

DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 8 September 2014 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), G Harrington, Ms P Moorecroft, S Perry, T Shaw, H Willard

There were three members of the public in attendance.

Action

84. **Apologies for Absence** were received from Cllrs L Chown and Mrs S Gould and T&MBCllr Mrs S Murray
85. **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 91 & 92 Potters Mede ground improvements and pavilion
86. **Minutes of the Meeting 4 August 2014:**
Item 66: delete 'Noted that any agreementit is not good practice'
At bullet point 2 add '.....Sevenoaks District FA 'as any agreement to sub-let the pitch would be against the decision made at the last meeting Item 48(ii)'
After discussion Chairman proposed that the amended minutes be approved and signed as a true record. RESOLVED.
87. **Matters Arising**
Item 65.56(i) Oak tree, Rock Road: Chairman reported on his meeting with KHS regarding the condition of the tree and the layout of the area around it. It is essential that the tree receives more moisture and nutrients. A further professional report is awaited.
Item 65.56(iv) Highways walkabout: Chairman advised that T&MBC officers were impressed with the fine oak trees at Potters Mede.
88. **Period for Public Consultation**
Mrs Goggin gave further information about the request of residents and the petition for the local bus service to divert along the haul road to the doctors' surgery, thus serving the new houses at Isles Quarry and the south side of the village. This has the support of Wrotham PC and residents

The new Chairman and Child Welfare Officer of BGJFC introduced themselves and advised that that they are now the points of contact for BGPC.
89. **Planning Matters**
- (i) **Decisions** None
DCLG's Technical Consultation on planning available at <https://www.gov.uk/government/consultations/technical-consultation-on-planning> . Deadline for responses: 26.09.14 (copies to all Cllrs)
- (ii) TM/14/00182/FL amended plans – Crickets Farm, Borough Green Rd, Ightham. AGREED that there are serious reservations about the realignment of the footpath and removal of the bund,
- (iii) TM/14/02525 materials - Red Lion refurbishment, Sevenoaks Rd. AGREED not to support commencement of any building work prior to road infrastructure in place. However, application acceptable if developer issues written undertaking and deposits financial bond with KCC confirming this will be built. Written undertaking from the planning authority that the change to the planning permission is enforced is also required.
- (iv) TM/14/02610/FL replacement fencing & erect satellite dish in rear garden – 39 Sevenoaks Rd. No objections to fence but strongly opposed to satellite dish which should, at least, be more discreet
- (v) TM/14/02739/LB velux style roof light instead of an approved dormer - 39 Sevenoaks Rd. No observations
- (vi) TM/14/02683/FL change of use of part of vehicle hire site as car wash – 1 Borough Green Rd. AGREED comments: proper interceptor should be fitted; exterior fencing to be galvanised or painted green; advertising restrictions; finishing time reduced to 18.00hrs; operating times must not clash with school start/finishing times; safety bollards to be installed to prevent footway parking concern about onsite parking; Perspex or similar screen required to prevent overspray

DRAFT MINUTES

Minutes of the meeting of BGPC 8 September 2014 Page 2

Action

Planning Matters (Continued)

- (vii) Kent Minerals & Waste Local Plan 2013-2030 final consultation at www.kent.gov.uk/mwlp: consultation period 31.07.14 – 12.09.14: to agree BGPC submission. Noted
- (viii) TM/14/02701/FL Replacement Chapel, St Joseph's Church, Western Rd. The application is strongly supported. However, the applicant is requested to including a public right of way through to the railway station.
- (ix) TM/14/02677/RD Surface and foul water disposal - Isles Quarry development. No observations
- (x) TM/14/02677/RD Ecological enhancement - Isles Quarry development. No observations
- (xi) KCC/TM/0247/2014 Relocate and raise ground level for recycling operations – Borough Green Landfill Site. AGREED to request a condition that the noise fence is not installed until such times as it is felt to be needed, dependant on noise nuisance to residents
- (xii) TM/14/02877/FL Retrospective application to retain infill of rear courtyard area – Reynolds Retreat, Basted House, Harrison Road. No observations
- (xiii) TM/14/02861/FL Variance to allow extended hours of operation of bar & dining facilities . – Reynolds Retreat, Basted House, Harrison Road. Strongly consider that there should be a time Limit of 23.00hrs.
- (xiv) TM/14/02798/FL Extensions – 13 Harrison Road. No observations. Encouraging to note that the council's previous comments have been addressed.

