



MINUTES OF MEETING HELD ON 17TH AUGUST 2023

81. **APOLOGIES FOR ABSENCE:** Cllr Baldock and Cllr Cole will be attending the Swale Planning Committee meeting to represent the Parish Council.
In Attendance: Cllr Bolas, Cllr Butlin, Cllr Broughton, Cllr Evans, Cllr Harrison, Cllr Hepburn, Cllr Jemmett, Cllr Sims, Cllr Tumber
82. **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS**
 Parish Hall – Cllr Bolas and Cllr Hepburn.
 Pavilion – Cllr Sims.
83. **CHAIR'S ANNOUNCEMENTS**
 The Chair would like to thank Cllr Cole for representing the Parish Council this evening at the Planning Committee meeting regarding the Rugby Club application at Wises Lane.
84. **TO APPROVE FOR SIGNATURE:**
 The minutes of the annual Parish Council meeting held on 20th July 23 (Appendix A).
 It was **RESOLVED** to approve the minutes of the meeting held on 20th July 23, and they were duly signed by the Chair.
 1 abstention
85. **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.*
- Police/PCSO – none in attendance.
 - Parishioners - 1 in attendance who is interested in the Wises Lane Monitoring & Liaison Group item.
 - County/Borough Councillors (*a written report must be submitted three days before the meeting*).
 There was not a report submitted by County Cllr Baldock who also sent his apologies for the meeting.
 Borough Cllr Ann Cavanagh's report was circulated prior to the meeting, and a brief verbal update was also shared.
86. **FINANCE**
- To approve accounting statements for July 2023 (Appendix B)
 It was **RESOLVED** to approve the accounting statements for July 2023, which were duly signed by the Chair and RFO.
 - To approve the following BACS list of accounts for payment in August 2023.
 It was **RESOLVED** to approve the following BACS list of accounts for August 2023 payment, noting that the payment for EDF is £13.00 and not £16.00.

AUGUST 23 PAYMENT LIST					
Payee	Budget	Description	Gross	VAT	Net
Staff	Salary	Mar/Apr Salary	£ 949.82	n/a	£ 949.82
Staff	Expenses	WFH allowance & mileage	£ 29.05	n/a	£ 29.05
HMRC	PAYE	April PAYE costs	£ 280.73	n/a	£ 280.73
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 505.20	£ 84.20	£ 421.00
Kings Commercial	Open Spaces	Toilet Cleaning	£ 173.33	n/a	£ 173.33
Caloo	Open Spaces	Playstool - Air Walker replacement	£ 942.00	£ 157.00	£ 785.00
Lumley Designs	Event Planning	Jubilee oak tree plaque	£ 170.00	n/a	£ 170.00
Playsafe Ltd	Health & Safety	Playstool annual ROSPA inspection	£ 157.20	£ 26.20	£ 131.00
Steve Wakeling	Open Spaces	Bench secure fixings	£ 105.00	n/a	£ 105.00
Total BACS payments Aug			£ 3,312.33	£ 267.40	£ 3,044.93
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
O2	Office	Mobile	£ 15.48	£ 2.58	£ 12.90
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00
EDF energy	Electricity - Feeder pillar	Electric	£ 16.00	£ 2.62	£ 13.38
N Power	Electricity - Unmetered supply	Electric	£ 82.58	£ 3.93	£ 78.65
Lloyds Bank	Admin	Corporate card	£ 487.70	£ 79.79	£ 407.91
Total DD payments Aug			£ 639.13	£ 96.20	£ 542.93
			636.13	92.15	543.98
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloo	Toilet servicing	Weekly toilet emptying - 01/06-30/06	£ 154.30	£ 25.72	£ 128.58
Any Junk	Open Spaces	Fly tipping at Playstool	£ 78.00	£ 13.00	£ 65.00
John Lewis	Office	Printer cartridges	£ 86.99	£ 14.50	£ 72.49
Land Registry	Pavilion	Title register	£ 3.00	n/a	£ 3.00
Land Registry	Pavilion	Title plan	£ 3.00	n/a	£ 3.00
Euroloo	Toilet servicing	Weekly toilet emptying - 01/07-31/07	£ 159.41	£ 26.57	£ 132.84
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 487.70	£ 79.79	£ 407.91

- To note the year-to-date receipts and payments by budget (attachment 1).

