



All members of Borden Parish Council are summonsed to attend the Full Council meeting of Borden Parish Council to be held on Thursday 19th September at the Pavilion, Wises Lane from 7 pm

Teresa Millum

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

13th September 2024

AGENDA

92. APOLOGIES FOR ABSENCE

93. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS

94. CHAIR'S ANNOUNCEMENTS

95. CO-OPTION - To consider applications for co-option.

96. TO APPROVE FOR SIGNATURE

a. The minutes of the Parish Council meeting held on 15th August 2024 (Appx A).

97. **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.*

a. Police/PCSO.

b. Parishioners.

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

98. FINANCE

a. To approve the accounting statements and bank reconciliation, which include the general and earmarked reserves as of 31st July 2024 (Appx B). As required by Financial Regulations 2.6 on this occasion, another member other than the Chair will also check the reconciliation (Appx B).

b. To review and agree to the budget vs actual report as of 31st August 2024.

c. To approve the following BACS list of accounts for payment in September 2024.

Payee	Budget	Description	Gross	VAT	Net
Staff	Payroll	Staff salary	£ 983.03	n/a	£ 983.03
HMRC	Payroll	PAYE	£ 321.49	n/a	£ 321.49
Staff	Expenses	WFH allowance & D-Day expenses	£ 25.00	n/a	£ 25.00
Fryer Cleaning & Maintenance	Centenary & Memorial Gdns	Maintenance	£ 570.60	£ 95.10	£ 475.50
Kings Commercial	Open Spaces	Toilet Cleaning - Aug	£ 173.33	n/a	£ 173.33
J England	Health & Safety	Playstool insptctions	£ 60.00	n/a	£ 60.00
JNC Architecture	New Playstool Toilet	Architect - JNC Stage 2 Technical	£ 1,058.75	n/a	£ 1,058.75
Streetlights	Utilities	Streetlight repair	£ 420.00	£ 70.00	£ 350.00
Steve Wakeling	Events	D-Day 80 - Beacon refurb	£ 463.23	n/a	£ 463.23
Steve Wakeling	Open Spaces	Playstool Maintenance 3 of 4	£ 834.34	n/a	£ 834.34
Total BACS payments			£ 4,909.77	£ 165.10	£ 4,744.67
Direct Debits	Budget	Description	Gross	VAT	Net
Waveney IT	IT Costs	Monthly Mailbox charge	£ 18.17	£ 3.03	£ 15.14
Waveney IT	IT Costs	Troubleshoot & new mail box set up	£ 72.00	£ 12.00	£ 60.00
Hugo Fox	Office	IT Support - Website	£ 11.99	£ 2.00	£ 9.99
O2	Office	Mobile	£ 14.35	£ 2.39	£ 11.96
EE	Office	Broadband	£ 20.71	£ 3.45	£ 17.26
EDF energy	Utilities	Electricity - metered supply	£ 21.10	£ 1.00	£ 20.10
N Power	Utilities	Electricity - Unmetered supply	£ 121.73	£ 5.80	£ 115.93
Lloyds Bank	Admin	Corporate card	£ 174.94	£ 28.69	£ 146.25
Total DD payments			£ 454.99	£ 58.36	£ 396.63
Credit Card Payments	Budget	Description	Gross	VAT	Net
Cartridge People	Office	Stationary	£ 55.60	£ 9.28	£ 46.32
Amazon	Office	Stationary	£ 21.80	£ 3.65	£ 18.15
Amazon	Office	Stationary	£ 7.55	£ 1.26	£ 6.29
John Lewis	Office	Stationary	£ 86.99	£ 14.50	£ 72.49
Lloyds Bank	Credit Card Charges	Monthly fee	£ 3.00	n/a	£ 3.00
			£ 174.94	£ 28.69	£ 146.25

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- d. To note that as per August 2024 minute item 88b3, a payment to Cleveland Sitesafe for the 50% deposit of £28,416 inc VAT for the new Playstool modular toilet was added to and paid with the August 2024 payment list.
- e. To consider a grant application submitted by 'We Are Beams' for £500.00.
- f. To consider quotes for the Parish insurance renewal due on 1st October 2024.
- g. To agree to add to the September payment list the amount due for the insurance renewal with the selected company in item 70f.
- h. To consider quotes for a new roundabout at the Playstool play area.
- i. To consider quotes for necessary safety work on an oak tree at the Playstool which is overhanging a resident's garden.

99. PLANNING MATTERS

- a. PINS reference: APP/V2255/W/24/3347790. Notification of Appeal Lodged with the Planning Inspectorate 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. Location: Woodgate Oast Woodgate Lane Borden. If you wish to make comments, or modify/withdraw your previous representation you must do this by 10 October 2024
- b. Report on the meeting about the planning system and its implications under the new government.

100. 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.

- 1) **APPLICATION REF: 24/503206/FULL:** PROPOSAL: Erection of a single storey side extension. ADDRESS: Sunny Haven Wrens Road Borden ME9 8JD COMMENTS DUE BY: 2 September 2024, DECISION DUE DATE: 1 October 2024. **An extension for comments has been requested and agreed.**
- 2) **Application No: 24/501519/FULL:** Location: Hooks Hole Farm School Lane Borden Sittingbourne Kent Proposal: Retrospective change of use from B8 storage and distribution use to an augmented reality electric go-karting entertainment venue (sui-generis) with insertion of a mezzanine floor and associated parking. We have received revised details concerning this application. Please Note Change Of Description 22.08.24. **Request for extension agreed until mid-day 20th September 24.**
- 3) **Application: 24/503391/SUB:** Grid: 588798/162478: Address: Hillyfield Hearts Delight Borden Kent ME9 8HX Proposal: Submission of details pursuant to conditions 6 - Dust Suppression, 7 - Ecological Mitigation and Management Plan, 8 - Biodiversity Monitoring Strategy, 13 - Electric Vehicle Charging Points, 14 - Landscape and Ecological Management Plan and 17 - Secure Cycle Parking facilities, Subject to 21/505544/FULL **Consultant comments are due 05/09/24, an extension for further comments has been declined. Due to the type of application this is, parish councils are not consulted on details of submission applications.**
- 4) **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

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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. Additional information - received 08.04.24.

Consultation comments due by 27/09/24

- 5) **APPLICATION REF: 24/503571/FULL:** PROPOSAL: Replacement of entrance doors, erection of a 1.8m high hit and miss fence around a new air condensing unit. ADDRESS: Wrens Oast Wrens Road Borden Sittingbourne Kent ME9 8JE. COMMENTS DUE BY: 25 September 2024
- 6) **APPLICATION REF: 24/503572/ADV:** PROPOSAL: Advertisement Consent for 1 x non illuminated fascia and 1 x non illuminate free standing hoarding sign. ADDRESS: Wrens Oast Wrens Road Borden Sittingbourne Kent ME9 8JE. COMMENTS DUE BY: 25 September 2024
- 7) **Application: 24/503303/TCA:** Grid: 588656/162702: Address: Sub Station Next To 2 Coppins Lane Borden Sittingbourne Kent Proposal: Conservation Area Notification: T1 - Copper Beech Tree: Reduce the canopy of the tree to previous pruning points. Dimensions after 1m crown reduction pruning works: Height: 16m, North: 4.5m, East: 5.5m, South: 5m and West: 3m
- 8) **Application No: 24/502717/OUT:** Location: Land West Of Borden Lane Sittingbourne Kent ME9 8HR Proposal: Outline Application (with all matters reserved) for erection of a care home (Class C2), with associated parking, landscaping and substation. We have received revised details concerning this application. Amended and Additional Information received 05.09.2024

Consultation comments are due by 1st October 2024.

- 9) **Application No: 24/503677/FULL:** Address: Land Off Riddles Road Sittingbourne Kent.
Proposal: Erection of 45 no. residential dwellings, together with associated two access points, open space, landscaping, drainage, and infrastructure works and the provision of car parking for allotment users.
- 10) **Application: 24/503678/SUB:** Grid: 588553/163571: Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 50 - Operation and Maintenance Manual, Subject to APP/V2255/W/19/3233606 (17/505711/HYBRID)
- 11) **Application: 24/503679/SUB:** Grid: 588553/163571: Address: Land At Wises Lane Borden Kent ME10 1GD
Proposal: Submission of details pursuant to condition 3 (landscaping details) subject to application 22/504823/REM
- 12) **Application: 24/503751/SUB:** Grid: 587746/161878: Address: 2 Plots Cottages Vigo Lane Borden Kent ME9 8LG
Proposal: Submission of details pursuant to condition 4 Watching brief subject to 24/501124/FULL
- 13) **Application No: 24/501839/ADV** Location: Hooks Hole Farm School Lane Borden Sittingbourne Kent Proposal: Advertisement Consent for 2 x non illuminated fascia signs (retrospective).

Consultation comments are due by 27th September 2024.

101. BUSINESS ITEMS

- a. To advise that Cllr Thorne has resigned her seat on the Parish Council. The Casual Vacancy Notice was published on 29th August 24, for the required 14 working days.
- b. To receive an update on the request for a bin at lower Wises Lane.
- c. To receive an update on the Homestead View Pathway Barrier.
- d. To receive an update on the Maylam Gardens bench.
- f. Following the last Fete team meeting, it has been suggested that the annual event to turn on the Christmas Tree Lights be held on Sunday, 8th December 2024. Can the Parish Council confirm that this date is acceptable.
- g. To discuss the Management Committee requirements for the Community Hub.
- h. To consider completion of the Swale Borough Council Disposals and Community Asset Transfer (CAT) Policies online consultation survey, which is open until 15th October 24.

102. COMMITTEE AND WORKING GROUP UPDATES

- a. **Wises Lane Monitoring & Liaison Group update (WLMG)** (attachment 1).
 - i. To consider items for the WLMG to take to the next meeting with BDW.
- b. **New Build Playstool Convenience Committee report** (attachment 2).

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- i. Approval is sought to authorise a payment for the CCTV contract, once signed, in accordance with the terms even if it falls outside the regular Parish Council payment dates.
 - ii. Agreement is sought for the Committee to be granted delegated authority to select the winning construction tender on behalf of the Parish Council, following the Architect's review and recommendations, and to proceed with engaging the chosen contractor to begin the construction process.
- c. **Nature Reserve update;-**
- i. To receive an update on the lease renewal.

103. HIGHWAYS

- a. To receive an update from the Highways Committee (attachment 3).
- b. To approve the actions added to the Highways Improvement Plan, in readiness for the Committee's next meeting with KCC Highways.
- c. As documented in the attached minutes from the Highways Committee meeting, they ask that the full council consider the following recommendations.
 - 1) Following a review of the Danaway speed limit consultation, it is recommended that the 40mph speed limit be approved. Upon approval by the full council, the consultation results will be submitted to KCC Highways for discussion at the next HIP meeting.
 - 2) It is recommended that the Parish Council write to KCC encouraging them to collaborate with DEFRA on the Environmental Land Management Schemes. This would help mitigate flood risks while providing financial support to the landowner.
 - 3) It is recommended that the full council approve the 20-mph speed limit for Borden, as previously agreed with KCC Highways and the 40-mph speed limit for Danaway, as per the recent resident consultation. It is also recommended that any further discussion on the Highways Information pack be postponed until the Government reviews of highway policy and enforcement is available, which is expected later this year.
 - 4) It is recommended that the full council approve reporting the damaged chicanes on Oad Street to KCC Highways, both online and in writing, requesting immediate repair.
 - 5) It is recommended that the full council request that KCC Highways repair the dip in the road on Wises Lane outside the BDW construction site.

104. OPEN SPACES

- a. Wises Lane footpath update on fault report to KCC (May minute item 27b).
- b. To receive an update on the letter sent to KCC regarding the Wises Lane defective road surface at the construction site (July minute item 73a ii).
- c. To consider action for the Playstool bank maintenance.

105. CORRESPONDENCE

- a. To review resident correspondence and agree on any actions to be taken.

106. REPORTS AND MINUTES FROM EXTERNAL REPRESENTATIVES (Reports to be circulated before the meeting).

- a. Kent Association of Local Councils – reports circulated as received.
- i. To consider motions to submit for the KALC AGM on 30th November 2024,
 - b. Borden Sports Association – Cllr Sims.
 - c. Borden Parish Hall – Cllr Hepburn (attachment 4).
 - d. Borden Heritage Group – Cllr Harrison (attachment 5).
 - e. Western Area meeting report.

107. ITEMS FOR INFORMATION

NEXT MEETING TO BE HELD ON 17th OCTOBER 2024