

# HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

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13 May 2010

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 19 May 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 19 MAY 2010**

- 1. Apologies and reason for Absence.**
- 2. Declaration of Personal or Prejudicial Interests**
- 3. Declaration of gifts and hospitality**
- 4. Election of Chairman – to receive nominations and elect chairman**
- 5. Declaration of Acceptance of Office**
- 6. Appointment of Vice Chairman – to receive nominations and elect vice chairman**
- 7. Appointment of Committee and Representatives of the Parish Council**
  - 7.1 Finance Committee**
  - 7.2 Open Spaces Committee**
  - 7.3 Planning Committee**
  - 7.4 Public Rights of Way Committee**
  - 7.5 Churchyard Committee**
  - 7.6 Village Hall Representative**
  - 7.7 Parish Partnership**
  - 7.8 EVA and PACT**
  - 7.9 Crime Prevention Panel**
  - 7.10 Oakhill House Transport Forum**
  - 7.11 Centre Piece Author**
  - 7.12 Streetlighting monthly inspection**
- 8. Minutes of the Meeting held on 21 April 2010 for agreement and signature if a true record.**
- 9. Matters arising from 21 April 2010 not covered elsewhere in the agenda**
  - 6.3.2 Clarification on Minutes of Planning Committee
- 10. Reports from Committee Chairman**
  - 10.1 Finance**
    - 10.1.1 Account Balances as at 30 April 2010**

National Savings Account	£22,699.01
High Interest Bond	£13,072.48
Business Money Manager	£25,447.59
Current Account Statement	£3,666.46

**Total**

**£64,885.54**

### 10.1.2 Payments made since 29 March 2010

Date	Cheque e no	Payee	Reason	Amount £
12 Apr	878	Bickmore Lock & Glass	Repairs to Pavilion	96.35
12 Apr	879	Lloyds TSB (Gaza)	Shingle	5.60
12 Apr	880	BT	Telephone	126.20
21 Apr	881	W Mzimba	Internal audit	255.00
21 Apr	882	KCC	Cleaning mats/stationery	21.22
21 Apr	883	EDF	Energy	33.74
26 Apr	884	P King	Salary/expenses	225.37
26 Apr	885	PA Gow	Salary/expenses	785.92
30 Apr	886	HM Revenue	Tax/NI	208.24
27 Apr	887	Bourne Amenity	Top soil	94.00
27 Apr	888	Pratts	Concrete slab	7.05
27 Apr	889	Gaza	Wood/concrete	21.71
10 May	890	SE Water	Water	55.41
10 May	891	PFL Electrical	Lighting contract	103.11
10 May	892	Hildenborough Village Hall	Room hire	151.50

### 10.1.3 Reinvestment of High Interest Deposit Bonds

## 10.2 Open Spaces

### 10.2.1 Actions since previous meeting

10.2.1.1 Purchase of materials for repairs in Recreation Ground

10.2.1.2 Purchase of fuel and spare parts for strimmer

### 10.2.2 Recommendation to the Parish Council

10.2.2.1 The Parish Council should thank PCSO Toni Matthew for her work on the youth facility and now manage the project for the benefit of all the youth of the village

10.2.2.2 The Parish Council obtain a feasibility study on whether the current Pavilion is sound and fit for purpose

10.2.2.3 The Parish Council congratulate the scouts on their initiative and that three members of the Open Spaces Committee meet with the scouts to agree on the final location for the bonfire.

10.2.2.4 The Parish Council take action to find a solution to the ponding on the Village Green during wet weather which results in the flooding of neighbouring properties.

## 10.3 Planning

### 10.3.1 Applications received

Applications reviewed since last meeting, for noting. Details of comments made are available from the clerk. There were no declarations of interests.

