

DRAFT MINUTES

Prior to the meeting Police Inspector Sonia Lassnig introduced herself to councillors as the new Inspector responsible for the Snodland area which covers the Borough Green & Long Mill Ward. She can be contacted either through phoning 101 or at Sonia.lassnig@kent.pnn.police.uk She outlined new local policing arrangements and answered questions about local matters.

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 3 February 2014 in the Annexe to The Church of the Good Shepherd

Present: Cllrs M Taylor (Chairman), C Dobson, Mrs S Gould, G Harrington, S Millener, Ms P Moorecroft, S Perry and T Shaw. There were no members of the public in attendance

179. **Apologies** for absence were received and accepted from Cllrs L Chown, H Willard, M Yianni and T&MBCllr Mrs S Murray

Action

180. **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 Dobson declared an interest in item 184(vi) Proposed change of use of ground floor of 2 Sevenoaks Rd as a Nisa Store.

Cllr Taylor declared an interest in item 195 Chqs. for signature – expenses reimbursement

181. **Minutes of the Meeting 6 January 2014**

RESOLVED that the minutes be approved and signed.

Cllr Mrs Gould announced her resignation as Vice-Chairman of BGPC which was accepted. Chairman proposed Cllr Perry as Vice-Chairman, seconded by Cllr Mrs Gould. Agreed. This will be ratified at the next meeting.

182. **Matters arising**

168(v)(d) Skate Park maintenance charges: AGREED that w.e.f 1/4/14 a 35% oncost will be added to the hourly rate to cover the council's costs for superannuation and overheads. Contributions towards the employer's national insurance payments will continue to be added as before.

177(iv) AGREED that representatives from local organisations will be invited to attend and make reports to the Parish Meeting.

183. **Period for Public Consultation**

There were no matters

184. **Planning Matters**

(i) Decisions: None

(ii) TM/13/03824/TEN Upgrade telecom system incl replace pole with 6no antennae pole and replace equipment cabinet with 2no new – My Own 201 Fairfield Rd. No objections but the planning authority will be strongly urged to consult with nearby schools.

(iii) TM/13/03950/FL Extension and loft conversion – 29 Station Road. No observations

(iv) TM/13/03828/FL conversion of garage to habitable room – 23 Conyerd Rd (retrospective application) No observations

(v) TM/14/00112/FL Extension, garage conversion, internal alterations and loft conversion – 4 Mountfield No observations

Cllr Dobson left the meeting

(vi) 2 Sevenoaks Rd – all Cllrs had received copies of a letter from Nisa Local outlining the proposed change of use of ground floor to a NISA convenience store. It was noted that planning permission is not required but, after discussion AGREED that Chairman will circulate a draft letter to KHS (copy to T&MBC) asking for highway issues to be monitored and repeating objections as raised for the redevelopment of the Esso garage with a Tesco store, 80-82 Maidstone Road.

Cllr Dobson returned to the meeting

(vii) TM/14/00116/FL 1st floor extension above ground floor extension – 116 Maidstone Rd. No observations.

(viii) Kent Minerals & Waste Local Plan: public consultation on the pre-submission draft. Agreed no further comments at present time.

(ix) Local Plan: there was some discussion about the suitability of a Neighbourhood Plan and the high cost to produce.

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185. **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)
- KCC Monthly bus updates, December 2013 (copies to all Cllrs)
- JPCTCG J5 Slips press article + date of next meeting 28.01.14 (copies to all Cllrs)
- KALC T&M Area Cttee agenda mtg 21.01.14 + minutes of the mtg 10.10.13 + notes on the Local Democracy All Party Parliamentary Group mtg 11.12.13 and BGPC Chairman's report to that Meeting (copies to all Cllrs)
- KALC Parish News no. 374 (copies to all Cllrs)
- BMPOS Updated Work Programme 2013/2014 (copies to all Cllrs)
- Kent Police Draft refresh of Police & Crime Plan 2013 -2017. Comments invited (copies to all Cllrs)
- KCC Temporary road closure Basted Lane: 7 days from 25.02.14 (copies to all Cllrs)
- KALC DCLG Local Govt Finance Statement update (copies to all Cllrs)
- KALC Draft minutes T&M Area Cttee mtg 21.01.14 (copies to all Cllrs)
- Kent Police Invite to 'Meet the Commissioner and Chief Constable' event 26th February 2014, Aylesford (copies to all Cllrs)
- BG Chamber of Commerce Lights Cttee Letter of thanks for recent donation
- KCC Traffic management for safety critical highway improvement works – j/o A20/Seven Mile Lane
- Kent Police Inspector Sonia Lassnig: new Inspector for Snodland area covering Borough Green & Long Mill Ward
- Unipar Services Road safety/Speedwatch seminar 14.04.14 6pm Maidstone (copies to all Cllrs)
- Kent Police Crime report January 2014 (copies to all Cllrs)
- KALC Consultation on Road Casualty Reduction Strategy for Kent. Comments by 24.02.14 available at <http://consultations.kent.gov.uk/consult.ti/casualtyreduction/consultationHome>. (copies to all Cllrs)
- KALC Road Safety cameras seminars – 11th (Ashford) & 12th (Kings Hill) February 2014 (copies to all Cllrs)

J Albertine All Cllrs had received copies of concerns raised about dog fouling throughout the centre of the village. AGRRED to ask the TMBC Dog Warden to visit to assess the situation and take any action required.

Robert Body Landfill All Cllrs had received copies of a possible plan to park trucks on the landfill site which was noted. Chairman gave further details and there was some discussion. For further consideration as/when a planning application is received. Chairman is liaising with the company to further discuss speeding of lorries.

Russet Homes Tree work is required r/o 35 Fairfield Rd and the ownership of the land is unknown. All Cllrs had received copies of the letter of enquiry. A search will be made of parish council records for any relevant information.

Cllr Shaw left the meeting

Potters FC Request from Sev & District Football league to use P Mede for Trophy Cup final 07.05.14 (copies to all Cllrs). After discussion AGREED to grant the request which does not come within the booking of Potters Mede by Potters FC for the current season. AGREED that the hirer must be Sevenoaks League and usual hire rates apply.

Men of Trees RESOLVED to enter the Trees in the Village Competition 2014 (copies to all Cllrs)

186. **Potters Mede Grounds**

- (i) A new controller has been purchased and fitted to the entrance gate
- (ii) AGREED that the car park may be used by KCC Youth Services for their mobile centre Thursday lunchtimes
- (iii) Planings have been purchased for the car park surface at the entrance to the field
- (iv) A BGPC planning application has been lodged for a new junior football pitch on Robert Body land adj Potters Mede. There was considerable discussion about the future management of the pitch and whether the planning fee should be reimbursed by BGJFC. Chairman will arrange a meeting with the landowners and BGJFC to discuss further. For further consideration at the next meeting.
- (v) Storage is required for a supply of ply for maintenance of the skate park. Chairman will report details to the next meeting re possible storage in the container at Potters Mede

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187. **Potters Mede Pavilion**

- (i) Broadband installation is scheduled for this week
- (ii) Receipt of the Energy Performance Certificate was noted. RESOLVED that the Clerk signs and returns the EDF Feed-In Tariff application form
- (iii) AGREED that Potters FC may provide and use a TV in the Taylor Room: they will be responsible for all costs including an internal aerial and a TV licence. BGPC will apply for the TV licence.
- (iv) The council will subsequently arrange for PAT testing of the above TV along with all other electrical appliances in the building.

188. **Recreation Ground**

Installation of boundary fencing at 13 Lendon Road is awaited. Chairman will continue to liaise.

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189. **Street Lighting**

- (i) The council noted KCC's Safe and Sensible Street Lighting Plan: part-night lighting timetables which is available at http://kent.gov.uk/roads_and_transport/highway_maintenance/street_lights/sensible_street_lighting.aspx
- (ii) Correspondence and information from Kent Highway Services on the above had been circulated to all Cllrs and was noted

190. **Websites**

There was discussion about the future requirements and arrangements for the council's websites. A Free Server site was considered and retrieval of the BGPC domains from Zen Internet: Cllr Perry gave some guidance. AGREED that Chairman will obtain further information and start to prepare a possible website design. For further discussion at the next meeting.

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191. **Winter Plan**

A stock of salt has been purchased. AGREED to instruct the grounds maintenance staff to sweep 'sharp sand' around the new block paving near the entrance to the village hall car park. KHS will be asked to do the same o/s Nisa Stores in the High Street.

192. **Isles Quarry and 2005 Parish Plan**

- (i) All Cllrs had received copies of the report of the meeting between BGPCllrs/Crest Nicholson. The outcome is awaited.
- (ii) Noise nuisance from piling operations had been raised but this nuisance appears to have abated..
- (iii) A letter from a resident of Quarry Hill Road, circulated to all Cllrs, raised concerns about commercial vehicles using Quarry Hill Rd and identified 2no offending vehicles. Agreed that pressure will continue to be placed on the planning authority to impose a 7.5 tonne limit on the road as soon as possible and for a new site entrance to be constructed, which hopefully will result in greater use of the haul road.
- (iv) Additionally, agreed that the council must ensure that the planning authority adheres to the local criteria for social housing on this site.

193. **Traffic/Highway Matters**

- (i) Chairman reported on his discussions with Kent Highways re possible extensions of the 30mph limit on the A25 east of Askew bridge in Platt and Sevenoaks Road towards the Dark Hill roundabout, both of which are supported by all three T&M Borough Councillors.
- (ii) Subsequent to his election as a Borough Councillor, Chairman reported on his positive meeting with fellow councillors Sue Murray and Tony Sayer to discuss traffic issues and working for the future good of the community. All are in agreement about improving current traffic issues.
- (iii) Cllr Perry reported on the JPCTCG meeting 28.01.14
- (iv) All Cllrs had received a copy of the Chairman's report on his meeting with T&MBC officers to discuss disabled parking in Borough Green and gave updated information
Cllr Shaw returned to the meeting

194. **Western Road Parade of Shops**

- (i) There was discussion about the dilapidated appearance of the parade of shops at the west end of Western Road and associated litter problems. Chairman read a proposed letter to be given to all the residents/occupiers concerned. With some amendment
- (ii) AGREED that Chairman and Cllr Millener will hand-deliver the letters and will also send to the owners/agents of the Red Lion PH site.

MT/SM

195. **Cheques for Signature****BACS:**

£3260.69	Staff salaries
£1274.24	KCC - Superannuation January 2014
£60.00	J Stephens – Websites maintenance January 2014
£687.00	T&MBC - Rates February 2014, Potters Mede
£1051.61	Wrotham PC – skate park maintenance & insurance
£252.19	Kidmans – chainsaw safety equipment
£226.94	SE Contracting – Street lighting maintenance December 2013
£201.63	Kidmans – Service of mowers P Mede and Rec Gd
£96.73	Staples – office supplies

3755	£112.38	Cash - Petty Cash & tel./broadband reimbursement Oct-Dec 2013
3756	£68.50	Cash – Rec Gds Imprest a/c reimbursement
3757	£210.00	Syntegra Consulting – Energy Performance Certificate, Potters Mede
3758	£217.20	M Taylor – Control for entrance gate, Potters Mede (reimbursement)
3759	£210.00	Robert Body Haulage Ltd - Planings for car park, Potters Mede
3760	£192.50	H Damiral – Planning fee, additional sports pitch, adj Potters Mede (reimbursement)
3761	£900.00	H&S Contractors (Kent) Ltd – supply of 8tonnes salt

Bank reconciliation December 2013

B/F Dec 2013	64052.39
Receipts Dec 2013	<u>191.54</u>
	64243.93
Less Payments Dec 2013	<u>12092.46</u>
c/f 31/12/13	<u>52151.47</u>

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

196. **Written reports**

- (a) All Cllrs had received copies of a report from T&MBCllr Mrs Murray which the Chairman read.
- (b) Chairman reported on the recent KALC T&M area meeting: a question will be put to the next PPP meeting re his discussions at the NALC/DCLG Local Democracy All Party Parliamentary Group meeting 'Parish Proposals Under the Sustainable Communities Act 2007' about his proposal to give parish councils more statutory power in planning..
- (c) Chairman advised that the Liberty Church is considering working with The Beat project. They may request use of Potters Mede.
- (d) Cllr Perry advised that he has been called to a meeting of the Joint Standards Board on 11 February 2014: he will ask for clarification about the variance between the Kent and KALC Codes of Conduct as not all parishes have adopted the same one.

197. **Future dates**

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| (i) | Date of the next Meeting Monday 3 March 2014 commencing at 7.30 pm 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 March 2014 10 – 12 noon | SG/CD |
| (iii) | The Annual Parish Council Meeting will be held at 8pm on Tuesday 6 May 2014 in the Church Annexe | All |
| (iv) | The Parish Meeting will be held at 8pm on Monday 28 April 2014 in the small room of Borough Green Village Hall. | All |

198. There were no confidential matters for discussion.

The meeting ended at 9.48 pm