BORDEN PARISH COUNCIL

All members of Borden Parish Council are hereby summoned to attend the Full Council meeting to be held on Thursday, 16th October 2025, at the Pavilion, Wises Lane, which will commence at 7:00 pm.

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 10th October 2025

A G E N D A

106. APOLOGIES FOR ABSENCE

107. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

108. CHAIR'S ANNOUNCEMENTS

109. TO APPROVE FOR SIGNATURE

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

110. 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.
b. Parishioners.
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)*

111. FINANCE

a. **Bank Reconciliation**: To approve the reconciliation as of 30th September 2025 (APPX B).
b. **Budget vs Actual**: To review and approve the report as of 30th September 2025.
c. **BACS Payments**: To approve the list of accounts for payment in October:

Payee	Budget	Description	Gross	VAT	Net	Power	s137
Clear Councils	Insurance	Renewal (paid 29/09/25)	£ 1,863.91	n/a	£ 1,863.91	LGA 1972, s.140(1)	
Staff	Payroll	Staff salary	£ 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	£ 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	£ 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	
Steve Wakeling	Open Spaces	Removal of Mountview sign	£ 300.00	n/a	£ 300.00	Open Spaces Act, 1906 s10(b)	
Steve Wakeling	Open Spaces	Hedge cutback	£ 200.00	nm	£ 200.00	Open Spaces Act, 1906 s10(b)	
Total BACS payments			**£ 4,966.71**	**£ 100.80**	**£ 4,865.91**	**£ -**	**£ -**
Direct Debits	**Budget**	**Description**	**Gross**	**VAT**	**Net**	**Power**	
Waveney IT	Office	IT Support	£ 18.17	£ 3.03	£ 15.14	LGA 1972, s.111	
Hugo Fox	Office	IT Support - Website	£ 11.99	£ 2.00	£ 9.99	LGA 1972 s 142	
O2	Office	Mobile	£ 15.42	£ 2.57	£ 12.85	LGA 1972, s.111	
EE	Office	Broadband	£ 22.03	£ 3.67	£ 18.36	LGA 1972, s.111	
EDF energy	Utilities	Electricity - metered supply	£ 31.35	£ 1.49	£ 29.86	Parish Councils Act 1957, s3 HA 1980, s301	
Npower	Utilities	Electricity - unmetered supply	To be confirmed on receipt of invoice			Parish Councils Act 1957, s3 HA 1980, s301	
Lloyds Bank	Admin	Corporate card fee	**£ 55.25**	£ 8.71	£ 46.54	See below card information	
Total DD payments			**£ 154.21**	**£ 21.47**	**£ 132.74**	**£ -**	**£ -**
Credit Card Payments							
Payee	**Budget**	**Description**	**Gross**	**VAT**	**Net**	**Power**	**Net**
RNIB	General contingency	Rememberance poppy wreath	£ 52.25	£ 8.71	£ 43.54	LGA 1972 s.137	**£ 43.54**
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00	LGA 1972, s.111	
Total Credit Card			**£ 55.25**	**£ 8.71**	**£ 46.54**	**£ -**	**£ -**
Bank Charges and Transfers							
Bank Charges	Unity	Monthly service charge due 31/10/25	£ 8.85	n/a	£ 8.85		

d. To approve the 40mph scheme design payment to Kent County Council for £1124.00 on receipt of the invoice, when received, and report to the following Parish Council meeting.

e. **Audit:** To review and agree the external Auditor report for the 2024/2025 Annual Governance and Accountability Return (AGAR).
f. **Insurance:** To note the change in insurance provider by Clear Councils Insurance Brokers, from Aviva to Ecclesiastical Insurance. The payment due by 1st October was made under the Clerk's delegated authority outside the usual payment schedule, to meet the deadline. The Parish Council is asked to approve this payment and the continuation of the previously agreed 3-year insurance arrangement.
g. **Grant application**: To consider a grant request from Sittingbourne Lights.

112. PLANNING MATTERS

Swale Planning Committee meeting 6th November 2025: To note that the following two applications were due to have been on the 9th October agenda. However, this meeting was cancelled, so they may now be added to the next agenda:

1) 25/501437/REM Phases 3 & 4, Land at Wises Lane
2) 25/501147/REM Phase 2F, Land At Wises Lane

113. 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: 25/503879/SUB Grid: 586013/162747 Address: Hawthorns Maidstone Road Borden Kent ME9 7QA Proposal: Submission of details pursuant to **conditions** 3 (sustainable construction techniques), 4 (external materials), 5 (hard landscaping), 6 (soft landscaping), 9 (thermal comfort measures), 10 (arboricultural method statement), 11 (ecological mitigation strategy), 12 (landscape management plan) and 20 (foul water drainage) subject to application 24/504082/FULL.

