

# HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

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

14 January 2010

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 20 January 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 20 JANUARY 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 16 December 2009 for agreement and signature if a true record.**
5. **Matters arising from 16 December 2009 not covered elsewhere in the agenda**

## 6. Reports from Committee Chairman

### 6.1 Finance

#### 6.1.1 Account Balances as at 31 December 2009

National Savings Account	£22,633.43
High Interest Bond	£13,062.17
Business Money Manager	£22,244.07
Current Account Statement	£7,296.70
<b>Total</b>	<b>£65,236.37</b>

#### 6.1.2 Payments made since 14 December 2009

Date	Cheque no	Payee	Reason	Amount £
14 Dec	832	MA Cox	Bulkhead light repair	89.59
14 Dec	833	Bourne Amenity	Top soil	80.68
14 Dec	834	W Mzimba	Internal audit	255.00
23 Dec	835	P King	Salary/expenses	224.77
23 Dec	836	P Gow	Salary/expenses	870.83
31 Dec	837	HM Revenue & Customs	Tax/NI	207.44
16 Dec	838	R Marchant	Road repairs	2,277.00
18 Dec	839	Soc. of LCC	Subscription	118.00
18 Dec	840	Hildenborough Village Hall	Donation	1,000.00
21 Dec	841	T Barton	Expenses	18.53
4 Jan	842	Gaza Timber	Maintenance mats.	61.66
4 Jan	843	Hever Landscapes Ltd	Churchyard mowing	212.75
4 Jan	844	Tonbridge & Malling BC	Churchyard upkeep	11.00

**6.1.3 Precept level 2010/11**

**6.1.4 Third quarter Accounts (Appendix 1)**

**6.1.5 List of Assets (Appendix 2)**

**6.1.6 Risk Assessment (Appendix 3)**

**6.2 Open Spaces**

**6.2.1 Actions since previous meeting**

6.2.1.1 RoSPA Report – Top soil delivered for infill work

6.2.1.2. West Wood play area gate – closures need to be redesigned

6.2.1.3 West Wood old slide refurbishment – late January

**6.2.2 Matters for discussion**

6.2.2.1 West Wood: sign replacement quotation £47.68 (aluminium) or 47.78 (plastic) both + £8.45 carriage and vat

6.2.2.2 Updated rental agreement for Recreation Ground (App. 4)

6.2.2.3 Mowing/hedge cutting contract for Recreation Ground, West Wood, Village Green and Churchyard (Appendix 5)

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**6.3 Planning**

6.3.1 Applications received

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

<b>App. No</b>	<b>Address</b>	<b>Details</b>	<b>PCAction</b>
3014/LB	Spring Hse Leigh Rd	replacement porch	no comment
3076/FL	19a Foxbush	extension	comment
3088/FL	32 Greenview Cres	revised extension	comment
3093/FL	43 Ashley Rd	extension	comment

**6.4 War Memorial – action on request from KCC**

**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 – Spread Sheet to be distributed at meeting

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 6)**

8.1.1 KCC – Explore Kent Walking Festival 2010 invitation to support Festival

8.1.2 T&MBC – Joint Transportation Board, access to speak at meetings by Parish Councils

8.1.3 Came & Co PC Insurance, request to quote

8.1.4 KCC – Orchards for Everyone Project, questionnaire

8.1.5 Unlock Democracy – request to write to MP on Sustainable Communities Act Amendment Bill

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

**8.3 Correspondence awaiting reply**

**9. Report on street lighting**

**10. Developing the public profile of the Parish Council – notice board publicity materials**

- 11. Up date on proposed Mount Pleasant Car Park (see Appendix 7 to be distributed at the meeting))**
- 12 Kent Police – District Chief Inspector Jon Kirby introduction and seeking views on local priorities**
- 14 KCC – Consultation on Community Infrastructure Provision Service Strategies in Kent 2009 by 20 January 2010**
- 15. Try Angle Awards Funding 2010 – request from T&MBC for financial support**
- 16. AOB**

