

## DRAFT MINUTES

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 2 October 2017 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), L Chown, Mrs A Easthope, Mrs S G Gould, S Millener S Perry, T Shaw (late arrival) and H Willard

There were 4 members of the public in attendance

Mrs A Easthope signed the Declaration of Acceptance and was welcomed as the newly co-opted member of BGPC.

**Action**

120. **Apologies for Absence** Cllrs. A Hickmott, Mrs J Matthews and B Wlodarczyk

### 121. **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 item 127 Potters Mede pavilion and grounds

Cllr Mrs Gould declared an interest in item 127(iii) Potters Mede pavilion in connection with Christmas lights

122. **Minutes** of the Meeting 4 September 2017: All members had received copies of the minutes.

There was a requested amendment from a member of the public who had been in attendance: item 108 Correspondence: letter from Mrs Shaw - amend 'near Tavern Close' to 'on Tavern Close'. Amendment agreed.

Item 116 War Memorial: add '(iii) The war memorial is secular, available to all: after discussion agreed that it will remain as such. RESOLVED that the amended minutes be approved and signed as a true record.

123. **Matters Arising** None

### 124. **Period for Public Consultation**

- (i) Concerns were raised about emissions from the H+H Celcon plant and the possible health risks.
- (ii) In answer to a question, Chairman advised that trees on the west side of the Recreation Ground, to the rear of properties in Monckton Road, belong to the Parish Council and are regularly checked for condition and safety.

### 125. **Planning Matters**

#### (i) **Decisions**

Weekly lists of confidential T&MBC Enforcement information (copies to all Cllrs)

- (ii) TM/17/02489/FL Variation of condition to use as Osteopathic Clinic - 1st floor unit 1 Bourne Enterprise Centre, Wrotham Road. After discussion AGREED that whilst no objection in principle to the change of use, there is some concern that noise from the adjacent industrial premises and associated traffic noise may be of some nuisance to the intended business.

Cllr Shaw arrived

Because of interested members of the public, Chairman moved that items 132 & 133 of the agenda be considered together and next.

### 132. **H+H Celcon Western Extension &**

### 133. **T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**

- (i) Chairman reported on a meeting with H+H Celcon, a TMBC Members briefing on the Local Plan, a subsequent emergency meeting of the Parish Alliance and an email from TMBC Director of Planning. It now appears that the proposed 4000 homes of BGGC cannot go ahead in the Local Plan without a legal commitment by Landowners to first build a Relief Road from Darkhill to Nepicar, otherwise Greenbelt Very Special Circumstances are not met. However, as planning is very flexible, the Chairman recommends an ongoing dialogue with H+H regarding their wish to excavate sand from their Western Extension, as a prudent fail-safe option. In the final analysis a 30 year sandpit might be seen as preferable to 4000 houses, and public views would be sought. There was discussion about dust, noise and particulates from quarries and traffic, and all three T&MBCllrs will work with Environmental Health to ensure proper monitoring is implemented. Agreed. Cllr Millener reported on his informal survey of the impact of H+H dust noise and odours on local residents. He will attend a meeting with the Chairman and H+H. Agreed.

**SM/MT**

**DRAFT MINUTES**

Minutes of the meeting of BGPC 2 October 2017 Page 2

**Action**

**H+H Celcon Western Extension & T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options** (Continued)

Chairman reported KCC Planners' belief that Silica sand dust does pose a risk to health, but that it is confined to workers in enclosed spaces, and there is no evidence that migrating dust from sandpits poses any elevated risk.

Chairman also pledged that the entire process would be transparent, and that BGPC would not be party to secrecy and deals behind closed doors, and would work closely with the Parish Alliance. Agreed.

A new Wide Area Traffic Survey will be commissioned by the Parish Alliance, and Chairman proposed a pledge of up to £1,000 from the Traffic Budget. RESOLVED.

- (ii) Chairman reported on the history and support for the current Judicial Review re Ightham Court. There is extreme concern about the lack of consultation with residents and local parish councils regarding its de-listing.

