



MINUTES OF MEETING 15TH AUGUST 2024

78. **APOLOGIES FOR ABSENCE:** Cllr Steadman, Cllr Harrison

It was **RESOLVED** to agree to the above apologies received.

Apologies not received: Cllr Thorne

In attendance: Cllr Bolas, Cllr Butlin, Cllr Baldock, Cllr Hepburn, Cllr Jemmett, Cllr Sims, Cllr Tumber, Cllr Small and Cllr Smith.

79. **UPDATE ON UNCONTESTED ELECTION**

On 6th August 24, Swale Borough Council notified that the election was declared uncontested and Lee Small and Vivien Smith were duly elected without contest, both signed their acceptance of office before this meeting as required.

80. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**

Parish Hall: Cllr Hepburn and Cllr Bolas

Application 24/502717/OUT: Cllr Hepburn and Cllr Bolas

Pavilion: Cllr Sims

Planning Applications: Cllr Baldock discussion or decision-making under item 72.

81. **CHAIR'S ANNOUNCEMENTS**

Cllr Robyn Ansley has resigned leaving a further vacant seat. The Notice of Casual Vacancy will be advertised from 19th August 24 and if no calls for a by-election the seat will be co-opted.

82. **TO APPROVE FOR SIGNATURE**

a. The minutes of the Parish Council meeting held on 18th July 2024 (Appx A).

Cllr Jemmett was noted as in attendance and absent at the same time, the minutes will be amended to reflect Cllr Jemmetts absence.

It was **RESOLVED** to agree to the minutes for 18th July 2024, with the amendment of Cllr Jemmett's attendance, and the minutes were duly signed by the Chair.

83. **PUBLIC PARTICIPATION SESSION** – *The period designated for public participation at a meeting shall not exceed 10 minutes unless directed by the chairman of the meeting, 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 chairman of the meeting may direct that a written or oral response be given.*

a. Police/PCSO: PC Topham sent his apologies along with the August newsletter which has been shared on the Parish Council's Facebook page and website at www.bordenparishcouncil.gov.uk. The next Police drop-in-surgery will be on Wednesday 21st August 2024, at 2 pm at the Playstool play area. PC Topham asked that residents go along and let him know of any crime or anti-social behaviour issues in our community or to discuss concerns.

b. Parishioners. The 2 residents in attendance were there to speak on planning application 24/502717/OUT, a further resident had written to the Clerk requesting to also speak on this item but could not attend until after 8 pm. Cllr Baldock proposed to move planning to the end of the meeting. This was not carried. After confirming with the 2 residents already in attendance, the Chair proposed to move the public participation regarding this item on the agenda until later in the meeting allowing time for the 3rd resident to attend and speak. It was **RESOLVED** to move item 69b on the agenda for public participation until later in the meeting giving the 3rd resident time to arrive.

c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).

i. Cllr Baldock's report was shared before the meeting.

Cllr Sims asked about the Wises Lane closure due to the water authority.

Cllr Baldock advised that the Parish Council should write to the water company and will raise this under WLMG.

ii. Cllr Cavanagh sent her apologies, and her report was shared before the meeting.

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84. FINANCE

- a. To approve the accounting statements and bank reconciliation, which include the general and earmarked reserves as of 31st July 2024 (Appx B).

It was **RESOLVED** to agree to the accounting statements and bank reconciliation, including the general and earmarked reserves as of 31st July 2024.

- b. To review and agree to the budget vs actual report as of 31st July 2024.

Cllr Butlin questioned the Clerk on the report including the D-Day budget, and the Clerk clarified the spend recorded on the nominal ledger.

It was **RESOLVED** to agree to the budget vs actual report as of 31st July 2024.

- c. To approve the following BACS list of accounts for payment in August 2024.

A spelling error was noted Playdale *Playgrounds should be Playgrounds.

It was **RESOLVED** to agree to the BAC's list of accounts for payment in August 24, with the amended spelling.