**Appendix 1**  
**Expenditure and Receipts**  
**3<sup>rd</sup> Quarter and Year to Date**

Item of Income	Monthly Actuals			Quarter 3			
	Oct	Nov	Dec	Actual Oct - Dec	Budget Oct - Dec	over/ under spend	variance
Precept	0	0	0	0	0	0	0
Section 136 (T&MBC)	0	6251.00	0	6251.00	6251.00	0	0
Interest	1.38	1.60	11.53	14.51	175.00	160.49	92%
Vat refund	0	0	0	0	812.00	812.00	offset below
Club rents	0	55.00	0	55.00	0	-55.00	
Sundries	0	9.50	0	9.50	0	-9.50	
Grants			0	0	0	0	
<b>Total Income</b>	<b>1.38</b>	<b>6317.10</b>	<b>11.53</b>	<b>6330.01</b>	<b>7238.00</b>	<b>907.99</b>	<b>13%</b>

Item of Expenditure	Monthly Actuals			Quarter 3			
	Oct	Nov	Dec	Actual Oct-Dec	Budget Oct-Dec	over/ under spend	variance
Administration	253.19	484.66	569.13	1306.98	1605	298.02	19%
Salaries	1181.79	1087.09	1087.09	3355.97	3247	-108.97	-3%
Open Spaces	4.61	0	38.17	42.78	25	-17.78	-71%
Vandalism	0	0	89.59	89.59	250	160.41	64%
Village Green	0	0	38.00	38.00	160	122.00	
West Wood	73.63	0	2174.67	2248.30	564	-1684.30	
Recreation Ground	27.95	0	1215.87	1243.82	5546	4302.18	78%
Pavilion	0	82.14	9.25	91.39	243	151.61	62%
Churchyard	185.00	193.25	228.63	606.88	2203	1596.12	72%
Lighting	170.21	87.75	87.75	345.71	0	-345.71	
War Memorial	6.94	0	0	6.94	0	-6.94	
Footpaths	0	0	0	0	0	0	
S135	0	0	1000.00	1000.00	1000	0	
S137	0	300.00	0	300.00	1215	915.00	
Sundries	0	19.00	0	19.00	0	-19.00	
Vat input	61.17	81.93	571.86	714.96	812	97.04	offset above
Election contingency	0	0	0	0	0	0	
<b>Total Expense</b>	<b>1964.49</b>	<b>2335.82</b>	<b>7110.01</b>	<b>11410.32</b>	<b>16870</b>	<b>5459.68</b>	<b>68%</b>

	2009/10 actual year to date	2009/10 budget	Over/ under spend	%rec'd
Precept	30320.00	29130	-1190.00	104%
Section 136 (T&MBC)	12502.00	12502	0	100%
Interest	64.96	1500	1435.04	4%
Vat refund	9339.41	3250	-6089.41	offset below
Club rents	1235.00	1195	-40.00	103%
Sundries	28.50	0	-28.50	
Grants	0	0		
<b>Total Income</b>	<b>53489.87</b>	<b>47577</b>	<b>-5912.87</b>	<b>112%</b>

	<b>Total to date</b>	<b>Budget</b>	<b>Over/ under</b>	<b>% spent</b>
Administration	7131.73	8495	1363.27	84%
Salaries	9854.43	12990	3135.57	76%
Open Spaces	97.00	100	3.00	97%
Vandalism	1011.51	1000	-11.51	101%
Village Green	190.10	320	129.90	59%
West Wood	53680.40	2073	-51607.40	2590%
Recreation Ground	2883.50	7666	4782.50	38%
Pavilion	319.93	1029	709.07	31%
Churchyard	1784.34	4625	2840.66	39%
Lighting	872.21	1566	693.79	56%
War Memorial	22.58	100	77.42	23%
Footpaths	0	0	0	
S135	1000.00	1000	0	
S137	1962.68	2878	915.32	68%
Sundries	37.44	0	-37.44	
Vat input	9786.16	3250	-6536.16	
Election Contingency	0	500	500.00	0%
<b>Total Expenses</b>	<b>90634.01</b>	<b>47592</b>	<b>-43042.01</b>	<b>190%</b>
Less play area and vat	57436.16	3250		
<b>Actual expenditure</b>	<b>33197.85</b>	<b>44342</b>	<b>11144.15</b>	<b>75%</b>

## INCOME AND EXPENDITURE 3<sup>rd</sup> QUARTER AND YEAR TO DATE - NOTES

### 3<sup>rd</sup> QUARTER

#### Income

This is on target. Club rent received was late.

#### Expenditure

Extra expenditure was incurred for repairs to the service road in West Wood, lighting contract an extra month was included and back dated pay settlement on salaries. This was counterbalanced by an under spend on the planned drainage of the Recreation Ground and churchyard mowing contract.

### YEAR TO DATE

#### Income

The vat refund is higher than anticipated due to expenditure on the new play area being incurred in this financial year. The precept total was greater due to the budget being set before the precept was calculated.

#### Expenditure

Overall the accounts show expenditure is exactly on target after the expenditure on the new play area at West Wood and vat are excluded. However this hides the fact that expenditure for the planned drainage project of the Recreation Ground (£4000) was not used but unforeseen expenditure was incurred on the service road at West Wood (£1,980) and legal fees amounting (£2,924). Expenditure has also been committed for refurbishment of the old slide in West Wood (£1,520).

## **End of Year**

The projection is currently indicating a slight overspend of approximately £1,000 but this is very much dependant on whether the budget for tree surgery is used or any other unforeseen expenditure. Overall income will be slightly down due to low interest rates.

APPENDIX 2  
HILDENBOROUGH PARISH COUNCIL – ASSETS PURCHASE PRICE IN EXCESS OF £1,000

	<b>Location</b>	<b>Date acquired</b>	<b>Purchase price</b>	<b>Estimated Current value</b>
Recreation Ground	Riding Lane	1931	£1,125	Nominal value £1
Pavilion	Riding Lane	1932	£248	£124,004 (insurance value Feb 09)
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>£329,726</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
Vacuum 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

Estimated Current Worth increased by 5% 2008/09  
Estimated Current Worth not increased in 2009/10

January 2010

**APPENDIX 3  
HILDENBOROUGH PARISH COUNCIL  
RISK MANAGEMENT 2008/09**

AREA	POTENTIAL RISK	RISK STATUS	CONTROLS IN PLACE	2008/09	2009/10	2010/11
Assets	Failure to keep safe Parish Property: Public Buildings and other major assets	Medium	Insurance value reviewed annually, (value index linked (RPI)) and comparative quotations obtained at least every 5 years (next comparative review 2013) Annual accounts and report received from Village Hall Management Committee Property regularly inspected by caretakers/Open Spaces Committee/Management Committee Maintenance issues discussed and agreed action taken Annual inspections for fire protection and electrical appliances undertaken Equipment securely stored within Council property, caretaker's or clerk's property	Ins quote obtained ✓ ✓ ✓ May ✓	✓ ✓ ✓ May 09 ✓	
	Loss or damage to documents	Medium	Records are archived according to guidelines issued by KAPC Records kept in secure locked cupboard Current records stored securely Back up of records on computer made monthly and stored off site.	In process ✓ With Chairma n	Now in Kent Archives ✓ With chairman	
	Damage to Recreation Ground, West Wood, Village Green and other public areas	High	Bye-laws comply with legislation Regular inspection by caretaker of all open spaces Street lighting columns insured Take advice to reduce vandalism	N/A ✓ ✓ ✓	N/A ✓ ✓ ✓	
	Failure to maintain Asset list	Low	Asset list updated as required Reviewed annually by Parish Council	Dec.		
Finance	Failure to determine precept and arrange collection	Low	Finance Committee meet in November to determine budget/precept Precept ratified by Parish Council in December Requisite documents completed and returned within specified timescale by RFO.	✓ ✓ ✓	✓ ✓	
	Failure to set and monitor budget	Low	Budget set annually by Parish Council in December Summary Statement of expenditure presented to Parish Council quarterly at PC meetings July, October, January and April.	✓	Qtl July October, January	
	Failure to produce end of year accounts / official returns	Low	Accounts prepared by RFO and signed by Chairman after presentation to Parish Council RFO prepares and returns requisite documents required by HM Revenue Internal and external auditor scrutinise accounts			