2) Application: 25/503729/LDCEX Address: Hengist Field, Denne Court Pond Farm Road Borden, Kent ME9 8LT Proposal: Lawful Development Certificate (Existing) seeking confirmation that material operations amounting to development (laying out and partial construction of additional roadway and car parking area) have been undertaken pursuant to the commencement of planning permission 22/504445/FULL.
Consultation comments due by 22nd October 2025.

114. BUSINESS ITEMS

a. **Clerk's report** (attachment 1): To review the report and consider any actions to be taken, including the following:
   i. Mountview Woodland byelaw sign – Is a new sign required? If so, to determine the preferred type and size.
b. **Pavilion waste bins:** To receive an update on the request for new bins.
c. **Remembrance Day:** A volunteer is required to lay the wreath.
d. **Heritage List:** Further to September minutes (item 103a), to consider Heritage nomination suggestions.
e. **Data Retention & Disposal Policy:** To consider and approve the draft Policy in line with the requirements of the Council's Standing Orders (section 11).

115. COMMITTEE AND WORKING GROUP UPDATES

a. **Wises Lane Monitoring & Liaison Group (WLMG)**: To receive a report on updates.
   ii. To consider items for the WLMG to present at the next meeting with BDW.
   iii. **Motion – Cllr Butlin**: To consider contacting Swale Borough Council to confirm whether market conditions have changed sufficiently to trigger a review of Affordable Housing numbers, as provided under paragraph 5.35 of the Wises Lane Appeal Decision dated 29th April 2021.

b. **Nature Reserve:**
   i. **Lease renewal:** To receive a progress update and consider any further actions to be taken.
   ii. **Byelaw signs:** To receive an update on the planned visit with the Royal British Legion Industries (RBLI).
   iii. **Security bollards:** These have been installed by Kent County Council (KCC) at the Cryalls Lane gate. Consideration is now required for named contacts for Fire Brigade access and key holders.
   iv. **Nature Reserve Management**: To consider the revised plan for approval to share with KCC.

c. **The Playstool Toilet Committee**
   i. To review the minutes from the last committee meeting, seek necessary clarifications, and consider the following recommendations:
      1) **CCTV Agreement**: To write to Swale Borough Council's legal department regarding the delay in sending the required hard copy of the agreement.
      2) **CCTV policy**: To approve the draft policy.

116. HIGHWAYS

a. **Maidstone Road and Danaway 40mph scheme:** To receive a progress update.
b. **Developer signs on street furniture**: To discuss and consider any further action to be taken.
c. **Diversion Routes**: To receive an update on the proposed meeting with KCC.
d. **Motion –** Cllr Bolas: To contact National Highways and FM Conway to enquire about the possibility of erecting a sound barrier between the Maidstone Road and the A249.
e. **A249 Key Street Maidstone Bound Slip Road Scheme:** To note the reclassification of Chestnut Street (currently unclassified) from the A2 to the new slip road, as A2, and consider comments the Parish Council may wish to submit to KCC Highways on the matter.

117. CORRESPONDENCE - To review the following correspondence and consider actions to be taken:

a. **Residents' communications**.
b. **KALC Community Awards Scheme 2026:** Nominations, which are due by Friday, 30th January 2026.
c. **KALC AGM:** Representatives from the Parish Council to attend on 22nd November 2025.
d. **Jacksons:** A request regarding opportunities for volunteer engagement and support for community projects, making use of resources for the benefit of the community.
e. **Highways and Transportation in-person Parish Seminar**: Attendance for this event on 22nd October 2025.
f. **Sittingbourne and Sheppey wide Parish Council meeting in Parliament:** Attendance for this invitation from MP Kevin McKenna.

118. 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 2).
e. Western Area Committee – Cllr Butlin.

119. ITEMS FOR INFORMATION

Attachment 1

CLERK'S REPORT FOR OCTOBER 2025

BORDEN PARISH COUNCIL MEETING

By: Teresa Millum (Clerk) Date: 09/10/2025

GENERAL UPDATES

1. 20/09/25 A resident's email was received with pictures of the vandalised notice board at the Mountview end of the Woodland. I responded to confirm that arrangements have already been made to have this removed.

03/10/25 Removal and make good completed:

For the Parish Council's consideration, is the installation of a replacement byelaws notice board required at this location, and if so, to determine the preferred type and size. Additionally, would there be a preference for it to be added to the order along with the Nature Reserve byelaw signs?

2. 25/09/25 Our new beat officer, PC Marie Roostan, contacted me to let me know that she was unable to attend the September meeting due to rest days, and her shift pattern does not currently allow for the October meeting, but she will try to move this so that she can attend.

