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Established 1934

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DRAFT Minutes of the **BOROUGH GREEN PARISH COUNCIL MEETING** held at **Borough Green Bowls Club** on **Monday 3rd February 2025** starting at **1930**. The meeting was not recorded. Members are reminded of the importance of Section 10 of Standing Orders regarding confidentiality of Part 2 discussions and documents. Please refer to our Data Privacy, Use and Retention Policy, which is published on our website.

Present: Cllrs Taylor (Chair), Ramsden (Vice Chair), Thrush, Butterfill, Reid, Heselden, Shaw, Millener, & the Clerk, There was one member of the public, who declined to speak.

181. Apologies for Absence Cllrs Reading and Palmer (TMBC)

182. Declarations of Interest - Cllr Ramsden abstained payments

183. Minutes of the meeting 6th January 2025 - AGREED

184. Submissions by County and Borough Members and Members of the Public

Cllr Rayner updated members of Devolution, that Govt had not yet responded to expressions of interest from KCC/Medway. Rachel Reeves is supporting Lower Thames Crossing. Govt has announced renewal of the BSIP the Bus Service Improvement grants, and thanked Chairman and the Parish Alliance for the Shopper Bus Scheme. KCC Highways have now taken a new approach to Darkhill HGV Parking and are proposing a Double Yellow Line scheme with some HGV spaces retained. This will limit rubbish, but not displace too many HGVs. Whilst some felt the Inspector may have been biased in the Moto appeal, it is still believed the Decision will be made on Planning Matters.

Member of Public involved in discussion Re Village Hall Parking & Defib Items 189 (v), (vi) & (vii), and asked that any complaints we received be referred to the BGVHMC

185 Matters Arising -

Two Councillor Vacancies,

186 Planning Matters

- (i) To note Planning Notices as circulated
- (ii) Current applications and **responses** as circulated, ** see website Item 192
Moto Appeal update - changes to Planning process

Applications

24/01995/PA Flat above 42 High St Proposed conversion of existing three bed flat into two smaller flats

24/02039/PA 64a Sevenoaks Rd LDC Proposed: Single storey rear and side extension (Prior Approval 24/01693/PA)

25/00080/PA 115 Fairfield Rd, Single Storey rear extension

London Golf Club - expansion update - noted. No Observations on any application

187 Potters Mede

- (i) Update -Fibre installation £8000 - switch to 4G/5G - routers obtained - awaiting trial
- (ii) Update power supplier
- (iii) Soundproofing - liaison with Platt Mem Hall - investigate ceiling mounted acoustic modifications

188 Recreation Ground

- (i) Pavilion Refurbishment - Working Group- to ratify works start, waterproofing Option 1. Details Appendix 2
Honeycomb start work today, ratify deposit of £2500 - AGREED
- (ii) Environment Agency - stream silting - awaiting response
- (iii) To Note stream bank rubble has been cleared and hessian reinforcing installed
- (iv) Power washing, tennis , Ball courts and play area £1360
- (v) Crack in slide noted - monitor

189 Community Issues

- (i) VE 80 - 8th May celebration. Cllr Butterfill agreed to reprise her success of D-Day 80
- (ii) COGS - Welcome to Borough Green event - outcome
 - (a) Sevenoaks Mind - donation £300 and new Group venue at Potters Mede - AGREED
 - (b) COGS outbuilding for permanent Foodbank - construction costs - request for donation - £1000 to be considered - AGREED
- (iii) Lithium battery safety campaign - support lobbying campaign - Agreed
- (iv) (a) TMBC ASB Enforcement Team - financial contribution - suggest staged contribution to ensure we get adequate coverage agree £1000 + pledge of £1000 after results - AGREED
 - (b) Liaison Group agreed re ASB Catapult damage - Cllr Heselden & Clerk to represent PC
 - (c) Note Go-karts in Rec, Van tool theft in Potters - CCTV to Police
- (v) BGVH - Defibrillator. Still operative - maintain ownership but still sited at BGVH
- (vi) BGVH - ongoing parking complaints by the public - should we issue a Public Statement? suggested words: "THE PARISH COUNCIL HAVE NO INVOLVEMENT WITH THE BG VILLAGE HALL. ANY PROBLEMS WITH THE HALL OR CARPARK SHOULD BE ADDRESSED TO bookings@boroughgreenvillagehall.co.uk or call 01732 646040" - AGREED
- (vii) BGVH Parking - we have two vehicles registered exempt
- (viii) Toilet door hinges - minor repairs in hand

190 Village Enhancements & Green Spaces

- (i) Still waiting Planners re surgery carpark lighting
- (ii) Treeability Parish wide tree survey - report - awaiting quotes, when we will triage works according to risk and costs

191 Clerk's Report & Financial Matters

- (i) Clerk & RFO's report
- (ii) Bank Reconciliations & Balance 31 January 2025 Total Bank Balance **£205,600.15**
- (iii) To approve Payment List as circulated. Prop - Chair 2nd Cllr Millener AGREED Cllr Ramsden abstained
Invoices checked : Cllrs Thrush & Taylor
- (iv) To Approve Contract and Terms New Groundsman, commencing 1st April - AGREED
- (v) To approve training for new Groundsman - AGREED
- (vi) to investigate contractor to augment Groundsmen - ongoing
- (vii) Internal Audit booked for 13th May - Noted

192 Website & Social Media

- (i) To suggest weekly Facebook posting of Planning Applications for the Village - Chair & Cllr Ramsden to liaise

193 Neighbourhood & Local Plans

- (i) TMBC Local Plan new Engagement Strategy, noted

194 Highways & Streetlighting

- (i) Speed Indicator Devices/Speedwatch- Cllr Shaw to liaise with other Parishes and Police. Invite Wrotham and Platt to Speedwatch presentation 10th March
- (ii) Darkhill HGV Parking - ongoing - Contact from TMBC, KCC rethink
- (iii) Parking Phase 15 - Tolsey Mede/Wye Rd/Annetts Hall. - Consultation soon
- (iv) Streetlight spreadsheet - add ownership details, circulate to all members - agreed
- (v) Fairseat resident request for 3 streetlight shades - £66+vat each - awaiting response.

195 Quarries & Landfills

- (i) BGSP - Mud on Road - Seek cost of Counsel's opinion on KCC's avoidance of action?

196 Councillors Reports from outside Bodies (max 3 min)

- (i) KALC T&M 16 Jan, Cllr Butterfill gave a brief update, and noted how engaged new TM CEO Damian Roberts was very much engaged with the importance of the Parishes.
- (ii) PPP 6th February
- (iii) Football clubs temporarily using PM Carpark for 3G to be asked to use Hi-Viz jackets when marshalling

children's teams across the road

197 Future Dates

(i) Date of next meeting 10th March 2025 1930 BOWLS CLUB

At all other times contact the Clerk using the details above

198 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 item.

Part 2

Staff matters - to note receipt of testimonials & DBS , and formal appointment of new Groundsman.

Allingham Way meeting with residents

There being no further business, Chairman closed the meeting at 2059

APPENDIX 1 PAYMENTS LIST

BGPC Payments List February 2025

| | £ |
|--|-----------------|
| Staff Costs | |
| Staff Salaries | 6280.32 |
| HMRC | 2101.79 |
| KCC Pensions | 2576.00 |
| BACS Payments | |
| Astra, inv SI-109734 | 30.00 |
| Play Inspection Company, inv 75124 | 296.40 |
| DR - Public toilet | 345.00 |
| Nu Venture, inv 3121 | 833.00 |
| WPC, (insurance), inv 518 | 377.23 |
| Honeycomb (deposit for works - invoice to follow) | 2500.00 |
| Mind - donation | 200.00 |
| RS | 107.05 |
| BG | 27.25 |
| BG2 | 133.18 |
| DD Payments | |
| Zen Internet (monthly charge) | 13.79 |
| National Domestic Rates RG | 57.00 |
| COGS - The Voice Magazine | 300.00 |
| Bank Charges * | 17.63 |
| Npower* - streetlighting | 270.61 |
| Npower* - public convenience | 255.22 |
| EDF (PM)* | 443.00 |
| EDF (RG)* | 60.00 |
| Castle Water* | 27.28 |
| Castle Water* | 21.56 |
| Stellantis (formerly Vauxhall Finance) | 544.80 |
| * DD amounts may vary on a monthly basis | |
| Total | 17818.11 |
| NB: Receipts during Dec 24 (exc bank transfers) | 1160.02 |

Checked & Signed - Cllrs Thrush & Taylor

APPENDIX 2

Cllr Thrush's Pavilion Works Draft Program and Guesstimate Costings

PHASE ONE - COSTED AND AUTHORISED

- Damp-proofing works to rear of pavilion £8k
- Check no Planning implications to build new roof (new tiles will not be exactly the same as existing, but will provide closest match) assume free of charge £0.
- Obtain new asbestos survey (R&D survey) £1,500 summarise why below.
- New roof and reinstatement of gutters £9k
- Consider temporary hoarding or increased security measures, cost £500

PHASE TWO - YET TO BE QUOTED AND AGREED

- Disconnect mains power and water £250
- Strip out existing floor & ceiling finishes internally (existing plastered/ rendered linings) £500
- Strip out existing electrical fittings and lighting £250
- Strip out existing kitchen £500
- Investigate any damp internally and address, cost TBC. Say £250 for bitumous damp seal at low level
- Repair existing plasterboard linings and render (walls & ceilings) £2,000
- Install new lighting and electrical fittings (new sockets, data points) £1,000
- Consider install of new ventilation (there currently isn't any).
Openable windows, or vents, if security a concern. £500 (*Chair noted security windows not removable*)
- Install new kitchen £3,500
- Install new flooring (with DPM and underlay) and new skirtings £1,500
- Paint throughout (£500 materials only - PC and volunteers to paint)
- Remove, repair and re-hang existing external doors £750 (*Investigate steel double skin insulated*)
- Re-paint external railings and pillars £1,000 (if lead paint then needs to be done professionally)
- Extend patio area to lower level (with recreation ground) £2,000
- Adapt existing kitchen window to have roller shutter or lockable hatch (for future catering use) £1,000
- New sign/ plaque ("Renovated 2025 by the Parish Council") £250

The above totals approx. £35k. But a proper 'guesstimate'.

Asbestos survey thoughts:-

Although we have an asbestos survey from 2023, it is what they call a 'management survey', which excludes any intrusive checks. Example, they will not have checked the behind the plaster/ render for asbestos, nor would they have checked under the floor coverings, or pipe sheathing, and so on and so on. See extract below from the survey.

"It is recommended that further intrusive inspection and sampling be carried out where site refurbishment, maintenance, or similar may disturb Asbestos Containing Materials that have remained inaccessible during this survey, this should be a refurbishment/demolition survey as described in HSG 264."

I would feel more comfortable having a refurb & demolition asbestos survey completed prior to us doing any strip out/ refurb works internally. There are some really good contractors that do this locally and it's not as expensive as you think.