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87. BUSINESS ITEMS

- a. To consider any motions that the Parish Council would like to submit to the KALC AGM on 18th November 23.
There were none.
- b. To discuss the Council's priorities.
It was **RESOLVED** to agree on the list of priorities, and that the Clerk would publish them on the Parish Council website confirming that they were not listed in any order of priority.
- c. To review and agree on further changes to the Wises Lane Monitoring & Liaison Group Terms of Reference (ToR) (previously adopted under June item 59aai).
This item was deferred until Cllr Cole returned from the Planning Committee meeting and resumed after the planning item.
In June item 59aai, under point 1 items, b, c, d & e were added to the ToR, and now further to the May AGM meeting item 20, the Group proposed that the (Advisory Committee), is removed from the title. Point 6 has also been re-worded only for clarity to read "to provide regular updates to Full Council on any issue and make recommendations for consideration."
It was **RESOLVED** to adopt the updated Terms of Reference for the Wises Lane Monitoring & Liaison Group which will no longer have (Advisory Committee) in the title and with point 6 being re-worded for clarity.
- d. D-Day 80 Celebrations – Cllrs are to come prepared with ideas on how the Parish Council can celebrate D-Day 80.
Cllr Harrison advised that the Heritage Group has arranged for a speaker on D-Day 80 but in May to raise awareness. Cllr Sims proposed that a working group was set up, and along with himself Cllr Harrison & Jemmett also volunteered. It was **RESOLVED** to set up a working group with Cllr Sims, Cllr Jemmett & Cllr Harrison, to organise the D-Day 80 celebrations.
- e. To agree on a Councillor to Chair the September meeting.
Cllr Sims volunteered to stand in as Chair for September's meeting.
It was **RESOLVED** that Cllr Sims would Chair the September meeting on the understanding that the Vice Chair position is not filled.
- f. To consider the open position of Vice Chair and ascertain if there are any Cllrs that would like to volunteer.
Cllr Butlin Volunteered for the role.
Cllr Butlin was nominated by Cllr Sims and Seconded by Cllr Harrison
It was **RESOLVED** that Cllr Butlin Would become Vice Chair of Borden Parish Council.
- g. To Consider a Quote from Fryer Group offering more services for the Centenary Gardens maintenance.
The Clerk had an on-site visit with Fryer Group on 31st July, to ascertain if they could cut back some shrubs that were hanging over the fence of the Centenary Gardens onto the pathway, causing a possible obstruction. A quote of £120 was given and accepted by the Clerk under Financial regs 3.4 for Health & Safety.
It was also pointed out to the Clerk that there are other maintenance issues that could be considered by the Parish Council and if agreed added to their current contract.
It was **RESOLVED** that item 1 of the quote for the trimming back of the overhanging shrubs from the Centenary Gardens onto the Street was agreed, and regarding item 2 the Clerk will confirm with the contractors that this year's growth needs to be taken off but not levelling to fence height.

88. COMMITTEE AND WORKING GROUP UPDATES -

- a. To receive a report from Wises Lane Monitoring & Liaison Group (WLMG). The report was sent out before the meeting and is available to view at <https://www.bordenparishcouncil.gov.uk/>.
- i. Cllr Cole gave an update from the meeting today with BDW.
It was proposed that the Clerk write to the Enforcement Officer at SBC regarding Plot 22 (plot 28 on some plans), as the site layout plan shows it as being hipped and the design in the detailed plan is a gabled design, which detracts from the appearance of the development. The appearance of the position to the neighbouring roof is unsightly and detracts from the appearance of the estate because of its prominent position from the North.
It was **RESOLVED** that the Clerk would write to the enforcement officer at SBC as detailed in the above proposal.