**126 Correspondence**

**Noted:**

- Kent Can Regular newsletters and funding (copies to all Cllrs)
- Rural Services Network News Bulletins (copies to all Cllrs)
- T&M KALC Draft Agenda 12.10.17 (copies to all Cllrs)
- Kent Resilience Forum Protocol document (copies to all Cllrs)
- KALC Updates to Legal Topic Notes (copies to all Cllrs)
- KALC Broadband Universal Service Obligation consultation (copies to all Cllrs)
- T&MBC JTB Agenda 25.09.17 (copies to all Cllrs)
- BG Primary School Update on pool refurbishment and thanks for donation (copies to all Cllrs)
- KCC Rights of Way Improvements Plan survey (copy to all Cllrs)
- T&MBC T&M Community Safety Partnership newsletter for Sept./Oct. (copies to all Cllrs).
- T&MBC Next meeting of PPP 16.11.17 (copies to all Cllrs)
- Kent Police Rural Policing update 13.09.17 (copies to all Cllrs)
- KCC Inside Track newsletter no 248 (copies to all Cllrs)
- Kent Police 'Watchout' publication Autumn 2017 (copies to all Cllrs)
- T&MBC Request for temporary road closure, High St: Christmas lights festival 25.11.17 (copies to all Cllrs)
- KALC Draft Local Flood Risk Management Strategy 2017-23 consultation: further information (copies to all Cllrs)
- SE Water Consultation on draft Drought Plan 2017 (copies to all Cllrs)
- KCC Response re JTB concerns: surface damage, Quarry Hill roundabout (copies to all Cllrs)
- KCC Highways & Transportation survey (copies to all Cllrs)

**A Easthope** Parking concerns, Station Road with particular reference to the opening of a special dental clinic in Caxton House (copies to all Cllrs) Agreed that, in view of the nature of the business and the on-site parking provision, off-street parking should not be required. Chairman has replied. Agreed to keep a careful watch on the situation.

**127. Potters Mede Grounds and Pavilion**

- (i) Improved outside lighting to pavilion entrance: Mr Vick will attend, Chairman will liaise
- (ii) Litter outside the building, left during school lunch breaks, is becoming a regular problem. Chairman will write to the Headteacher of Wrotham School. The spare litter bin liner will be installed outside the pavilion entrance.
- (iii) AGREED to allow use of the pavilion for refreshments on 4 November for installers of the Christmas lights. RESOLVED no payment required.
- (iv) As the ride-on mower is becoming unreliable, agreed to consider makes/prices of a replacement. For further consideration at the next meeting.
- (v) There was discussion about the condition of the car park: resurfacing is currently cost prohibitive but consideration will be given to filling in potholes with scalplings. Chairman will see if the adjacent quarry landowner can assist.

MT

MT  
MT

MT/SM

MT

**128. Recreation Ground**

- (i) Bowls Club lease: RESOLVED that the Bowls Club can appoint Warners Solicitors, Sevenoaks to draw up a new 35 year lease at an estimated cost of £800/£1200 which will be paid by BGPC. All conditions as existing. Further AGREED that arrangements for payment of water will remain unchanged.

