

Minutes of the meeting of Borough Green Parish Council held at 7.30pm on Monday 4 June 2018 in the Annexe to The Church of the Good Shepherd.

Present: Cllrs Taylor (Chairman), Mrs A Easthope, Mrs S Gould, S Millener, S Perry, T Shaw (late arrival), H Willard, B Włodarczyk and KCCllr Rayner
There were two members of the public in attendance.

Action

25. **Apologies for Absence** Cllr Mrs C Hurl

26 **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 33: Potters Mede Grounds and Pavilion and item 42.

Chqs for signature

Cllr Millener declared an interest in item 42.Chqs for signature

27 **Minutes of the Annual Meeting 4 May 2018**

All members had received copies of the minutes. RESOLVED that the minutes be approved & signed.

28 **Matters Arising**

Item 11 Correspondence new Model Standing Orders: Advice re new DPA regulations and local councils is awaited before formal adoption.

29. **Vacancy BGPC**

- (i) All Cllrs had received of a letter of resignation from Mrs J Matthews, due to other commitments. Thanks were expressed to Mrs Matthews for her work as a parish councillor.
- (ii) Vacancy notices will be displayed and T&MBC informed. Noted that the council already has one letter of application on file.

As KCCllr Rayner had to leave to attend another meeting, Chairman proposed that items 32 (BG Primary School letters only) and 39 of the agenda be taken next. AGREED.

32. **Correspondence**

BG Primary School Thanks for financial assistance towards the refurbished swimming pool (copies to all Cllrs). Chairman had the honour of opening the pool at a recent ceremony.

BG Primary School quotations for floodlighting the tennis court. All Cllrs had received copies of the three quotations: agreed that a more detailed breakdown of the quotations would enable better comparison. Planning permission will be required. AGREED that this will be the first point of consideration. The school, BGPC, Wrotham PC and the netball club must continue to liaise about needs and resources available.

MT/SG

39. **H+H Celcon Western Extension & T&MBC Local Plan 'The Way Forward' Regulation 18 Issues & Options**

All Cllrs had received copies of the Draft Local Plan which includes a strategic site 'Borough Green Gardens' for the possible development of approx. 3000 dwellings, a relief road and associated infrastructure. This huge development will have an enormous impact on the residents of Borough Green and the adjoining parishes. It may be necessary for the joint parishes to engage consultants to prepare and present evidence against this proposal to the Planning Inspector. This could cost up to £50,000 and up to £100,000 if a barrister is required.

There was some discussion about financing BGPC's share of the costs and reserves currently held. Cllr Perry suggested that there should be strong resistance to this proposal being in the Local Plan from the early stages of the consultation period.

The Plan will be considered by the Joint Transportation Board this week and a Public Meeting will be held at 7.30pm on 15 June 2018 in Borough Green Village Hall.

all

30. **Period for Public Consultation**

Chairman invited KCCllr Rayner to comment on the Draft Local Plan and any other matters. KCCllr reported :

Period for Public Consultation (Continued)

- a. The Local Plan does seem to have some inherent weaknesses, in particular robust evidence is lacking with regard to highway/traffic issues. The question should be asked if any approach has been made by Sevenoaks District Council under the legal 'Duty to Co-operate' to address strategic planning matters which may have an impact beyond their immediate Local Plan area i.e. a request to T&MBC to increase the number of houses they build to compensate for houses that SDC cannot build in a Metropolitan Green Belt Area.
- b. In connection with KCC's 'Big Conservation' programme on the future of rural bus services, meetings will be held in BGVH 7-9pm on 5 July 2018 (Public Meeting) and at the Hadlow Manor Hotel 1-4pm on 5 July 2018 (for Parish Councillors).
KCC will be looking at ways to refine bus services to provide for all users. This will include looking at the viability of different kinds of services.
- c. KCCllr Rayner confirmed that Wrotham PC is continuing to look at the possible enhancement of lighting their multi-court.

all

Ms Jess Jarrett introduced herself as the new KCC Community Warden. She was accompanied by her Team Leader.

31. Planning Matters**(i) Decisions**

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

- (ii) TM/18/00756/FL 3no terraced dwellings adj 34 Maidstone Road. Objection: there is still inadequate on-site parking provision for residents.
- (iii) TM/18/01248/FL Replace conservatory with extension & extension over garage – 13 Tolsey Mead. No observations

32. Correspondence (Continued)

Noted:

Kent Can Regular newsletters and funding (copies to all Cllrs)

Rural Services Network News Bulletins (copies to all Cllrs)

NALC Bulletin on recent developments and meetings (copies to all Cllrs)

JPCTCG Agenda 21.5.18 (copies to all Cllrs)

KALC Next T&M meeting 02.08.18 (copies to all Cllrs)

KALC Responses to two govt. consultations: Revised National Planning Policy Framework & Reforming developer contributions to affordable housing and infrastructure (copies to all Cllrs).

Kent Police Policing News (copies to all Cllrs)

Kent Police Counter terrorism policing newsletter (copies to all Cllrs)

Kent Police Commissioner's newsletter May (copies to all Cllrs)

T&MBC Area 2 Planning Cttee agenda 30.05.18 (copies to all Cllrs)

T&MBC JTB agenda 11 June 2018 (copies to all Cllrs)

KALC A Councillors workbook on working with Town and Parish Councils (copies to all Cllrs)

KALC BGPC attendance at KALC T&M meeting 2.8.18 (Copies to all Cllrs) Cllr Millener will attend in Cllr Shaw's absence, along with the Chairman.

SM/MT

KCC Permits required for fixing hanging baskets & Christmas decorations (Copies to all Cllrs) Noted that permits have already been granted for Christmas decorations. Chairman will apply for permits for the hanging baskets.

MT

33. Potters Mede Grounds and Pavilion

- (i) All Cllrs had received copies of a quotation from K G Clarke in the sum of £3,320 to renovate the main pitch including application of Thatch Eater. RESOLVED that this be accepted.
- (ii) Chairman proposed that a donation of £100 be made towards refreshments at the forthcoming community event. It is understood that profits from sales of refreshments will be divided between Borough Green sports clubs. RRESOLVED.
- (iii) Noted that Potters Mede Support Group will carry out a series of Community Polls to promote awareness of the facilities and ascertain usage. The first one will take place at the community event.
- (iv) Application to extend the hours for hire of the premises: no report.

Potters Mede Grounds and Pavilion (Continued)

- (v) There was further discussion about temporary fencing prior/during the forthcoming event. Chairman proposed that rope and stakes be purchased at a cost of £178.46 + VAT to fence off the main pitch only. RESOLVED.
- (vi) Further to correspondence received at the April 2018 meeting, Goodman Nash Ltd has recovered the sum of £14,097.41 in business rates paid for Potters Mede 2013-2018. T&MBC has authenticated this and the Clerk has applied for the refund. Chairman proposed that the 35% fee be paid to Goodman Nash on receipt of the refund and invoice. RESOLVED. Further AGREED that this money be set aside to assist with potential payment of professional services as discussed under item 39 of the agenda.
- (vii) All Cllrs had received copies of a report from SM Installations on the heating, ventilation and air Conditioning and repairs undertaken. Chairman proposed that, on production of receipt, the amount of £466.79 be paid to SM Installations for parts required, plus £160 to J Law Maintenance Services for additional labour required. RESOLVED. Cllr Perry drew attention to clause 25(a) of the new Model Standing Orders of which all members must remain aware.
- (viii) All Cllrs had received copies of the Visual Tree Inspection from Treeability. Chairman has asked for separate costs for identified works. Agreed that grounds maintenance staff will cut away ivy from trees.
- (ix) Adaptations have been made to allow better disabled pedestrian access.
- (x) Mowing of the pitches by the grounds maintenance staff is going well.
- (xi) The last of the planings have been laid in the car park.

all
MT

34. Recreation Ground

- (i) Visual tree inspection: all as for Potters Mede at 33 (viii) above.
- (ii) All Cllrs had received copies of the new draft Bowls Club lease and will consider it carefully. Any comments to be brought to the next meeting when it will be given further consideration. Comments from the Bowls Club will be requested.
- (iii) Consideration was given to a request for regular use of the car park as a drop off/collection point for a new vocational outdoor learning group in Platt. Agreed that space is at a premium and Platinum Way in Platt would be more suitable.
- (iv) The gate closer to the play area has now been installed and resurfacing of the path has been completed.
- (v) Chairman proposed that Wicksteed Playgrounds carry out the annual inspection of play Equipment with Risk Assessments for the sum of £60 + VAT. RESOLVED
- (vi) Noted that T&MBC has advised that there can be no rebate of rates for the Recreation Ground as the system only allows rebate on one property.

all

35. Insurance

All Cllrs had received copies of the insurance schedule and renewal documents. Chairman proposed that the insurance be renewed with Zurich Municipal with no amendments for the sum of £4977.79. RESOLVED

36. Village Enhancements

- (i) Noted that the newly planted tree Quarry Hill Rd/Rock Rd has sadly died. The Parish Council has been advised to wait until September before planting a replacement to allow strong roots to form before the winter without the summer heat affecting it. Annuals will be planted for the summer.
- (ii) Station Road: KCC authorisation for the new 'caution pedestrians' sign is awaited. Chairman is liaising with Streetlights re angle/brightness of the light opposite the footpath.
- (iii) War memorial dedication: agreed that this will be a simple ceremony. Chairman will apply for a road closure.

MT
MT

37. General Data Protection Regulation (GDPR)

AGREED to await further guidance from T&MBC subsequent to their planned seminar. All Cllrs were reminded to confirm to the Clerk their willingness to remain on the BGPC database

MT/LC/SM/SP/
AE/HW/BW

38. Street Lighting

After many months of lack of communication with the contractor SSE Contracting Chairman proposed that the contract be terminated and any maintenance work carried out as and when required by Streetlights. RESOLVED.

20. **Defibrillator**

- (i) As there has been no response from Network Rail, Cllr Perry will discuss possible siting of equipment with the C-op Stores. **SP**
- (ii) Registration of equipment: Cllr Perry will confirm equipment numbers and Clerk will then register with SE Coast Ambulance Service. **SP**

41. **Written Reports** None

Cllr Shaw arrived.

42. **Cheques for Signature**

Online Payments:

£371.45	E-on – street lighting supply April 2018
£3592.71	Staff salaries May 2018
£55.00	T&MBC - Rates June 2018, Recreation Ground
£1587.40	KCC - Superannuation May 2018
£439.35	Wrotham PC – Skate Park maintenance March 2018
£88.56	BT - telephone rental, Potters Mede
£22.50	Green Thumb - Spring treatment, War Memorial site
£33.96	Kent Aluminium - Potters Mede & Rec Gd maintenance materials
£4977.79	Zurich Municipal – annual insurance 2018/2019

£2,873.68	PWLB – No 2 loan 6m repayment
£80.04	WEX Europe Services (UK) Ltd – petrol for vehicle
£93.66	WEX Europe Services (UK) Ltd – petrol for mowers & strimmer
£95.16	WEX Europe Services (UK) Ltd – petrol for vehicle
£295.61	Ford Lease – vehicle lease June 2018
£133.00	EDF – supply, Potters Mede, June 2018
£12.00	EDF – supply, Recreation Ground, June 2018

4067	£350.00	KG Clarke - nitrogen treatment - Potters Mede
4068	£160.00	Jacob Law - ventilation services, P Mede (reimbursement)
4069	£576.00	Treeability – visual tree inspections, Rec Gd/P Mede
4070	£466.79	S M Installations - parts for ventilation system, P Mede (reimbursement)
4071	£214.15	H Willard - temporary fencing and pins, P Mede (reimbursement)
4072	£46.00	Brands Hatch Morgans Ltd - van MOT

Bank reconciliation April 2018

B/F April 2018	121659.49
T&MBC Precept	84785.00
Other Receipts April 2018	<u>771.87</u>
	207216.36
Less Payments April 2018	<u>15748.39</u>
c/f 30/4/18	<u>191467.97</u>

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

43. **Future dates**

- (i) Date of the next meeting **Tuesday 3 July 2018** 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 30 June 2018 10 – 12 noon **MT/AE**

44. There were no confidential matters for discussion.

The meeting closed at 8.41 pm