   I advised her that the council had previously asked PC Clemens for the number of speeding issues that had been seen in Borden Parish in the last month, for educational and awareness purposes, and asked if this was something she could provide, perhaps in her next newsletter. I have also asked if she has the list of roads best suited for speed check, provided to PC Clemons, and if she will be picking this up?

03/10/25 PC Roosten responded to advise that there had not been any calls to the Police regarding speeding in Borden over the past month. PC Clemens had also carried out speed

checks, as noted in the August newsletter. The checks were carried out on 15th August, as part of a day of action, and covered Bobbing, Bredgar, Rodmersham and Borden. 45 minutes were spent on Borden Lane, where only one driver was identified as breaking the speed limit and suitably reprimanded. Additionally, the newsletter noted that a survey was sent to all members of Borden who had signed up to My Community Voice, asking for their top three priorities. These were:

1. Drug Dealing
2. Nuisance Vehicles
3. Road Safety.

UPDATES FROM SEPTEMBER MEETING

3. Item 98a - Planning Application: 24/502787/SUB - Rugby Club Land at Wises Lane. 23/09/25 The Case Consultant has been emailed requesting that the information provided to the Parish Council by email be added to the planning portal.

4. Item 100a – Developer signs – Cllr Small provided pictures of new signs installed at Chestnut Street, which were forwarded to the SBC Planning Investigations Team Leader to forward to his KCC Highways contact, and an update on this and the ones at Key Street and the Oad Street junction with Chestnut Street was requested for the council's October meeting. At the time of writing this report, an update has not been received, and to the best of my knowledge, developer signs remain in place.

5. Item 100a – Conflicting and confusing old vs new diversion signs.
   23/09/25 An email was sent to KCC Streetworks, requesting that, as a matter of urgency that they visit Borden and review the signage in order to ensure clarity and safety. A response was received asking for locations and pictures. From this, an email was sent out to all Cllrs requesting information, with the following update received and forwarded to KCC Streetworks:
   - Borden Lane at the top by the first house on the left.
   - Borden Lane j/w Bannister Hill
   - The Street j/w Wise Lane
   - Hearts Delight j/w Wrens Road
   - Homewood Avenue

Before responding, I drove to the village locations mentioned above, and the signs appeared to have been updated with the new closure of Wises Lane. Streetworks confirmed that they had let their inspector know and should be able to do a post-work run to make sure that they take everything away as well when finished.

6. Item 101a - Mud on the roads and dust from development.
   23/09/25 An email was sent to the SBC Planning Enforcement Officer, noting the lack of effective enforcement of the mud left on the roads and dust, specifically at Wises Lane, Cryalls Lane, and now Borden Lane. Immediate action was urged to ensure that the developers are held to their obligations regarding site management and environmental controls. A response was also requested outlining the enforcement measures to rectify these ongoing issues. With particular concerns regarding:
   - Mud is being left on the roads, creating hazardous conditions for motorists.
   - Insufficient dust suppression, which poses potential health risks to nearby residents.

   06/10/25 A response was received asking if there was still a problem. Additionally, if all future planning enforcement reports could be reported to the online page, this way they will be picked up centrally and acted upon if the Enforcement Officer is away from the office. The website is:
   https://self.maidstone.gov.uk/service/report_a_planning_enforcement_breach

   I followed up with the WLMG and found that the roads are dirty, but not necessarily with clumps of mud.

.

Borden Heritage Group Annual report 2025

During 2025 BHG has continued to grow in membership and information gathered; we remember Sheila Hepburn and Pam Makepeace, their unexpected passing and the enormous contribution that they made to our success during the past fifteen years.

I thank John our Archivist, Sue our Treasurer, Christine our Secretary and Ann our Social Media manager for their time and support. Thank you also to wonderful meeters and greeters Joan and Margaret for their welcome to guests and dedication to the raffle and entrance monies.

Our visits this year have included using torches to study Medieval Graffiti in Borden Church, exploring Murston Heart, walking through Sittingboune High Street while being encouraged to look 'up' and when at the Criterion Theatre we discovered that there are still Scorpions in the wall of Sheerness dockyard! Our talks have included learning about the women who worked in Sheerness dockyard during WW1, photography through the years, Islands of the Medway Estuary and why 'The Maid of Kent' was eventually hanged.

The new website is encouraging a range of enquiries from current and past residents, many of whom have shared new information with us and I thank Ruth for assisting us with the input and technical side.

The 2026 Programme will soon be published.
Plans for our 'Archeology Roadshow', on Saturday 16th May in the Parish hall, are well in hand; local archaeologists, history groups and specialists from other parts of Kent have been invited to take part and bring along items of interest to share with the general public at an open day 'Exhibition'.
Borden Heritage Group thank Swale Borough Council for its contribution in part funding our Roadshow project through its 'Local Engagement Funding' programme.

Eileen Harrison BHG Chair October 2025 bordenheritage.co.uk