Other updates were also shared:

- BDW has a Dust Monitor, which signals to various offices when the dust level becomes excessive. On receipt of this information, a bowser is deployed.
- The WLMG were assured today that the resubmitted applications contained minor alterations.

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- 9 houses now have been sold and completion is expected in September, with 65 also having the foundations laid.
- The Westen link road starts in September/October but It is unlikely to be an intrusion to traffic flows until Spring 2024.
- 2f – BDW is in discussion with KCC Education. It will be a 1-form entry school. Build will commence in 2025. Discussion as to whether the allocated school playing field is incorporated in the community area 2f.
- The woodland is to receive an S106 payment of £7,500 for maintenance. The WLMG would like the S106 wording to be altered to read maintenance and ‘management’. This would give more flexibility in what the money is spent on.
- BDW are in early discussions about the design of 2f and would welcome Cllrs ideas of what, or how, we envisage the area to look within the next couple of weeks. In previous reports, we had made suggestions to Councillors and would seek confirmation from Full Council this evening to a circular cycle track/walkway, woodland, community orchard and picnic benches. Are there any to be added?
It was **RESOLVED** that the Clerk would email Karen Dunn at BDW confirming that the Parish Council envisaged the area of land noted 2f accommodates a circular cycle track/walkway, woodland, community orchard, nature trail, and picnic benches. 2 abstentions
- The WLMG would like the council to consider approaching BDW as owners of the scrubland off Borden Lane to erect fencing to deter quad bikes from entering the Nature Reserve.

i. To preview the new Borden Directory.

This item was deferred until Cllr Cole returned from the Planning Committee meeting and resumed after the planning item.

Standing Orders were suspended at 22:00 for 30 minutes.

There was a discussion from the preview of the Directory which brought to light various possible omissions and amendments and so the Chair asked that factual Issues for change were put in writing to Cllr Cole who could then seek to amend where possible and bring back to a future meeting for final approval, which was agreed by the Full Council.

ii. To consider the S106 money for the Wards land and Nature Reserve.

Details can be viewed In the WLWG report at <https://www.bordenparishcouncil.gov.uk/>, also see above in the WLMG update from their meeting with BDW today.

It was agreed that the Woodland money could be claimed.

b. To receive a report from the Nature Reserve Group.

The Clerk has emailed KCC regarding the Nature Reserve designated status change and is awaiting a response, and will follow up on the request again, as on the Rugby Club Planning application the Nature Reserve is noted but not as a designated area.

The Chair asked if Borough Cllr Cavanagh would be able to support this request by contacting KCC.

Clerk to send Cllr Cavanagh the KCC contact email address.

Cllr Cavanagh will also try to call KCC about the Nature Reserve designated status also the expiry of the lease, which is due in September 2024, and will feedback to the Clerk.

Cllr Butlin advised that SBC also has an open spaces officer, whose name she has and who may be able to help.

89. OPEN SPACES

a. The Arboricultural report carried out on 22nd February 23 for the Nature Reserve, gave recommendations to pollard 62 poplar trees that were ivy-covered, after consultation and agreement with the surveyor this action was delayed until after the bird nesting season, and the ivy only was severed at the base of the trees. The Parish Council now needs to agree on the way forward for the pollarding. The Ivy was initially cut back as agreed in March minute item 191c.

It was **RESOLVED** that the Clerk would go out for 3 quotes to pollard the 62 poplar trees, and request quotes to both remove the debris and not to remove the debris.

b. To consider the Nature Reserve and Woodland bye-law signage design.

This item was deferred until Cllr Coles return from the Planning Committee meeting and resumed after the planning item.

It was **RESOLVED** to agree on the design with the suggested changes implemented as discussed, which will be brought back to a future meeting for final sign-off along with the required 3 quotes.

