



MINUTES OF MEETING HELD ON 19TH MARCH 2026

178. APOLOGIES FOR ABSENCE: Cllrs Palmer and Wallace.

It was **RESOLVED** to accept apologies.

In attendance: Cllrs Bolas, Baldock, Butlin, Harrison, Hepburn, Jemmett, Small, Smith and Tumber.

179. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall: Cllrs Hepburn and Bolas

Borden Football Club: Cllr Tumber

180. CHAIR'S ANNOUNCEMENTS

- Item 180 was moved to after item 182.
- The Chair reported the resignation of Cllr Sims, noting his valuable service. Two casual vacancies now exist; the Chair said he would write a letter of thanks to Cllr Sim on behalf of the Parish Council.

It was **RESOLVED** that Cllr Butlin will attend the Borden Sports Association quarterly meetings as the Parish Council's representative.

- The Chair announced his resignation as a Parish Hall Trustee effective 1st May 2026; a replacement representative will be considered at the next meeting.
- Cllr Hepburn will also step down as the Chairman of the Parish Hall Trustees as of the 1st May.

181. TO APPROVE FOR SIGNATURE:

- a. The minutes of the last Parish Council meeting (APPX A).

It was **RESOLVED** to approve and for the Chair to sign the minutes of the meeting held on 19th February 2026.

- b. The Chair to sign the January minutes approved on 19th February 2026.

The Chair signed the minutes of the meeting held on 15th January 2026, previously approved, but were not available at the February meeting.

182. PUBLIC PARTICIPATION SESSION *(The period designated for public participation at a meeting shall not exceed 10 minutes unless directed by the Chair. A member of the public shall not speak for more than 3 minutes. A question shall not require a response at the meeting, nor start a debate on the question. The chair may direct that a written or oral response be given).*

- a. **Police/PCSO:** PC Ryan Atherton, the new Borden Beat Officer, attended and provided a newsletter, available on the Parish Council website and Facebook page. Matters raised included:
 - **Speed checks** on Borden Lane for the 20mph scheme; 17 drivers were stopped and educated on the new speed limit.
 - Possible future enforcement locations were shared, including Wises Lane, Ashmeads Drive, Wrens Road, Oad Street, School Lane, Chestnut Street, Danaway, The Street, and the route from Tudor Rose Roundabout towards the A2.
 - Ongoing HGV infringements by travelling through Borden, and delays on the A249 leading to Chestnut Street being used as an alternative route; concern was noted regarding the sharp bend on Oad Street at Whipstakes Hill.
 - Potential reintroduction of Speedwatch if volunteers can be recruited; volunteer request to be added to the next issue of the Borden Broadside.
 - **My Community Voice Survey will be live on 1st April**, and will ask for residents' **top 3 focuses**.
 - Dates for the **upcoming Police Surgeries** were noted and will be added to the Broadside:
 - 27th March between 10 – 2
 - 12th April 2 – 4 Walk and talk at the Nature Reserve
 - 26th April 10:30 – 14:30 at the Forge
- b. **Parishioners:** One parishioner attended and raised matters regarding community support.
The meeting moved back to item 180.

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- c. **County/Borough Councillors** (it would be appreciated if any reports from Borough or County Councillors could be submitted at least 5 days in advance of the meeting).

Apologies and written reports were received from County Cllr Palmer and Borough Cllr Cavanagh.

County Cllr Palmer has advised that there is no update from KCC regarding the Borden School Provision.

It was **RESOLVED** to write to County and Borough Cllrs, thanking them for regular reporting and requesting future updates be **specific to Borden Parish Council** and any wider issues that may affect the parish and responses to prior enquiries.

Borough Councillor Baldock encouraged Parish Council representation at the next Planning Committee meeting regarding Bobbing Garden Village proposals.

As this item could not wait until the next Parish Council meeting, it was **RESOLVED** that Cllr Small would attend the Planning Committee Meeting next Thursday to address the potential development impact on Borden, including school places, highway impact, access to facilities and ecology.

- i. Kent County Council (KCC) Lengthsman Scheme: County Councillor to share update.

KCC are reducing some services which could be transferred to Parish Councils.

It was **RESOLVED** to add this item to the April agenda, with the Clerk to investigate relevant training requirements on safe working practices on or near highways.

183. FINANCE

a. Bank Reconciliation:

- i. To approve the reconciliation as of 28th February 2026 (APPX B).

It was **RESOLVED** to approve the bank reconciliation as of 28th February 2026.

- ii. For a member other than the Chair to be appointed to verify the bank reconciliation as required by Financial Regulation 2.6.

It was **RESOLVED** to appoint Cllr Small to verify the bank reconciliations as of 28th February.

b. Budget vs Actual: To review and approve the report as of 28th February 2026.