Payee	Budget	Description	Gross	VAT	Net
South East Water	Playstool New Toilet	New water connection NARS 25458	£ 4,428.60	£ 413.60	£ 4,015.00
Staff	Payroll	Staff salary	£ 983.03	n/a	£ 983.03
HMRC	Payroll	PAYE	£ 321.49	n/a	£ 321.49
Staff	Expenses	WFH allowance & D-Day expenses	£ 25.00	n/a	£ 25.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 570.60	£ 95.10	£ 475.50
Kings Commercial	Open Spaces	Toilet Cleaning - June	£ 173.33	n/a	£ 173.33
Kings Commercial	Open Spaces	Toilet Cleaning - July	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
Playdale Playgrounds Ltd	Open Spaces	Playstool - New Little Hamlets - Final payment	£ 7,989.41	£ 1,331.57	£ 6,657.84
Playdale Playgrounds Ltd	Open Spaces	Playstool - RoSPA repairs - Final payment	£ 3,077.33	£ 512.89	£ 2,564.44
Caloo	Open Spaces	Adult fitness repairs	£ 1,993.80	£ 332.30	£ 1,661.50
Caloo	Open Spaces	Adult fitness repairs - replacement handles	£ 43.92	£ 7.32	£ 36.60
JNC Architecture	New Playstool Toilet	Architect - JNC Stage 2 Technical	£ 700.00	n/a	£ 700.00
Imperium Engineering	New Playstool Toilet	Structural Engineer 1/2 50%	£ 425.00	£ 70.83	£ 354.17
Total BACS payments			£ 20,964.84	£ 2,763.61	£ 18,201.23
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Hugo Fox	Office	IT Support - Website	£ 11.99	£ 2.00	£ 9.99
O2	Office	Mobile	£ 14.35	£ 2.39	£ 11.96
EE	Office	Broadband	£ 20.71	£ 3.45	£ 17.26
EDF energy	Utilities	Electricity - metered supply	£ 20.90	£ 1.00	£ 19.90
N Power	Utilities	Electricity - Unmetered supply	£ 120.04	£ 5.72	£ 114.32
Lloyds Bank	Admin	Corporate card	£ 173.21	£ 26.57	£ 146.64
Total DD payments			£ 379.37	£ 44.16	£ 335.21
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloo	Open Spaces	Toilet servicing	£ 159.41	£ 26.57	£ 132.84
Morrisons	Office	Stationary & postage (stamps)	£ 10.80	n/a	£ 10.80
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 173.21	£ 26.57	£ 146.64

- d. To consider quotes for the Parish Council insurance.

Due to a delay in the quotes being received, this item will be deferred until the September meeting.

The Clerk advised that she had authorised a desktop revaluation for the Pavilion insurance purposes for £140.

- e. To consider quotes for a new Internal Auditor.

It was **RESOLVED** to accept quote number 3 Bridget Knight for £250.00 for this year's Internal Auditor.

- f. Following the repairs completed to the Playstool play area, the roundabout was unable to be serviced. To consider a further quote provided by the installation/repair company to replace the bearing and surrounding surface.

After careful consideration including the high cost of the repair to the current roundabout bearing and the laying of a new mulch flooring, investigating the cost of a new roundabout was discussed.

Cllr Baldock proposed to obtain quotes for a new roundabout.

It was **RESOLVED** to agree to get quotes for a roundabout replacement.

Cllr Jemmett proposed a separate quote to remove the old roundabout.

It was **RESOLVED** to agree to get a separate quote for the removal of the existing roundabout.

85. PLANNING MATTERS

- a. To consider and agree on how the Parish Council addresses Planning Committee meetings.

Cllr Sims referred to the Swale Planning Committee meeting on 6th August 24, where 3 applications were on the agenda for discussion, but as there was no time before the Planning Committee meeting for the Parish Council to meet to consider their stance from further planning updates, Cllrs were unable to attend and speak on behalf of the Parish Council, leaving the Parish Council open to public criticism.

Cllr Baldock confirmed that Swale Planning meeting agendas are sent out as per mandatory requirements but that the Swale Planning Committee meeting dates are shown on their website in advance, allowing the Parish Council to plan for attendance.

Cllr Sims proposed that a Councillor attends the Swale Planning Committee meetings where it has items on the agenda that the Parish Council has commented on and that the Councillor can only speak on the decision made by the Parish Council, and that decision can be made with the Chair, and Vice Chair.

It was **RESOLVED** that where Borden Parish Council has submitted comment on a planning application scheduled for discussion at a Swale Planning Committee meeting, the Chair and Vice Chair will have delegated authority to approve a Councillor to represent the Parish Council to voice support and/or, after reviewing updated information on the planning portal expanding on the comments that have previously been submitted.

Cllr Baldock proposed that as the next dates of the Swale Planning Committee meetings will be known (published on the Swale website) the Parish Council nominate who may or may not be available to speak and confirm if the Chair/Vice Chair is available if not a substitute. This was not carried as it was suggested that the representative should be someone who wants to speak not just someone who is nominated.

- b. **Application No: 23/505420/REM** Proposal: Approval of Reserved Matters (Appearance, Landscaping, Layout and Scale sought) for creation of the eastern spine road (Phase 2D), pursuant to 17/505711/HYBRID. Location: Land At Wises Lane Borden Kent.

The above planning application was reported to the Planning Committee meeting of the Council on 6 August 2024.

Noted

- c. **Application No: 24/500856/REM** Proposal: Approval of reserved matters (Access, Appearance, Landscaping, Layout, and Scale sought) for levels and earthworks changes for Phase 2F and the Primary School Land pursuant to 17/505711/HYBRID. Location: Land At Wises Lane Borden Kent.

The above planning application was reported to the Planning Committee meeting of the Council on 6 August 2024.

There was a discussion about intentions and possibilities for this space.

It was **RESOLVED** that the WLMG would go back to DBW to ask their intentions for the spoils from the school levelling out.

It was **RESOLVED** That the WLMG let BDW know that the Parish Council would like to see a community orchard planted at this site (this request could also be added to the existing list) .

- d. **Application No: 23/502210/FULL** Proposal: Construction of a solar farm together with control building, switch room, substations and compound, point of connection equipment, store room, access track, security measures, associated infrastructure and works, landscaping and biodiversity enhancements. Location: Land On Either Side Of Vigo Lane And Wrens Road Sittingbourne Kent ME9 8LA.

The above planning application was reported to the Planning Committee meeting of the Council on 6 August 2024.

It was **RESOLVED** that a representative from the Parish Council would speak at the appeal for this application which is due before the Swale Planning Committee in 6 months.

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- e. **Application No: 24/500984/FULL** Proposal: Loft conversion into habitable space including 3no. front dormers and 2no. rear dormers and rooflight. Garage conversion into habitable space ancillary to the main dwelling. Location: 64 Maylam Gardens Borden Sittingbourne Kent.

The above planning application was reported to the Planning Committee meeting of the Council to be held in the Council Chamber at Swale House on 15 August 2024 at 7.00 pm

This was noted.

20.18 Cllr Baldock left the meeting

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

Please note the following, unless otherwise stated are a discharge of condition application and not a formal consultation for the Parish Council.

- 1) **Application 24/502787/SUB:** Submission of details pursuant to condition 7 (External Lighting Scheme) of application 23/500263/REM. Land At Wises Lane Borden Kent ME10 1GD.

It was **RESOLVED** to **Object** to this application for the following reasons;-

The Parish Council note that contrary to the narrative description of there being no lighting on the side of the building facing the Nature Reserve, rugby pitches and adjacent hedgerows, the site map shows elevated lighting on the building.

Borden Nature Reserve, the surrounding hedges and headlands support a wide range of rare and protected species, sensitive to light pollution.

Aspect Ecology appears to have overlooked this and the fact that the food supply for the limited number of species they describe, including the dormouse, consists partially or entirely of insects, larvae and grubs regarded as being near the bottom of the food chain. They also neglect to consider many crepuscular and nocturnal hunting species dependent on the small mammals that depend on the insects.

The mating opportunities and life cycles of moths and insects are greatly disturbed by even low-intensity artificial light below 0.25 lux above ground level at dusk and nighttime, as are hunting opportunities for bats and owls. 0.25 lux is roughly equivalent to bright moonlight. At levels above this both the visual acuity and contrast sensitivity of nocturnal mammals and birds are detrimentally affected. Light scatter in mist and high humidity has not been considered. This causes a 'glow' of light which cannot be restricted by screening but has the same effect on nocturnal species.

Borden Parish Council consider that the current lighting plan goes beyond provision for the security of the buildings or car park and the safety of visitors. On the side facing the Nature Reserve, it appears to be lighting for aesthetic effect, which will have a severely detrimental effect on wildlife habitat. The proposal, therefore, needs a further comprehensive report by an independent ecologist and appropriate design modifications to mitigate harmful effects.

Borden Parish Council suggest that low-level walkway lighting of a low intensity and towards the yellow end of the spectrum timed to switch off when the doors are locked and the alarm set after any event has finished is more appropriate to both minimise detrimental impact on wildlife whilst also providing sufficient lighting for safety.

- 2) **Application: 24/502832/SUB** Officer: Grid: 587746/161878: Address: 2 Plots Cottages Vigo Lane Borden Kent ME9 8LG Proposal: Submission of details pursuant to condition 4 (archaeology) of application 24/501124/FULL (part discharge relating to approval of the WSI).

It was **RESOLVED** to have no comment on this application.

- 3) **Application: 24/503070/SUB:** Grid: 588553/163571, Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 66 (archaeological field evaluation) subject to application 17/505711/HYBRID (part discharge, relating to Phase 2D).
It was **RESOLVED** to have no comment on this application.

***Cllr Bolas left the meeting and handed over to the Vice-Chair. Cllr Hepburn also left the meeting at 20:34
The Vice-Chair returned the meeting to item 69b the public participation session.***

- 4) **Application Reference: 24/502717/OUT:** Proposal: Outline Application (with all matters reserved) for erection of a care home (Class C2), with associated parking, landscaping and substation. Location: Land West Of Borden Lane Sittingbourne Kent ME9 8HR.

Consultation comments are due by 30th Aug 24

A 3rd resident joined the meeting and gave handouts to councillors regarding this application and addressed the Parish Council to voice their objections to the application.

The application applicant then addressed the Parish Council and gave information in support of the application. The Parish Council discussed and considered all information provided before making their decision on this application.

It was **RESOLVED** to object to this application for the following reasons;

- The impact on wildlife
- Ambiguity to if the nursing home is with or without 5 houses, included in the application
- The Substation's location - noise and vibration levels will be detrimental to existing wildlife
- Overspill of light to the Nature Reserve
- Healthcare services are already stretched within area
- The buffer zone between Sittingbourne and Borden will diminish
- The impact on the wildlife as outlined in the ecological appraisal report submitted with the application i.e. dormice, badgers etc
- Lack of bus services and public transport in general in the area
- The insufficient car parking spaces will encourage parking on Borden Lane which will have a detrimental and dangerous impact on the proposed new roundabout off Platinum Way
- The cumulative impact of overdevelopment in Borden is adversely affecting the impact of the health of Borden residents and surrounding wildlife

Cllr Bolas, Cllr Hepburn and Cllr Baldock returned to the meeting at 21:19 and Cllr Bolas resumed as Chair.

87. BUSINESS ITEMS:

- a. Homestead View Pathway Barrier update.

The Clerk is still waiting to hear from the contractor regarding the cost and installation of the previously agreed barrier.

- b. To consider a further update to the Social Media and Electronic Communications Policy.

After discussion and careful consideration, including the review of July resolution item 75a

It was **RESOLVED** to not make amendments to July resolution item 75a.

It was **RESOLVED** to make changes to the policy with the discussed amendments to the new text.

- c. To consider Cllr volunteers for the Kent Association of Local Councils representative.

There were no volunteers

- d. To consider Cllr volunteers for the Highways Group Advisory Committee.

Cllr Small volunteered to join the Committee.

It was **RESOLVED** that Cllr Small would join the Highways Group Advisory Committee.

88. COMMITTEE AND WORKING GROUP UPDATES

- a. Wises Lane Monitoring & Liaison Group (WLMG) update. The report is available to review at www.bordenparishcouncil.gov.uk
- i. Cllr Bolas proposed that the WLMG ask BDW to work with the Parish Council on a leaflet on how to increase biodiversity in households i.e. butterfly-friendly shrubs, undisturbed leaves and water etc.
There was a general discussion around various options.
It was **RESOLVED** to agree to the above proposal for the WLMG to ask BDW to work with the Parish Council on a leaflet on how to increase biodiversity in households.

22:01 pm Standing Orders were suspended

- li. Questions for the WLMG to take to the next meeting with BDW were discussed.
 1. 24/500856/REM – As resolved in item 71c – Questions about spoil from any levelling out, and that the Parish Council would like to see a community orchard on the site.
 2. Biodiversity – Borden PC would like to help ensure that the level of Biodiversity Net Gain resulting from the development is high and sustainable.
 3. Traffic –
 - a. Ask that a car parked where HGVs wait to be asked to move as it is causing an issue when 2 HGVs are waiting to enter the site and the lane gets blocked.
 - b. What arrangements are being made to prevent the dust at Chestnut Street by the Tudor Rose as it is proving to be a problem.
- b. New Build Playstool Convenience Committee report. The report is available to review at www.bordenparishcouncil.gov.uk
Cllr Sims gave a brief update from the report shared before the meeting;-
From their assessment of the Modular Toilet tenders at their previous meeting, the Committee sought the expertise of the Architect to review the tenders independently and advise on her recommendations, which aligned with the Committee's findings.
Cleveland Safesite won the tender and has been engaged to start the build process.

