



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on **Thursday 21st March** in the Pavilion, Wisers Lane at 7 pm

Teresa Millum

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

15th March 2024

A G E N D A

171. APOLOGIES FOR ABSENCE

172. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

173. CHAIR'S ANNOUNCEMENTS

174. TO APPROVE FOR SIGNATURE:

The minutes of the Parish Council meeting held on 15th February 2024 (Appendix A).

175. 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.
- Parishioners.
- County/Borough Councillors (a written report must be submitted three days before the meeting).

176. FINANCE

- To approve the accounting statement and reconciliation for February 2024 (Appendix B).

To note that the February payment list showed a Lloyds card payment of £758.02 but the correct payment was £617.02, as deducted a credit balance of £33.00 from January (£3 fee less 36 credit refund from EDF), and a credit from Euroloo of £108 (missed December services).

The annual ICO payment of £35.00 was also taken on 9th February.

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

Please note the payment of £337.50 shown on the payment list was paid on 8th March, as an urgent payment to appoint the Architect for the Playstool toilet.

Payee	Budget	Description	Gross	VAT	Net
JNC Architecture	New Playstool Toilet	Architect deposit (paid 8th March 24)	£ 337.50	n/a	£ 337.50
Staff	Payroll	Staff salary	£ 994.02	n/a	£ 994.02
Staff	Expenses	WFH allowance	£ 29.05	n/a	£ 29.05
HMRC	Payroll	PAYE	£ 310.50	n/a	£ 310.50
Treecraft	Tree Maintenance	2nd installment of 4	£ 2,200.00	n/a	£ 2,200.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 426.00	£ 71.00	£ 355.00
Fryer Cleaning & Maintenance	Open Spaces	General Maintenance - Danaway	£ 1,605.60	£ 267.60	£ 1,338.00
Kings Commercial	Open Spaces	Toilet Cleaning	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
MEC Ltd	Coronation	Oak tree guard	£ 264.00	£ 44.00	£ 220.00
The Eco Gardener	New Playstool Toilet	Shrub clearance	£ 230.00	n/a	£ 230.00
KALC	Administration	Courses	£ 36.00	£ 6.00	£ 30.00
Steve Wakeling	Open Spaces	Playstool Maintenance 1st inst 2024	£ 834.34	n/a	£ 834.34
Unity	Administration	Bank fees	£ 18.00	n/a	£ 18.00
Total BACS payments			£ 7,518.34	£ 388.60	£ 7,129.74
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	£ 13.20	£ 2.20	£ 11.00
EE	Office	Broadband	£ 19.20	£ 3.20	£ 16.00
EDF energy	Electricity -Feeder pillar	Electric	£ 22.89	£ 1.09	£ 21.80
N Power	Electricity - Unmetered supply	Electric	£ 150.13	£ 7.15	£ 142.98
Lloyds Bank	Admin	Corporate card	£ 152.15	£ 24.86	£ 127.29
Total DD payments			£ 387.73	£ 43.53	£ 344.20
Credit Card Payments	Budget	Description	Gross	VAT	Net
Euroloos	Toilet servicing	01/02- 29/02	£ 149.15	£ 24.86	£ 124.29
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 152.15	£ 24.86	£ 127.29

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- c. To agree to an amendment to the 2024/25 budget and change the expected income line of £7000 from VAT to Grants received.
- d. To consider quotes for off-site file storage as requested at February's meeting.

177. BUSINESS ITEMS

- a. To agree members of the Community Travel working group (February item 154e).
- b. To review and agree on the contract details for the Playstool's grass-cutting maintenance requirements.
- c. To review and agree on the contract details for the Memorial Gardens maintenance requirements.
- d. To agree on a date for the Annual Parish Meeting and who will Chair.
- e. To discuss and agree on the way forward to fill the remaining Councillor vacancy.

178. COMMITTEE AND WORKING GROUP UPDATES

- a. Wises Lane Monitoring & Liaison Group update.
- b. New Build Playstool Convenience Committee update (attachment 1).
- i. CCTV update.
- ii. Due to new information regarding the sewer location and regulations the toilet cannot be located where agreed under February resolution 140b5.
It is proposed that the Parish Council agree to an amendment of February resolution 140b5, where now part of the playground fence will be moved to accommodate the new toilet facility which will be located opposite the previously agreed location and now behind the memorial gardens close to the main Playstool gate.
- c. D-Day 80 Working Group update.
- d. Nature Reserve update
- i. To discuss and agree on a sign and wording for a Nature Reserve pond.
- ii. To discuss the pursuit of a designated status for the Nature Reserve, with Natural England.
- iii. To discuss the FOBNR Committee and the Parish Council Representative.

179. OPEN SPACES

- a. Homewood View pathway barrier update.
- b. To receive an update on the request to have bins installed at the junction of Wrens Road and Hearts Delight and also beside the dog bag dispenser at Maylam Gardens.
- c. To receive an update on the request for a replacement bin at lower Wises Lane.
- d. To receive an update on the hedgerow near the Wises Lane Development that the Parish Council is looking to protect.

180. HIGHWAYS

- a. To discuss the extended working times, for the forthcoming road closure between Maylam Gardens and Cryalls Lane.

181. CORRESPONDENCE

- a. To review resident correspondence about pavement parking at the top end of Wises Lane, especially on match days.
- b. To discuss the damage to the Tommy memorial and repair requirements.
- c. To discuss the confusing diversions signs in the village.
- d. To consider Citizens Advice's request for a donation.

182. PLANNING MATTERS

- a. To consider comments for the Swale Borough Council – Planning Enforcement Strategy – Consultation.
- b. To discuss the new sign installed outside of Pine Lodge home at Key Street.
- c. To receive an update on the street name and numbering request from SBC.

183. 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.

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1. **APPLICATION REF: 24/500383/FULL** PROPOSAL: Section 73 - Application for variation of condition 10 (to allow unrestricted residential use and/or bed and breakfast/guest accommodation, office and residential use) pursuant to SW/11/1491 for - Change of use from agricultural to bed & breakfast, office & residential. ADDRESS: Woodgate Oast Woodgate Lane Borden Kent ME9 8JX
Consultation comments are due 4th March, and an extension has been requested.
 2. **Application No: 23/505420/REM** Location: Land At Wises Lane Borden Kent ME10 1GD 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.
 3. **Application No: 21/503914/EIOUT** Location: Land South And East Of Sittingbourne Kent Proposal: Southern Site. Outline Planning Application for the phased development of up to 577.48 hectares at Highsted Park, Land to the South and East of Sittingbourne, Kent, comprising of up to 7,150 residential dwellings including sheltered / extra care accommodation (Use Class C2 and Use Class C3). Up to 170,000 sq m / 34 hectares of commercial, business and service / employment floorspace (Use Class B2, Use Class B8 and Use Class E), and including up to 2,800 sq m of hotel (Use Class C1) floorspace. Up to 15,000 sq m / 1.5 hectares for a household waste recycling centre. Mixed use local centre and neighbourhood facilities including commercial, business and employment floorspace (Use Class E), non-residential institutions (Use Class F1) and local community uses (Use Class F2) floorspace, and Public Houses (Sui Generis). Learning institutions including primary and secondary schools (Use Class F1(a)). Open space, green infrastructure, woodland, and community and sports provision (Use Class F2(c)). Highways and infrastructure works including the provision of a new motorway junction to the M2, a Highsted Park Sustainable Movement Corridor (inc. a Sittingbourne Southern Relief Road), and new vehicular access points to the existing network; and associated groundworks, engineering, utilities, and demolition works. We have received revised details concerning this application. Amended and Additional Information received 07.02.24 (attachment ..)
 4. **Application: 24/500731/SUB** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details pursuant to condition 67 (archaeology) of application 17/505711/HYBRID (partial discharge relating to phases 2A and 2C).
Consultation comments are due by 28/03/24.
 5. **Application No: 22/500723/FULL** Location: 34 Key Street Sittingbourne Kent ME10 1YS Proposal: Section 73 - Application for removal of condition 5 (50% reduction in Dwelling Emission Rate) pursuant to 21/501143/FULL.
 6. **Consultation comments due by 18/03/24, an extension has been requested.**
Application ref: 24/501010/FULL PROPOSAL: Conversion of store into habitable space including fenestration alterations to the front elevation and widening of front drive. ADDRESS: Highlands Wrens Road Borden Sittingbourne Kent ME9 8JD.
 7. **Application Ref: 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. ADDRESS: 64 Maylam Gardens Borden Sittingbourne Kent ME10 1GB
Consultation comments due by 05/04/23
 8. **Application: 24/501002/SUB** Grid: 588553/163571 Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to discharge condition 59 - Badger Survey, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID).
 9. **Application: 24/501003/SUB** Grid: 588553/163571 Ward: Address: Land At Wises Lane Borden Kent ME10 1GD Proposal: Submission of details to discharge condition 20 - Construction Management Plan, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID).
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184. **REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES** (Reports to be circulated before the meeting).
 - a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.
 - b. Borden Sports Association – Cllr Sims.
 - c. Borden Parish Hall – Cllr Hepburn (attachment 2)
 - d. Borden Heritage Group – Cllr Harrison (attachment 3).

NEXT MEETING TO BE HELD ON 18th April 2024

THE NEW PLAYSTOOL PUBLIC CONVENIENCE COMMITTEE
REPORT MARCH 2024

The last Committee meeting was on 4th March (appx A).

The Architect has now been appointed and on 13th March, members of the Committee met with the Architect at the Playstool to discuss the project.

Since the Parish Council agreed to the location of the toilet at their February meeting under item 140b5, new information regarding the sewer position and regulations around this have come to light meaning that the toilet location will need to be moved.

Members of the Committee and the Architect agreed that with the new information in mind, the toilet would best be located at the end of the playground near the main Playstool gate and behind the memorial gardens (opposite the previously agreed location). To do this a small part of the playground fence will need to be repositioned.

Due to new information regarding the sewer location and regulations, the Committee proposes that the Full Council agree to an amendment of February resolution 140b5 where now part of the playground fence will be moved to accommodate the new toilet facility which will be located opposite the previously agreed location, and now behind the memorial gardens close to the main Playstool gate.

The next Committee meeting will be on 8th April at 10:30 at the Pavilion

THE PLAYSTOOL NEW BUILD PUBLIC CONVENIENCE COMMITTEE

Minutes of meeting 4th March 2024

1. Apologies for absence: there were none

In attendance: Cllr Sims, Cllr Bolas, Cllr Butlin, Cllr Tumber, Nigel Sands and Teresa Millum (Clerk)

2. Declarations of Pecuniary and Non-Pecuniary Interests.

There were none.

3. To approve for signature the minutes of the previous meeting.

The minutes agreed with the amendment of item 7 which stated the sycamore was to be removed when it was only to have a branch removed.

It was **RESOLVED** to agree to the minutes from 12th February 24, with the amendment added to item 7 as stated above.

4. Finance.

- a) To review the Playstool shrub clearance and approve the invoice to be presented for payment at the next Full Council meeting.

The work has been carried out satisfactorily and it was **RESOLVED** to authorise the invoice for payment at the next Full Council meeting on 21st March 24.

- b) To review the Architect quotes and agree on the most suitable, in line with the Financial Regulations and delegation limits agreed by the Full Council, and the committee's Terms of Reference.

Of the 4 quotes submitted and reviewed, quote 2 was considered the most comprehensive and in line with the brief and scope of work. However, as the project is still in the early stages it was discussed and agreed upon that, for the current phase of the project only a portion of the Architect's quote would be required, up to the pre-construction stage. The Committee acknowledges the importance of revisiting and considering the remaining fees as the project progresses.

It was **RESOLVED** to accept the JNC Architecture quote up to the pre-construction work and specifications for £4345. This decision aims to align the project's financial commitments with the specific needs of the ongoing project stages.

- c) To review a breakdown of the project income and expenditure.

The current estimated expenditure was reviewed and revised with current known and estimated costs, with the net expenditure remaining within the budget secured via grants from The Community Ownership Fund (Department of Levelling up, Housing & Communities), Swale Borough Council, and Section 106 funds.

- d) To review and agree to the COF Grant Funding Agreement that is due for return by 7th March.

It was **RESOLVED** that legal guidance was not required and that the Clerk would sign and return the form to secure the COF (Department of Levelling UP, Housing & Communities) grant payment.

- e) To review and agree to the requested documents sent to the COF Project Manager.

The Clerk advised that the COF Project Manager had confirmed receipt of the documents and that they were all in order.

The documents were reviewed and agreed.

5. Business items

- a) To review and agree on sub-committee Terms of Reference.

It was **RESOLVED** to agree on the sub-committee Terms of Reference.

- b) To agree on a Chair and Vice Chair for the sub-committee.

It was **RESOLVED** that both the Chair and Vice Chair would be the same as on the main Committee, Chair Cllr Clive Sims & Vice Chair Cllr James Tumber.

- c) To review and discuss the project timeline along with any amendments to be made (Appx A).

THE PLAYSTOOL NEW BUILD PUBLIC CONVENIENCE COMMITTEE

The timeline was reviewed and adjusted where necessary to give the most accurate estimated dates for key milestones to be accomplished.

d) CCTV.

It was thought that the CCTV for the Playstool should be supplied by Swale Borough Council. Recognising the specialised nature of this service for this location, it was proposed that the Parish Council should be asked to consider waiving the usual requirement to obtain three quotes, as stipulated in the Financial Regulations. This would be contingent upon the Full Council also considering the CCTV a specialised service, justifying the exception to the standard procurement procedure.

It was **RESOLVED** to propose to the Full Council at their March meeting that the Playstool CCTV should be considered a specialised service and ask that they waive the Financial Regulation 11.8 requirement for 3 quotes, and agree to SBC supplying this CCTV service.

6. Building pre-construction: including utilities, specification updates, and on-site issues.

Further information is needed on the operation of the toilet door and confirmation of it being DDA compliant.

7. New and emerging risks.

a) To review the project risk assessment and update where necessary (Appx B).

The risk log was reviewed and updated.

8. New project items for consideration and agreement.

There were none.

The next meeting has been agreed for Monday 8th April 2024, at 10:30 am.

The meeting ended at 8:45 pm

Agreed and Signed on

Chair.....

BORDEN PARISH HALL REPORT MARCH 2024

1. The hall is still very well used with weekend lets, and a new regular hirer.
2. Still awaiting a date from the engineer for the fire safety check.
3. Awaiting a reply from the PCSO about the use of the Barrow Room for the Police surgery.

John Hepburn

Chairman Borden Parish Hall

Borden Heritage Group news March 2024

Our fundraising quiz night was a success thank you to everyone who supported us.

During our visit to Tunstall Church this month, local historian Helen Allinson guided us through notable monuments of the Church and people from the village's long history.

On April 10th at 10.30 We look forward to welcoming Richard Parsons for 'Canalmania' the story of the building of England's canals - *An illustrated, informative and interesting talk about the problems, planning and construction of the canals, the people and the boats and the part they played in the Industrial Revolution.*

"Fortitude the Secret Success of D-Day"

Len Howell will give his talk on May 8th at Borden Parish Hall
10.30am

On 6th June 1944, the Allies successfully landed on the beaches of Normandy, an act that would, a year later, lead to the end of WW2; but would those landings have been such a success without the massive deception campaign that preceded it.

This talk looks at the deception campaign itself together with how this came about.

This will be a 75 minute presentation with a refreshment break
Entrance £4 for guests £3 for members - Everyone is welcome

Eileen Harrison