

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 4 August 2014 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, C Dobson, Mrs S Gould, S Millener, S Perry, T Shaw (7.40pm), H Willard

There was one member of the public in attendance.

	<u>Action</u>
62. <u>Apologies for Absence</u> were received from Cllr Ms P Moorecroft and T&MBCllr Mrs S Murray	
63. <u>Declarations of Interest</u> 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 69 & 70 Potters Mede ground improvements and pavilion use and item 80 Chqs for signature: reimbursement.	
64. <u>Minutes of the Meeting 7 July 2014</u> : Cllr Perry proposed that they be approved and signed as a true record. Seconded by Cllr Willard. RESOLVED.	
65 <u>Matters Arising</u> Item 53(i) Isles Quarry related : Chairman advised that, although T&MBC had declined to take any action regarding his alleged lack of respect, he has reported himself to the Standards Committee. Item 56(i) Oak tree, Rock Road : Chairman is trying to liaise with KHS regarding the condition of the tree and the layout of the area around it. Noted that T&MBC Trees officer has inspected the tree. Item 56(iv) Highways walkabout : Chairman and Cllr Millener will meet with T&MBC officers 2pm Friday 8 August 2014 at the parish office for a walkabout to identify and discuss street cleaning issues.	MT MT/SM
Cllr Shaw arrived	
66. <u>Period for Public Consultation</u> A representative of BGJFC gave additional information about item 69(ii) of the agenda which Chairman proposed be brought forward for discussion. AGREED. After considerable discussion about additional use of the junior pitch for district matches Chairman proposed that the request be agreed for approx. 6 games during the forthcoming season only @ £30/game conditional on. <ul style="list-style-type: none">• The pitch being fit for play: this will be monitored by Cllr Willard• Hiring agreement/arrangements are between BGPC and Sevenoaks District FA• This does not set a precedent for future special requests Noted that any agreement to sub-let the pitch is against the decision made at the last meeting Item 48(ii). Clerk advised that although BGPC SOs allow this, it is not good practice. RESOLVED to approve the above proposal. AGREED that Cllr Willard will work with BGJFC to produce a calendar of use of both pitches to ensure they are not over-used.	HW HW
67. <u>Planning Matters</u>	
(i) <u>Decisions</u> None	
(ii) TM/14/02268/RD acoustic protection – Isles Quarry. Comments from Hornet Engineering Ltd were noted which it was AGREED the council fully supports. AGREED that Chairman will draft and circulate a proposed response to the application. There is extreme concern about the number of planning conditions that are being broken: AGREED that Chairman will draft and circulate a letter to the Director of Planning.	MT MT
(iii) TM/14/02545/RD drainage details – Isles Quarry. There is concern that the existing system is not adequate to cope with the additional flow after it leaves the pumping station as it is already at capacity. Non-adherence to the condition for the pumping station opposite the recreation ground to be upgraded will be queried. The surface water run-off agreement with Southern Water was noted.	
(iv) TM/14/02393/RD external materials, landscaping, storage & screening of refuse, tree protection, contamination, surface water drainage and sustainable construction measures: redevelopment 24-26 Wrotham Road. No observations.	

DRAFT MINUTES

Minutes of the meeting of BGPC 4 August 2014 Page 2

Action

Planning Matters (Continued)

- (v) TM/12/02140/FL proposed street naming and numbering – former Red Lion PH site, Sevenoaks Road. AGREED to request the historical name of Red Lion Yard, with second choice of Red Lion Square, plus house names of White Bear Cottages.
- (vi) Kent Minerals & Waste Local Plan 2013-2030 final consultation available at www.kent.gov.uk/mwlp: consultation period 31.07.14 – 12.09.14. For consideration at the next meeting.
- (vii) Noted that the planning enforcement investigation re advertisements at 1 Borough Green Rd is proceeding.

68. 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)
Kent Police Contact points Aug/Sept 2014 and local district & community policing teams (copies to all Cllrs)
KCC Temporary road closure Crouch Lane 11.08.14 for up to 5 days (copies to all Cllrs)
KALC T&M Area Cttee AGM agenda 15.07.14 and minutes 15.05.14 (copies to all Cllrs)
JPCTCG Minutes of the mtg 01.05.14 + draft agenda -24.07.14 and supporting info. (copies to all Cllrs)
KALC Parish News July 2014 (copies to all Cllrs)
T&MBC Extraordinary mtg Area 2 Planning Cttee 25.09.14 to consider the Kings Hill planning application (copies to all Cllrs)
KALC Minutes of T&M Area Cttee Mtg 15.07.14 (copies to all Cllrs)
BMPOS Minutes of the meeting 23.05.14 (copies to all Cllrs)
Kent Downs Invite to AONB Countryside Day 3 October 2014 (copies to all Cllrs)

KCC All Cllrs had received copies of an invite to the Community Transport Forum 14.08.14, Lenham which was noted. Cllr Perry reported from the recent JPCTG meeting.

Abertillery & Ilanhilleth Community Council information requested re 'clean up and repair of local shops' + impressive comments received about BGPC website and 'the manner in which the council works & conducts its business' (copies to all Cllrs) Chairman will reply.

MT

69. Potters Mede Grounds

- (i) Due to the exceptionally dry weather the overseed has not taken as well as anticipated. There was discussion about possible irrigation measures: a full irrigation system is likely to cost £25,000. RESOLVED that to increase water pressure, Cllr Willard will organise upgrading of tap and purchase of a substantial sprinkler max cost £100.
- (ii) Additional use of the junior pitch: all as previously discussed. Noted that a cheque for £325 has been received from BGJFC in payment of pitch sub-lets last season.
- (iii) A request for use of car park for a mobile catering business was considered. RESOLVED that this be refused as the site is unsuitable opposite Wrotham School and the main users of Potters Mede are the football clubs who make their own catering arrangements.
- (iv) All Cllrs had received copies of an Institute of Groundsmanship football maintenance calendar AGREED that this is a good guideline for a future maintenance plan.

HW

70. Potters Mede Pavilion

- (i) RESOLVED to ratify purchase of a weed-pulling tool @ £34.93.
- (ii) Charges for repairs to the roller shutter were clarified: £192.00 call-out charge & temporary repair plus £386 + Vat for replacement laths. RESOLVED to approve.
- (iii) All Cllrs had received copies of guidance from KALC on selling generated electricity. AGREED to continue with the application but not draw any revenue until there have been legislative reforms. There was discussion about reviving Potters Mede Environmental: further advice from KALC will be sought in this connection.
- (iv) A request for an adult party booking was considered. RESOLVED to approve subject to a prompt 11pm departure and a refundable deposit of £200. AGREED. Cllr Willard will open the building at 7pm 6 Sept. 2014 and close it at 11pm.

HW

71. Recreation Ground

- (i) All Cllrs had received copies of the Wicksteed Leisure playground equipment inspection report. Chairman will liaise with the grounds maintenance staff re items identified for action. Cllr Perry also identified matters requiring attention incl clearance of the stream and its banks. For further discussion at the next meeting.
- (ii) Chairman will discuss tree surgery required in the south-west corner of the field with the grounds maintenance staff.