A full financial review was carried out and the project remains viable and within budget.

The structural engineer has been engaged in completing the design for the concrete base. Their initial site visit was on Monday 12th August, and their report will take about 3 weeks to produce.

The CCTV contract will be signed with Swale CCTV Control Centre on 22nd August.

Since the meeting, the Architect has advised that Southeast Water has said the survey conducted on-site has revealed that the water main is on the opposite side of the road, and therefore a road closure will be necessary. This takes a minimum of 3 months. This is due to delays with Kent Highways. This 3-month timeframe cannot commence until the pipes and trenches have been laid and photos sent to them from the contractor, which may lead to delays in final connections.

This has now put pressure on our timeline to complete before the COF grant expires on 19th December.

The Committee requests that the full Parish Council consider for agreement the following recommendations to allow the project to move forward quickly;-

1. Agreement that local contractors are invited to tender for the construction work and that the tender is not openly advertised.
It was **RESOLVED** to agree that contractors are invited to tender for the new toilet construction work and that the tender is not openly advertised.

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2. Agreement that an amendment can be made with immediate effect to Standing Orders and allowing electronic tendering (*previously one tender was received late due to post and could not be included*).
A separate mailbox would be set up by the Clerk to receive tenders, which would be opened on the given date.
It was **RESOLVED** to agree to the above proposal. to allow electronic tendering along with paper tenders.
 3. Agreement that the Modular Toilet deposit of 50% for £28,416 inc VAT, can be added to the August payment list and paid immediately.
It was **RESOLVED** to agree to the payment to Cleveland Sitesafe Ltd for £28,416 including VAT.
 4. As an addendum to an item not included in the Committee's report, we would also like an agreement to extend the Architects contract, which was initially agreed up until the end of JNC stage 2 for £4345.
We would like the agreement to engage the Architect to complete the crucial JNC stage 3 Construction – Contract Administration for Ground Works for £750 monthly.
And also Stage 6 Handover costing;
£295 per meeting and
£250 per schedule of defective works
It was **RESOLVED** to agree to the above proposal as detailed above for the retention of the Architect services for JNC stage 3 and Stage 6 handover.
- c. Nature Reserve update;-
- i. To receive an update on the Nature Reserve lease renewal with KCC.
Cllr Bolas gave a brief update on further questions that have been sent to KCC and expanded on what may be meant by the KCC holding strategy, which needs further clarification from KCC.
 - ii. To consider the updated Nature Reserve Terms of Reference (ToR).
This item has been deferred until the lease responses have been agreed.

89. CORRESPONDENCE

- a. To review resident correspondence and agree on any actions to be taken.
Correspondence was reviewed and actions were considered.
 - Regarding speeding lorries PC Topham has been contacted.
 - Coinford needs to give clear instructions about lorry deliveries, this will be addressed with BDW by the WLMG.
 - Hedgehog Highway is being addressed with BDW by the WLMG.It was **RESOLVED** to report the overgrowing shrub on the path at Danaway to KCC.

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

- c. Kent Association of Local Councils – reports circulated as received.
Cllr Baldock advised that the Swale West Parish Group meeting was next on 26th September 24 and attendance from BPC would be good. There is also still some availability for the County Members Grant.
- d. Borden Sports Association – Cllr Sims. The report is available to review at www.bordenparishcouncil.gov.uk
It was proposed that due to the bank between the upper Playstool and the Pavilion now looking untidy where it has been left to grow and also where dog waste can not be easily seen by walkers and children, the bank grass should now be mowed.
It was **RESOLVED** to agree that the Clerk would arrange with the contractor for the Playstool grass bank to be mowed.

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- e. Borden Parish Hall – Cllr Hepburn. The report is available to review at www.bordenparishcouncil.gov.uk
The Parish Hall block paving is now needing weeding, this is due to be completed by the contractor in September. The Clerk will ask if they can also do this for the Pavilion car park and surrounding area at the same time.
- f. Borden Heritage Group – Cllr Harrison.
Cllr Hepburn gave an update on events which included a visit in August to the Eastchurch Aviation Museum, and coming up is 'Dunkirk Tales of Sittingbourne men' in September. Their next meeting will be on 11th September 24.

91. ITEMS FOR INFORMATION

- a. Cllr Baldock asked that the Management Committee for Community Hub be put on the next agenda.

The meeting ended at 22:40

NEXT MEETING TO BE HELD ON 19th SEPTEMBER 2024

The Minutes of this meeting were agreed and signed by;-



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Chair: