

# BOROUGH GREEN PARISH COUNCIL

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

30 April 2018

Dear Sir/Madam

The ANNUAL MEETING of Borough Green Parish Council will be held on **Thursday 9 May 2018** 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.

Mike Taylor  
Chairman, BGPC

1. **Councillors Declaration of Acceptance of Office**
2. **Election of Chairman** and declaration of acceptance of office
3. **Apologies** for absence
- 4 **Election of Vice-Chairman**
5. **Declarations of Interest:** to receive in accordance with the council's Code of Conduct
6. **Minutes of the Meeting 1 April 2018:** to confirm and sign as a correct record
7. **Matters arising** from the minutes of the meeting and not covered by agenda items
8. **Election of committees, representatives and working groups:**  
Sports Clubs Liaison; PM Football Group; 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); Potters Mede Support group; JPCTCG; T&MBC Standards Cttee; J5Slips; Kent Rail Forum; HWCAAG
9. **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.
- 10 . **Planning matters** to hand:
  - (i) To note decision notices – as listed  
Esso 24 hour opening - refused
  - (ii) TM/19/00566/FL The Dene 66 Sevenoaks Road Change of use of the building adjacent to the main dwelling to a dwellinghouse (Class C3).
  - (iii) TM/19/00655/FL 63 - 65 Western Road Conversion of existing travel agents and first floor flat into 2 No 2 storey dwellings with two storey rear extension and alterations
  - (iv) TM/19/00656/FL Land Part Of 63 - 65 Western Road And 50 Sevenoaks Road Erection of 3 bedroom detached dwelling.
  - (v) TM/19/00716/FL 24 Wye Road First floor extension: 2 bdrooms on top of garage roof
  - (vi) TM/19/00751/FL 8 Griggs Way Alterations including pitched roof
  - (vii) TM/19/00855/FL Southways 35A Staleys Road Demolition of existing dwelling and erection of two pairs of semi-detached houses
  - (viii) TM/19/00871/RD 22 The Landway Details of conditions 6a (desktop study), 6b (site investigation), 7a (remediation statement), 7b (remediation scheme) and 9 (Hydrogeological Risk Assessment) submitted pursuant to planning permission TM/18/03067/FL (Demolition of existing workshop buildings. Construction of two 3 bedroom and one 2 bedrooms houses with associated parking and amenity areas)

11. **Correspondence** – as listed
  
12. **Potters Mede Grounds and Pavilion**
  - (i) To receive update on pitch refurbishment
  - (i1) to agree any other action required
  
13. **Recreation Ground**
  - (i) to receive any further information regarding the Bowls Club lease
  - (ii) to discuss security of Equipment Shed in the Tennis Court
  - (iii) to agree any other action required
  
14. **Financial Matters**
  - (i) To report on the Clerk's health and ongoing contingency plans
  - (ii) to receive and if approved adopt the updated Statement of Internal Controls
  - (ii) to receive and if agreed approve the Annual Governance Statement 2018/2019
  - (iii) to consider and accept the internal audit report 2018/2019
  - (iv) to agree to defer the Annual Return 2018/2019:
  
15. **Village Enhancements**
  - (i) to receive any reports
  - (ii) to agree any action required
  
16. **Street Lighting**
  - (i) to give consideration to future street lighting maintenance
  - (ii) to agree any action required
  
17. **T&MBC Local Plan**
  - (i) to receive any updates on the Local Plan process
  - (ii) to receive any other reports or updates
  - (iii) to agree any action required
  
18. **Defibrillator**
  - (i) to receive any further information on the siting of additional equipment
  - (ii) to consider and if agreed further action
  
19. **Written reports:** to receive reports, if submitted, from County & Borough Cllrs. & BGPCllrs. who sit as representatives on local organisations + Clerks' Report
  
20. **Cheques for Signature:** to approve payments as listed and circulated to all Cllrs.
  
21. **Future dates**
  - (i) Date of June Meeting: **Monday 3 June 2018** 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 1 June 2018 10 - 12 noon**.  
At other times, appointments can be arranged to meet the Clerk, queries raised or ideas exchanged using the contact details above.
  
22. **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