**DRAFT MINUTES**

Minutes of the meeting of BGPC 2 October 2017 Page 3

**Action**

<b>Recreation Ground</b> (Continued)	<b>MT</b>
(ii) Chairman will liaise with the grounds maintenance staff re matters identified in the recent annual play inspection report.	
<b>129. Financial Matters</b>	
(i) All councillors had received copies of the External Auditor's Certificate and Report for the 2016/2017 accounts which were noted. There were no matters for attention. The documentation has been advertised as required.	
(ii) RESOLVED that as all the online payments are listed and circulated to all councillors each month no further review is required.	
<b>130. Risk Assessments</b>	<b>MT/SM</b>
(i) Chairman will discuss draft risk assessments BGPC working and public areas with the grounds maintenance staff. Cllr Millener will assist.	
(ii) to agree action required	
<b>131. Standing Orders</b>	
(i) All Cllrs had received copies of new BGPC Standing Orders. These include revisions agreed at the July and September PC meetings.	
(ii) RESOLVED that these be adopted.	
<b>134. Hanging Baskets</b>	
(i) RESOLVED to accept a quotation from CJS Plants Ltd in the sum of £2,730 for winter hanging baskets. Agreed that Christmas lights are installed higher than the baskets so should not interfere.	
(ii) Agreed that summer baskets this year have been extremely good although more colour contrast will be requested for the future. RESOLVED to place an order with CJS Plants Ltd for summer baskets 2018 if the price is kept at £2,730.	
<b>135. Street Lighting</b>	
(i) RESOLVED to accept a quotation from UKPN in the sum of £764.40 for connection charges for the replacement column o/s 1 The Crescent.	
(ii) Noted that KCC has replaced lights in the High Street and A25 with LED lanterns. However, the CCTV socket on the column o/s the village hall has been removed. KCC will be requested to reinstate.	
<b>136. Defibrillator</b>	<b>SP SP</b>
(i) Further information on the siting of equipment at the railway station: no report	
(ii) Progress of registration of the equipment: no report	
<b>137. War Memorial</b>	<b>MT</b>
(i) The final plaque has been installed.	
(ii) RESOLVED to purchase 2no green flags with BGPC logo in the sum of £198. These will be flown each year on the anniversary of the first meeting of BGPC.	
(iii) There was further discussion about the Dedication Ceremony planned for the week before Remembrance Day 2018 and the people to invite to officiate. It was again ratified that the war memorial will remain secular.	
<b>138. Cheques for Signature</b>	
Online Payments:	
£383.38 E-on – street lighting supply August 2017	
£3488.71 Staff salaries September 2017	
£410.00 T&MBC - Rates Oct 2017, Potters Mede	
£53.00 T&MBC - Rates Oct 2017, Recreation Ground	
£226.94 SE Contracting – Street lighting maintenance July 2017	
£1509.07 KCC - Superannuation September 2017	
£51.41 Wrotham PC – Skate Park annual inspection	
£121.00 Wrotham PC – repairs to Potters Mede gate	
£16.32 Travis Perkins - materials for new bridge, Rec Gd.	
£475.20 BGVHMC - hire of hall lunch club Sept-Dec. incl 2017	
£57.60 BGVHMC - hire of hall foot clinic Sept.-Dec.. incl 2017	

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 2 October 2017 Page 4

**Cheques for Signature** (Continued)

£44.27 SE Water - Supply, P Mede March - Sept '17  
£105.60 KCC - Office supplies  
£156.00 EDF – supply, Potters Mede, Oct 2017  
£12.00 EDF – supply, Recreation Ground, Oct 2017  
£295.61 Ford Lease – vehicle lease October 2017  
£70.00 WEX Europe Services (UK) Ltd – petrol for vehicle

4016 £75.00 Compaid – Donation  
4017 £24.24 Collins Debden Ltd - office diary 2018  
4018 £251.64 Cash - Petty cash & tel rental July - Sept 2017  
4019 £720.00 PKF Littlejohn LLP – external audit fee 2016/2017  
4020 £764.40 UKPN - connection charges - replacement light The Crescent  
4021 £100.00 COGS - use of church annexe donation July - Sept 2017  
4022 £28.78 B Glew - maintenance materials: war memorial (reimbursement)  
4023 £327.56 EJ Cocker - Glass replacement, Potters Mede

**Bank reconciliation August 2017**

B/F Aug 2017	131996.98
Receipts Aug 2017	<u>298.03</u>
	132295.01
Less Payments Aug 2017	<u>22544.57</u>
c/f 31/08/17	<u>109750.44</u>

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

**139. Written Reports**

- (i) It is understood that there is now a growing number of forms to be completed for a road closure, such as is required for the Christmas lights event, plus lengthy KCC and Police applications, making the whole procedure unreasonably complex. BGPC representatives will refer this to the PPP and KALC for serious consideration.
- (ii) There is some concern about the service from NALC and the benefits are questionable. Agreed that BGPC representatives will refer this to the KALC for discussion.

TS/MT/SG

**140. Future Dates**

- (i) Date of next meeting Monday 6 November 2017 in the Annexe to The Church of the Good Shepherd at 7.30 pm.
- (ii) The Parish Office located within Borough Green Village Hall, will be open with two Parish Councillors present on Saturday 4 November 2017 10 - 12 noon.

All

MT/BW

141. There were no confidential matters for discussion

The meeting closed at 21.10 hrs