

# BOROUGH GREEN PARISH COUNCIL

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Lullingstone  
Paddock Close  
St Mary's Platt  
Kent TN15 8NN

3 May 2017

Dear Sir/Madam

The ANNUAL MEETING of Borough Green Parish Council will be held on **Friday 12 May 2017** at 7.30pm in the Annexe to The Church of the Good Shepherd. The period for public consultation will last for a maximum period of 15 minutes.

In accordance with the council's Standing Orders and the Local Government Audit & Accountability Act 2014, photographing, recording, broadcasting or transmitting the proceedings of the meeting is permitted by any means, excluding audible commentary which is forbidden. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting, those exercising the rights to film, record or broadcast must respect the rights of other people under the Data protection Act 1998. Any person or organisation choosing to film, record or broadcast the meeting is responsible for any claims or other liability from them so doing.

Yours faithfully

*Hazel M Damiral*

Hazel M Damiral

Clerk to BGPC

## AGENDA

1. **Election of Chairman** and declaration of acceptance of office
2. **Apologies** for absence
3. **Election of Vice-Chairman**
4. **Declarations of Interest:** to receive in accordance with the council's Code of Conduct
5. **Minutes of the Meeting 3 April 2017:** to confirm and sign as a correct record
6. **Matters arising** from the minutes of the meeting and not covered by agenda items
7. **Minutes of the Annual Parish Meeting 2017:** to agree draft minutes
8. **Vacancy BGPC**  
to consider applications received for co-option and agree co-opted member
9. **Election of committees, representatives and working groups:**  
Sports Clubs Liaison; Finance & General Purposes Cttee; Complaints arrangements; KALC;  
Parish Partnership Panel; BGVH; Men of the Trees; Basted Mill Public Open Space; Skate Park;  
3G Pitch (Wrotham School); JPCTCG; T&MBC Standards Cttee; J5Slips; Kent Rail Forum; HWCAAG
10. **Period for Public consultation:** members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes unless the public participation time is extended by the Chairman.

11. **Planning matters** to hand:
  - (i) to note decision notices – as listed
  - (ii) TM/17/00755/FL Extension 21 Tolsey Mead
  - (iii) TM/17/00824/FL Change of use to residential 1A Station Road
  - (iv) TM/17/00825/FL Change of use to residential 1B Station Road
  - (v) TM/17/00908/FL 1 year trial of 24hr operation Brackenhill Service Station, Maidstone Rd
  - (vi) TM/17/00991/TPOC Lower Lime tree by 5ft & cut back new growth 10 Monckton Rd
  - (vii) TM/17/00798/FL Land at Long Wood off Crouch Lane - creation of new vehicular access to orchard and woodland
  - (viii) TM/17/00960/FL Replace conservatory with orangery (revised scheme under TM/16/03223/FL) - 31 Lingfield Road
  - (ix) TM/17/01013/FL External security door - 41-43 High Street
  - (x) TM/17/01014/AT Internally illuminated ATM sign - 41-43 High Street
12. **Correspondence** – as listed
13. **Potters Mede Grounds and Pavilion**
  - (i) to receive any updated information on the proposed new pitch adj to Potters Mede
  - (ii) to receive professional advice on the condition and extent of future use of the ground
  - (iii) to give further consideration to increased use of the ground by BGJFC next season
  - (iv) to receive an update on enhanced outside lighting
  - (v) to agree any other action required
14. **Recreation Ground**
  - (i) to receive further information on the water supply to the Bowls Club
  - (ii) to receive any information on the preparation of the Bowls Club lease
  - (iii) to agree any further action required
15. **Risk Assessments**
  - (i) to receive and consider any further information on risk assessments for BGPC working and public areas and agree any action required.
  - (ii) to agree action required
16. **Public Open Spaces**
  - (i) to receive a report from the Chairman
  - (ii) to consider and agree any action required.
17. **Financial Matters**
  - (i) to receive and if approved adopt the updated Statement of Internal Controls
  - (ii) to receive and if agreed approve the Annual Governance Statement 2016/2017
  - (iii) to agree any other action required
18. **Standing Orders**

to consider a change in Standing Orders to require a Parish Poll before disposal of any land assets
19. **Defibrillators**
  - (i) to receive any information on the siting of equipment at the railway station
  - (ii) to receive any information on the aftercare of the equipment
  - (iii) to consider and approve any other action required
20. **Street Lighting**
  - (i) to receive any further information on the damaged light o/s 1 The Crescent
  - (ii) to consider if received a quotation from UKPN for connection charges
  - (iii) to agree any other action required
21. **T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**
  - (i) to receive any further information
  - (ii) to agree any action required
22. **War Memorial**
  - (i) to receive a progress report
  - (ii) to agree any action required
23. **100th Anniversary of End of WW1**
  - (i) to receive any information on local site and requirements
  - (ii) to agree any action required
24. **Cheques for Signature:** to approve payments as listed and circulated to all Cllrs.

25. **Written reports:** to receive reports, if submitted, from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report
26. **Future dates**
- (i) date of the next Meeting Monday 12 June 2017 in the Annexe to The Church of the Good Shepherd commencing at 7.30 pm.
  - (ii) the Parish Office, located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 10 June 2017 10 – 12 noon  
At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.
27. **Exclusion of Public and Press:** Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any items: Poppy Appeal