



Minutes of the meeting held on 16th February 2023

167. APOLOGIES FOR ABSENCE: Cllr Sims and Cllr Bolas apologies were accepted.

In Attendance: Cllr Fassenfelt, Cllr Evans, Cllr Butlin, Cllr Harrison, Cllr Hepburn, Cllr Baldock, Cllr Downes, Cllr Emery, Cllr Jemmett, Cllr Cole, Cllr Broughton.

168. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

Parish Hall – Cllr Hepburn and Cllr Downes.
Planning – Cllr Baldock.

169. CHAIR'S ANNOUNCEMENTS

Vice Chair Cllr Fassenfelt announced that due to Cllr Sims absence he would be chairing tonight's meeting.

170. TO APPROVE FOR SIGNATURE THE MINUTES OF THE MONTHLY MEETING HELD ON 19th January 23 (appendix A).

To note item 162aiii on January minutes should read the 'no waiting' restriction to be extended by 50 metres and not to 50 metres, the Vice Chair noted this on the minutes page 4 and initialled.

It was **RESOLVED** to agree the minutes of 19th January 23 and they were duly signed by the Vice Chair. (Cllr Broughton abstained).

171. PUBLIC PARTICIPATION SESSION – *The period designated for public participation at a meeting shall not exceed 30 minutes unless directed by the chairman of the meeting, a member of the public shall not speak for more than 5 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.*

a. Police/PCSO.

The Clerk updated that the new PCSO is David Ansbro who sends his apologies for his absence tonight due to annual leave, but his monthly report was sent out prior to the meeting. David has also confirmed with the Clerk that any incidents including for the Nature Reserve should be reported via the normal channels and not in spreadsheet format.

b. Parishioners – none in attendance.

c. County/Borough Councillors (*a written report must be submitted three days before the meeting*).

Cllr Baldock – Report sent out prior to meeting.

Cllr Hampshire – Report sent out prior to meeting.

172. FINANCE

a. To approve accounting statements for January 23 (appendix B).

It was **RESOLVED** to approve the accounting statement for January 23, which was duly signed by the Vice Chair and the RFO.

b. To approve the following BACS list of accounts for February payment.

The Clerk advised that the direct debit payment to the Information Commissioner's Office was published as £40.00 but a discount of £5.00 has been added for payment by direct debit, so the actual payment taken was £35.00.

It was **RESOLVED** to approve the BACs list of accounts for February payment, which were duly checked and signed by two authorised signatories.

Payee	Budget	Description	Gross	VAT	Net
T Millum	Clerk salary	Clerk salary	£949.82	n/a	£949.82
T Millum	Clerk expenses	WFH allowance, milage	£29.05	n/a	£29.05
HMRC	PAYE	PAYE costs	£280.73	n/a	£280.73
Ethos Air	Pavilion Infrastructure	Heating installation	£2,820.00	£ 470.00	£2,350.00
M Downes	Stationary	Office (Key cut for electric - Timpson's)	£9.00	n/a	£9.00

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Steve Wakeling	Contingency for future projects	Parish Hall bench refurb	£297.00	n/a	£297.00
Steve Wakeling	Playstool repair	ROSPA repairs	£285.00	n/a	£285.00
MEC 2001 Ltd	Pavilion infrastructure	Air Con box guard alteration and fit	£390.00	£ 65.00	£325.00
Kings Commercial Services	Toilet cleaning	Playstool toilet cleaning	£173.33	n/a	£173.33
J England	Playstool inspections	Safety	£60.00	n/a	£60.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£405.60	£ 67.60	£338.00
Total direct payments			£5,699.53	£ 602.60	£5,096.93
Direct Debits	Budget	Description	Gross	VAT	Net
EDF Energy	Electric	Feeder pillar	£16.00	n/a	£16.00
O2	IT Costs	Mobile	£13.20	£ 2.20	£11.00
Waveney IT	IT Costs	Monthly Mailbox charge	£16.67	£ 2.78	£13.89
Information Commissioner's Office	Office	Annual Data protection fee	£40.00 £35.00	n/a	£40.00 £35.00
Lloyds Bank	Credit card	Credit card payment	£326.30	£ 53.88	£272.42
Npower	Electric	Unmetered supply	£72.20	£ 3.44	£68.76
Total DD payments			£484.37 £479.37	£62.30	£422.07 £417.07
Credit Card Payments					
Payee	Budget	Description	Gross	VAT	Net
Euroloos	Toilet maintenance	Toilet Maintenance 1-31 Dec	£159.44	£ 26.57	£ 132.87
Amazon	Office stationery	Finger cones	£4.45	£0.74	£ 3.71
Euroloos	Toilet maintenance	Toilet Maintenance 1-31 Jan	£159.41	£26.57	£ 132.84
Lloyds	Charge for card end 3857™	Monthly credit card fee	£3.00	n/a	£3.00
Total Credit card payments			£ 326.30	£ 53.88	£ 272.42

- c. To note year to date accounts and budget spend, which was sent out prior to the meeting.
- d. To note the payment of £390.00 to MEC 2001 has been authorised by the Clerk under financial regulation 3.4. This was to adapt the Air Conditioning unit cage so that it could be fitted to the side wall of the Pavilion and protect the unit from damage.

173. BUSINESS ITEMS

- a. To review and discuss community assets.
Cllr Emery has gathered information for and completed, but not submitted, the Community Right to Bid form, which was sent out prior to the meeting, for The Maypole Inn, which is one of the Community assets identified in October minutes item 113a, allowing Councillors to understand the information that was required prior to gathering the information for the other three identified assets and submission to Swale Borough Council (SBC). Cllr Emery proposed that the Parish Council move forward with the Community Right to Bid application by listing all four assets formally by making the application to SBC.
It was **RESOLVED** to agree the listing of all 4 identified Community assets (The Maypole Inn, The Tudor Rose, The Plough & Harrow and The Long Hop). Cllr Emery will gather the required information and pass to the Clerk for submission to SBC. (Cllr Baldock abstained)
- b. To agree the purchase of a scanner - from January minute item 159e, further quotes have been sought for scanners that have a 600dpi which were sent out prior to the meeting.

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The Clerk was consulted regarding the best option for the type of scanning required, including the scanning of older documents, and she thought that a flatbed scanner may be more appropriate as would not get jammed and damage delicate documents.

It was **RESOLVED** for the Clerk to purchase a flatbed scanner as shown in option 5 which was a Canon for £299.99.

- c. To discuss and agree quotes for cutting the Ivy back on trees at the Woodland.

Further to August minute item 85bii, the Clerk accompanied Cllr Bolas to get his opinion on the ivy growing on trees in the woodland area. The ivy appears to be becoming dense on several trees and Cllr Bolas suggested that this would need to be attended to as soon as possible. The Clerk has only received one quote, of two requested, for £600 to carry out the suggested work. However, the Clerk reminded the Council that the annual arboricultural tree survey is due to be completed on 22nd February and will produce a report which will include the Woodland and detail recommendations.

The Clerk asked if the Parish Council wished to agree the work be carried out immediately with the quote received for the ivy or alternatively wait until the annual arboricultural tree survey has been completed on 22nd February and the report received, to see all recommendations made.

It was **RESOLVED** to bring this item back to the March meeting when the arboricultural survey has been received with recommendations on the ivy and all other work to be carried out.

- d. To agree on a mobile broadband provider - from January minute item 166b, further information has been sought to allow a decision to be made on the most suitable option.

It was **RESOLVED** that the Clerk would sign up for mobile broadband with EE but chose the 50gb data option for £18.00 per month plus VAT for 12 months with an initial one-off payment of £8.33 (1 abstention).

174. COMMITTEE AND WORKING GROUP UPDATES

- a. To receive report from Wises Lane Monitoring Group. The report was sent out prior to the meeting and can be found on our website at <https://www.bordenparishcouncil.gov.uk/>.

Cllr Jemmett asked if the attendees had read the February report and if there were any questions. There were no questions on the report.

- b. To note and discuss resident's communications regarding the Wises Lane development and the volume of heavy vehicles using the Parish Roads and Lanes

The Clerk has received several communications from residents regarding the use of the Parish Roads and Lanes by heavy vehicles servicing the Wises Lane development, details of which were sent out prior to the meeting. There was a general discussion where it was confirmed that signs have been put up in an attempt to stop contractors using Cryalls Lane and School Lane as a short cut (details of which can be found on our Facebook page and website at <https://www.bordenparishcouncil.gov.uk/>). It was also acknowledged by Cllr Baldock that going through the Village was also not an ideal option.

It was noted by Cllr Jemmett that from a meeting BDW, they were supportive and have taken this up with Coinford who will get endorsements from them and told they need to comply with regulations.

It was also noted by Cllr Emery that one lorry broke a drain on the Street, which has been reported on the online portal.

- c. To discuss the option of a community partnership with BDW homes.

Details of the proposed community partnership were sent out prior to the meeting.

Cllr Jemmett confirmed that BDW have now confirmed that they have employed the PR company Building Relations.

After discussion there was a majority agreement to not agree to this community partnership.

It was **RESOLVED** that the Clerk would inform Building Relations that after consideration the Parish Council do not wish to take forward the community partnership (there were 2 objections).

- d. Operation Golden Orb – His Majesty King Charles III Coronation.

Cllr Jemmett updated on the latest project meeting details of which were sent out prior to the meeting, which included ideas regarding views the Working Group are proposing. This included a couple of minor changes, which were that a £250.00 grant from Borough Councillor Hampshire has been agreed for the commemorative

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oak tree but a further £300 is still required, and if a National Lottery grant is applied for, this should be for £3000.00.

There is also a need to submit a temporary event notice, risk assessment and complete a National Lottery grant application form.

It was **RESOLVED** to endorse the above allowing the Parish Council to go ahead with the Coronation event (2 objections, 1 abstention).

175. OPEN SPACES

- a. To receive an update on the Byelaws.

The Clerk updated that the Swale Borough Council Legal department has questioned the need to submit the Byelaws to them, and that she is still investigating the way forward.

- b. To note the ROSPA repairs for the Children's playground equipment have once again been delayed and will now commence week commencing 20th February, this is due to still waiting for parts.

The Clerk has asked the contractors to keep her updated on any further changes.

- c. To discuss what Borden Parish Council can do about the problem of pavement parking.

Cllr Cole raised concerns over vehicles parked in The Street on the pavement near Mountview.

Cllr Baldock advised that this has been raised with KCC and the parking can only be stopped if there are double yellow lines in place, as being parked on a pavement is not an offence, although there are different byelaws for grass verges.

The options to stop pavement parking were discussed including installing bollards or adding double yellow lines, along with expected costs and Cllr Jemmett raised that it should be a whole Parish concern and not just in The Street.

Cllr Fassenfelt proposed that all Councillors look at their own area and come back with proposals to June meeting.

It was **RESOLVED** to agree that Councillors will look at the parking in their own areas and bring back the results to the June meeting.

- d. To discuss further January minute item 143d and agree the type of plaque and stand required for the Queens Jubilee oak tree prior to quotes being sought.

Cllr Butlin proposed a ground stake plaque for the tree inside the guard about 6 x 8 inches in size and cast in iron, with wording for sponsors smaller than the commemorative wording.

It was **RESOLVED** to agree the above proposal for a 6 x 8-inch ground stake plaque cast in iron to be placed inside the tree guard, and due to space the sponsors lettering will be smaller than the commemorative wording (1 abstention).

176. HIGHWAYS

- a. To receive update on Highways matters. The report was sent out prior to the meeting details of which can be found on our Facebook page and website at <https://www.bordenparishcouncil.gov.uk/>.

- i. Cllr Fassenfelt updated on the Risk assessment requested by the Parish Council for Chestnut Street. The communications Manager at Grahams have advised they will get an independent consultant to do this, but that it will take some time.

- ii. Cllr Fassenfelt updated that several resident communications had been received regarding Oad Street and that there will be a report in March.

Cllr Baldock said that he was not happy with response from David Brazier, which he will forward to the Clerk for reference. Cllr Baldock will reply directly, and Cllr Fassenfelt said he could provide some figures for the response.

- iii. Bench at Mountview.

Cllr Harrison updated that at the Heritage Group meeting next week she will take the proposal of a donation for the bench to the Heritage Committee and hopes to be in the position of funding the purchase cost. Now the figures for delivery and installation have been received she will let the Clerk know if the donation will incorporate some or all of this cost also.

Cllr Hepburn reminded that the plaque for the bench also needs to be considered.

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- b. Badger survey - As per December minutes item 142aii, the Clerk has contacted the surveyor and been advised that the survey can be carried out at the end of February or early March. As access has not been agreed to Manor Farm, can the Council clarify that this will now only be for areas 1 – 3.
Cllr Butlin proposed that as full access has been declined that the footpath and boundaries to Manor Farm are used for the area 4 part of the proposed survey.
It was **RESOLVED** to survey areas 1 – 3 along with the public rights of way and boundary in area 4 for Manor Farm. The Clerk will update the surveyor on the requirements.

177. MOTIONS FROM COUNCILLORS

- a. Community Champions honours board (July Minutes item 67c) – On investigating the Clerk has learnt that the new board and lettering should be of similar style to those already in place at the Parish Hall and located ideally on either side of the doors leading to the toilets. The Clerk has taken pictures of the different boards located in the Parish Hall. Further clarity is asked for which style and size of board is to be quoted for.
Cllr Harrison updated that some time ago the Parish Council agreed to the new board for Community Champions. The location of the new board would be best situated to the right-hand side of doors and suggest the boards are the same colour and design as the current boards but smaller.
It was **RESOLVED** that the Clerk would get quotes for a board of the same style as currently in the Parish Hall but smaller measuring close to 25 x 14 inches including the architrave on the top.
Cllr Harrison read out names for the community board that she has already sent to the Clerk and asked that Councillors think about any more names that should be added.
Cllr Butlin will look in the files for old minutes to see for mentioned of names.
- b. To discuss the KALC posters for resident to attend courses if interested in finding out about being a Councillor.
Cllr Butlin proposed that the 3 posters provided by KALC about 'how fabulous to be a Parish Councillor', should all be posted on the Parish Council Facebook, Website and in the next Broadside edition.
It was **RESOLVED** to agree the above proposal.

178. CORRESPONDENCE

- a. Hugo Fox - To discuss a request adding double yellow lines at Bannister Hill.
Cllr Baldock proposed this was referred to the Highways Improvement Group to look at in context with the entire Parish and plans for Borden.
The proposal was not agreed as 6 voted against and the motion was not carried.
Cllr Fassenfelt proposed writing back to the resident with rational for not supporting yellow lines on Bannister Hill.
It was **RESOLVED** that the Clerk write back to the resident advising as the situation is deemed temporary the Parish Council do not feel appropriate at this time (Cllr Baldock objected).
- b. Hugo Fox - Sponsored run for defib.
It was **RESOLVED** to not support this as outside of the Parish.
- c. Hugo Fox - environmental consultancy and we are hoping to be able to fund a scheme locally to improve biodiversity.
Cllr Downes proposed the Clerk get further information regarding the project and funding.
It was **RESOLVED** that the Clerk would seek further information regarding the project and how funded.

Cllr Baldock left the meeting at 20:58

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

- 1) **APPLICATION REF: 22/505735 Manor Farm**; PROPOSAL: Approval of Reserved Matters of appearance, landscaping, layout and scale for erection of 50 dwellinghouses pursuant to application 17/500727/OUT - Outline application for residential development for up to 50 dwellings with access off Chestnut Street (All others matters reserved), as amended by drawings received 31/05/2017. ADDRESS: Land at Manor Farm Chestnut Street Borden Kent ME10 1YU.

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This application has been previously discussed in January minutes under item 164/1, with initial comments sent on to SBC Planning. SBC Planning have agreed to allow a further extension until after this meeting, so that this application can be considered further by the Parish Council.

It was **RESOLVED** to send the further following comments on this application.

The two previous comments made on the 20th January 2023 namely: -

- That the style of dwellings have been changed from bungalows to two story buildings and
- The Access Road from the estate will cause major problems with Chestnut Street with the proposed new development and the Council would prefer a left turn only.

Are still appropriate.

In addition, the following comments were agreed: -

Impact on Wildlife

This land is home to a large amount of wildlife namely badgers, snakes, dormouse, slow worms, bats, little owls, and birds of prey. The loss of this land to the local wildlife would be very significant and worth protecting.

The Council would also draw your attention to the fact that the current landowners have refused permission to the Borden Parish Council for them to carry out a badger survey on this land, so the Council is forced to survey from adjoining footpaths.

Impact on Services

These additional 50 dwellings will clearly put added strain on the local schools, doctors, hospital, and other community services. These local services are already at capacity and so this large scale of development on this site should provide contributions for these services through appropriate S106 agreements.

Public Footpaths

Existing footpaths alignment that run through this site should be protected.

- 2) APPLICATION REF: 22/505503/LDCEX.** Grid: 587023/162195. Address: Oad Street Craft Centre Oad Street Borden Sittingbourne Kent. Proposal: Lawful Development Certificate (Existing) for use of the building as a craft centre including a restaurant/cafe, shop, workshops, office, and events (Use Class E).

SBC Planning have agreed to an extension for comments.

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

- 3) APPLICATION REF: 23/500225/SUB.** Grid: 588553/163571 Address: Land at Wises Lane Borden Kent ME10 1GD Proposal: Submission of Details pursuant to conditions 10 (Public Sewage System Scheme), 16 (Installation of High-Speed Fibre Optic and Telecommunication), 33 (Framework Travel Plan), 44 (Tree Surveys/Protection Scheme), 48 (Protect and Divert Public Sewers), 53 (Contaminated Land Assessment Details) and 57 (Gas Protection Scheme) of Application 17/505711/HYBRID. Appeal Reference (APP/V2255/W/19/3233606). (Relating to Phases 2b & 2C Western Link Road) (**attachment 15**).

It was **RESOLVED** to submit the following comments for this application (1 abstention).

The Council are concerned that gas discharged from the Nature Reserve will have an adverse effect on future Phases of this development.

The Council is concerned that hedges should not be grubbed out during the nesting season of March to September.

- 4) APPLICATION REF: 23/500263/REM:** Grid: 588553/163571. 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. ADDRESS: Land At Wises Lane Borden Kent ME10 1GD. (**attachment 15**).

It was **RESOLVED** to submit the following comments for this application.

The Council are concerned that:

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- The Estate Managing Agent should be defined.
- The Badger Survey is over 12 months old and a more up to date one is required.
- There should be a condition that specifies the number of years that defines '...long term management of the proposed landscaping.'
- There should be sufficient 'stop netting' to the east, south and west boundaries to prevent balls entering the Nature Reserve, fields where horses are stabled and free to roam and the cottages and Oast Business Centre.
- Vehicular access should only be from Cryalls Lane which should be widened to 5.5m from its junction with Wises Lane. There should be no access from Wises Lane.
- Cryalls Lane should be 20mph zone.
- The Ecological Report relies heavily on the fact that this is currently an arable site with very little ecological significance and the Aspect Report asserts it is bounded by more arable land to the east, which would be assumed to have equal low ecological significance. However, to the east is the Borden Nature Reserve which will have significant ecological significance to the proposed rugby site.
- Further ecological surveys are required before any works are started for significant change. Due weight should be given to the Nature Reserve on the eastern side.
- There is no mention of possible gas leakage from the Nature Reserve. Appropriate safeguards should be in place.
- We are concerned of the provision of playing pitches will take considerable time to settle as per RFU regulations. Concerns are that this could drastically affect the timeline between occupation and usage.
- The design of the clubhouse is not in keeping with the rural nature of Borden.
- There should be an archaeological study carried out before any works are started and appropriate experts should be on hand during the works.
- Construction and Ecological Management Plans must be developed and approved before any works start.
- There are insufficient toilet facilities for non-players. The Department for Levelling Up, Housing and Communities announced on 4th July 2022 that all new public buildings should have separate male and female toilets.
- There is insufficient provision for storage of equipment such as ground maintenance, playing/training equipment e.g., scrum machine, lawnmower.
- Given the specification of 2 pitches there is insufficient parking, partly because the application figures presume away teams will travel by coach, however, due to the nature of local Kent teams playing, they will generally travel by car. This will be more inadequate with the prospect of further 2 junior and 1 senior pitch as specified in the planning conditions. This will result in cars parking on nearby roads and verges.
- There is inadequate space for coaches to manoeuvre safely within the club house community area.
- The Transport Statement estimates 75 people for match days. A figure of at least 107 people is more realistic, 46 players, 15 coaches and 46 spectators. The Statement estimates worst case scenario 90% travel by car and on average 2 sharing, equating to 39 car trips. A realistic figure is at least 53 car trips. These figures are for 1 pitch. There are 2 pitches, enabling 2 home games from any Section of the Club, so the figures should be doubled at least.
- We would remind planners that 'no more than 180 dwellings shall be occupied until the community facility/rugby clubhouse and associated pitches have been completed and made available for use'. Furthermore in 2.2.2 of the Transport Statement states that the rugby club will not be used until the Wises Lane and Spine Road link to the Club are in place.

- 5) This item is to note for information regarding Planning Application 22/502679/ADV – Manor Farm. Town and Country Planning Act 1990 (As Amended) – Planning Appeal Commercial Appeal Service Location: Manor Farm Key Street Sittingbourne Kent ME10 1YU. Proposal: Advertisement Consent for 1no. non-illuminated hoarding signage board. Appellant: Abbey Developments Ltd. Appeal Reference Number(s): APP/V2255/Z/22/3306661 An appeal has been lodged by Abbey Developments Ltd in relation to the above for the following reason: The Council has refused permission for this application. Appeal Starting date: 25 January 2023.

180. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES

- a. Kent Association of Local Councils – Cllr Baldock, reports circulated as received.

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Cllr Butlin advised that the next KALC SAC meeting is due in March, date to be advised.

- b. Borden Sports Association - Cllr Sims. Report circulated prior to the meeting and can be found on our website at <https://www.bordenparishcouncil.gov.uk/>.
- c. Borden Parish Hall – Cllr Hepburn. Report circulated prior to the meeting and can be found on our website at <https://www.bordenparishcouncil.gov.uk/>.
- i. The ladies toilet refurbishment is due to commence on 27th March.
- d. Borden Heritage Group – Cllr Harrison. Report circulated prior to the meeting and can be found on our website at <https://www.bordenparishcouncil.gov.uk/>.
- i. Tables can be booked now for the Quiz on the 18th March.
- ii. January subscriptions are due to be paid if not done so already.

181. ITEMS FOR INFORMATION ONLY

- a. Matters for information circulated to Councillors for reference prior to the meeting.
- b. To receive any reports from Councillors.
- i. Cllr Butlin thanked the Clerk for organising the Chairs gift.
- ii. Cllr Downes has spoken to Steve Wakeling regarding posts to stop quad bikes entering the Woodland area via the Homestead pathway, and 2 posts are required.

NEXT MEETING TO BE HELD 16th March 2023

Meeting ended at 21:19

Minutes agreed and signed on 16th March by;

Print Name: John Fassentfelt Signature:

Title: Vice chair