will convert them back if required.	
(ii) After discussion AGREED to report this in The Voice and on the websites in order to ascertain the views of residents.	MT
(iii) Additional lighting The Landway FP: as discussed under agenda item 109 – Correspondence.	
118. <u>Winter Plan</u>	
Chairman advised that the 3no new bins will be installed soon and the Winter Plan is in place.	MT
119. <u>Audit of BGPC accounts 2013/2014</u>	
All councillors had received copies of the report from the Audit Commission and completion notice. Noted that there were no matters for attention. RESOLVED that this be accepted.	
120. <u>Financial Risk Controls</u>	
All councillors had received copies of the updated financial risk controls. RESOLVED to approve.	
121. <u>Standing Orders</u>	
(i) All Cllrs had received copies of the NALC 2013 Model Standing Orders (England) + 2014 revised Legal Topic Notes on 'Councils Powers to Discharge their Functions' and 'Parish and Community Council Meetings'. Noted that the DCLG has now implemented a change in the law to allow the recording of meetings, sound + vision, and live reporting incl social media etc. Audible reporting is not allowed.	
(ii) Chairman proposed that BGPC Standing Orders be amended as follows: Item 1m to read "Photographing, recording, broadcasting or transmitting the proceedings of meetings is permitted by any means, excluding audible commentary which is forbidden". RESOLVED to approve the amended SOs.	

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122. **Cheques for Signature**

£3283.37	Staff salaries September 2014
£1470.97	KCC - Superannuation September 2014
£604.80	Commercial Services Trading Ltd – weed & feed treatment, Potters Mede
£23.27	Kent Aluminium – Maintenance materials, P Mede
£372.00	T&MBC - Rates Oct 2014, Potters Mede
£750.00	BGHVMC – Office rental Oct - Dec 2014
£226.94	SE Contracting – Street lighting maintenance September 2014
£2570.41	Inland Revenue July - Sept 2014
£37.68	KCC – Protective clothing for Groundsmen
£174.42	Wrotham PC – skate park materials
£386.06	E-on – street lighting supply September 2014

3810	£23.24	Collins Debden – Office diary 2015
3811	£960.20	PKF Littlejohn LLP – external audit fee 2013/2014
3812	£130.66	Cash – Petty cash and tel/BBand reimbursement July - Sept 2014
3814	£19.20	BG Garden Machinery – chain saw maintenance, P Mede/Rec Gd

Bank reconciliation August 2014

B/F Aug 2014	49400.78
Receipts Aug 2014	<u>548.84</u>
	49949.62
Less Payments Aug 2014	<u>12439.61</u>
c/f 31/08/14	<u>37510.01</u>

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

123. **Written Reports**

- (i) T&MBCllr Mrs Murray had advised that she will shortly be meeting with Arriva to discuss the possible re-routing of the 308/306 bus service to include a stop at Borough Green Medical Centre.
- (ii) Chairman will inspect a tree at 8 Sandy Ridge which is overhanging and shielding the street light. He will liaise with the resident. **MT**
- (iii) Cllr Shaw reported from a recent KALC highways meeting advising that funds are now available to pursue the economic survey. Cll Perry gave further information.
- (iv) Cllr Shaw advised of his meeting with the agent of S Water and raised serious concerns about the drainage system in the centre of the village which is already at full capacity. The situation will be exacerbated when all the planned additional housing is built. After discussion AGREED that Chairman will draft a strong letter to S Water for Cllrs approval before sending, with copies to T&MBC EHO and the Environment Agency. Further agreed to stress that all takeaways must be required to have fully operative and effective fat separators fitted to their drainage systems. **MT**
- (v) Noted that the guest speaker at the JPCTCG meeting 09.10.14 will be KCllr Matthew Balfour who will speak on highway issues.
- (vi) The BMPOSJC representatives recommends that BGPC pays the reduced contribution of £1050 in the 2015/2016 financial year.

124. **Future dates**

- (i) Date of the next Meeting Monday 3 November 2014 in The Annexe to The Church of the Good Shepherd. **all**
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 1 November 2014 10 – 12 noon **MT/SG**

125. There were no confidential matters for discussion

The meeting closed at 9.43pm