90. **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 Mobile police station venues/dates Sept 2014 (copies to all Cllrs)
- KALC Government's response to consultation on Draft transparency code for parish councils with a turnover not exceeding £25,000 available at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/341231/140805-Transparency_Code_for_Parish_Councils_Consultation_Summary_and_Response.pdf. (copies to all Cllrs)
- Skate Park Cttee Agenda 27.08.14 + minutes of the mtg 28.05.15 + expenditure details (copies to all Cllrs)
- KCC Revised T&M Winter Plan (copies to all Cllrs)
- JPCTCG Notes from mtg 24.07.14 + KCC seminar on community transport information (copies to all Cllrs)
- T&MBC Area 2 Planning Committee agenda 13.08.14 (copies to all Cllrs)
- T&MBC Updated Corporate Performance Plan available at <http://www.tmbc.gov.uk/services/council-and-democracy/performance/council-performance-indicators> (copies to all Cllrs)
- T&MBC Street naming – Red Lion Square (copies to all Cllrs)
- T&MBC Community Safety Partnership newsletter for Aug/Sept (copies to all Cllrs)
- DCLG Latest notes on Neighbourhood Planning available at: www.gov.uk/government/collections/notes-on-neighbourhood-planning (copies to all Cllrs)
- KCPFA Newsletter Aug 2014 (copies to all Cllrs)
- Kent Police Police Commissioner event 08.10.14 (copies to all Cllrs)
- T&MBC Planned Southern Gas Networks mains replacement works Sept/Nov 2014 (Copies to all Cllrs)
- Local Works Agreement to electronic circulation of agendas + support requested for the right for parish and town councils to sell electricity (copies to all Cllrs)
- Malling District Scouts Invite to annual Oscars Evening/District AGM 20.09.14 (copies to all Cllrs)
- KALC** Amendments to NALC 2013 Model Standing Orders (England) + revised Legal Topic Notes on "Councils Powers to Discharge their Functions" & "Parish and Community Council Meetings" (Copies to all Cllrs) Possible amendment to SOs may be required: for consideration at the next meeting
- Mrs Goggin** Request for support for bus 308/306 to be re-routed to serve Borough Green Medical Centre (copies to all Cllrs) AGREED that Chairman will write to T&MBCllr Mrs Murray supporting this proposal
- P Townsend** Local matters raised (copies to all Cllrs) AGREED that Chairman will reply and subsequently report back if any matters require BGPC attention
- Liberty Church** Cllr Shaw advised of the 'Back to School' project. After discussion AGREED that consideration will be given to making a financial donation on receipt of a written formal request. Further AGREED that any contribution made must be used to help children living in Borough Green.

MT
MT

Cllr Harrington left the meeting

91. **Potters Mede Grounds**

- (i) Chairman and Cllr Willard reported on recent mowing operations and the need for vertidrainning. AGREED that further advice and a quotation will be requested. For discussion at the next meeting when the 2014/2015 budget details for Potters Mede grounds maintenance are also to hand. The need for a planned maintenance programme was again reiterated.
- (ii) RESOLVED to ratify acceptance of the quotation in the sum of £798 + VAT from Landscape Services to weed and feed the pitches.
- (iii) Chairman will obtain a quotation from Brook Security to extend the CCTV to cover the field and car park area across to the 3G pitch.

MT

These draft minutes are subject to possible amendment by Councillors at the next PC Meeting and ONLY those Minutes, duly confirmed by members present as being a full and proper record of the proceedings of that meeting, can be accepted as "The Minutes" of that meeting'.

DRAFT MINUTES

Minutes of the meeting of BGPC 8 September 2014 Page 3

Action

92. **Potters Mede Pavilion**
A request for a regular booking for yoga classes was considered. RESOLVED to approve, subject to BGPC having priority if/when required for a council meeting.
93. **Recreation Ground**
- (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) Chairman will discuss tree surgery required in the south-west corner of the field with the grounds maintenance staff: spindly branches of the Maple tree can be safely removed.
 - (iii) Chairman will liaise with the grounds maintenance staff to remove ivy from a tree r/o 12 Black Horse Mews and will contact the resident. **MT**
MT
 - (iv) RESOLVED to purchase 3no new litter bins
 - (v) Chairman will ask the Bowls Club to request a water meter reading so that an accurate S Water bill can be issued. **MT**
94. **Isles Quarry Redevelopment**
- (i) All Cllrs had received copies of correspondence from T&MBC re planning enforcement which was noted.
 - (ii) All Cllrs had received correspondence from T&MBC re requested 7.5 tonne limit for Quarry Hill Road which was noted as this cannot be actioned until the haul road has been adopted.
 - (iii) All Cllrs had received copies of a draft letter of complaint to T&MBC Monitoring agreed and it was RESOLVED that this only be lodged if Chairman's forthcoming discussions with T&MBC do not reach a satisfactory conclusion. AGREED that Chairman will circulate the amended letter and Clerk will sign. **MT**
 - (iv) Chairman advised that the Standards Board investigation against him commences this week
95. **Platt Industrial Estate**
Notice of current planning applications had been circulated to all Cllrs.. Chairman gave further information and reported on his discussions with Platt PC. There was discussion about a new access road through Nepicar Sandpit which it was agreed would bring employment opportunities to the area. AGREED that Chairman will endeavour to have this incorporated into the T&M Local Plan. **MT**
96. **Borough Green 2014 Supplementary Parish Plan**
No current action
97. **War Memorial**
- (i) Draft sketches have been prepared and advice received from a local sculptor. Mr Woolven is preparing a draft plan.
 - (ii) There has been support for the location j/o A25 Sevenoaks Rd/Western Road
 - (iii) There was discussion about the possible site at the entrance to the village hall car park, adj to the Baptist Chapel. Cllr Perry will circulate details of this proposal. **SP**
 - (iv) Funding arrangements will be considered by the Finance Cttee
98. **Winter Plan**
Sites for the new bins are: adj Morgan garage A25/Hill View; adj notice board, Western Rd and Eaglestone Close (exact location still to be agreed). **MT**
99. **Cheques for Signature**
- | | |
|----------|--|
| £3283.37 | Staff salaries - August 2014 |
| £398.93 | E-on – street lighting supply July 2014 |
| £1470.97 | KCC - Superannuation August 2014 |
| £32.44 | EDF – supply, Memorial Pavilion |
| £479.99 | EDF – supply, Potters Mede |
| £57.84 | Wrotham PC – skate park annual inspection |
| £76.80 | EJP Fire Protection Ltd – annual service of appliances, Potters Mede |
| £372.00 | T&MBC - Rates Sept 2014, Potters Mede |
| £57.00 | T&MBC - Rates Sept 2014, Recreation Ground |
| £226.94 | SE Contracting – Street lighting maintenance August 2014 |
| £398.93 | E-on – street lighting supply August 2014 |

DRAFT MINUTES

Cheques for Signature (Continued)

D/D:	£2,752.67.00	PWLB – No 1 loan 6m repayment
3806	£100.00	Church of The Good Shepherd – Donation: use of room July – Sept 2014
3807	£270.20	Rite Industrial Doors Ltd - Shutter repair (balance), Potters Mede
3808	£101.45	BG Garden Machinery – repairs and materials, mowing equipment, P Mede/Rec Gd
3809	£171.64	Cash – Rec Gds Imprest a/c reimbursement

Bank reconciliation July 2014

B/F July 2014	74323.48
Receipts July 2014	<u>647.56</u>
	74971.04
Less Payments July 2014	<u>25570.26</u>
c/f 31/07/14	<u>49400.78</u>

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

Cllr Shaw left the meeting

100. **Written Reports**

- (i) A written report from T&MBCllr Mrs Murray had been circulated to all members: it was encouraging to note that in the next financial year, 2015/2016, T&MBC plan to increase their financial contributions to parish councils by approx. 1.3%. This is as a result of the New Homes Bonus scheme,
- (ii) Cllr Ms Moorecroft reported on recent vandalism at BMPOS
There was some discussion about maintenance of the Mill Pond and its history.

101. **Future dates**

- (i) Date of the next Meeting Monday 6 October 2014 in The Annexe to The Church of the Good Shepherd.
- (ii) The Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 4 October 2014 10 – 12 noon

102. **Chairman RESOLVED to enter into committee to exclude the public and press from the meeting due to the confidential nature (financial and other sensitive information) of the discussions**

There was some discussion about the possible future funding of the chiropody service in BGVH. Further information will be obtained.

The meeting closed at 10.37pm

all
MT/PM