It was **RESOLVED** to approve the budget versus actual report.

c. Earmarked Reserves: To review and approve the updates completed from the February minutes (item 168ei)

It was **RESOLVED** to approve the Earmarked Reserves.

d. BACS Payments: To approve the list of accounts for payment in March 2026:

It was **RESOLVED** to approve the March BACS payments with noted payroll and HMRC corrections amended below, and £69.00 Section 137 expenditure for defibrillator pads.

Payee	Budget	Description	Gross	VAT	Net	Power	s137
Staff	Payroll	Staff	£ 1,036.11	n/a	£ 1,036.11	LGA 1972, s.112	
HMRC	Payroll	PAYE	£ 422.18	n/a	£ 422.18	LGA 1972, s.112	
Staff	Expenses	Expenses	£ 25.00	n/a	£ 25.00	LGA 1972, s.112	
Fryer Cleaning & Maint	Centenary Gdns	Maintenance	£ 604.80	£ 100.80	£ 504.00	Open Spaces Act 1906, ss 9 and 10	
J England	Health & Safety	Playstool inspections	£ 60.00	n/a	£ 60.00	Open Spaces Act 1906, ss 9 and 10;	
Kings Commercial	Open Spaces	Toilet cleaning	£ 450.66	n/a	£ 450.66	Public Health Act 1936, ss 221-223, 227	
Total BACS payments			£ 2,598.75	£ 100.80	£ 2,497.95	£ -	£ -
Direct Debits	Budget	Description	Gross	VAT	Net	Power	s.137
EDF	Open Spaces	Electric-metered (01/1/252-01/02/26)	£ 224.89	£ 10.70	£ 214.19	Parish Councils Act 1957, s.3	
EDF	Open Spaces	Electric-metered (Credit March)	-£ 224.89	-£ 10.70	-£ 214.19	Parish Councils Act 1957, s.3	
Waveney IT	Office	365 Licence	£ 18.17	£ 3.03	£ 15.14	LGA 1972, s.111	
Hugo Fox	Office	Webside	£ 11.99	£ 2.00	£ 9.99	LGA 1972 s 142	
O2	Office	Mobile	£ 13.20	£ 2.20	£ 11.00	LGA 1972, s.111	
EE	Office	Broadband	£ 22.03	£ 3.67	£ 18.36	LGA 1972, s.111	
Npower	Utilities	Electric - unmetered (01-28 Feb)	£ 160.57	£ 7.65	£ 152.92	Parish Councils Act 1957, s.3	
Lloyds Bank	Admin	Corporate card fee	£ 88.95	£ 13.80	£ 75.15	See below card information	
Total DD payments			£ 314.91	£ 32.35	£ 282.56	£ -	£ -
Credit Card Payments	Budget	Description	Gross	VAT	Net	Power	s.137
The Defib Store	Health & Safety	Defib pads	£ 82.80	£ 13.80	£ 69.00	LGA, s.137	£ 69.00
Post Office	Office	Postage	£ 3.15	n/a	£ 3.15	LGA 1972, s.111	
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00	LGA 1972, s.111	
Total Credit Card (Payment made via Lloyds DD payment)			£ 88.95	£ 13.80	£ 75.15	£ -	£ -
Bank Charges and Transfers	Budget	Description	Gross	VAT	Net	Power	s.137
Bank Charges	Unity	Monthly service charge 30/12/25	£ 9.55	n/a	£ 9.55	LGA 1972, s.111	

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184. PLANNING MATTERS

- a. **APP/V2255/W/25/3376221 – Application 24/502717/OUT:** Site Address: Land West Of Borden Lane
Sittingbourne Proposal: Outline Application (with all matters reserved) for the erection of a care home (Class C2), with associated parking, landscaping and substation.
- i. For information, the appeal date for this application is 31st March 2026, and will start at 10:00 in the Committee Room at Swale House, East Street, Sittingbourne, ME10 3HT
It was noted that Cllr Small would attend on behalf of the Parish Council (February minutes ref 169a).
- ii. To receive an update on the Planning Committee Meeting held on 5th March 2026.
Cllr Small's notes from the meeting have been updated on the Swale Planning Portal.
- b. **Application: 26/500096/MOD106:** To receive an update on any contact made with Kent County Council regarding the school provision in Borden (previous minute item 170(1)).
The Clerk reported that from the February resolution (item 170(1)) a Freedom of Information letter had been sent to the Kent County Council (KCC) Officer responsible for school provision in Borden, with a response due by 2nd April 2026.
It was **RESOLVED** to write to the KCC Education Department regarding the provision of School development in Borden.

Cllr Baldock declared an interest in planning applications 4 & 6 and asked that item 5 be considered first, so that he could then leave the meeting.

185. PLANNING APPLICATIONS – view on <http://pa.midkent.gov.uk/online-applications/>

(Please note that unless otherwise stated, the following applications are a discharge of conditions and not formal consultations for the Parish Council).

- 1) **Application: 26/500570/TCA** Grid: 588723/162726 Officer: Address: Harmans Corner, The Street, Borden, Kent ME9 8JH Proposal: Conservation area notification - Crown reduce one Fagus Sylvatica (Beech) tree (T1) from a height of 15m down to 12m and spread in every direction from 6m back to 3.5m.
It was **RESOLVED** to have no objection if the scope and detail of the work to be carried out are agreed by the Swale Tree Conservation Officer.
- 2) **Application: 26/500716/SUB** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD
Proposal: Submission of details pursuant to condition 15 - existing site levels, proposed site levels and proposed finished floor levels; subject to 17/505711/HYBRID approved at Appeal (APP/V2255/W/19/3233606).
There was no comment on this application.
- 3) **Application: 26/500718/SUB** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD
Proposal: Submission of details pursuant to condition 67 (archaeological evaluation) pursuant to application 17/505711/HYBRID.
It was **RESOLVED** to support the archaeological survey in line with the application recommendations and request that the Parish Council be made aware of any findings.
- 4) **Application: 26/500719/NMAMD** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD
Proposal: Non Material Amendment Application to Application 23/500263/REM - Approval of Reserved Matters for Scale, Appearance, Landscaping, Layout being sought for the Sittingbourne Rugby Club and Community Hub, including, 2x RFU compliant rugby pitches and associated parking, pursuant to application 17/505711/HYBRID - Land At Wises Lane Borden Kent ME10 1GD in respect of Condition 1 (Approved Plans), Condition 3 (Landscaping), Condition 4 (Parking Provision) and Condition 5 (Vehicle Loading/Unloading and Turning Facilities).
It was **RESOLVED** to **object** to this application and ask for this application to be called into the Planning Committee for the following reasons:
- There is a drastic reduction in the planting of trees around the whole boundary of the planned area
 - The planting plan has changed, where there was previously a hedgerow along Cryalls Lane
 - Retention of the 1-meter verge on Cryalls Lane has been removed
 - Parking has been moved, so a new lighting scheme should be provided
 - Much less protection is in place for the Nature Reserve with the new planting plan

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- The vehicle tracking shows the coach's approach is from the wrong end of Cryalls Lane
- The new road being constructed opposite the entrance to the Rugby Club is not showing on the plan

5) **Application: 26/500747/FULL** Proposal: Erection of a single-storey rear extension (retrospective). Location: St Mawes, The Street, Borden, Kent ME9 8JN.

Consultation comments due by 24th March 2026.

It was **RESOLVED** to **object** to this application as a single-storey extension is not considered appropriate within a rural conservation area. The Council also requests that the application be called into the Planning Committee.

It was **RESOLVED** to write to Swale Borough Council (SBC) Planning regarding the removal of the cherub and chimney at St Maws.

The Council requests clarification on what plans are in place to reinstate the cherub, which was present before the construction of the bungalows when the site formed part of a Victorian vicarage.

Additionally, the Council raises concern over the removal of a chimney as part of renovation works to a property within a rural conservation area. It is understood that this location was intended for the relocation of the cherub. The Council therefore asks what action will be taken to address these matters.

Cllr Baldock left the meeting at 21:10, and the Council referred back to item 185(1).

6) **Application: 26/500717/SUB** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD
Proposal: Submission of details pursuant to condition 44-(details of all existing trees and/or hedges) subject to 17/505711/HYBRID approved at Appeal (APP/V2255/W/19/3233606).

It was **RESOLVED** to write to Swale Planning Department regarding the following concerns;

- Tree 35 is of high ecological value as heavily populated by bats and is a potential roost, and is not on the future plans; this must remain.
- There is doubt on the validity of the landscape management plan as the derelict site (G27) mentioned was a landfill site and is now used and managed as a Nature Reserve with a Management Plan in place, which has been agreed by KCC.
- A survey has been completed on the Nature Reserve without reference to KCC as the Landlord or the Parish Council as the tenant.

Cllr Baldock returned to the meeting at 21:29

186. BUSINESS ITEMS

- Clerk's report** (attachment 1): To review and consider any further actions required.
The report was reviewed and noted.
- Freedom of Information – Model Publication Scheme:** To review and agree on the amendments made in line with the current Information Commissioner's Office model (version 1.2).
It was **RESOLVED** to approve the updated FOI Model Publication Scheme.
- Privacy Notice:** To review and approve the updated notice for the Borden's website.
It was **RESOLVED** to approve the updated Privacy Notice.
- Risk Management Policy:** To review and adopt this policy.
It was **RESOLVED** to adopt the Risk Management Policy and approve the associated updated risk assessment document.
- Byelaw signs:** To review the revised RBVE quote for the Nature Reserve, Woodland and Playstool signs:
 - Finalise the signs to be ordered:
It was **RESOLVED** to retain the previously approved sign quantities (minute item 171f; 6 Nature Reserve; 7 Playstool; 3 Woodland).
 - Agree on quotes to be obtained for the installation
It was **RESOLVED** to approve the Clerk to obtain installation quotes, specifying delivery to installers.