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90. HIGHWAYS

- a. To receive an update on Highways matters, including a meeting with KCC Highways on 10th August to discuss current Parish Highways issues and speed limits. Notes were sent out prior to the meeting for both meetings and are available to view at <https://www.bordenparishcouncil.gov.uk/>.
Cllr Bolas gave a background update regarding the KCC HIP.
Cllr Bolas has cycled around the parish with the Swale Active Travel officer to look at problems and opportunities. KCC Highways, KCC & Swale are aware of safety issues in the parish and the opportunities to work together to improve the current issues.
- b. To consider completion of the KCC Emerging Local Transport Plan questionnaire on Let's Talk Kent.
It was **RESOLVED** to not complete the questionnaire as a Parish Council but for Cllrs to complete it as individuals at will.

91. CORRESPONDENCE

- a. To review the resident's correspondence log and agree on any actions to be taken.
It was **RESOLVED** that the Clerk would put a list of responsibilities for the Parish Council, Borough Council and KCC on the website and include links to other services i.e. environment agency. This will also be added to the next broadside publication.
- b. To consider a resident of Coppins Lane's request to adjust the brightness of a streetlight.
The Clerk advised that the KCC website suggests that if a light is shining into a property and causing a problem, the light can either be adjusted or a shield can be fitted.
It was **RESOLVED** that the Clerk would contact the resident to confirm that a light shield is what is needed, and if so to look to get 3 estimates for a shield to be fitted.
- c. Oad Street Craft Centre has requested permission to move at their own cost, the Parish Council notice board from its present position to the main rear car park alongside the Heritage noticeboard, this is part of a repositioning to ensure safer and easier access for their customers to enter and leave the premises.
It was **RESOLVED** to agree for the Oad Street Craft Centre to move the notice board at their own cost to the back car park near the Heritage board – at the same height and facing into the car park for public view. 1 abstention.

92. PLANNING

Cllrs to come prepared to discuss road names suggested below and other appropriate names that could be submitted for consideration: -

SBC Planning Consultation re; 50 property development adjacent to Chestnut Street by Abbey Developments.

As per Swale Borough Council's policy when a development falls within a parished area they require a 4-week consultation period with the local Parish Council to discuss the names selected. The names chosen are listed below:

- Kentstock Crescent
- Kentish Crescent
- Waterbourne Crescent.

Kentish and Kentstock relate to types of brick made at historic brickmaking works at the site and Waterbourne relates to the method of transportation for taking the bricks to other locations.

SBC will require a response by 21st August 2023- if they have not heard back in this time frame the above names will be used for the site.

20.35 Cllr Baldock joined the meeting.

There was a discussion around suitable names and Cllr Harrison was consulted regarding the history of the land and suggested the following names.

1. St James
2. Chantry Croft
3. Purton
4. Stomble
5. Great Spittles
6. Little Spittles
7. Sherwyn
8. Mannedge

It was **RESOLVED** to agree on Chantry Croft as 1st option with Purton as the backup, with details of why the name was chosen.

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Cllr Cole joined the meeting at 20:40

The Chair formally thanked Cllr Cole for representing the Parish Council at the Planning Committee Meeting regarding the Rugby Club planning application for Wises Lane.

Standing Orders were suspended at 20:46 for an update from Cllr Cole on the Planning Committee meeting.

The meeting reconvened at 21:11, and the previously deferred items were addressed.

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

- 1) **Application: 23/503032/SUB.** Grid: 588126/164212. Address: Manor Farm Key Street Sittingbourne Kent ME10 1YU
Proposal: Submission of details pursuant to conditions 12 (foul and surface water drainage), 15 (sustainable surface water drainage scheme), and 16 (measures within drainage scheme to ensure silt and pollutants can be managed), of application 17/500727/OUT.

It was **RESOLVED** to have no comment.

- 2) **Application: 23/503033/SUB.** Grid: 588115/164086. Address: Land at Manor Farm Chestnut Street Borden Kent ME10 1YU. Proposal: Submission of details pursuant to condition 2 (Arboricultural Method Statement) of application 22/505735/REM.

It was **RESOLVED** to have no comment.

