

# HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

[clerk@thisishildenborough.co.uk](mailto:clerk@thisishildenborough.co.uk)

15 April 2010

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 21 April 2010 at 8.00pm** in the **Margery Finzi Room**, at the Village Hall, Riding Lane.

Pam Gow

## Public Session

The Council is available for the Public to express a view or ask a question on relevant matters on the following agenda. The Public are welcome to stay and observe the rest of the meeting.

### AGENDA WEDNESDAY 21 APRIL 2010

1. **Apologies and reason for Absence.**
2. **Declaration of Personal or Prejudicial Interests**
3. **Declaration of gifts and hospitality**
4. **Minutes of the Meeting held on 17 February 2010 for agreement and signature if a true record.**
5. **Matters arising from 17 February 2010 not covered elsewhere in the agenda**
6. **Reports from Committee Chairman**

#### 6.1 **Finance**

##### 6.1.1 **Account Balances as at 28 February 2010**

National Savings Account	£22,699.01
High Interest Bond	£13,062.17
Business Money Manager	£19,245.99
Current Account Statement	£3,694.12
<b>Total</b>	<b>£58,701.29</b>

##### **Account Balances as at 31 March 2010**

National Savings Account	£22,699.01
High Interest Bond	£13,072.48
Business Money Manager	£13,246.66
Current Account Statement	£5,490.97
<b>Total</b>	<b>£54,509.12</b>

##### 6.1.2 **Payments made since 18 January 2010**

<b>Date</b>	<b>Cheque e no</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount £</b>
15 Feb	856	KCC	Stationery/cleaning materials	35.79
15 Feb	857	Lloyds TSB (Gaza)	Tarmac	6.17
15 Feb	858	Hever Landscapes	Hedge cutting	97.75
26 Feb	859	P King	Salary/expenses	228.98
26 Feb	861	P Gow	Salary/expenses	758.52
28 Feb	862	HM Revenue & Customs	Tax/NI	207.44
15 Feb	863	RJ Wood	Plumbing	87.00
1 Mar	864	Broker Network Ltd.	Insurance	1,668.87
1 Mar	865	MA Cox	Electrical repairs	30.00

3 Mar	866	PFL Electrical	Lighting column testing	578.99
3 Mar	867	Hever Landscapes	Jet washing	329.00
3 Mar	868	AWG Carpentry	Door repairs	243.00
15 Mar	869	Lloyds TSB (Gaza)	Paint/putty	7.46
17 Mar	870	EJP Fire Protection	Repairs to fire extinguishers	62.86
24 Mar	871	Hever Landscapes	Churchyard mowing	212.75
23 Mar	872	Lloyds TSB (Gaza)	Fencing	83.08
26 Mar	873	P King	Salary/expenses	228.38
26 Mar	874	PA Gow	Salary/expenses	1077.93
31 Mar	875	HM Customs & Revenue	NI/Tax	207.64
29 Mar	876	RA Mason	Slide refurbishment	2256.00
29 Mar	877	PFL Electrical	Lighting contract	103.11

### 6.1.3 Internal Audit Report

6.1.4 **Statement of Accounts 2009/10** – to be agreed and ratified by the Council (Appendix 1)

6.1.5 **Statement of Assurance (Appendix 2)**

6.1.6 **Updated Asset List (Appendix 3)**

## 6.2 Open Spaces

### 6.2.1 Actions since previous meeting

6.2.1.1 West Wood play area repairs agreed with Monster Play

6.2.1.2 Items of expenditure approved

Repairs to Pavilion following vandalism (totally £439.67)

Materials for repairs to car park, fencing, drain, seating

6.2.1.3 Completion of renovations to old slide in West Wood

### 6.2.2 Matters for discussion

6.2.2.2 Update on drainage project for Recreation Ground and revised quotation (Appendix 4)

6.2.2.3 Update on Youth project for Recreation Ground

6.2.2.4 Request to use Recreation Ground by Russet Homes

## 6.3 Planning

6.3.1 Applications received

Applications reviewed since last meeting, for noting. Details of comments made are available from the clerk.

App. No	Address	Details	PCAction
12/FL	114 Leigh Road	change of use	no comment
265/FL	Raphael Medical Centre Coldharbour La	extension	comment
266/LB	Raphael Medical Centre Coldharbour La	extension	comment
77/TPO	Chequers Fm 105 Tonbridge Rd	coppicing	comment
2963/FL	St Johns Church Hall	extension	comment
331/FL	4 Mount Pleasant	extension	comment
296/FL	100 Brookmead	extension	comment
68/LB	4 club Cotts Riding La	replacement windows	comment
121/FL	114 Leigh Rd	alterations	comment
368/TPO	Raphael Medical Centre Coldharbour La	tree surgery	comment
421/FL	Coldharbour Pk Coldharbour La	alternations	no comment
485/FL	Lucys Fm Cott Lower St	variation of plng Condition	no comment
399/LB	Spring Hse Leigh Rd	replacement porch	no comment

471/FL	Running Waters Coldharbour La	detached annexe	comment
472/CA	Running Waters Coldharbour La	demolition of hay Barn + cart shed	comment
381/FL	5 Hardwick Rd	extension	comment
2361/TPO	Chequers Fm 105 Tonbridge Rd	fell 9 chestnuts	comment
610/TPO	16 Hawden Cl	tree surgery	comment
368/FL	Raphael Medical Centre Coldharbour La	tree surgery	comment
430/FL	Chequers Fm Hse 105 Tonbridge Rd	replacement outblg extension	no comment comment
557/FL	48 Hilden Park Rd	lake to be used	Object
559/FL	Land at Hawden Farm Hawden La	for recreational fishing 4 dwellings	comment