App. No	Address	Details	PC Action
674/FL	The Oast Hse Hill View Rd	amendments	no comment
644/LB	Oakhill Hse 130 Tonbridge Rd	replacement Windows/doors	no comment
614/FL	Fairmount 61 Brookmead	double garage	no comment
769/FL	76 Knowsley Way	replacement conservatory	no comment
702/FL	5 Fairfield Way	extension	comment
715/FL	Philpots Lodge Philpots La	extension/alterations	no comment
815/FL	54 Leigh Rd	extension	comment
971/LRD	The Oast Hse Hill View Rd	details of joinery	no comment
871/FL	Gt Hollanden Fm Mill La	single storey garden rm	no comment

855/FL	2 Grove Cotts London Rd	extension	comment
872/LB	Gt Hollanden Fm Mill La	single storey garden rm	no comment
167/FLX	Oakhurst Manor Bank Ln	extension of PIn perm.	comment
1066/FLX	Oakhurst Manor Bank Ln	extension of PIn perm.	comment
559/FL	Land at Hawden Fm Hawden Ln	recreational use of Fishing lake	comment

#### **10.4 Churchyard – watering new trees**

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

- 11.1 Crime Prevention Panel
- 11.2 Parish Partnership Representative
- 11.3 Village Hall Representative
- 11.4 Highways Coordinator
- 11.4.1 Spread sheet (to be distributed at meeting)
- 11.4.2 Response from KHS regarding verge mowing
- 11.4.3 Response to KCC Wintersalting programme
- 11.5 EVA and PACT (MN)
- 11.6 Oakhill House Transport Forum (JS)
- 11.7 Farmer's Market feedback

#### **12. Correspondence (Appendix 1)**

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

- 12.1.1 KCC – request to display poster for Expect Respect

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

##### **12.3 Correspondence awaiting reply (Appendix 1)**

#### **13.. Street lighting**

- 13.1 Monthly Report
- 13.2 Action required following testing and inspection report
- 13.3 Lighting Contract

#### **14. Parish Website**

#### **15. AOB**

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

#### **PART II – CONFIDENTIAL ITEMS**

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**Open Spaces Committee meeting on Wednesday 12 May 2010 meeting in the Committee Room of the Village Hall at 8.00pm**

## MINUTES

**Present:** Mr M Baker (chairman)      Mr T Barton      Mr P Lane  
                 Mr C Lewis                              Mr R Mountford      Mr G Watts

**Apologies:**      Mrs A Scally

### 1.      **Minutes of previous meeting held on Wednesday 25 March 2010**

These were agreed as a true record.

### 2.      **Matters Arising**

3.1      Monkey Bars had been inspected and found to be secure.

### 3.      **Recreation Ground**

#### 3.1      **Progress report on youth facility**

The cost of the suggested equipment had been obtained from two companies. Concern was expressed over the level of usage of the proposed new area. It was agreed the clerk would contact Tonbridge & Malling Borough Council to find out which pieces of their new equipment was most popular and to request an opinion on any proposed choices of equipment. It was recommended that the Parish Council should thank PCSO Toni Matthews for her work and inform her the Council would now be taking the project over to provide equipment for the benefit of all the youth of the village.

#### 3.2      **Progress report on Sports Association application for drainage grant**

An acknowledgement of the grant application had been received.

#### 3.3      **Ditch clearing**

The contractors recommended leaving this until the end of the year.

#### 3.4      **Pavilion refurbishment/replacement**

It was agreed to recommend the Parish Council obtain a feasibility study on whether the current building is sound and fit for purpose.

#### 3.5      **Location of Scout's bonfire –**

It was agreed to recommend the Parish Council congratulate the scouts on their initiative and that three members of the Open Spaces Committee meet with the scouts to agree on the final location for the bonfire. Mr Lewis, Mr Baker and Mr Lane agreed to undertake this.

### 4.      **West Wood**

#### 4.1      **Update maintenance issues on play equipment**

The gate closures were currently working and the basket swing had been repaired. Work on the pathway had not been fully completed.

#### 4.2      **Gap under fencing**

It was agreed to monitor the gate closures and when it had been established these were consistently closing correctly a decision over the gap under the fence and gates would be taken.

#### **4.3 Hildenborough Conservation Society**

Lynne Flower gave an update on the work of the Conservation Society by email. The charcoal made during the November coppicing is to be bagged this week. Wolf Cubs are to be given some to sell around the village as a thank you for their help and the remaining bags will be sold by Spadework for their chosen charity and some at the Farmers' Market. An updated coppicing plan would be sent soon.