- 3) **Application: 23/503238/LAWPRO.** Grid: 588184/164030. Address: 31 Dental Close Sittingbourne Kent ME10 1DT
Proposal: Lawful Development Certificate for proposed single-storey extension to the rear.

No comment is required.

- 4) **Application No: 22/504937/REM.** APPROVAL OF RESERVED MATTERS (APPEARANCE, LANDSCAPING, LAYOUT AND SCALE) FOR PHASE 1B, 2A, 2B AND 2C FOR THE ERECTION OF 209NO. DWELLINGS INCLUDING AFFORDABLE, TOGETHER WITH ASSOCIATED ACCESS, LANDSCAPING, EQUIPPED PLAY, DRAINAGE, INFRASTRUCTURE AND EARTHWORKS, PURSUANT TO 17/505711/HYBRID. LAND AT WISES LANE, BORDEN, KENT, ME10 1GD.

The revisions respond to comments made by statutory consultees on technical matters and BPC has been notified primarily for information/transparency.

No Action is required.

- 5) **Application No: 23/500263/REM.** Proposal: 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. Location: Land at Wises Lane Borden Kent ME10 1GD.

To note the above planning application will be reported to the Planning Committee meeting of the Council to be held in the Council Chamber at Swale House on 17 August 2023 at 7.00 pm.

Cllr Cole represented the Parish Council at the Planning Committee meeting, and the 3-minute time slot was requested to speak at the meeting so that the Parish Councils points could be noted as follows:

The Director of Planning's report addresses many of Borden Parish Councils comments.

There are still areas that are a main cause for concern:-

The Appearance of the clubhouse.

The Wises Lane development is inevitably suburban. But the clubhouse sits on the edge of Borden Village. We feel strongly that the clubhouse should tone in with the rural nature of the village and that it is not appropriate for it to be of "a contemporary character as a new landmark statement." The materials must blend in with the local architecture and surroundings.

Gas leakage from the Nature Reserve

Paragraph 7.12.1 says 'The EHO however considers a contamination watching brief condition is necessary'. We can find no mention of such a condition in the list of conditions.

Archaeology

The Archaeology report is incomplete. Although KCC Archaeology signed off they stated further work is needed. We ask that this should happen.

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Coach Manoeuvrability

The space for coaches to manoeuvre safely is inadequate. The swept path plan assumes that all cars will be parked in the marked bays. We consider this unlikely and that coaches will end up being parked on adjoining roads.

Vehicular site access

The site plan shows what looks like an alternative entrance from Wises Lane. We believe that access should only be from Cryalls Lane.

Speed limit

KCC has agreed on a reduction from 60mph to 30mph along Cryalls Lane, but we would still like to see this reduced to a 20mph zone. This would be consistent with the planned speed limit on the rest of the estate, and safer for pedestrians and cyclists joining from the part of Cryalls lane that will be closed to vehicles.

Car Parking Allocation

This is based on there being two pitches. However, there will be a third pitch on adjacent community land. This pitch will attract cars not accounted for in the application. It is also assumed that many players will travel by coach. Many of the club's opponents are local, so there will be many more cars than predicted. Our concern is that these overspill vehicles will blight the locality, environmentally and aesthetically.

Public Toilets

There are only 3 public toilets (including one disabled). This is insufficient for the volume of spectators expected, especially considering the Government policy that all new public buildings should have separate male and female toilets.

94. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
- b. Borden Sports Association – Cllr Sims. The report was sent out before the meeting and is available to view at <https://www.bordenparishcouncil.gov.uk/>.
- c. Borden Parish Hall – Cllr Hepburn. The report was sent out before the meeting and is available to view at <https://www.bordenparishcouncil.gov.uk/>.
- d. Borden Heritage Group – Cllr Harrison. The report was sent out before the meeting and is available to view at <https://www.bordenparishcouncil.gov.uk/>.

The meeting Closed at 22:48

NEXT MEETING TO BE HELD ON 21st SEPTEMBER 2023

Minutes agreed and signed on 21st September by;

Print Name: Signature:

Title: