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MINUTES OF THE MEETING HELD ON 19TH FEBRUARY 2026

163. APOLOGIES FOR ABSENCE: Cllr Baldock and Cllr Smith.

It was **RESOLVED** to accept the above apologies for absence.

In Attendance: Cllr Bolas, Cllr Butlin, Cllr Harrison, Cllr Hepburn, Cllr Jemmett, Cllr Palmer, Cllr Sims, Cllr Small, Cllr Tumber and Cllr Wallace.

164. DECLARATIONS OF INTERESTS

Parish Hall: Cllr Hepburn and Cllr Bolas

Pavilion: Cllr Sims

Borden Football Club: Cllr Tumber

Item 169a: Cllr Bolas

165. CHAIR'S ANNOUNCEMENTS

There were none.

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

The minutes of the meeting held on 15th January 2026 were circulated with the agenda.

It was **RESOLVED t**o approve the minutes of the meeting on 15th January 2026.

The paper copy of the minutes was not available at the meeting, and therefore will be signed by the Chair at the next meeting.

167. 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**: There were no Police representatives in attendance, and a Borden newsletter has not been received.

It was **RESOLVED** to write to the Police Inspector to express the Parish Council's disappointment that once again there has been no Police representation at its monthly meetings, or response to requests for a Borden monthly newsletter.

It was **RESOLVED** to write to the Church Council to request permission for the Forge to be used, free of charge, to host a Police Surgery for the benefit and support of the community.

b. **Parishioners:** There were none in attendance.

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):*

County Cllr Palmer: A report was circulated before the meeting.

Cllr Palmer provided a verbal update, including information on discussions with residents regarding the local bus service and that enquiries are being made into the possibility of reinstating the service through Chestnut Street and Danaway.

The Parish Council raised concerns regarding the provision of local school places, particularly in relation to the Wises Lane development and the timing of land being made available to the County Council for a primary school. Concerns were expressed regarding the impact on children required to travel outside the area for education. Concerns were also raised regarding the condition of local roads, including potholes,

the extension of the 20mph scheme along School Lane, and issues relating to road signage being moved. Cllr Palmer agreed to raise these concerns with the County Council and provide feedback.
Borough Cllr Baldock sent his apologies and a report shared before the meeting.
Borough Cllr Cavanagh sent her apologies, and a report was shared before the meeting.

168. FINANCE

a. **Bank Reconciliation**: To approve the reconciliation as of 31st January 2026 (APPX B).
It was **RESOLVED** to approve the bank reconciliation as of 31st January 2026, which was duly signed by the Chair.

b. **Budget vs Actual**: To review and approve the report as of 31st January 2026.
It was **RESOLVED** to approve the budget versus actual spend report as of 31st January 2026.

c. **BACS Payments**: To approve the list of accounts for payment in February 2026, which includes one payment to be authorised under section. 137 of the Local Government Act:
It was **RESOLVED** to approve the list of BACS payments for February, including the item noted under section 137 of the Local Government Act 1972.

Payee	Budget	Description	Gross	VAT	Net	Power	s137
Staff	Payroll	Staff	£ 1,035.91	n/a	£ 1,035.91	LGA 1972, s.112	
HMRC	Payroll	PAYE	£ 422.38	n/a	£ 422.38	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	£ 75.00	n/a	£ 75.00	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	
Gransdens	Playstool Toilet	Earmarked reserve	£ 504.00	£ 84.00	£ 420.00	LGA 1972 s.111	
Steve Wakeling	Open Spaces	Playstool Maint (4/4)	£ 834.00	n/a	£ 834.00	Open Spaces Act, 1906 s10(b)	
Total BACS payments			**£ 3,998.75**	**£ 184.80**	**£ 3,813.95**	**£ -**	**£ -**
Direct Debits	**Budget**	**Description**	**Gross**	**VAT**	**Net**	**Power**	**s.137**
PHS	Open Spaces	Toilet service (annual)	£ 309.73	£ 51.62	£ 258.11	Public Health Act 1936, ss 221-223, 227	
Waveney IT	Office	365 Licence	£ 18.17	£ 3.03	£ 15.14	LGA 1972, s.111	
Hugo Fox	Office	Website	£ 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	£ 196.04	£ 9.34	£ 186.70	Parish Councils Act 1957, s.3	
Information Commissioners Office	Office	Subscriptions	£ 47.00	n/a	£ 47.00	Data Protection (Charges and Information) Regulations 2018, s. 3	
Lloyds Bank	Admin	Corporate card fee	£ 352.20	£ 58.20	£ 294.00	See below card information	
Total DD payments			**£ 970.36**	**£ 130.06**	**£ 840.30**	**£ -**	**£ -**
Credit Card Payments	**Budget**	**Description**	**Gross**	**VAT**	**Net**	**Power**	**s.137**
The Defib Pad	Health & Safety	Defib pads	£ 349.20	£ 58.20	£ 291.00	LGA, s.137	**£ 291.00**
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)*			**£ 352.20**	**£ 58.20**	**£ 294.00**	**£ -**	**£ -**
Bank Charges and Transfers							
Bank Charges	Unity	Monthly service charge 3	£ 8.25	n/a	£ 8.25		

d. **Centenary Garden maintenance:** To approve the annual cost increase of 6% from £504.00 to £534.00 + VAT.
It was **RESOLVED** to approve the 6% annual price increase for the Centenary Garden maintenance with Fryer Group for year two of the current three-year contract.

e. **Finance Committee:** To review draft minutes of the meeting held on 5th February 2026.
i. To consider the following recommendations for transfers from the General Reserves to Earmarked Reserves:
1) £825.20 to Public mail shot (increasing balance from £1174.80 to £2000.00)
2) £15,000.00 to Playstool equipment
3) £10,000.00 to a new Resilience fund (to support parishioners affected by natural events)
It was **RESOLVED** to approve the transfer of funds from the General Reserve to the Earmarked Reserves as detailed in the above recommendation, including the setting up of a new Resilience fund Earmarked Reserve.
ii. To consider the recommendation to request that, subject to Swale Borough Council's(SBC) approval, the remaining Section 106 balance for the Playstool Toilet Project be reassigned for the provision and maintenance of Playstool equipment.
It was **RESOLVED** to approve a formal request to be sent to SBC to request that the remaining section 106 fund of £4,909.24 be reassigned to the provision and maintenance of the Playstool equipment.

169. PLANNING MATTERS

Cllr Bolas, having declared an interest in agenda item 169a, handed over the Chair to the Vice Chair, Cllr Butlin, at 19:48.

a. **Planning Appeal:** Application 24/502717/OUT PINS reference APP/V2255/W/25/3376221: Notification of Appeal Lodged with the Planning Inspectorate Proposal: Outline Application (with all matters reserved) for the erection of a care home (Class C2), with associated parking, landscaping and substation. Location: Land West Of Borden Lane, Sittingbourne.
The council is asked to consider representation for this appeal hearing, which is scheduled for 31 March 2026, and if it wishes to modify its previous representations.
It was **RESOLVED** that Cllr Small would attend the planning appeal on behalf of the Parish Council to reiterate the previously submitted objections, which reflect the Council's agreed position. Cllr Small will submit his comments to the Clerk for circulation before the appeal.

It was **RESOLVED** that delegated authority be granted to the Clerk, in consultation with Cllr Small and Cllr Butlin, to update additional information in respect of the appeal, as necessary, on behalf of the Parish Council, provided that the information reflects the Council's agreed position.

At the conclusion of this item at 19:56, Cllr Bolas resumed the Chair.

170. 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: 26/500096/MOD106** Grid: 588553/163571 Address: Land at Wises Lane, Borden, Kent ME10 1GD Proposal: Modification by mutual agreement of s106 Planning Agreement dated 20th December 2019 relating to 17/505711/HYBRID to allow for 75% of dwellings to be occupied before the primary school land is required to be offered to the County Council.
The lack of local primary school places was noted, and concern was expressed that permitting 75% occupation before land is offered to Kent County Council would exacerbate the issue. This was considered to be potentially detrimental to children's health and well-being, due to the need to travel outside of the area for schooling.
It was **RESOLVED** to strongly **object** to this application and request that it be **called into the planning committee**: The Council strongly objects to the proposal to allow 75% of the dwellings to be occupied before the transfer of the primary school land to Kent County Council (KCC). The Parish Council considers this to be detrimental to both existing and future residents, particularly in view of the current shortage of available primary school places within the local area for children of that age group.

It was **RESOLVED** to contact the Swale Planning Consultant to request the name of the officer at KCC responsible for negotiation with BDW regarding primary school provision in Borden.

It was **RESOLVED** that once the officer's name has been identified, the officer at KCC responsible for negotiations with BDW regarding primary school provision in Borden be contacted under a Freedom of Information (FOI) request, seeking correspondence and information relating to BDW in connection with this planning application.

It was **RESOLVED** that once the FOI information has been received from KCC, the responsible officer at KCC be contacted to request a meeting to discuss this application with Cllr Sims and Cllr Wallace attending on behalf of the Parish Council.

It was **RESOLVED** that Cllr Sims and Cllr Wallace would represent the Parish Council, regarding this application, at the Swale Planning meeting.

2) **Application: 26/500118/LAWPRO** Grid: 588811/162526 Address: Chinensis Hearts Delight Borden Kent ME9 Proposal: Lawful development certificate for proposed garage conversion into a habitable space.
It was noted that the decision for this application has already been made.

3) **Application: 26/500239/SUB** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 59 **(Badger Survey)** Phases: Eastern Link Road (Phase 2D), 3, 4, 5 and 6 Residential and Phase 5 Open Space subject to application 17/505711/HYBRID (APP/V2255/W/19/3233606).
There was no comment on this application.

4) **Application: 25/504136/FULL** Location: Land East Of Woodgate Lane, Woodgate Lane, Oad Street, Borden ME9 7QB. Proposal: Erection of tractor store and lambing shed.
Comments for this consultation are due by 17th February 2026; an extension has been requested.
It was **RESOLVED** to reiterate the Parish Council's previous comments on 21st November 2025, that it approves the application on the condition that it is retained for agricultural use.

5) **Application: 26/500432/TCA** Grid: 588497/162807 Address: 7 Barn Close, Borden, Kent ME9 8JW Proposal: Conservation area notification to remove one Silver Birch to ground level due to lean towards the road and causing damage to residential wall.
It was **RESOLVED** to request that the Swale Arboricultural Officer conduct a site visit and provide professional advice before any works are undertaken.

6) **Application: 26/500536/FULL** Proposal: Replacement of existing roof to create a first-floor habitable accommodation, including 2no. rooflights, changes to fenestration and creation of juliet balcony. Address: Rayleigh Wrens Road, Borden, Kent ME9 8JE
Comments for this application are due by 6th March 2026.
It was **RESOLVED** not to comment on this consultation.

171. BUSINESS ITEMS

a. **Clerk's report** (attachment 1): To review the report and consider any actions to be taken.
The report was reviewed with no further actions required.

b. **Byelaw signs:** To receive a progress update.
An updated quote from Royal British Veterans Enterprise (RBVE) to include the signs for the Nature Reserve, Woodland Area and Playstool, was circulated before the meeting.
It was **RESOLVED** to contact RBVE and query the cost of £75 each for black caps, and also ask the number of posts required in total, including the one back-to-back sign.
It was **RESOLVED** that the quote be approved, subject to the revised cost of the black caps and the number of posts being clarified. Once these items have been confirmed, the matter will be brought

back to the March meeting for further consideration, on the signs to be ordered, agreement to get quotes for the installation, and delivery and storage options.

Cllr Tumber left the meeting at 20:50 to measure and confirm the size of the noticeboards and post requirements, and returned with that information at **20:52**

As noted in the Wises Lane Monitoring Group report under item 172, BDW/DHA & Redrow have been asked to contribute towards the cost of the signs.
It was **RESOLVED** to advise BDW/DHA of the cost of the signs, and to seek their decision regarding a contribution towards both the cost and installation. If this support is approved by BDW/DHA, the Parish Council will agree to the publicity in acknowledgement of the support. If the support is not available, a decision on the budget will be brought back to the next meeting.

The size of the signs quoted as A1 (840mm x 595mm) was agreed to be suitable, but the post sizes quoted were for 3 meters; on remeasuring, only 2.4 meter posts are required.
It was **RESOLVED** to contact RBVE to ask if 2.4-meter posts are available, and if so, to requote for that length, and also confirm how long the quote will remain valid.

c. **Bus Service:** As noted in January 2026 minutes (items 154b and 160diii), consider options to support the reinstatement of a Borden bus service.
County Councillor Richard Palmer advised in his report that he has met recently with some concerned Danaway residents, along with the deputy cabinet member for Highways, regarding getting the bus service reinstated through Chestnut Street and Danaway.
It was **RESOLVED** to wait until an update has been received from County Councillor Palmer, and bring this matter back to the March meeting.

d. **IT Policy:** To review and adopt the policy as required by the Practitioners Guide under **Assertion 10**.
It was **RESOLVED** to approve the Information Technology (IT) Policy.

e. **Equality and Diversity Policy:** To review and adopt the policy to ensure compliance with the Equality Act 2010.
It was **RESOLVED** to approve the Equality and Diversity Policy.

f. **General Data Protection Regulation (GDPR) Training:** For GDPR awareness, to agree for all Members to complete training.
The Clerk advised that paragraph 5.124 of the Practitioners' Guide requires members to have training on data protection principles and practices.
It was **RESOLVED** that all Councillors will complete data protection training. The Clerk will prepare and circulate initial basic data protection training guidance, including the principles and practices of data protection, together with the ICO training link, to enable Councillors, as agreed, to choose their preferred training option.

g. **Parish Meeting:** To confirm a date between 1st March and 1st June 2026.
It was **RESOLVED** that the Parish Meeting would be held ahead of the Annual Parish Council Meeting on 21st May 2026 at 6 p.m. The Clerk will add a notice on both the website and Facebook page.

h. **Borden Broadside:** To review the draft of the next edition.
It was **RESOLVED** to send articles to Cllr Baldock to include in the Broadside, and that it is redrafted for approval at the March meeting, minus the items regarding moths and the publicising of local Public Houses.

A comfort break was taken at 21:40 and reconvened at 21:53
Standing Orders were suspended at 21:53 for 22:00

172. COMMITTEE AND WORKING GROUP UPDATES

a. **Wises Lane Monitoring & Liaison Group (WLMG)**: To receive a report on updates.
A response was shared from DHA regarding heavy lorries driving up Wises Lane, which noted that, as per the approved Construction Management Plan, until the western link road is fully open to traffic, access via Wises Lane to the site compound will continue for some deliveries. Other construction compounds have been opened within Phase 2. Where deliveries and other vehicles are accessing these Phase 2 compounds, access will be taken via the western link road from Chestnut Street.

i. To consider items for the WLMG to present at the next meeting with BDW.
To note agenda item 172i, there is no longer a meeting with BDW. Questions from the Parish Council are sent to BDW via the WLMG.
It was **RESOLVED** to send the following issue to BDW regarding highways – danger, planning and site time:

- Heavy lorries all carrying goods to be used for phase 2 have been noted using Wises Lane at 6.48 a.m. before the compound is open, which is unacceptable. Access should be from Chestnut Street.
- Shaw Tipper lorries have been noted as not driving safely with due care and consideration at an appropriate speed for the road, and are not slowing down when coming from the compound, causing concern for other road users.
- Construction workers' cars are parking on Platinum Way as the compound is full; this is a recurring issue.
- A tent has been pitched on land for Phase 5 off Borden Lane.
- Wises Lane is becoming increasingly difficult to navigate. Many drivers are unaware that it is a dead end when turning left and that it continues beyond Ashmeads Rise/Platinum Way. What can be done to address this.
- What arrangements are being made for pedestrians on Wises Lane towards the Oast, as it has become dangerous for pedestrians since the closure of the footpath from Maylam Gardens.

It was **RESOLVED** that the WLMG would send the above questions to BDW and update the Full Council on the response at the next meeting.

It was **RESOLVED** to write to the Police Liaison Officer to seek clarification regarding the nature of the contract involving Shaw tipper lorries, and to raise concerns about these vehicles using Wises Lane without due care and attention for other road users and pedestrians.

It was **RESOLVED** to write to the Planning Consultant to raise concerns about the construction traffic accessing Wises Lane to reach the compound early in the morning, before the compound is open, disturbing residents, and also driving without due care and attention.

b. **Nature Reserve Working Group:** To review the Working Group's report on the lease renewal with Kent County Council (KCC), and consider the following recommendation:
To approve the 7-year lease option with KCC, subject to legal consultation and confirmation in the Heads of Terms of the lease that:

- KCC will fund their tree pollarding quote for £8,000 (not from the section.106);

- KCC will provide written confirmation to Swale Borough Council, confirming that the section. 106 fund designated for the Nature Reserve is payable to the Parish Council upon completion of the lease renewal.
- Prior planting discussions are honoured; and
- KCC agrees to the Management Plan recently reviewed.

It was **RESOLVED** to approve the seven-year lease renewal option for the Nature Reserve with KCC, subject to the above conditions, and legal consultation as required in the Parish Council's Business Continuity and Finance Risk Assessment. The Clerk will contact KCC to advise of this decision.

c. **The Playstool Toilet Committee:** To receive updates on the following matters:

i. Toilet pathway

The toilet pathway from the main entrance to the service room door has now been fully completed.

ii. CCTV service agreement

A response is still to be received from the follow-up letter sent.

173. HIGHWAYS

a. **To receive an update on the following items:**

i. Maidstone Road and Danaway 40mph scheme: No further update from KCC.

ii. Borden 20mph scheme: Implementation has commenced

It was **RESOLVED** that KCC Highways be requested to review the junctions of The Street with Pond Farm Road and Wises Lane; School Lane with Pond Farm Road; and Sutton Barron Road with Wrens Road at the entrance, as the 20mph zone is not clearly indicated from those approaches.

iii. Report on the KCC meeting regarding footpath closures: The report was shared before the meeting.

The report was taken as read.

iv. An update on the January minutes (item 158a) regarding PROW ZR120.

As the above meeting with KCC was arranged, the letter was not sent.

It was **RESOLVED** to rescind item 158a, as no longer appropriate.

174. 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.

Postponed to the March meeting, when Cllr Baldock would be in attendance.

175. CORRESPONDENCE - To review correspondence received and consider actions to be taken:

a. **Jigsaw project** (previous minute item 160b)**:** To review the request to display posters on notice boards and the website.

It was **RESOLVED** not to promote on the notice boards.

b. **Breast Screening in Swale:** To consider approval for communication added to the Parish Council website and Social Media for community awareness.

It was **RESOLVED** to approve the flyer to go on the website and Facebook page.

c. **Town and Parish Independent Remuneration Panel 2026:** To consider completion of a survey.

It was **RESOLVED** not to complete the survey at this time.

176. 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.
e. Western Area Committee – Cllr Butlin.
f. Parish Councils Liaison Forum – Cllr Butlin.

177. ITEMS FOR INFORMATION

- It was noted that regarding the rugby pitches, two have been flattened and seeded, with a third pitch being planned.
- The local traffic queuing issues at Junction 5 and the A249 and Key Street were noted.

The meeting ended at 22:40

The minutes of this meeting were approved and signed by the Chair:

Chair…… Date: …….