#### **5. War Memorial**

An invoice had been sent to KCC for repairs undertaken to the fencing and a request for repairs to some of the names and removal of mould on the Memorial. There is no response to date.

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

The quotation from Maria Cook had been accepted. It was £90 less than 2009 inspection and also provided more clarity on any issues which may be raised.

#### **7. Churchyard Trees**

Coolings had suggested during the second year the trees should be encouraged to be self sufficient and should only be watered if they showed signs of distress, particularly during times of very high winds or dry periods. Mr Lane has undertaken to keep an eye on the trees.

#### **8. AOB**

- 8.1 Mark Rhodes had suggested emails should be sent regarding the visibility of the new zebra crossing. The final safety inspection is now due.
- 8.2 At the Farmers' Market two residents adjacent to the Village Green raised the issue of the ponding during wet periods. This resulted in their properties being flooded. It was suggested a bank be built up in front of their fences. KHS would be contacted regarding the proposal for a vented kerb and the action they proposed to take. Advice would be sought regarding the installation of a bank to prevent water flooding into the gardens. It was agreed to recommend the Parish Council take action to find a solution to the problem.
- 8.3 The police had reported an arrest had been made regarding the break-in at the Pavilion earlier this year.
- 8.4 It is understood that a group of young people would be requesting the Parish Council allow them to dig cycle jumps in West Wood. The clerk had established from the Parish Council's insurers that no cover was available for unofficial cycle jumps, only those installed by a qualified company and a risk assessment carried out.

**APPENDIX 1**  
**CORRESPONDENCE RECEIVED SINCE 21 APRIL 2010**

<b>Date</b>	<b>Sent/ Rec'd</b>	<b>Contact</b>	<b>Subject</b>	<b>Agenda item</b>
22 Apr	R	T&MBC	Display notices re General Election	
24 Apr	R	Kompan	Information on playground equipment	
24 Apr	R	Hadlow PC	Parish Emergency Plan Issue 1	
25 Apr	R	Bob Bennett	Quotation for painting Pavilion	
26 Apr	S	KHS	P.C. comments on zebra crossing	
26 Apr	S	Arrowguard	Declining quotation for mole eradication	
26 Apr	S	Valerie Dagger	Request for help to obtain bus timetables/stop	
26 Apr	S	KCC	Confirmation of grant used on picnic table	
27 Apr	S	KCC	Response to new planning app. procedure	
27 Apr	S	Audit Commission	Annual return	
27 Apr	S	PC A Blackmore	Illness – PC send best wishes	
27 Apr	S	Jackie Goad	Concern over criminal damage, request suggestions for repositioning bench	
26 Apr	S	KCC	Request for recompense for War Memorial fencing repairs + damage needs to be repaired	
27 Apr	S	KHS	List of P.C. concerns on road repairs	
27 Apr /12 May	S/R	Hildenborough Scouts	Request for proposals for location of bonfire before OS mtg/ reply would supply information	10.2.2.3
27 Apr	S	T&MBC	Confirmation of contacts for members' handbook	
27 Apr	R	T&MBC	Copy of email to Tony Hollander – not able to provide narrower yellow lines in Light Rd/Stocks Green Rd	
27 Apr	R	Freya Smith	Request for link to P.C. website	
27 Apr	S	Volunteer Fundraiser for CiLK	Request to be considered in Nov.	
27 Apr	R	T&MBC	Acknowledgement of problems with Monster Play	
27 Apr	S	T&MBC	Final report of survey on WestWood play area	
27 Apr	S	KALC	Declining invitation to join	
27 Apr	S	T&MBC	Request to meet regarding Housing Needs Survey	
27 Apr	R	Southeastern	May timetable changes	
28 Apr	R	KCC	Details of National Family Week	
28 Apr	R	Tony Hollander	Acknowledgement re narrow double yellow lines	
28 Apr	R/S	T&MBC	Request for P.C. response to Jackie Goad and response	
28 Apr	R	KHS	Road works can be found on website	
28 Apr	R	T&MBC	Managing Development and the	

29 Apr	S	T&MBC	Environment Development Plan	
29 Apr	R	T&MBC	Outturn Statement	
			Minutes of Council, Cabinet and Committees	
1 May	R	Southeastern	Stakeholder Forum 5 May	
30 Apr	R	Queensbury Shelters	Advertising shelters	
30 Apr	S	Russet Homes	Rental Agreement	
1 May	R	Moat	Drop in session 5 May	
1 May	R	Hildenborough Stoolball Club	Insurance details	
2 May	R	Jackie Goad	Re relocation of bench Riding Lane/B245	
<b>4 May</b>	<b>R</b>	<b>KHS</b>	<b>Verge needs to be designated roadside nature reserve by Kent Wildlife Trust</b>	<b>11.4.2</b>
4 May	R	KCC	Test for sending PROW amendments by email	
4 May	R/S	Kent Fire & Rescue	Request for P.C. meeting dates – sent	
4 May	S	KHS	Concerns regarding parking restriction in Lower Street	
5 May	R	T&MBC	Community Safety Partnership monthly bulletin	
6 May	R	Mainwaring Ditch Associates	Advertising services	
6 May	R	Bourne Amenity	Pitch maintenance advertisement	
6 May	R	T&MBC	Request for meeting forwarded to Planning	
7 May	R	Record RSS	Play equipment advertisement	
10 May	S	Hildenborough CEP School	Thank you for completing surveys	
10 May	S	Stocks Green School	Thank you for completing surveys	
11 May	R	T&MBC	Election results to post	
11 May	R	Mr & Mrs Starkey	Copy of letter sent to Traffic commissioner re GVOL application	
<b>11 May</b>	<b>R</b>	<b>HSBC</b>	<b>High Interest Deposit Bond renewal</b>	<b>10.1.3</b>
12 May	R	Wicksteed	Quotation for play area	
<b>12 May</b>	<b>R</b>	<b>T&amp;MBC</b>	<b>Parish Partnership Panel meeting cancelled</b>	<b>11.2</b>
12 May	R	Kent Showground	Invitation to Social Evening 18 May	
<b>12 May</b>	<b>R</b>	<b>KCC</b>	<b>Poster Campaign – request to display Expect Respect – International Day against Homophobia</b>	<b>12.1.1</b>
12 May	R	KCC	Bus timetable to be installed next week, bus stop Bank Lane referred to KHS	
12 May	S	Sir John Stanley	Request help to contact Southeastern	
12 May	S	KCC	Wintersalting programme comments	
<b>12 May</b>	<b>S</b>	<b>Valerie Dagger</b>	<b>Copy of Wintersalting programme comments</b>	<b>11.4.3</b>
<b>15 May</b>	<b>R</b>	<b>KCC</b>	<b>Poster for Respect</b>	
17 May	R	T&MBC	Programme and poster for	

Tonbridge Castle Festival of Music  
and Fireworks

17 May R Community Spaces  
17 May R/S Hildenborough Cricket  
Club

Declining grant application  
Signed agreement, insurance and  
payment – insurance not enough  
cover

**OUTSTANDING ITEMS FROM PREVIOUS MONTHS – MAY 2010**

Items in red – action this month

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	11 May 10	Network Rail	cycle storage /ticket machine	Passed to Mike Gibson / support sought from MP
01-Sep-07	13 May 10	T&MBC/DCA	Affordable Housing needs	Meeting requested and clarification on Survey
01-Jan-08	7 May 10	T&MBC	Brookside/Mill Garage	Continuing to monitor
01-May-09	May 10	Hildenborough Sport Assn	grant application for drainage of RG	Acknowledgement of application received by SP
01-Oct-07	Oct-07 May 10	KHS	zebra crossing final safety audit	Information sent on visibility problems
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	May 10	KCC	Bus stops /timetables	Complete set of timetables to be installed at all stops before 21 May, review of Bank Lane bus stop July by KHS
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