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- iii. Consider delivery and storage arrangements
It was **RESOLVED** that what3words locations for the signs be included; Cllr Tumber will be the point of contact for the sign installation.
- iv. Agree on budget arrangement
It was **RESOLVED** that the invoice be shared with BDW for reimbursement. The Parish Council will fund the installation.
- f. **Borden Broadside:** To review the next draft issue (February minute item 171h).
The draft is pending submissions.
It was **RESOLVED** that the Clerk would obtain quotations for the distribution of the Broadside. To avoid further delay, delegated authority would be exercised rather than referring the matter back to the Full Council.
- g. **Bus Service:** to receive an update on progress made by County Cllr Palmer (February minute items 171c), and consider any actions required from the Parish Council.
County Cllr Palmer is still awaiting a response.
- h. **Woodland Area:** To consider rubbish clearance.
It was **RESOLVED** that Cllr Small and Cllr Smith would arrange a litter pick and advise the Clerk of the date to coordinate waste collection with Swale Borough Council.
It was **RESOLVED** to write to the Housing Association regarding the litter at the rear of Mountview

It was **RESOLVED** to suspend Standing Orders at 22:00

187. COMMITTEE AND WORKING GROUP UPDATES

- a. **Wises Lane Monitoring & Liaison Group (WLMG):** To receive a report on updates.
The report was noted and is available to view on the website.
It was **RESOLVED** to request dwelling occupancy numbers for Phase 1 from Swale Borough, as this information has not been provided by BDW.
 - i. To consider items for the WLMG to present at the next meeting with BDW; there were no questions.
- b. **Nature Reserve:**
 - i. **Lease renewal:** To receive a progress update.
It was **RESOLVED** to proceed with the 7-year lease renewal based on responses received from Kent County Council.
- c. **The Playstool Toilet Committee:** To review the minutes of the last Toilet Committee meeting, and consider any recommendations within.
The Toilet Committee recommended the following:
 - i. CCTV agreement: To follow up with Cllr Baldock regarding progress in liaising with Swale Legal Department; also engage with Borough Cllr Cavanagh for assistance in resolving this matter.
It was agreed that Cllr Baldock would follow up, and Cllr Cavanagh would be engaged for the same.
 - ii. That the Full Council dissolve the Committee, as the New Toilet Project has now been fully completed.
It was **RESOLVED** to dissolve the New Toilet Committee.

188. HIGHWAYS: To discuss or receive an update on the following items:

- a. Maidstone Road and Danaway 40mph scheme
A progress report is awaited from Kent County Council (KCC)Highways.
- b. Borden 20mph scheme
The scheme is now in place with road markings and signs completed. The 'as-built' drawings will be retained for record purposes.
- c. PROW ZR119: This footpath is to be upgraded to a bridleway.
It was agreed to add this matter to the Highways Improvement Plan (HIP).
- d. Road Closure Notices that are received after the initial closure date.
It was **RESOLVED** to write to Kent County Council's Streetworks department regarding late closure notices.
- e. Riddles Road Traffic Movements Order – Amendment 5
Noted with no action required.

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189. COUNCILLOR MOTIONS

- a. To discuss options regarding the land situated between the Nature Reserve and Borden Lane, and whether to express an interest to Swale Borough Council in the Parish Council being considered as a 3rd party in its maintenance.

It was **RESOLVED** to express interest to SBC Planning and Environment Department in becoming a third-Party consultee in the management of the land situated between the Nature Reserve and Borden Lane, due to its importance as a wildlife corridor.

190. CORRESPONDENCE:

- a. To review correspondence received from residents and consider actions to be taken.
The correspondence was reviewed and noted.

It was **RESOLVED** to respond to the resident regarding the 20mph signage, confirming compliance as advised by KCC.

191. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES (Reports to be circulated before the meeting).

- a. Kent Association of Local Councils – reports circulated as received.
- b. Borden Sports Association. A report has not been received.
- c. Borden Parish Hall – Cllr Hepburn. There was nothing to report.
- d. Borden Heritage Group – Cllr Harrison. A report was shared before the meeting and is available on the website.
- e. Western Area Committee – Cllr Butlin. There has not been a meeting, so nothing to report.

192. ITEMS FOR INFORMATION

The Clerk is on Annual Leave next week.

The meeting ended at 22:40

Minutes of the meeting were signed by the Chair:

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Date: