

BORDEN PARISH COUNCIL



All members of Borden Parish Council are hereby summoned to attend the Full Council meeting to be held on Thursday, 18th September 2025, at the Pavilion, Wises Lane, which will commence at 7:00 pm.

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk

12th September 2025

A G E N D A

92. APOLOGIES FOR ABSENCE

93. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

94. CHAIR'S ANNOUNCEMENTS

95. TO APPROVE FOR SIGNATURE: The minutes of the last Parish Council meeting (APPX A).

96. 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.

- Police/PCSO.
- Parishioners.
- 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)

97. FINANCE

- To approve the bank reconciliation as of 31st August 2025 (APPX B).
- To appoint a member other than the Chair to independently verify the bank reconciliation as at 31st August 2025, as required under Financial Regulation 2.6.
- To review and approve the budget vs actual report as of 31st August 2025.
- To approve the BACS list of accounts for payment in September 2025 (a schedule of direct debit payments has been approved by annual authorisation by the Parish Council, without the need for individual resolutions each time).

BACS PAYMENTS FOR SEPTEMBER 2025		BORDEN PARISH COUNCIL					
Payee	Budget	Description	Gross	VAT	Net	Power	s137
Staff	Payroll	Payroll	£ 1,458.29	n/a	£1,458.29	LGA 1972, s.112	
Staff	Expenses	Home working & Expenses	£ 29.05	n/a	£ 29.05	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	£ 75.00	n/a	£ 75.00	Open Spaces Act 1906, ss 9 and 10;	
Kings Commercial	Open Spaces	Toilet cleaning (payment added late)	£ 450.66	n/a	£ 450.66	Public Health Act 1936, ss 221-223, 227	
Playdale	Open Spaces	Playstool repairs (2of 2)	£ 784.30	£ 130.72	£ 653.58	LGA 1972,s 111	
Hydro Descaling	Other Expenditure	General Contingency (Parish Hall drains)	£ 158.40	£ 26.40	£ 132.00	Local Government Act 1972, s.137	s137
Total BACS payments			£ 3,560.50	£ 257.92	£3,302.58		

- To note the Clerk's delegated decision to remove the vandalised byelaws board and posts at the Mountview end of the Woodland, for safety reasons, for £300.00.

98. PLANNING MATTERS

- Planning Application: 24/502787/SUB - Rugby Club Land at Wises Lane.** To receive an update on this application, to which the Parish Council objected in August 2024, and requested it be called into Committee in October 2024.

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- b. **Appeal Ref: APP/V2255/W/25/3360089 – Vigo Solar Farm.** To note that the appeal was allowed on 1 September 2025 and planning permission granted for the solar farm and associated works at Vigo Lane/Wrens Road (Ref: 23/502210/FULL), subject to conditions.
- 99. PLANNING APPLICATIONS** *(Unless otherwise stated, the following applications are a discharge of **conditions** and not formal consultations for the Parish Council).*
- 1) **Application: 25/503569/SUB** Grid: 587022/162194 Address: Oad Street Craft Centre Oad Street Borden Kent ME9 8LB Proposal: Submission of details pursuant to **condition 3** - Landscape management plan, Subject to 24/505280/FULL.
- 2) **Application: 25/503691/SUB** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to **conditions 67** - Archaeological Safeguarding Measures and 68 - Post-Excavation Assessment, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID).
- 3) **Application: 25/503692/SUB** Grid: 588553/163571 Address: Land At Wises Lane, Borden, Kent ME10 1GD Proposal: Submission of details pursuant to **condition 66** - Archaeological Evaluation, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID).
- 4) **Application: 25/503769/LAWPRO** Grid: 586120/162139 Address: Bowl Reed Oad Street Borden Kent ME9 8JX Proposal: Lawful Development Certificate for proposed new outbuilding to be used as a stable building.

100. BUSINESS ITEMS

- a. **Clerk's report:** To review and consider any necessary actions (attachment 1).
- b. **Neighbourhood Plan Steering Group:** To seek Councillor volunteers to join this working group (item 85c).
- c. **Christmas lights:** To discuss and agree on this year's requirements.
- d. **Waste Bins:** To receive an update on the replacement bins for the Pavilion carpark.
- e. **Borden Parish Hall:** To discuss and confirm the different responsibilities of the Parish Council (as Custodian Trustee) and the Parish Hall Trustees (as Managing Trustees).
- f. **Parish Hall drain payment:** Agreement is sought to request repayment from the Parish Hall Committee for the recent drain inspection (previous item 85d).
- g. **The Borden Broadside:** To discuss and confirm when the next publication will be issued.
- h. **Newsletter:** To consider creating a regular online Parish Council newsletter, to keep residents informed.

101. COMMITTEE AND WORKING GROUP UPDATES

- a. **Wises Lane Monitoring & Liaison Group (WLMG):** To receive a report on updates.
- i. To consider items for the WLMG to present at the next meeting with BDW.
- b. **Nature Reserve:**
- i. **Lease renewal survey:** To review the report from the Nature Reserve working group, and consider approval of the proposed public survey and associated costs (attachment 2):
- 1) Approval is sought for the survey outlined in the report, including printing and delivery to all residents in the Parish.
- 2) Agreement is requested for the associated costs, outlined in the report.
- 3) Councillors are invited to share constructive views on whether the Parish Council should pursue renewal of the Lease.
- ii. **Byelaw signs:** To receive an update on contact with the RNIB, and the proposed site visit to view the signage.
- iii. **Nature Reserve security bollards:** To receive an update on the Parish Council's request to KCC regarding supply and installation.
- c. **The Playstool Toilet Committee - Pathway installation:** To approve the Committee's use of delegated powers to finalise the design, agree quotes, and arrange installation of a pathway from the main entrance to the service room door (as referenced in the Committee's August draft minutes).

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102. HIGHWAYS

- a. To review the report on correspondence sent and responses received following the August meeting, and to consider any further action or responses required for the following matters (attachment 3):
 - i. Wises Lane – Request for a temporary speed limit reduction.
 - ii. Public Right of Way (PROW) closures.
 - iii. Diversion routes – To approve the draft response to be sent to KCC Streetworks, as outlined in the report.

103. CORRESPONDENCE

- a. To consider and agree on any nominations for the Swale Borough Council local Heritage List.
- b. To consider motions for the KALC AGM.

104. 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 – Cllr Sims.
- c. Borden Parish Hall – Cllr Hepburn.
- d. Borden Heritage Group – Cllr Harrison (attachment 4).
- e. Western Area Committee – Cllr Butlin (attachment 5).

105. ITEMS FOR INFORMATION

CLERK'S REPORT FOR SEPTEMBER 2025 BPC MEETING

By: Teresa Millum (Clerk)

Date: 15/09/2025

General Updates

1. **Potholes:** KALC has shared an updated online pothole reporting tool for KCC. At the time of writing, this is not for public use but has been shared with Clerks to use and provide feedback.

This information was shared with councillors (also the link), asking that they notify me of any potholes to report. So far, I have reported:

- 1) 02/09/25 - Grove Park Avenue: a recent repair has started to sink:
What3words ref: ///zones.flown.everybody: Reported 02/09/25 ref no. 898733
02/09/25 Response received: the carriageway depression at the junction of Grove Park Avenue has already been defected to Southern Water, and remedial works are programmed for 19.09.2025.

- 2) 02/09/25 - A2/Sandford Road junction:
What3words ref: ///dizziness.putty.plank: Reported 02/09/25 ref no. 898737

For future reference, it helps to have a picture to upload to the site to identify the type of pothole. When this tool goes live, it asks you to identify the type of pothole:

1. Emergency
2. Deep
3. Shallow
4. Road surface damage



2. **Playstool Junior Swing:** Good news, the swing has now been repaired and is back in use. When the repair was being completed, I saw the post that had been removed, and the wood below the surface appeared quite rotten, which reinforced the decision to remove the swing seats until the repair was carried out for safety.



CLERK'S REPORT FOR SEPTEMBER 2025 BPC MEETING

By: Teresa Millum (Clerk)

Date: 15/09/2025

3. **Woodland notice board** (Mountview): It is unclear who this notice board belongs to, as it is not noted on the Parish Council's asset register. Unfortunately, there has been irreparable damage to this notice board. Under my delegated power, I have arranged for its removal along with the remaining decaying posts as a matter of safety. Steve Wakelings team will complete the task for £300.00, which includes clearing around the area, filling the holes and removing the debris.



4. **Npower (unmetered supply):**

Further to my August report, bills from 01 February to 31 August 25 have now been issued and have been added to the September payment list, totalling £821.05 net.

5. **Development signs** (July minute item 73a)

Following the July 2025 meeting, an email was sent to KCC Highways and the Swale Enforcement Officer regarding the yellow developer signs at Key Street and attached to furniture in Borden village.

Further to the update given in the Clerk's July 2025 report, the KCC Team Leader for Planning Investigations has sent a follow-up email asking if the signage has been removed yet. I have advised that it has not, and also noted signs that have now been placed for Abbey Homes on the signpost of the new Maidstone Road and Oad Street junction. This junction doesn't have great sightlines, so adding a yellow sign here could be dangerous. This will now also be referred to KCC Highways to be investigated.



CLERK'S REPORT FOR SEPTEMBER 2025 BPC MEETING

By: Teresa Millum (Clerk)

Date: 15/09/2025

6. Resident call - Maidstone Road junction with Oad Street

I received a call regarding '**Dragon Teeth**' markings at the Maidstone Road junction with Oad Street, which were shown on the original design plans but were not implemented.