AREA	POTENTIAL RISK	RISK STATUS	CONTROLS IN PLACE	2008/09	2009/10	2010/11
	Failure to record income received including precept by the Council	Medium	Current and Business Money Manager Bank Accounts reconciled monthly and checked by Finance Committee Chairman Investment Account updated by year end annually Accounts reviewed bi-annually (next review 09) Clubs invoiced and agreement signed prior to commencement of season VAT claimed quarterly if applicable. Half yearly audit by Finance Committee Chairman Internal audit	✓ ✓ ✓ ✓	✓ -  Bonds reviewed qtlly/ rest left interest low ✓ ✓	

	Failure to follow proper procedure in arranging for goods, services and works to be acquired by the Council	Medium	Instructions given by Parish Council minuted agreement/request Half yearly audit by Finance Committee Chairman Annual internal audit	✓ ✓ ✓	✓ ✓ ✓	
	Failure to follow proper procedures to pay for goods, services and works on behalf of the Council	Medium	Quotation attached to invoice Two signatures on every cheque Cheque number recorded against invoice Blank cheques are not issued	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
	Failure to pay correct salary to Council employees and associated taxes	Medium	Salary rates recorded in Parish Council minutes RFO completes HM Revenue documentations and completes monthly payments of tax and N.I. Monthly payslips issued Expenses checked against receipts by signatories	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	
	Borrow money illegally without proper consultation		If required, Finance Committee to recommend to Parish Council Borrowing recorded in Parish Council minutes	N/A	N/A	
	Failure to make correct Audit arrangements	Low	Half yearly by Finance committee Chairman Annually by internal auditor and external auditor	✓ ✓	✓ ✓	
Employees	Appointment of staff	Medium	Post advertised in local press Interview by sub committee References taken up Work overseen by Parish Council	N/A	N/A	
Liability	Risk to third party, property or individual	High	Public Liability insurance in place for £5 mill. Reports of tree and other damage investigated and maintained as required by Clerk	✓ ✓	Amount to checked 10 ✓	
	Legal liability as consequence of asset ownership (especially playgrounds)	High	Regular risk assessment carried out on all play equipment and recorded, checked by Chair of O.S Reports of any other damage/maintenance requirements investigated by Clerk.	✓ ✓	✓ ✓	
	Effect of Vandalism on property	High	Regular surveillance of risk areas and reports to relevant authorities Liaison with Community Police Team Cctv provided currently supplied by police Encourage reporting of incidents by general public	✓ ✓ Moved/ removed As appro	✓ ✓ ✓ ✓ removed Dec 09	
	Failure to maintain proper and timely reporting of minutes and agenda in accordance with the law	Medium	Minutes recorded of all Council meetings and sub committee meetings, approved at the following meeting. Copies of approved minutes kept in local Public Library Copies of Parish Council Minutes on website.	✓ ✓ ✓	✓ ✓ ✓	

AREA	POTENTIAL RISK	RISK STATUS	CONTROLS IN PLACE	2008/09	2009/10	2010/11
	Failure to maintain proper document control	Low	Original Legal documents of ownership stored by Parish Council solicitors, some copies kept in Parish Council records.	✓	✓	
Councillors/ Employees	Failure to provide opportunities of appropriate training for councillors and staff	Low	Relevant training will be brought to the attention of councillors and employees. Training will be minuted and financed from training budget.	Kalc SLCC	Kalc SLCC	
	Failure to maintain register of interests and Code of Conduct	Medium	Register updated as councillors are elected or co-opted.	✓	✓	

APPENDIX 4

**Draft – 5.2 modified**

**HILDENBOROUGH PARISH COUNCIL**

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

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

**AGREEMENT FOR USE OF FACILITIES AT THE RECREATION GROUND  
RIDING LANE HILDENBOROUGH**

**THIS AGREEMENT** is made the **BETWEEN :**

( 1 ) **HILDENBOROUGH PARISH COUNCIL** ( “ the Council “ )  
acting by its Clerk Pam Gow of 60 Knowsley Way Hildenborough Tonbridge Kent  
TN11 9LQ

( 2 ) ..... (“the  
club “ )  
acting by

**IT IS AGREED** as follows :

1. **Definition and Interpretation** (In this agreement) :

1.1. “ the **Recreation Ground** “ means the Recreation Ground Riding Lane, Hildenborough

1.2. “ the **Pitch** “ means the area designated in your plan and its immediate environs forming part  
of the Recreation Ground shown edged red on the attached attached plan.

1.3. “ the **Pavilion** “ means the pavilion situate at the Recreation Ground

1.4. “ the **Car Park** “ means the car park situate at the Recreation Ground

1.5. “ the **Season/date**“ means the period between  
.....

1.6. “ the **Deposit** “ means the sum of £..... payable by the Club to the Council for the use of  
the Pitch during the Usage Times and refundable when the pitch is agreed by the Council to  
be in no worse a condition than it was immediately prior to the date. **or**  
*(1.6 “the Rent” means the sum of £..... Payable by the Club to the Council for the use of the  
Pitch during the Usage Times in the Season)*

1.7. “the **Usage Times**” means the periods between  
.....

1.8. “the **Plan**” means the attached plan of the Recreation Ground.

1.9. “the key **Deposit**” means the sum of £50 payable by the Club to the council on the date  
hereof as security for the supply by the council to the Club of keys to the Pavilion.

**2 Hire of Pitch**

In consideration of the payment by the Club to the Council of the Rent/Deposit the Council  
allows to the Club during the Usage Times stated above.

- 2.1. The right to use the Recreation Ground/Pitch outlined in red on the Plan for  
 .....
- 2.2. The right to use the Pavilion as a pavilion for the purposes of changing and providing refreshments (*and storage during the Usage Times.*)- *where applicable*
- 2.3. The right to park motor vehicles in the Car Park

### **3 Obligations of the Club:**

The Club agrees with the Council that it and its members will :

- 3.1. Pay the deposit/rent to the Council one month before the commencement of the event.
- 3.2. Use the Recreation Ground/pitch the Pavilion and the Car Park only for the exercise of the rights granted in Clause 2
- 3.3. **Not use the Recreation Ground when the state and condition of the weather conditions render it unsuitable for use** and the decision of the Council in this respect is final. (*nor if in the opinion of the Club's Pyrotechnics agent there could be a danger to the public*) *Scouts only.*
- 3.4. Adhere to the agreed designated route for vehicles on the Recreation Ground marked on the pitch (plan) attached to this agreement (*if relevant*)
- 3.5. On vacation of the Pavilion ensure that the electricity and water is turned off and that the Pavilion is properly secured with all windows shut and that both locks on the door are properly locked
- 3.6. Ensure that any damage affecting the security of the Pavilion is reported.  
 The Pavilion must be made secure as it is vacated and that the Clerk to the Council or other Council member is immediately informed of such damage
- 3.7. Use its best endeavours to keep the Recreation Ground the Pavilion and the Car Park clean and tidy during the Usage Times and to make good (or pay to the council the cost of making good) any Damage caused to the Recreation Ground the Pavilion the Car Park and the Pitch.
- 3.8. Immediately report to the Clerk (832367) any damage caused to the Recreation Ground the Pavilion (including the fixtures and fittings) and the Car Park which occurs during usage, giving your name, the time and details of the damage.
- 3.9. Notify the Clerk to the Council or other Council member of any damage caused or found to the Pavilion the Car Park barrier or elsewhere on the Recreation Ground during the Usage Times
- 3.10. In the event of any keys supplied by the Council to the Club being lost pay for the cost of the replacement keys and padlock to the Pavilion for all Users failing which the Council may deduct the cost of the same from the Deposit.
- 3.11. Not assign sub-let or part with possession of the benefit of this Agreement or allow the Recreation Ground/pitch the Pavilion or the Car Park to be used by any other club or organisation except for those against whom the Club is playing (*in connection with the firework event*). - *scouts*
- 3.12. Keep the Council fully indemnified against all costs claims expenses demands charges or liability of any description arising out of any accidents or liability to the public which may occur on the Recreation Ground, Pavilion or Pitch during their use by the club provided that

the same is not due to any negligence acts or omission or default of the Council and it is acknowledged and agreed that the Council gives no warranty as to the suitability of the Recreation Ground the Pavilion or the Pitch for the use to which the Club intends to put them.

3.13. **Effect and maintain a policy of insurance with insurers** approved by the Council for not less than £2 mill. in respect of public liability and the liability of ..... (*organization using*)..... under clause 3.12 and at the request of the Council produced to it evidence of such policy and the payment of premium for it.

3.14. Provide to the Council details of at **least two contact persons** ( whose names addresses and telephone numbers shall be set out at the foot of this Agreement within the Club whom the Council shall contact in the case of emergency who must be over the age of 18 and will undertake to provide to the Council similar details of any substitute contact persons

3.15. Not cut down or damage any trees on or surrounding the Recreation Ground

3.16. At the end of the Usage Time to return to the Council **all keys** supplied to the Club by the Council (*at which time th Deposit will be returned to the Club less any deductions made under clause 3.9*)

**4. Declarations:** It is agreed that :

4.1. This Agreement does not confer on the Club or its members exclusive possession of the recreation ground, the pavilion or the car park during the Usage Times. These facilities may have to be shared with other users during the Usage Times.

4.2.If the Club fails to carry out any of its obligations under this Agreement the Council may at its discretion but without being obliged to do so carry out any such works or acts and the cost of doing so shall be a debt due to the Council by the Club and recoverable

4.3.Any sums due by the Club to the Council but **unpaid for fourteen days** shall bear interest at the rate of 4% per annum above the base rate of Lloyds/TSB Bank plc from the date they fall due

5. The Council undertakes:

To arrange mowing of the Recreation Ground under its annual contracted maintenance agreement

*5.2 The Council undertakes not to rent the Pitch to another club when it may be in use by the Club during the Season without consulting with the Club.*

**Contact names and keyholders for the Club**

Contact name/keyholder	Address	Telephone number
1		
2		

Signed for and on behalf of the Council **Pam Gow**

Print Name

Position within Council

***Pam Gow***

***Clerk***

Signed for and on behalf of the Club.....

**APPENDIX 5  
MOWING, HEDGECUTTING QUOTATIONS 2010**

**QUOTATION FOR MAINTENANCE CONTRACTS 2010**

<b>LANDSCAPE SERVICES</b>	<b>2009</b>	<b>2010</b>	<b>Budget</b>
<b>Recreation Ground:</b>			<b>2434</b>
Gang mow - 16 cuts	958.89	978.06	
Side Arm Flail - 2 cuts	512.29	522.53	
Rough area car park Autumn	135.18	137.88	
hand cut play area etc 10	381.18	388.8	
hedge Riding Lane	398.46	406.42	
<b>Total</b>	<b>2386</b>	<b>2433.69</b>	
 <b>Village Green</b>			
gang mowing - 16 cuts	<b>304.2</b>	<b>310.28</b>	<b>330</b>
 <b>West Wood</b>			<b>432</b>
Gang mowing - 12 cuts	250.64	255.65	
rough area July/Sept	173.76	177.23	
<b>Total</b>	<b>424.4</b>	<b>432.88</b>	
 <b>Churchyard</b>			<b>2937</b>
hedge Glebe Field/CY	313.07	319.33	
hedge CY/Chall	164.36	167.64	
new burial area - 5 times	187.66	191.41	
<b>Total</b>	<b>665.09</b>	<b>678.38</b>	
 <b>HEVER LANDSCAPES</b>			
Burial ground	1400	1560	
tree surgery		250	
Yew hedge	85		
 <b>ALLOWANCE FOR</b>			
New burial ground hedge		384	
 <b>Total Landscape Services</b>	<b>3779.69</b>	<b>3855.23</b>	
<b>Total Hever Landscapes</b>	<b>1485</b>	<b>1560</b>	
<b>Total church yard</b>		<b>2872.38</b>	

**APPENDIX 6  
CORRESPONDENCE RECEIVED SINCE 16 DECEMBER 2009**

<b>Date</b>	<b>Sent/ Rec'd</b>	<b>Contact</b>	<b>Subject</b>	<b>Agenda item</b>
17 Dec 4 Jan	R/S	Hildenborough Village Hall	For information: RADAR lock on disabled toilet, asking users of VH views on key pad	
17 Dec	R	Kent Top Travel	Vehicles for hire	
17 Dec	R	HSBC	Changes to terms and conditions	
17 Dec	R	Southeastern	Newsletter	
18 Dec	S	Audit Commission	No objection of proposed auditor	
18 Dec	S	Hever Landscapes	Acceptance of quotation for power washing	
19 Dec	R	KALC	Course for Cert in LCA	
19 Dec	R	T&MBC	National Benefit Fraud Awareness Campaign	
21 Dec	R	KCC	Winter Service Policy	
<b>22 Dec</b>	<b>R</b>	<b>KCC</b>	<b>Explore Kent Walking Festival 2010</b>	<b>8.1.1</b>
22 Dec	R	KCC	Policy for management of vehicle obstructions to private access	
17 Dec	R	Martin Ingall	Copies of letters re TM/09/0992/OA	
24 Dec			Oakhurst Manor	
24 Dec	R	T&MBC	Not sufficient breach at Mill Garage/Brookside Garage to take action – will monitor	
<b>24 Dec</b>	<b>R</b>	<b>Russet Homes</b>	<b>Update on proposed Mount Pleasant Car Park</b>	<b>11</b>
24 Dec	R	T&MBC	Agenda/Minutes Area 1 planning committee	
28 Dec	R	Adam Ping	Anti-social behaviour in car park	
30 Dec	R	Fidelity Weston	Copies of letters re TM/09/02992/OA	
			Oakhurst Manor	
30 Dec	S	J S Owlett	Copy of PC comments on TM/09/02992/OA	
30 Dec	R	Hostway	Newsletter	
<b>31 Dec</b>	<b>R</b>	<b>T&amp;MBC</b>	<b>Joint Transportation Board – access to speak at meetings by Parish Councils</b>	<b>8.1.2</b>
4 Jan 10	S	KHS	Request for lay-by in Riding Park	
4 Jan 10	S	KHS	Request to KHS to adopt JMCF 001 and JPAC004 street lights	
4 Jan 10	R	T&MBC	Community Safety Partnership monthly bulletin	
4 Jan 10	R	New Allotment Co Ltd.	Availability of allotments in Tonbridge	
<b>4 Jan</b>		<b>T&amp;MBC</b>	<b>Parish Council Precept</b>	<b>6.1.2</b>
4 Jan	R	Jacobs	Street light Mill Lane incorrect number	
6 Jan	R	Seal PC	Copy of letter re planning application TM/09/02992/OA	
6 Jan	R	T&MBC	Publicity poster for Blues Brothers Little Brother – Mayor's Charity	

7 Jan	R	KHS	Evening	
<b>7 Jan</b>	<b>R</b>	<b>Came &amp; Co PC Insurance</b>	Response to clearing snow <b>Request to quote for P.C. insurance cover</b>	<b>8.1.3</b>
7 Jan	R	Martin Weston	Corrected attachments re planning app TM/09/02992/OA	
8 Jan	R	West Kent Watch	New update	
8 Jan	R	T&MBC	Revised refuse collection timetable	
8 Jan	R	T&MBC	Amendment to handbook and diary 2009/10	
11 Jan	R	Hildenborough Conservation Group	Acknowledgement of donation	
<b>12 Jan</b>	<b>R</b>	<b>KCC</b>	<b>Orchards for Everyone Project – questionnaire to complete by 26 Feb.</b>	<b>8.1.4</b>
12 Jan	R	T&MBC	Update on refuse collection	
12 Jan	R	Scott Poleykett	Circus workshops	
12 Jan	R	Warners	Offer to review employee contracts	
12 Jan	R	KCC	Essential law on clearance of snow and ice from public highways and pavements	
12 Jan	R	Tracy Dixon	Appreciation of website	
<b>12 Jan</b>	<b>R</b>	<b>Unlock Democracy</b>	<b>Sustainable Communities Act Amendment Bill – Alistair Burt MP agreed to adopt as Private Members’ Bill, need more support request to write to MP</b>	<b>8.1.5</b>
13 Jan	R	In Touch with Communities	Website design	