MT

MT

DRAFT MINUTES

Minutes of the meeting of BGPC 4 August 2014 Page 3

Action

72. **Wrotham School 3G Pitch**
(i) All Cllrs had received copies of the revised Community Use Agreement. RESOLVED that this be approved. Chairman will inform the Management Committee.
(ii) Noted that the facility passed a recent inspection most satisfactorily. MT
73. **Local Government Pension Scheme**
All Cllrs had received copies of a Statement of Superannuation Policy. RESOLVED that this be adopted.
74. **Bus Shelter**
All Cllrs had received copies of informal advice from KCC indicating that the High St may be a suitable location. Noted that a 50% grant (£2,000 max) may be available. After some discussion AGREED that there will be no further action at present.
75. **Street Lighting**
(i) RESOLVED to accept a quotation from UKPN in the sum of £1,267 + VAT for the supply charges for the replacement column in Lingfield Road.
(ii) There was discussion about a request from a resident for the removal of the column at the east end of Tilton Road. RESOLVED to refuse as it is in a dark area. Chairman will advise the person concerned. MT
76. **Isles Quarry Redevelopment**
Chairman advised that
- Crest Homes have agreed to him making a weekly site visit
 - He has discussed the amenity land and removal of the bridge with the developer: any work to remove the bridge has been deferred.
 - A petition of residents for the proposed 7.5 tonne limit in Quarry Hill Road to be augmented by a 20mph speed limit will be forwarded to T&MBC. AGREED that the parish council fully supports this.
- There was discussion and concern that in due course an unofficial footpath across private land will be created from the new development to the village
77. **Borough Green 2014 Supplementary Parish Plan**
No current action
78. **War Memorial**
(i) There has been consultation with a local sculptor who is liaising with an artist for possible designs for a memorial using ragstone and granite. All Cllrs will give consideration to possible sites.
(ii) An application has been made for a £5,000 T&MBC Community Enhancement Fund grant.
(iii) The announcement of government funding to conserve and protect war memorials was noted.
(iv) It was fitting to remember when discussing this project that the 100th anniversary of the Declaration of the 1st World War was just 90 minutes away. All
79. **Winter Plan**
BGPC has two small salt bins for installation in Hill View and Eaglestone Close. RESOLVED to purchase a large bin for Western Road to be sited outside the Fire Station. Chairman will confirm exact sites for all. MT

80. Cheques for Signature

BACS:

£ 3,283.37	Staff salaries: July 2014
£1470.97	KCC - Superannuation July 2014
£72.00	Wicksteed Leisure Ltd – Annual playground inspection and risk analysis
£631.80	BGVHMC – Hire of hall, lunch club July – Sept 2014
£54.36	Kent Aluminium – Maintenance materials, Rec Gd & P Mede
£226.94	SE Contracting – Street lighting maintenance July 2014
£372.00	T&MBC - Rates August 2014, Potters Mede
£57.00	T&MBC - Rates August 2014, Recreation Ground
£2392.36	Commercial Services Trading Ltd – mowing, Rec Gd/P Mede (interim)
£52.20	KCC – white board – Taylor Room, Potters Mede
3798	£35.00 Information Commissioner's Office – Data Protection fee 2014/15
3799	£656.83 T&MBC – Playscheme contribution 2014
3800	£34.93 H Willard - weed puller (reimbursement)
3801	£98.59 Cash – Rec Gds Imprest a/c reimbursement
3802	£192.00 Rite Industrial Doors Ltd – Shutter call-out charge & temporary repair
3803	£1520.40 UKPN – supply services: replacement column o/s 31 Lingfield Road
3804	£104.44 Brook Security – CCTV maintenance 03.09.14 – 02.09.15, Potters Mede
3805	£748.80 Digital Barriers Services Ltd – BGPC/Police CCTV camera: replace hard disk, service & test

Bank reconciliation June 2014

B/F June 2014	87354.78
Receipts June 2014	<u>155.84</u>
	87510.62
Less Payments June 2014	<u>13187.14</u>
c/f 30/06/14	<u>74323.48</u>

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

81. Written Reports

- (i) Noted that the new health spa Reynolds Retreat, will not be used for weddings
- (ii) Chairman reported that Fairseat resident have been offered land adjacent to their properties.
- (iii) The lack of designated parking bays in the High St will be referred to T&MBC for consideration under the Parking Review. **MT**
- (iv) Concern was raised about tree surgery undertaken on the railway embankment. After discussion Cllr Millener proposed that a letter be sent to Network Rail, seconded by Chairman. Voting was 4 in favour, 2 against and 2 abstentions. Chairman's casting vote was in favour. RESOLVED. Chairman will draft and circulate a letter. **MT**
- (v) Cllrs Perry and Shaw reported on the recent JPCTG Annual Meeting. It was particularly noted that parish councils can contribute towards highway matters.

82. Future dates

- (i) Date of the next Meeting Monday 8 September 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 6 September 2014 10 – 12 noon **MT/TS**

83. There were confidential matters for discussion

The meeting closed at 9.51pm