## **6.4 Churchyard Committee**

- 6.4.1 Minutes of meeting held 14 March
- 6.4.1 Top soil and grass seed purchased

## **6.5 War Memorial**

- 6.5.1 Repairs completed to fencing
- 6.5.2 Planting of border

## **7. Reports (for noting) from representatives on outside bodies**

- 7.1 Crime Prevention Panel (Appendix 5)
- 7.2 Parish Partnership Representative
- 7.3 Village Hall Representative
- 7.4 Highways Coordinator
  - 7.4.1 Spread sheet (to be distributed at meeting)
  - 7.4.2 Invitation to meet with liaison officer
  - 7.4.3 Request for incidents to take into account for safety audit of zebra crossing
  - 7.4.4 Consultation on KHS Winter Service Policy and Plan
- 7.5 EVA and PACT (MN)
- 7.6 Oakhill House Transport Forum (JS)
- 7.7 Farmer's Market feedback

## **8. Correspondence (Appendix 6)**

### **8.1 Correspondence requiring action not covered elsewhere**

- 8.1.1 Airfields of Britain Conservation Trust – request to sign petition
- 8.1.2 Hildenborough Medical Centre – suggests PC should clear service road of snow
- 8.1.3 Tonbridge & Malling B.C. – invitation to participate in Heritage Open Days 2010
- 8.1.4 Philippe Vanderghote – invitation to be a partner in project to deal with living conditions in small villages
- 8.1.5 ACRK – Competition for rural Community Retailer of 2010
- 8.1.6 Julian Massey – request for support for request for footway along Rings Hill
- 8.1.7 DIS – invitation to join
- 8.1.8 Unlock Democracy – request to email regarding Sustainable Communities Act
- 8.1.9 KALC – invitation to join
- 8.1.10 Tony Hollander – request for narrow yellow lines
- 8.1.11 Mountains Country House – invitation to launch of new marquee
- 8.1.12 Jackie Goad – vandalism to fence

### **8.2 Matters arising from other incoming and outgoing correspondence**

### **8.3 Correspondence awaiting reply (Appendix 7)**

## **9. Street lighting**

- 9.1 Monthly Report
- 9.2 Action required following testing and inspection report

**10. Guidelines for Surgeries at Farmers' Market (Appendix 8)**

**11. Feedback on Annual Parish Meeting**

**12. AOB**

The Chairman to move that the press and public to be excluded from the remainder of the meeting.

**PART II – CONFIDENTIAL ITEMS**

## APPENDIX 1

### HILDENBOROUGH PARISH COUNCIL ACCOUNTS 2009/10 - ACUTUAL AGAINST BUDGET

Item of Income	2009/10 actual year to date	2009/10 budget	over/under spend	%rec'd
Precept	30320.00	29130.00	-1190.00	104
Section 136 (T&MBC)	12502.00	12502.00	0	100
Interest	143.44	1500.00	1356.56	10
Vat refund	10156.05	3250.00	-6906.05	offset below
Club rents	1235.00	1195.00	-40.00	103
Sundries	45.95	0	-45.95	
Grants	0	0		
<b>Total Income</b>	<b>54402.44</b>	<b>47577.00</b>	<b>-6825.44</b>	<b>1.1434609</b>

Item of Expenditure	Total to date	Budget	over/under	% spent
Administration	9595.56	8495.000	-1100.56	113
Salaries	13115.70	12990.00	-125.70	101
Open Spaces	97.00	100.00	3.00	97
Vandalism	1652.67	1000.00	-652.67	165
Village Green	190.10	320.00	129.90	59
West Wood	55600.40	2073.00	-53527.40	2682
Recreation Ground	3180.88	7666.00	4485.12	41
Pavilion	434.47	1029.00	594.53	42
churchyard	2054.34	4625.00	2570.66	44
Lighting	1628.21	1566.00	-62.21	104
War Memorial	93.29	100.00	6.71	93
Footpaths	0	0	0	
S135	1000.00	1000.00	0	100
S137	1962.68	2878.00	915.32	68
Sundries	37.44	0	-37.44	
Vat input	10442.74	3250.00	-7192.74	
Election contingency	0	500.00	500.00	0
<b>Total Expense</b>	<b>101085.48</b>	<b>47592.00</b>	<b>-53493.48</b>	<b>212</b>

**ANNUAL RETURN FOR YEAR END 31 MARCH 2010**

<b>Statement of Accounts</b>	<b>2009 £</b>	<b>2010</b>	<b>Comment on significant changes</b>
Balances brought forward	39,435	97,314	See separate sheet
(+) Annual Precept	29,130	30,320	N/A
(+) Total Other Receipts	74,774	24,082	See separate sheet
(-) Staff Costs	12,386	13,116	N/A
(-) Loan interest / capital repayments	N/A	N/A	N/A
(-) Total other payments	33,639	87,969	See separate sheet
(=) Balances carried forward	97,314	50,631	See separate sheet
Total Cash and Investments	97314	50,631	N/A
Total Fixed Assets	351,325	342,968	N/A
Total Borrowings			N/A

<b>Accounts approved by the Council, Minute Reference</b>	<b>Date:</b> <b>21 April 2010</b> <b>Signed:</b>	<b>Signed:</b>
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## SIGNIFICANT VARIATIONS 2009/10

	2008/09	2009/10	£ +/- 08/09 and 09/10	% Diff' 08/09 and 09/10	Explan- ation Yes/No	Explanation
Item 3 Total Other Receipts	74,774	24,082	50,692	67%	Yes	Grants received in 2008/09 of £50,900 for new play area and picnic bench from BLF and KCC Member's Grant
Item 4 Staff Costs	12,386	13,116	-730	-6%	No	none required
Item 5 Loans etc	N/A	N/A	N/A	N/A	No	none required
Item 6 Total Other Payments	33,639	87,969	-54,330	162%	Yes	Expenditure incurred for new play area £50,900, renovation of old slide £1,920 and resurfacing Service Road £1,980 : Total £54,800
Item 9 Total Fixed Assets	351,325	342,968	8,357	2%	No	none required
Item 10 Total Borrowings	N/A	N/A	N/A	N/A	No	none required

**APPENDIX 2**  
**Annual Return – Audit Commission**  
**Section 2 - Annual Governance Statement**

We acknowledge as the members of Hildenborough Parish Council our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the statement of accounts for the year ended 31 March 2010, that:

1. We have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.  
*(to agree means the council: has prepared its statement of accounts in the way prescribed by law)*
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  
*(to agree means the council: made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge)*
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.  
*(to agree means the council: has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.)*
4. We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.  
*(to agree means the council: during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts)*
5. We have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  
*(to agree means the council: considered the financial and other risks it faces and has dealt with them properly.)*
6. We have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness.  
*(to agree means the council: arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.)*
7. We have taken appropriate action on all matters raised in reports from internal and external audit.  
*(to agree means the council: responded to matters brought to its attention by internal and external audit.)*
8. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the statement of accounts.  
*(to agree means the council: disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.)*
9. Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibilities in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.  
*(to agree means the council: has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.)*

**The Statement of Assurance is approved by the council and recorded as council minute reference**

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**Signed on behalf of Hildenborough Parish Council**

**Signed by: Chair.....Date 15 April 2009**

**Signed by: Clerk.....Date 15 April 2009**

## APPENDIX 3

**HILDENBOROUGH PARISH COUNCIL  
ASSETS WITH PURCHASE PRICE IN EXCESS OF £1,000**

	Location	Date acquired	Purchase price	Estimated Current value
Recreation Ground	Riding Lane	1931	£1,125	Nominal value £1
Pavilion	Riding Lane	1932	£248	£127,724 (insurance value Feb 10)
Ball court	Riding Lane	30 May 2004	£50,000	£55,190
Play equip. – metal	Riding Lane	1 May 2006	£47,289	£52,167 (13,056 play equ + £3,500 fence)
Play equip. – wooden	Riding Lane	1 October 2001	£9,141	£11,236
Garage		Not known	Not known	£2,750
Shed	Riding Lane	Not known	Not known	£1,575
Seats	Riding Lane	2004?	£2,662	£3,086
West Wood	Tonbridge Road	1976	£250	Nominal value £1
West Wood	Tonbridge Road	1982	£4,250	
Play equipment	Tonbridge Road	23 March 2009	£33,433	£33,433
Goal post	Tonbridge Road	June 2004	£3,695	£4,282
Village Green	Mount Pleasant	1927	£100	Nominal value £1
Drinking Fountain	Mount Pleasant	1894 approx	Not known	Nominal value £1
30 Lighting columns	See separate list	Various times	Not known	£42,000 (insured value)
<b>TOTAL VALUE OF ASSETS</b>				<b>£333,447</b>

**ASSETS - PURCHASE PRICE BELOW £999**

<b>Asset</b>	<b>Location</b>	<b>Date acquired</b>	<b>Purchase price</b>	<b>Estimated Current Worth</b>
2 Seats	Mount Pleasant	Not known	Not known	£1,575 (£788 each)
5 notice boards	Hilden Park Rd Brookmead Tonbridge Road (2) Library	30 July 2001	£3,550 (£710 each)	£4,320 (£864 each)
Fridge	Pavilion Riding Lane	30 May 2002	£50	£158
Vaccuum cleaner	Pavilion Riding Lane	28 August 2003	£45	£95
Picnic Benches	West Wood	2002?	£645	£2,100
Petrol strimmer	Pavilion, Riding Lane	2006	£90?	£79
Village map	Riding Lane	20 September 2000	£300	£378
Laptop Acer Travel Mate 24	Clerk's home	23 May 2006	£478	£735
Printer, Epson Stylus DX 6050	Clerk's home	18 January 2007	£90	£80
Painting of construction of by-pass by Mrs McCulloch of Langton Green, entitled 'Highways of Tomorrow'	Library Riding Lane	Abolition of TRDC 1974	gift	Nominal value £1
<b>Total</b>				<b>£9,521</b>

Total Assets £342,968

Estimated Current Worth increased by 5% 2008/09

Estimated Current Worth not increased in 2009/10

March 2010



Mrs P A Gow,  
Clerk to the Council  
Hildenborough Parish Council  
60, Knowsley Way,  
HILDENBOROUGH  
Tonbridge  
Kent TN11 9LQ

Our Ref DK1001  
Date: 31<sup>st</sup> March 2010

Dear Pam,

### **Public Open Space Drainage Specification.**

Further to our visits, discussions and talking with your recreation grounds Chairman, we would like to make the following proposal. This proposal is based on schemes that are being worked up by our Industry(SAPCA), in consultation with the Sports Governing Bodies and Sport England. The end product will be natural areas that enable regular use during normal weather patterns and are cost effective and easy to maintain.

This specification is a completely new one and takes into account, your Councils wish to provide all weather facilities for all the Residents of Hildenborough. We have also put in the mix that you don't want to take the recreation ground out of service for any longer than necessary. This scheme will only take the grass areas out while they are being worked on, in total no more than 4 weeks. During this time dog walkers could walk around the perimeter and the general public have total access at weekends. At no time will the grass be removed.

### **Proposed Scheme.**

The area to be drained is approximately 20,000 square metres, the area is above the bottom Tarmac footpath and up to the play equipment by the School, but not including the cricket square. The drainage scheme will consist of 100mm main collection drain, connected with lateral drains at 5m centres. The area will then be crossed at 90degrees by sand grooves. These grooves are placed at 260mm centres and are 20mm wide and 200mm deep and filled to the surface with medium/coarse sand. Prior to the sand, the area is all decompacted. This scheme is low maintenance compared with others and might suit future budgets better. I enclose diagrammatic plans of the system proposed.

### **Costings.**

150 linear metres of 100mm main drain	£1,800.00
4,000 linear metres of 80mm lateral drains	£36,000.00
Sand grooving and decompacting (20,000 sq.m)	£19,000.00
TOTAL price for Scheme	£56,800.00 + Vat.

## **Suggested timing.**

If the grass could be cut short at the end of the cricket season, the works could be carried out in September, allowing for a slightly later than usual start to the football season.

We can supply method statements and health and safety data etc as soon as you know if you have been successful with your grant application.

Yours truly,

David Kirby  
Director, Bourne Amenity Ltd

## APPENDIX 5

### Tonbridge & Malling Crime Prevention Panel 22 February 2010

<b>Present:</b>	Andy Blackmore (Chair)	Kent Police and Resident of Hildenborough
	Adrian Allen	Inspector, Kent Police
	Sarah Barker	Kings Hill Parish Council
	Alison Finch	Tonbridge & Malling Borough Council
	Trevor Ledamun	Trottiscliffe Parish Council
	Nathan Pascall-Smith	Kent Police
	Peter Street	East Peckham Parish Council
	Brian Taylor	Aylesford Parish Council
	David Waller	Kings Hill Parish Council

Apologies were received from John Brooker, Liz Davies, Carole Howlett, Pauline Nix, Ron Nutley and Paul Ramsden.

#### 1. Minutes of the meeting held on 30 November 2009

The minutes of the meeting held on 30 November were agreed as a correct record.

#### 2. Matters Arising

##### Financial update

A Finch stated that she had brought a selection of crime prevention items to the meeting and that members could help themselves to these at the end of the meeting if they wished.

##### Trickster

A Finch confirmed that she had booked two performances of Trickster to take place on Friday 12 March. These would be free for residents to attend. The morning session would be held at 10.30am at Tonbridge Baptist Church and the afternoon session at 2.30pm at Aylesford Community Centre. The Panel had paid £1,169.13 for the cost of the Trickster production and £83.25 to hire Aylesford Community Centre. Tonbridge Baptist Church was not charging for the hire of their venue. A Finch stated that Russet Homes had donated £500 and the Community Wardens £300 towards the production.

A Finch further advised that she had circulated copies of the posters advertising the two sessions to panel members and she asked them to advertise these where possible.

A Blackmore suggested that once the performances had been held that A Finch could write to Russet Homes and the Community Wardens on behalf of the Panel and thank them for their donations.

**ACTION:** A Finch to write to Russet Homes and the Community Wardens on behalf of the Panel and thank them for their donations.

##### Presentation from Neighbourhood Watch

A Finch stated that she had sent the Parish Council contact details to P Rolington who had circulated copies of West Kent Watch to them.

##### Discussion re play equipment for young people

A Finch advised that the Borough Council's Leisure Services were happy to give advice to anyone about youth provision in the borough. It was suggested that Hadlow Parish Council should contact the Borough Council if they had any further queries.

##### Christmas meal

The Christmas meal had been held and had been enjoyed by those who had attended.

##### CCTV Tonbridge High Street

A Finch explained that there were a number of CCTV cameras positioned in the High Street which overlooked the bus stop. However, the view was sometimes obscured by buses, although only for a few minutes at a time. It was not possible to place the CCTV cameras anywhere else due to a lack of suitable positions.

#### Handy Van update

A Blackmore advised that the Handy Van scheme had now moved to an office in Medway. They continued to provide a service for the over 60's. A Blackmore further advised that a person did not need to be a victim of crime to request assistance from Handy Van.

#### Incident in Trottiscliffe

A Allen apologised for any inconvenience caused during the incident in Trottiscliffe and stated that lessons had been learnt about involving Neighbourhood Watch co-ordinators where possible to disseminate information.

### **3. Presentation on neighbourhood policing**

A Allen gave a brief presentation on neighbourhood policing. He explained that he had been a police officer for 25 years and that during this time he had been in a number of different roles. He had begun his current role as Inspector for Tonbridge and Malling in September 2009.

He explained that Kent Police employed around 3,500 police staff and 2,500 civilian staff across Kent. There were six Basic Command Units (BCU) across Kent, with West Kent BCU being the one covering Tonbridge and Malling (along with Sevenoaks and Tunbridge Wells).

For Tonbridge and Malling, the Chief Inspector was Jon Kirby, with A Allen as his deputy. They had 52 staff, including 3 Sergeants, Police officers, Police Community Support Officers (PCSOs) and a PCSO supervisor, who looked after the borough. There was also a Neighbourhood Task Team, which comprised of a Sgt and 5 PCs. This team was able to target hotspot areas.

Within the West Kent BCU there were Response Officers, based at Cold Harbour (Aylesford) and Tonbridge and these officers were available 24 hours a day (and responded to 999 calls). There were also neighbourhood officers and every ward in the borough had a police officer or Police Community Support Officer (PCSO) which covered their area. As well as these officers there was a Crime Reduction Officer (N Pascall-Smith), a licencing officer, Safer Schools Officers, a District Crime Co-ordinator and a Neighbourhood Watch Liaison Officer (to be appointed shortly).

The PCs and PCSOs worked a mixture of shifts and when they started their shifts they would pick up any new incidents or reports. They would also arrange surgeries, visits etc. A Allen was able to give an overview of some of the issues dealt with by the PCSOs and local police officers which the Panel found interesting.

P Street stated that he had found the liaison between the police and his Parish Council good. However, he stated that he had previously been able to get local crime statistics from the police website which he was no longer able to do. A Allen stated that he would look into this, as he believed that these should be available.

S Barker stated that she had met recently with the local PCSO and PCSO supervisor to look at some of the issues occurring at Kings Hill. This had been a positive meeting, although she stated that the Parish Council Clerk would shortly be contacting A Allen to discuss a contract for the PCSO.

**ACTION:** A Allen to find out why local crime statistics were not available on the police website.

### **4. Crime Prevention events**

A Finch and N Pascall-Smith stated that a crime prevention roadshow had been held at Asda in Kings Hill on 18 February and had been successful. A Finch explained that instead of just giving away crime prevention items, residents had been asked to complete a short survey before

receiving items. This had worked and it was hoped that the survey could also be used to see what resident's concerns were. A Finch further advised that the next crime prevention roadshow would take place on Thursday 11 March at Tesco in Larkfield (from 10am until 2pm).

The Panel then discussed the best approach to take regarding distributing crime prevention items. It was noted that due to limited funding it was unlikely that the Panel would have as many items to distribute in the next financial year. It was also noted that A Finch and N Pascall-Smith would not be able to continue to attend every event and that Panel members would need to attend events, particularly those within their area.

P Street suggested that instead of supermarket events, perhaps the Panel should focus on community events, such as fetes etc. It was agreed that Panel members would let A Finch know the dates for their Parish Council fetes/other events.

It was agreed that the Panel would attend some key events/activities and that where possible these would be set in advance so that they could be publicised by Parish Councils or by other means.

**ACTION:** Panel members to let A Finch have the dates for Parish Council fetes etc.

#### **5. District Crime Profile**

A Blackmore gave an update on the latest crime statistics for Tonbridge and Malling. He explained that so far there had been a 6.4% reduction in overall recorded crimes since the same period last year (April to February). There had been reductions in burglaries and violent crimes and he was able to advise each Parish Council in attendance on their latest crime statistics. It was noted that there had been a slight increase in burglaries other than dwellings (sheds, garages etc) in Kings Hill. It was suggested that the police could place an article in the next Kings Hill Parish Council magazine to raise awareness of this issue.

The Panel also discussed drug issues and it was noted that although drug offences had seen an increase, this was positive as it meant that the police were being pro-active in catching drug dealers/users.

#### **6. Financial report**

A Finch reported that the current balance in the account was £768.38. It was agreed that the next meeting would consider whether there were any crime prevention items that the panel would like to purchase.

#### **7. Issues from Hadlow**

A Finch reported some issues from Hadlow on behalf of L Davies (who was not able to attend the meeting).

A Finch stated that the Hadlow Parish Council AGM would be held on 21 April and that if anyone was available to inform the Council about the work of the Panel they should contact the Parish Council Clerk. Members stated that they would check their diaries to see if they were free and would contact the Clerk if they were able to attend.

It was noted that Hadlow had a new Rotary Club who were looking for new members. If anyone was interested in joining they should contact Pat Crawford at [pat.crawford@hadlow.ac.uk](mailto:pat.crawford@hadlow.ac.uk) for more details.

L Davies had also wondered whether the Panel would be able to contribute some funding to the Hadlow Scout Hut which had been destroyed by arson. Unfortunately the Panel felt that due to the limited resources of the Panel, and the uncertainty of funding for the next financial year, they would not be able to support this request at the current time.

#### **8. Date of the next meeting**

It was agreed that the next meeting would be held on Monday 19 April at 5.30pm at Tonbridge and Malling Borough Council offices, Kings Hill.

## APPENDIX 5

## CORRESPONDENCE RECEIVED SINCE 17 FEBRUARY 2010

Date	Sent/ Rec'd	Contact	Subject	Agenda item
17 Feb	R	M & P Blackburn	Copy of letter re planning application TM/10/00154/FL	
19 Feb	R	J Taylor	Copy of letter re planning application TM/10/00154/FL	
20 Feb	R	Hospice in the Weald	Spring News	
20 Feb	R	BT	Offer on broadband	
20 Feb	R	Sir John Stanley	Enclosing copy of reply regarding Sustainable Communities Act	
22 Feb	S	Kent Lieutenancy	Notifying representatives at Civic Service	
22 Feb	R	KCC	Notification of changes of PProfW	
22 Feb	S	Hildenborough Tennis Club	Support for floodlighting, unable to provide financial support	
22 Feb	S	PFL	Accepting quotation for electric testing, query on bulb replacement	
22 Feb	S	Valerie Dagger	Update on request for lay-by in Riding Park	
23 Feb	S	Zurich Municipal	Declining quotation for insurance renewal	
23 Feb	S/R	T&MBC	Declining invitation to observe Bag and Flag/ support of PC noted	
23 Feb	S	Ringway	Declining quotation for electric testing	
<b>23 Feb</b>	<b>R</b>	<b>Airfields of Britain Conservation Trust</b>	<b>Request to sign petition to save Britain's airfields</b>	<b>8.1.1</b>
<b>24 Feb</b>	<b>R</b>	<b>Hildenborough Medical Centre</b>	<b>Explanation for uncleared car park during snowy conditions, suggestion PC should clear service road</b>	<b>8.1.2</b>
24 Feb	R	Environment Agency	Newletter	
<b>25 Feb</b>	<b>R</b>	<b>T&amp;MBC</b>	<b>Heritage Open Days 2010 – invitation to participate by 29 March</b>	<b>8.1.3</b>
26 Feb	R	KCC	Invitation to Kent and Medway Funding Fair – 30 March	
25 Feb	R	British Red Cross	Request for Donation	Fin O Nov.
26 Feb	R	KHS	Winter Service Plan for T&M	
<b>27 Feb</b>	<b>R</b>	<b>Philippe Vanderghote</b>	<b>Invitation to partner Middelburg, CAUE of Lille and Zonnebeke in project to deal with living conditions in small villages</b>	<b>8.1.4</b>
27 Feb	R	T&MBC	Joint Transportation Board Agenda	
<b>1 Mar</b>	<b>R</b>	<b>T&amp;MBC</b>	<b>Crime Prevention Panel Minutes of 22 Feb 2010</b>	<b>7.1</b>
1 Mar	R	T&MBC	Community Safety Partnership monthly bulletin	
1 Mar	S	T&MBC	Report on West Wood for BLF	
2 Mar	R	Bourne Amenity	Winter Pitch Renovation ad	
3 Mar	R	Balfour Beatty Mott MacDonald	Work on A21 sign sheds 5-31 March	
3 Mar	R	Kent Wildlife Trust	Sevenoaks Living Landscape	

4 Mar	R	CSC Regeneration	Project Newsletter	
4 Mar	R	Kent Fire & Rescue Service	Funding opportunities	
4 Mar	R	T&MBC	Integrated Risk Management Plan	
4 Mar	R	Kent Lieutenancy Office	2010/13 findings of consultation	
4 Mar	R	Kent Lieutenancy Office	Minutes of cabinet and committee meetings Vol 1 Nov 09 – Feb	
4 Mar	R/S	<b>Sevenoaks D C</b>	Request for tickets to Civic Service	
5 Mar	R	<b>ACRK</b>	<b>Comments on Core Strategy consultation and acknowledgement</b>	<b>8.2</b>
5 Mar	R	T&MBC	<b>Competition for Rural Community Retailer of 2010</b>	<b>8.1.5</b>
5 Mar	R	<b>Women of Kent Luncheon</b>	Amendment to handbook	
5 Mar	R	<b>Women of Kent Luncheon</b>	<b>Invitation to attend 21 luncheon</b>	<b>8.1.6</b>
6 Mar	R	ACRE	Village Hall Survey Results	
7 Mar	R	Direct Technical Services	Street lighting maintenance	
8 Mar	R	Soc LCC	Information on supply of electricity to lighting columns	
8 Mar	R	KCC	Apologies for delay in displaying timetables at bus stops, looking into bus stop at Bank Lane	
9 Mar	R	KHS	Pothole repairs + do PC want to meet with liaison officer	
9 Mar	R	KHS	As above	
10 Mar	R	<b>Russet Homes</b>	<b>Request for use of Recreation Ground – June half term week</b>	<b>6.2.2.4</b>
10 Mar	R	Bourne Amenity	Topdressings for sports pitches	
10 Mar	S	Stoolball Club	Rental agreement	
10 Mar	S	Cricket Club	Rental agreement	
10 Mar	S	Hildenborough Gardeners	Rent request	
10 Mar	S	Hildenborough Tennis Club	Rent request	
11 Mar	R	HSBC	High Interest Bonds reinvestment confirmation	
11 Mar	R	Audit Commission	Notification of external auditor appointment	
11 Mar	R	Landscape Training	List of courses	
12 Mar	R	<b>Julian Massey</b>	<b>Request for installation of footway south of rail station</b>	<b>8.1.6</b>
12 Mar	R	Spinal Injuries Assn	Request to publicise event	
15 Mar	R	West Kent Mediation	Newsletter and leaflets	
15 Mar	R	T&MBC	Confirmation of decision regarding proposed amended parking restrictions	
10 Mar	R	<b>DIS</b>	<b>Invitation to subscribe to DIS</b>	<b>8.1.7</b>
11 Mar	R	T&MBC	Response to preliminary consultation on proposed prohibition of waiting	
16 Mar	R	T&MBC	Response on decision regarding Mount Pleasant area proposed prohibition of waiting	
16 Mar	R	Tony Fullwood	Conservation Area/Character Area SPD exhibition end of June	

17 Mar	R	T&MBC	Standards Committee Agenda + minutes	
<b>18 Mar</b>	<b>R</b>	<b>Unlock Democracy</b>	<b>Request to email regarding Sustainable Communities Act</b>	<b>8.1.8</b>
18 Mar	S	Fidelity	Thank you for presentation at APM	
18 Mar	S	Chris Rowley	Thank you for presentation at APM	
18 Mar	S	Mark Hookway	Thank you for loan of data projector and screen	
18 Mar	R	T&MBC	Agenda, minutes and Supplementary report for Area 1 Planning Committee	
18 Mar	R	Bourne Amenity	Information on treatments	
18 Mar	R	T&MBC	Street Monitor Newsletter	
18 Mar	R	T&MBC	Offer of interest free loans	
<b>19 Mar</b>	<b>R</b>	<b>KALC</b>	<b>Invitation to join</b>	<b>8.1.9</b>
<b>20 Mar</b>	<b>S</b>	<b>Julian Massey</b>	<b>Follow up to enquiry about support for footway</b>	<b>8.1.6</b>
21 Mar	R	RRN	Newsletter	
22 Mar	R	Southeastern	Will pass comments on to Mike Gibson	
22 Mar	R	Medway Valley Countryside Partnership	Newsletter – countryside activities	
<b>23 Mar</b>	<b>R</b>	<b>KHS</b>	<b>Safety audit on zebra crossing 22 April – inform of any incidents</b>	<b>7.4.3</b>
25 Mar	R	T&MBC	Correspondence continues to be exchanged between T&MBC and DCA regarding House Needs Survey	
28 Mar	R	KHS	Letter from Michael Wijayanayagam regarding layby in Riding Park	
<b>29 Mar</b>	<b>S</b>	<b>Monster Play</b>	<b>Regarding lack of closures on gate, path, basket swing on West Wood</b>	<b>6.2.1.1</b>
29 Mar	R	T&MBC	Request for outturn statement	
29 Mar	R	Southeaster	Invitation to Southeastern Stakeholder Forum on 5 <sup>th</sup> May	
31 Mar	R	NALC	Course on good practice and innovation	
31 Mar	R	KCC	Thank you for attending Kent Rail Summit	
<b>31 Mar</b>	<b>R</b>	<b>Tony Hollander</b>	<b>Comment on double yellow lines – request for narrow lines</b>	<b>8.1.1</b>
3 Apr	R	Kent Downs AONB	The Orchid	
<b>3 Apr</b>	<b>R</b>	<b>Bourne Amenity</b>	<b>Quotation for drainage scheme</b>	<b>6.2.2.2</b>
3 Apr	R	Hildenborough Stoolball Club	Rental agreement and payment	
3 Apr	R	Southeastern	Newsletter	
3 Apr	R	Kent Playing Field Assn	Agenda for AGM	
<b>3 Apr</b>	<b>R</b>	<b>Mountains Country House</b>	<b>Invitation to launch of new marquee</b>	<b>8.1.11</b>
<b>6 Apr</b>	<b>R</b>	<b>Julian Massey</b>	<b>Details of car park and request for footway</b>	<b>8.1.6</b>
6 Apr	R	T&MBC	Community Safety Partnership monthly bulletin	
<b>6 Apr</b>	<b>R</b>	<b>T&amp;MBC</b>	<b>Response to copy of Monster Play letter</b>	<b>6.2.1.1</b>

7 Apr	R	CNSymes	Copy of letter sent to B.C. regarding TM/10/00154/FL	
<b>7 Apr</b>	<b>R</b>	<b>Monster Play</b>	<b>Response to request for gate/basket swing/path improvement</b>	<b>6.2.1.1</b>
7 Apr	R	GSK	Minutes of meeting of 5 March	
8 Apr	R	Kent Wildlife Trust	Farmland Bird Walk on 18 Apr	
<b>11 Apr</b>	<b>R</b>	<b>Jackie Goad</b>	<b>Vandalism – damage to fence</b>	
<b>11 Apr</b>	<b>R</b>	<b>KCC</b>	<b>Consultation on KHS Winter Service Policy and Plan</b>	<b>7.4.4</b>
<b>12 Apr</b>	<b>R</b>	<b>T&amp;MBC</b>	<b>Crime Prevention Panel Agenda + Minutes</b>	<b>7.1</b>
12 Apr	R	SG Baker	Supplier of sandbags	
12 Apr	R	Soc LCC	Website conformity	

## APPENDIX 7

## OUTSTANDING ITEMS FROM PREVIOUS MONTHS – APRIL 2010

Items in red – action this month  
 Items in bold will be removed for May 2010

Date of first contact	Date of last contact	Contact	Subject	Comment
01-Jul-07	17 Mar 10	T&MBC	Conservation Area appraisal/area assessment	Public meeting in June 2010
01-Sep-07	Mar 10	Network Rail	cycle storage /ticket machine	Passed to Mike Gibson
01-Sep-07	11 Feb 10 17 Mar 10	T&MBC/DCA	Affordable Housing needs	Awaiting response from applicant on Council raised points of survey. – requested update on 17th
01-Jan-08	15 Dec 09	T&MBC	Brookside/Mill Garage	Will look again but no serious infringement
01-May-09	April 10	Hildenborough Sport Assn	grant application for drainage of RG	Application sent
01-Oct-07	Oct-07 April 10	KHS	zebra crossing final safety audit	Request information on incidents
01-Nov-07	24 Dec 09	Russet Homes	Mount Pleasant Car Park	Two designs given to residents for comments
28-May-08	16 Oct 09	KCC/Network Rail/land owner	relocation of two footpaths	Network Rail supporting – submission soon
24-Jun-08	Feb 10	T&MBC	exit from Flying Dutchman	Fence to be extended to make it too narrow for vehicles to exit/enter reminder sent
08-Oct-08	15 Jul 09	T&MBC	Community governance review	awaiting final report
May 09	Mar 10	KCC	Bus stops /timetables	Awaiting up date on Bank Lane Bus stop, timetables now installed
15 Jun 09	24 Ju 09	KHS	Watt's Cross – sign to be replaced	Will take a long time
17 Sep 09		ACRE Parish Plan	Publicised in Keys	No response to date
26 Oct 09	16 Dec	T&MBC	Planning enforcement, Rings Hill.	No enough evidence to take action over footpath. Not breaking rules over car parking. Will continue to monitor

## APPENDIX 8

### **HILDENBOROUGH PARISH COUNCIL**

#### **MEETING 17 FEBRUARY 2010**

##### **Agenda item 10 (appendix 4) "Guidelines for Surgeries at Farmers' Market"**

It was agreed that there should be a review and evaluation of the initiative (the Council Surgery at the Farmers' Market) in September 2010.

CAL was commissioned by the Chairman to suggest an approach.

The review and evaluation should adopt the following techniques:

- Quantitative

The Clerk maintains a file of case sheets prepared at the Farmers' Market by attending Councillors which note the issues raised by constituents.

The minutes of the Parish Council record the number of referrals.

The Clerk maintains a spread sheet outlining the issues and what action was taken. This sheet also evidences that the constituent received feedback of that action and that the reporting Councillor has been so advised.

At the September meeting a report to the Council should provide a synopsis of the number and type of issues raised and how they were dealt with; the spreadsheet would act as an "audit trail" and will demonstrate the split between issues within the Parish Council's remit and those issues which were referred to other bodies or agencies.

- Qualitative

Councillors in attendance at the Surgery are requested to report to the Clerk any positive and negative feedback from the public. Such brief synopsis should indicate the number and nature of comments.

Additionally a survey of village views – wishes, likes and dislikes (last undertaken in March 2007) could be undertaken and, if so, should include a customer satisfaction question. Analysis in shift in public opinion over the past 30 months could then be reported.

In future years, if the scheme continues, the Annual Parish Meeting could also act as a qualitative forum.

# HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

[clerk@thisishildenborough.co.uk](mailto:clerk@thisishildenborough.co.uk)

**Open Spaces Committee meeting on Wednesday 24 March 2010 meeting in the Committee Room of the Village Hall at 8.00pm**

## MINUTES

**Present:** Mr M Baker (chairman) Mr T Barton Mr C Lewis  
Mr R Mountford

**Apologies:** Mrs A Scally Mr G Watts

### 1. Minutes of previous meeting held on Wednesday 11 November 2009

These were agreed as a true record.

### 2. Matters Arising

2. The cycle ramps dug in the Recreation Ground had now been infilled by Mr King. He had been unable to repair the bank at the end of the car park as the soil had been eroded away.

### 3. Recreation Ground

#### 3.1 Monkey frame

This had been checked by Mr Baker and Mr King and they agreed the foundations needed attention. It was agreed to contact Peter Mason to ask him if he was able to complete the work, if possible before Easter.

#### 3.2 Action completed on RoSPA safety report

All agreed action had been carried out. The old chain links needed to be removed and it was agreed to obtain a quotation for this.

#### 3.3 Protective measures for Pavilion

A quotation for internal window bars was presented for £640 but before a decision was taken and as an alternative window locks would be investigated.

A discussion followed on possible improvements or replacement of the Pavilion. Options would be investigated for discussion at the May Open Spaces Committee meeting.

#### 3.4 Progress report on youth facility

PCSO Toni Matthew had been undertaking a survey with various youth groups and will be reporting back to the clerk during the week beginning 29 March on the outcome.

#### 3.5 Progress report on Sports Association application for drainage grant

This was now in the hands of Mr Pat Davies to submit for consideration of a grant from the Changing Spaces, Community Spaces.

### 4. West Wood

#### 4.1 Old Slide refurbishment

This was now complete.

#### 4.2 Update on gate closures and other maintenance issues on play equipment

It was agreed that the gates were not fit for purpose and that Monster Play should be contacted by letter saying that this should be rectified and also the path and basket swing. A deadline should be given. A copy of the letter should be sent to Tonbridge & Malling Borough Council.

### 5. War Memorial

#### 5.1 Repairs to fencing

These had been completed at a cost of £82.08 plus the hours worked by Mr. King. It was agreed to refund Mr King the tip given for the loan of specialist equipment.

#### 5.2 Update on planting

The plants were on order at a cost of approximately £20.

## **6. Safety Inspection for 2010**

Competitive quotes would be obtained and it was agreed to recommend to the Parish Council to take the cheaper of the two.

## **7. AOB**

- 7.1 Mr King was asked to find an appropriate length of hose with the correct fixings to water the new trees in the churchyard.
- 7.2 Dog fouling had become a problem in the Recreation Ground. The Dog Warden would be informed that this occurred usually between 6am-7am.
- 7.3 Top soil and grass seed is to be ordered for the Churchyard on bare areas left following the removal of the horse chestnut trees.
- 7.4 Village Green seats would be repaired. Timber would need to be purchased for one.
- 7.5 The damaged seat on the corner of Riding Lane and B245 had been reported to the owners, Tonbridge & Malling Borough Council.
- 7.6 Consideration to clearing the ditches in the Recreation Ground would be given. The clerk would investigate when this was last done.
- 7.7 There is a problem with moles in three separate areas in the Recreation Ground. It was agreed to find a contractor able to deal with these.
- 7.8 The fence and paving around the War Memorial had been damaged on several occasions. This would be pointed out to KCC when sending an invoice for the latest repairs.
- 7.9 The cctv had been removed a while back. Following the latest vandalism the clerk would ask PCSO Toni Matthews if it will be returned. A suggestion the Parish Council should install its own system was made.

**Minutes of Meeting of the Churchyard Committee on Saturday, 13 March 2010 at 9.45am at St John's Church**

**Present:** Mr T Barton Mrs J Shaw  
Mr M Brown Mr D Wood

**Apologies:** Mr M Baker

**1. Minutes of meeting held on 10 October 2009**

These were agreed as a true record

**2. Matters Arising**

**2.1 Removal of holly tree**

This had already been removed. Concern was expressed that this had not awaited the committee's decision.

**3. Maintenance matters**

**3.1 Mowing contract**

The mowing contract had been renewed with the same contractor. The Parish Council had agreed to an extra cut in the Spring, if necessary, making a total of up to 9. The contractor had been instructed, as last year, not to cut the area in front of the church until the end of May.

**3.2 Any other maintenance matters**

The churchyard was generally in good order, but it was agreed to ask Mr King to attend to the following two items:

3.2.1 to lay some chipping stones in the gateway from the public footpath.

3.2.2 to attend to the ivy on two yew trees near to the Walter Olley memorial stones.

The next meeting will be at 9.30am on Saturday, 2 October, 2010, at St John's church.