

HILDENBOROUGH PARISH COUNCIL

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11 February 2010

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 17 February 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 17 FEBRUARY 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 20 January 2010 for agreement and signature if a true record.**
5. **Matters arising from 20 January 2010 not covered elsewhere in the agenda**

6. Reports from Committee Chairman

6.1 Finance

6.1.1 Account Balances as at 31 January 2010

National Savings Account	£22,699.01
High Interest Bond	£13,062.17
Business Money Manager	£22,245.07
Current Account Statement	£1,909.97
Total	£59,916.22

6.1.2 Payments made since 18 January 2010

Date	Cheque no	Payee	Reason	Amount £
18 Jan	846	PFL Electrical	Lighting contract	100.91
21 Jan	847	BT	Telephone	105.27
21 Jan	848	Hildenborough Village Hall	Room rental	154.00
26 Jan	849	P King	Salary/expenses	228.38
26 Jan	850	P Gow	Salary/expenses	823.94
31 Jan	851	HM Revenue & Customs	Tax/NI	207.64
1 Feb	852	Gaza Timber	Timber	6.76
1 Feb	853	EDF	Electricity	27.55
1 Feb	854	PFL Electrical	Lighting contract	103.11
1 Feb	855	MA Cox	Replacement lighting and testing	160.99

6.1.3 **Renewal of Insurance** (Appendix 1 – Comparative quotations – to be distributed at the meeting)

6.1.4 **Reinvestment of High Interest Deposit Bonds**

6.2 **Open Spaces**

6.2.1 Actions since previous meeting

- 6.2.1.1 West Wood play area gate closures replaced
- 6.2.1.2 Pavilion bulkhead light vandalised – repaired
- 6.2.1.3 Pavilion plumbing repairs £87
- 6.2.1.4 Further vandalism damage to a second bulkhead light

6.2.2 Matters for discussion

- 6.2.2.1 Tennis Club request for floodlighting and financial support
- 6.2.2.2 Update on drainage project for Recreation Ground
- 6.2.2.3 Update on Youth project for Recreation Ground

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
59/FL	9 Woodfield Ave	extension	no comment
20/FL	20 Riding Lane	extension	no comment
3245/FL	13 Oaklands Way	extension	comment
77/TPOC	Chequers Fm 105 Tonbridge Rd	fell trees	comment
3075/FL	High Barn Hse 100 Tonbridge Rd	replacement garage	comment
126/FL	18 Fairfield Way	extension	no comment
3248/FL	Alexander Hse Vines La	change of use/ demolition of extension	no comment
3183/LB	Hawden Fm Hawden La	conversion to 4 dwellings	comment
64/FL	Hawden Fm Hawden La	mobile home	comment

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

- 7.1 Crime Prevention Panel
- 7.2 Parish Partnership Representative
- 7.3 Village Hall Representative (TB)
- 7.4 Highways Coordinator –
 - 7.4.1 Spread Sheet to be distributed at meeting
 - 7.4.2 Request for lay-by in Riding Park
- 7.5 GSK Transport Forum Representative (JS)
- 7.6 EVA and PACT (MN)
- 7.7 Oakhill House Transport Forum (JS)
- 7.8 Farmer's Market feedback

8. Correspondence

8.1 Correspondence requiring action not covered elsewhere (Appendix 2)

- 8.1.1 Tonbridge & Malling BC – Request for areas for Operation Cubit
- 8.1.2 Tonbridge & Malling BC – Bag and Flag Enforcement Event
- 8.1.3 Tonbridge & Malling BC - Request for two reports on new play area for BLF
- 8.1.4 Tony Fullwood Planning Associates – Workshop on 24 February to discuss Hildenborough Conservation Area Appraisal.
- 8.1.5 Sevenoaks District Council – consultation of Local Development Framework
- 8.1.6 Sir John Stanley regarding membership of J5Slips.

8.2 Matters arising from other incoming and outgoing correspondence

8.3 Correspondence awaiting reply

- 8.3.1 Representatives to Civic Service at All Saints Church 22 April at 11am

9. Street lighting

- 9.1 Monthly Report
- 9.2 Quotations for testing and inspecting lighting columns (Appendix 3)

- 10. Guidelines for Surgeries at Farmers' Market (Appendix 4)**
- 11. Developing the public profile of the Parish Council – leaflet**
- 12. Annual Parish Meeting**
 - 12.1 Publicity
 - 12.2 Arrangements for the meeting
- 13. AOB**

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

PART II – CONFIDENTIAL ITEMS

**APPENDIX 2
CORRESPONDENCE RECEIVED SINCE 21 JANUARY 2010**

Date	Sent/ Rec'd	Contact	Subject	Agenda item
21 Jan	R	T&MBC	Refuse Collection – severe weather	
25 Jan	R	SG Baker Ltd	Offer to supply sandbags	
25 Jan	R	Kent County Playing Fields Assn.	Winter newsletter	
26 Jan	R/S	Sir John Stanley	Regarding membership of J5Slips.	8.1.6
26 Jan	S	Stocksigns	Declined quotation for sign	
26 Jan	S	Hever Landscapes	Churchyard quotation acceptance	
27 Jan	R	Kent Wildlife Trust	Request to display poster for fund raising	
27 Jan	R	T&MBC	Try Angle Awards – will let us know in time for budget mtg.	
27 Jan	R	PFL Electrical	Quotation for testing and inspecting lighting columns	9.2
27 Jan 1 Feb	S/R	National Savings and Investments	Request to update interest	
27 Jan	S	Hildenborough Medical Centre	Request to, if possible, keep car park in operation during snowy weather	
28 Jan	S	Russet Homes	Acknowledgement of letter and request to be kept informed of responses to consultation	
28 Jan	R	Ringway	Offer of quote for street lighting contract	
28 Jan	R	NALC	Notification of Leadership Academies courses	
28 Jan	R	Food for Kent	Internet link to local produce	
29 Jan	R	Notts Sport	Surfacing specialist contact details	
29 Jan	S	KCC	P.C. agreed to leave management of WM Charity as it is	
29 Jan	R	KCC	Revised maintenance contract	
1 Feb	R	T&MBC	Community Safety Partnership Monthly Bulletin	
1 Feb	R	T&MBC	Details of 'Trickster' performance at Tonbridge Baptist Church 12 Mar 10.30 am	
1 Feb	R	Simon Catchpole	Weed control services	
1 Feb	R	Warners	Information newsletter	
2 Feb	R/S	Landscape Services	Acceptance of revised quotation	
2 Feb	R	T&MBC	Request for areas for Operation Cubit	8.1.1
3 Feb	S	KCS	Order for stationery/cleaning mats	
3 Feb	R	HSBC	Compensation arrangements	
4 Feb	R	T&MBC	Bag and Flag enforcement event	8.1.2
4 Feb	R	NSPCC	Promoting NSPCC	
4 Feb	R	T&MBC	Area 1 Planning Committee minutes, agenda and supplementary reports	
4 Feb	R	EIS	Kent Parish Council News	
5 Feb	R	T&MBC	Request for two reports on new	8.1.3

5 Feb	R	Tony Fullwood Planning Associates	play area for BLF Workshop 24 Feb to discuss Hildenborough Conservation Area Appraisal	8.1.4
6 Feb	R	Invicta Telecare	Not able to put up display at APM	
8 Feb	R	Ringway	Quotation for lighting safety check	9.2
8 Feb	R	Marshalls	Driveway design leaflets	
8 Feb	R	T&MBC	Posters for Trickster the musical, 12 March	
9 Feb	R	Soc. LCC	Report from KALC	
9 Feb	R	HSBC	High Interest Deposit Bond reinvestment	6.1.4
9 Feb	R	T&MBC	Easter Activate programme	
9 Feb	R	Landscape Training	Safe use of pesticides	
9 Feb	R	Communicado Ltd	Course Communicate with Confidence and Clarity	
10 Feb	R	C & J Symes	Regarding planning application TM/10/000154/FL	PIXan. Com. Agenda
10 Feb	R	Hildenborough Tennis Club	Installation of floodlighting and funding	6.2.2.2
10 Feb	R	Sevenoaks D.C.	Local Development Framework Consultations by 25 March	8.1.5

CORRESPONDENCE RECEIVED SINCE DISTRIBUTION ON 11 FEBRUARY 2010

2 Feb	R	KOS Media	Interactive online publication Visit Kent	
11 Feb	R	T&MBC	Update on Council's actions on Housing Needs Survey	8.1
12 Feb	R	T&MBC	Mayor's charity bike ride – 11 April	
15 Feb	R	T&MBC	Crime Prevention Panel Agenda and Minutes	
15 Feb	R	T&MBC	Request to display poster on Tax Credits	
15 Feb	R	T&MBC	Crime Prevention Panel minutes 30 Nov + Agenda for 22 Feb	
16 Feb	R	Bournes	Winter pitch maintenance information	
16 Feb	R	GSK	Agenda for 5 March	7.5
17 Feb	R	ACRK	Invitation to join	8.
17 Feb	R	T&MBC	Parish Partnership Panel Agenda	7.2
17 Feb	R	Soc. of LCC	Course – Employment Matters	

OURSTANDING ITEMS FROM PREVIOUS MONTHS – FEBRUARY 2010

Items in red – action this month

Items in bold will be removed for April 2010

Date of first contact	Date of last contact	Contact	Subject	Comment
01-Jul-07	5 Feb 10	T&MBC	Conservation Area appraisal/area assessment	Meeting 24 Feb '10
01-Sep-07	Feb 10	Network Rail	cycle storage /ticket machine	Awaiting reply Awaiting response of Planning Team from 21 Jan 10
01-Sep-07	19 Jan 10	T&MBC/DCA	Affordable Housing needs	Will look again but no serious infringement
01-Jan-08	15 Dec 09	T&MBC	Brookside/Mill Garage grant application for drainage of RG	Application being prepared
01-May-09	Oct 09	Hildenborough Sport Assn		
01-Oct-07	Oct-07	KHS	zebra crossing final safety audit	after completion of Fidelity construction Informed PC will keep grounds tidy/planted KCC maintain charity/memorial
01-Nov-07	Jan 10	KCC	Agreement on maintenance of war memorial	
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	Nov	T&MBC	exit from Flying Dutchman	Fence to be extended to make it too narrow for vehicles to exit/enter
08-Oct-08	15 Jul 09	T&MBC	Community governance review	awaiting final report Awaiting up date on Bank Lane Bus stop and timetables
May 09	9 Feb 09	KCC	Bus stops /timetables	
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
14 Sept 09	12 Nov	Sir John Stanley	Reply awaited regarding comments of Secretary of State	
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
	9 Feb 01	KHS	Bus stop Back Lane/timetables	Chased up via Community Liaison as no response from Daniel Washington

APPENDIX 3
QUOTATIONS FOR SAFETY INSPECTION OF LIGHTING COLUMNS

Company	Type of Test	£ per unit	Total cost
PFL Electrical	full electrical test, inspect + certificate	£15.00	£405
Ringway	Visual safety inspection and certificate	£10.50	£283.50
	Full electric check/inspection/certificate	£26.50	£715.50
	Structural inspection and certificate	£45.00	£1,215.00

APPENDIX 4 GUIDELINES FOR FARMERS' MARKET SURGERIES

HILDENBOROUGH PARISH COUNCIL MEETING **17 FEBRUARY 2010**

Memorandum to Council following Clerk's request (26/1/2010) for CAL to contribute a short note for the next Parish Council Meeting giving an explanation of the Surgery's operation.

Hildenborough Parish Council Surgery

Terms of reference

Extract from the minutes of a Parish Meeting held on Wednesday 18 November 2009

Ref: 2009/09/10 Publicity

"It was agreed that: the Council should seek to develop its public profile by individual Councillors actively seeking electors' views face to face, provided any members so doing made it clear that they did not represent the Council and cannot make commitments on behalf of the Council.

Members would report back in writing to the Council via the Clerk concerning all points raised with them. The Clerk would action any related to the Parish Council and forward the remainder as appropriate. The report and action taken would be made available to the next Council meeting."

The following are the personal views of the author and do not necessarily represent the views of the Council but are within the conceptual framework of the minute.

Purpose/objective

- To raise the public profile of the Council
- To evidence that the council and individual councillors are approachable by constituents
- To provide a personal conduit from constituents to the Council other than by attendance at the public part of the monthly Council meeting
- To demonstrate "public service", concomitant with being elected officials

Recommend advertising this facility in Keys magazine (as a dedicated feature), in the Courier (via Paul Lane) and on Parish notice boards.

Recommend that all Councillors make themselves available at least once per year to fully participate in this agreed Council initiative.

Hours of Service

- The Farmers Market is open every Tuesday from 0900hrs - 1100hrs
- Surgery to be open on 2nd Tuesday of the month to dovetail with the Parish Council meeting held in the 3rd week of the month (**agreed**)
- Surgery to be co-terminus with Market.

Recommend a review and evaluation after six months as experience may suggest that only an hour's attendance may be required (say 1000hrs - 1100hrs). However experience may dictate that more frequent surgeries should take place!

Types of problems which can be dealt with and what to do if the problem is outside PC purview

- All problems can be "dealt with"
- Clerk to be advised (see below) of all problems
- Clerk to forward those items not related to the Parish Council to the relevant authority
- Clerk to action any Parish Council related items
- Examples of such items can be found on the website (www.thisishildenborough.co.uk)

Recommend synopsis of “who should I contact about” (draft flyer produced by Clerk and presented at Jan 2010 meeting) be published periodically in Keys and also placed on the Parish notice boards.

How to document?

- See attached

Recommend adoption of above

Recommend that the Clerk maintains a spreadsheet of issues raised and actions taken so as to maintain an “audit trail”. This could form the basis of any evaluation procedure.

The best way to tell constituents what action has been taken

- Alternatives may include:

response on behalf of the council by the Clerk

or, response by attending Councillor once Clerk has processed the case.

Recommend that the Clerk responds to the constituent and advises the appropriate councillor of any action taken.

Recommend that individual case studies be outside the public domain but that the Parish Council, at their meetings, be advised of the number of referrals.

Question: How, if at all, do the Freedom of Information Act and Data Protection Act impinge on the above?

Answer:

From The Society of Local Council Clerks:

Below has been received from the Legal Advisor:

This seems to be a case of 'Council' surgeries, rather than 'councillor' ones. As such, the DPA and FOIA will apply in the normal way. Someone attending the surgery and giving their personal details (name, address etc) will be a data subject with a right to check that the information the council holds is correct, and information requested under the FOIA will have to be disclosed unless it is exempt. In both cases, there will, of course, need to be a written record first, but it will be 'council' information from the outset, if (as it appears to me) the councillors are not running their own political surgeries.