After contacting KCC Highways, I was advised that the "dragons teeth" on the approaches to the junction appeared only in very early plans, which had since been updated without them. This feature is generally only used at terminal signs and not on approaches to junctions, which is why it was probably not included in the final designs.

The scheme is still to undergo a Road Safety audit Stage 4, at which point any further changes can be considered. This has been raised in the RSA3 report, and auditors will see sight at the RSA4. In addition, they noted that they are lowering the speed limit as part of the Maidstone Road 40mph scheme, which should lower speeds through here.

Updates from the August 2025 meeting

7. **Parish Hall Drains** (item 85d): As a matter of urgency, I arranged for Hydro Descaling to complete an urgent drain inspection, as it was thought that there may be damage caused by rats. This was completed on Tuesday, 26th August, and the report found that the issue "appears to be natural sinkage built up ground around the tank".



8.  **Speeding** (Item 81a): As requested, I have asked PC Clemens to provide speeding information – the request was also copied to Sgt Hill, who attended in July: [The Parish Council were sorry that you could not attend their August meeting but hope to see you in September. At its meeting, the Parish Council reviewed the Borden newsletter that you had shared and noted that speed checks have been carried out recently throughout Swale, including in Borden. The Parish Council asked that, for educational and awareness purposes, could you please share how many speeding issues have been seen in Borden Parish in the last month?](#)

At the time of writing this report, a response had not been received.

9. **Planning Committee & Appeal meetings attended** (item 83a):

The council asked for Cllr Smalls' note on attendance at the Planning Committee meeting on 17th July and Appeal on 5th August, to be added to the portal. Unfortunately, I was unable to do this as the applications were closed for consultation. However, I did send them to the Case Consultants and the Planning Comments team to ask if they could still upload. They have also been added to our own website.

WESTERN AREA COMMITTEE

1st September 2025 7pm

I attended the above meeting remotely.

Local Cycling and Walking Infrastructure Plan (LCWIP)

A LCWIP is a long-term plan to identify cycling, walking, and wheeling improvements. Since Covid-19 there has been an increase in cycling and walking and there is currently a consultation running for 8 weeks from beginning of September. Using data, evidence and stakeholder engagement, Swale has identified a high-level network of future walking and cycling corridors across the Borough. The purpose of the consultation is to gain the views of local residents and organisations on the proposed routes within the LCWIP

Please look at the maps provided online and you can answer whichever questions you want to. The map shows separate cycling and walking tracks. The walking one appears to cover 'sw development sites' to south Sittingbourne and the train station. It will be publicised on SBC's Facebook page.

Paper copies will be available at Swale House, Sheerness Gateway and Faversham TC. To complete online, please see the link below.

<https://uk.planengage.com/swalelcwip/page/home>

Consultation on Public Toilets in Swale

Andre Bowan, Project Manager

This consultation closes on Friday 3 October 2025.

SBC want to make sure public toilet facilities operate in the best possible way for the future. They are reviewing the current public toilet facilities in Swale. They currently operate 16 public toilet facilities across the borough.

They are proposing to:

- carry out formal negotiations to transfer seven public toilet facilities to town and parish councils, or other appropriate local organisations
- close three public toilets
- introduce a community toilet scheme in areas affected by the closures
- continue to operate the remaining six toilets

They are proposing to close:-

- Library Car Park, Sittingbourne - the cost per user is £0.82
- The Forum, Sittingbourne - the cost per user is £0.85
- Milton Regis High Street, Milton Regis - the cost per user is £2.77
- The Spinney, Leysdown - the cost per user is £3.60
- The White House, Minster - the cost per user is £4.52

There will be no more than 1 closure in Sittingbourne

WESTERN AREA COMMITTEE

1st September 2025 7pm

There was a lot of negative comments about closing the town centre toilets, which despite being not the best, were popular and were needed by people with different needs.

The consultation closes on the 3rd October 2025. The following link will take you to the survey.

<https://forms.office.com/pages/responsepage.aspx?id=pwB-GLHLqEKKkyKMjspWwyGpmL5LPAtpozHT9OXlWzhUOUtDN0lSTVBVTUpKQTNEVkhTQ1VUTFIWSC4u&route=shorturl>

Matters Arising

Not in Borden, but it was reported that the toilet at King George's park had been 'very badly' vandalised. Without being descriptive it sounded appalling. I am so glad we were able to get security cameras at the Playstool. It at least gives us some protection for our new toilet.

Also, the Baby Memorial Board in the park had been vandalised. It was a very disturbing item to listen to when Cllr Sarah Stephen reported this. There will be some very upset parents, thanks to a few mindless individuals.

Cllr Nicola Butlin