

HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

clerk@thisishildenborough.co.uk

7 April 2009

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 15 April 2009 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 15 APRIL 2009

1. **Apologies and reason for Absence.**
 - 1.1 **Confirmation of Acceptance of office by Co-opted Member**
2. **Declaration of Personal or Prejudicial Interests**
3. **Declaration of gifts and hospitality**
4. **Minutes of the Meeting held on 18 February 2009 for agreement and signature if a true record.**
5. **Matters arising**
 - 5.1 **from 18 February 2009 not covered elsewhere in the agenda**
 - 5.2 **Annual Parish Meeting**
 - 5.2.1 **Matters arising and actions required following meeting held on 18 March 2009**
 - 5.2.2 **General comments**

6. **Reports from Committee Chairman**
 - 6.1 **Finance**
 - 6.1.1 **Account Balances as at 28 February 2009**

National Savings Account	£21,901.38
High Interest Bond	£12,931.71
Business Money Manager	£14,895.24
Current Account Statement	£2,995.89
Total	£52,724.22

Account Balances as at 31 March 2009

National Savings Account	£22,633.43
High Interest Bond	£13,009.09
Business Money Manager	£58,897.04
Current Account Statement	£4,254.00
Total	£98,793.56

- 6.1.2 **Payments made since 10 February 2009**

Date	Cheque no	Payee	Reason	Amount £
23 Feb	729	EDF	Electricity	30.29
23 Feb	731	M.A.Cox	Lighting repairs	64.33
23 Feb	732	Hildenborough Village Hall	Room hire	176.95
23 Feb	733	Zurich Insurance	Insurance	1,343.9326
26 Feb	734	P Gow	Salary/expenses	806.49
26 Feb	735	P King	Salary/expenses	221.13

28 Feb	736	HM Revenue	NI/tax	207.04
23 Feb	737	Hildenborough Village Hall	Donation	1,000.00
9 Mar	738	CM Mepham	Tree felling	230.00
9 Mar	739	Gaza Timber	Timber	23.41
23 Mar	740	Zurich Insurance	Insurance West Wood	821.4023
23 Mar	741	KCS	Cleaning mats/stationery	17.83
26 Mar	742	P King	Salary/expenses	221.13
26 Mar	743	P. Gow	Salary/expenses	838.85
31 Mar	744	HM Revenue	NI/tax	207.04

6.1.3 Reinvestment of High Interest Investment Bonds

6.1.4 Internal Audit

6.1.5 Statement of Accounts 2008/09 – to be agreed and ratified by the Council

6.1.6 Statement of Assurance

6.1.7 Insurance renewal for 2009/10 – West Wood play area

6.1.8 Transfer of funds between accounts

6.1.9 Updated Asset List (Appendix 1)

6.2 Open Spaces

6.2.1. Action taken since previous meeting

- 6.2.1.1 Requests made for updated fixings for fencing behind goals in ball court and West Wood
- 6.2.1.2 Timber purchased for notices and repairs to seating
- 6.2.1.3 Contract for mowing/hedge cutting accepted at a reduction of £57.09
- 6.2.1.4 The outside of the Pavilion has been cleaned
- 6.2.1.5 The quotation for refurbishment of the old slide declined and a quotation sought for smaller project.
- 6.2.1.6 Survey undertaken by WKC students of Recreation Ground
- 6.2.1.7 Trophies for Hildenborough Road Race ordered - £24.37

6.2.2 Recommendations to the Parish Council

- 6.2.2.1 Accept request to hire the Recreation Ground for a summer football event by Hildenborough CEP School representative
- 6.2.2.2 Agreement, in principle, to the erection of up to two youth shelters in the area bounded by Riding Lane, car park and ditch (plan to be distributed at meeting)

6.2.3 Matters for discussion

- 6.2.3.1 Drainage of the recreation ground
- 6.2.3.2 Damage caused during scout's bonfire
- 6.2.3.3 Cycle ramps in West Wood
- 6.2.3.4 West Wood play area update
- 6.2.3.5 Official opening of West Wood
- 6.2.3.6 Request to hire cricket pitch

6.3 Churchyard Committee - Minutes of meeting held on 14 March

6.4 Planning

Applications reviewed since last meeting, for noting

App. No	Address	Details	PCAction
00265/AG	81 Tonbridge Rd	illuminations	comment
00266/AT	land at Watts Cross Rd	low voltage overhead line	information
00434/FL	Childrens Oast Lower St	conversion	Only comment
00321/FL	60 Hilden Park Rd	single storey building	comment
00010/FL	16 Leybank	rear conservatory	comment
03680/FL	Oakwood Horns Lodge Shipbourne Rd	detached garage	comment
00460/FL	Hawthorn Cott Mill La	extension	comment
00379/FL	24 Hawden Close	extension	comment
00267/FL	Wealden Oak Philpots La	alterations to access	comment
00382/FL	4 Leybank	extension	comment

00434/FL	Childrens Oast Lower St	conversion/relocation of tank	
00453/LB	Children Oast Lower Str	Erection of shed	no comment
00412/LB	Nizels Golf and Country Club Nizels La	"	no comment
02521/LB	Foxbush Cott 192 London Rd	internal alterations	no comment
00491/ORM	81 Tonbridge Rd	replacement boiler/flue	no comment
00539/FL	Oak Tree Farm Watts Cross	minor amendments	comment
00276/TPOC	Cockwood Lodge Mill La	first floor extension	no comment
00595/FL	36 Tonbridge Rd	remove six oaks trees	comment
00597/LB	Avalon Leigh Rd	conservatory	no comment
00687/FL	44 Greenview Crescent	internal alterations	comment
02880/RD	Stable 24m West of Old Barn Farmhouse Stocks Grn Rd	roof, dormer window, balcony	comment
00265/AT	81 Tonbridge Rd	details of landscaping	comment
00565/FL	Land West of Rec Grd off Riding Lane	illuminated signs	comment
	comment	ménage	
00642/ORM	13 Foxbush	amendments to roof	comment
00267/FL	Wealden Oak Philpots La	alterations to access	infor. Only

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

- 7.1 Crime Prevention Panel (Appendix 2)
- 7.2 Parish Partnership Representative (MB)
- 7.2.1 Confirmation of representative for next meeting
- 7.3 Village Hall Representative (TB)
- 7.4 Highways Coordinator (Appendix 3 – Spreadsheets February and March)
- 7.5 GSK Transport Forum Representative (JS) (Appendix 4)
- 7.6 EVA and PACT (MN)

8. Correspondence

8.1 Correspondence requiring action not covered elsewhere (Appendix 5)

- 8.1.1 Response from St John's on insurance cover for new trees – not covered
- 8.1.2 Response from St John's on floodlighting – time switches replaced and beams specifically designed for purpose
- 8.1.3 KCC – Defence of Kent Survey seeking volunteer to complete survey
- 8.1.4 NVCO – invitation to become member, £42 pa
- 8.1.5 Warners – completion of registration of deeds and invoice
- 8.1.6 **Future dates - Courses and Events**
 - 8.1.6.1 Kent Wildlife – Sevenoaks Living Landscapes courses 18/25 April + 10 May.
 - 8.1.6.2 KCC Common Land/Village Green Seminar – 14 May
 - 8.1.6.3 Tonbridge & Malling Crime Prevention – A Safer Number Plate, 16 April, Sainsbury's Car Park 10.00 am to 2pm.
 - 8.1.6.4 Ahmadiyya Muslim Ass. – seminar on 25 March

8.2 Matters arising from other incoming and outgoing correspondence .

9. Annual Parish Meeting

10. Contract for Parish owned lighting columns

11. Archiving documents

12. Do we wish to support the campaign for slip road from A21 /M26?

13. Current position on proposed Mount Pleasant car park

14. Should the Parish Council hold a monthly surgery at the Farmer's Market?

15. Do any members want to visit Blaize Farm Recycling Centre?

16. OAB

APPENDIX 1

**HILDENBOROUGH PARISH COUNCIL
ASSETS WITH PURCHASE PRICE IN EXCESS OF £1,000
March 2009**

Asset	Location	Date acquired	Purchase price	Estimated Current value
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	
West Wood Play equipment	Tonbridge Road	23 March 2009	£50,000	£50,000
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
2 Seats	Mount Pleasant	Not known	Not known	£1,575
4 notice boards	Hilden Park Rd Brookmead Tonbridge Road (2)	30 July 2001	£2,840	£3,456
Personal computer	Village Hall Riding Lane	31 March 1997	£1,024	Written off
30 Lighting columns	See separate list	Various times	Not known	£42,000 (insured value)
TOTAL VALUE OF ASSETS				£351,325

ASSETS - PURCHASE PRICE BELOW £999

Asset	Location	Date acquired	Purchase price	Estimated Current Worth
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
Scanner	Village Hall Riding Lane	29 July 1999	£238	Written off
CD re writer	Village Hall Riding Lane	17 March 2003	£98	Written off
Laptop Acer Travel Mate 24	Clerk's home	23 May 2006	£478	£735
Printer, Epson	Clerk's home	18 January	£90	£80

Stylus DX 6050		2007		
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

APPENDIX 2
Tonbridge & Malling Crime Prevention Panel

23 February 2009

Present:

Andy Blackmore (Chair)	Kent Police and Resident of Hildenborough
Jeni Ashmore	Tonbridge & Malling Borough Council
Chris Block	Snodland Town Council
Daniel Brown	Snodland Town Council
John Brooker	Kent Police
Liz Davies	Hadlow Resident
Alison Finch	Tonbridge & Malling Borough Council
Trevor Ladamun	Trottscliffe Parish Council
Peter Lantsbury	Plaxtol Parish Council
Steve Mellors	Kent Crimestoppers
Ron Nutley	Tonbridge Lions Club
Nathan Pascall-Smith	Kent Police
Dave Pate	Kent Police
Martin Smith	KCC Community Wardens
Lesley Street	Shaw Trust
Peter Street	East Peckham Parish Council
Brian Taylor	Aylesford Parish Council
John Watson	Kent Police (Neighbourhood Watch)

Apologies were received from Rob Jones (Platt Parish Council).

1. Minutes of the meeting held on 15 September 2008

The minutes of the meeting held on 15 September 2008 were agreed as a correct record.

2. Matters Arising

Safer Number Plate Operation

A Finch reported that the Police had kindly agreed to donate £200 towards the Safer Number Plate Operation. She stated that the Panel now had £400 to use towards the Operation. Dates for these operations would now be considered and the Panel would be kept informed once the dates had been confirmed.

Crime Prevention events

M Smith advised that further details regarding the Community Warden school quiz were not yet known but he would keep the Panel informed.

N Pascall-Smith stated that he had confirmed the date of the Wrotham event to A Finch and that this had now taken place.

Financial update

A Finch reported that she had written to all Parish Councils and some had provided funding (to be discussed later in the meeting).

A Finch also advised that she had produced a stock report which would be discussed later in the meeting.

Social event

A Finch advised that the social event had been arranged and that all who had attended had enjoyed the evening.

New houses in Hadlow

L Davies explained that she had not passed on the details of the location to M Smith as the houses had not been built.

3. Presentation from Crimestoppers

S Mellors gave a brief presentation on the work of Crimestoppers. He explained that Crimestoppers was a charity which gave people an anonymous way to report crime or criminal activities. There was a single UK number (0800 555 111) for people to call which was promoted locally.

S Mellors advised that Crimestoppers was not an emergency service but gathered intelligence which was then passed on to the police and other agencies. The telephone line was manned for 24 hours per day and anyone who phoned was guaranteed anonymity. S Mellors also reported that the telephone number would not show on an itemised bill.

A reward was offered for information leading to a success prosecution and to claim a reward callers were given a unique pin number. Callers could ask for a reward to be put into any bank. Rewards ranged from £100 to £1,000.

S Mellors further advised that a website (www.mostwanted-uk.org) had been set up which gave lists of the most wanted criminals in Britain. S Mellors stated that currently there were not many people from Kent listed on the site but he hoped that this would change in the future, as he was promoting the site to Kent Police.

The Panel thanked S Mellors for his presentation and stated that it was useful to know what Crimestoppers did so that it could be publicised in local areas. It was agreed that S Mellors would send a copy of his presentation and a small article about Crimestoppers to A Finch for circulation with the minutes.

ACTION: S Mellors to send a copy of his presentation and an article about Crimestoppers to A Finch for circulation with the minutes.

4. Future events

A Finch suggested that a crime prevention event should be held in each location which had provided funding for the Panel. She suggested that these could be linked to arranged fetes or other events and she asked for Panel members to email her the dates for any arranged events.

The Panel also discussed holding another internet awareness event. They agreed that it would be good to hold another event but that careful consideration would need to be taken as to where to hold this, what time to hold it and how to advertise it.

ACTIONS:

Panel members to let A Finch know of any events planned in their area.

A Blackmore/A Finch/N Pascall-Smith to look for suitable dates for the events and to confirm these with Panel members as soon as possible.

A Blackmore/A Finch/N Pascall-Smith to consider holding another internet awareness event and to discuss possible dates/venues and report back to the next meeting.

5. District Crime Profile

A Blackmore advised that between 19 January and 15 February 2009 there had been a reduction of 270 incidents (both crime and anti-social behaviour). He further stated that there had been 197 less victims of crime in that period. For the period April to January 2009 there had been 884 less victims of crime compared to the same period last year.

P Street stated that he had checked on the police website for crime statistics but it did not seem to be up to date. A Blackmore stated that he did not know why it was not up to date but he would try to find out why this was.

D Pate stated that the crime reductions were very good but he felt that these figures could probably not be sustained all the time. However, he also felt that the Panel would have a large part to play in helping people to prevent crime and to provide reassurance.

ACTION: A Blackmore to find out why the police website was not up to date with crime statistics.

6. Financial report/update

A Finch gave a brief overview of the Panel's financial position. She explained that there was currently a balance of £1,089.20 in the account. She further reported that a number of the Parish Councils had provided funding for the Panel, although the Borough Council would not be able to provide a grant to the Panel this year. However, A Finch stated that the Police had

agreed (via the Community Safety Partnership) to provide a contribution to the panel of £1,000 (for crime prevention items). The Panel thanked the Police for their contribution. A Finch also gave a stock report on the crime prevention items purchased by the Panel. She advised that over the past two years the Panel had purchased 4,000 purse chains which had all been distributed. The only items that remained were some badges and t-shirts.

N Pascall-Smith stated that there had been some positive feedback from the last crime prevention event which had been held in Waitrose in Tonbridge. During this event the police had been able to distribute purse chains to a number of the shops in Tonbridge and this had been appreciated by the shops, as they had been able to target vulnerable shoppers. The Panel discussed whether the shops could be asked for a donation towards the purse chains and it was agreed that there was no reason why they could not be asked. The Panel also discussed possible fundraising for items and it was agreed that this would be discussed in more detail at a future meeting.

S Mellors stated that the Panel should try to advertise more widely about the good work occurring in the borough and that they could try to use local media as well as things such as Kent TV.

7. Date of the next meeting

The next meeting would be held on Monday 20 April at 5.30pm at Tonbridge & Malling Borough Council offices, Kings Hill (in the Council Chamber).

Meeting of the Churchyard Committee on Saturday, 14 March 2009 at 9.30am at St John's Church

MINUTES

Present: Mr M Baker (chairman) Mr M Brown
Mr D Wood

Apologies: Mrs J Shaw due to illness

1. Minutes of meeting held on 4 October 2008

These were agreed as a true record.

2. Matters Arising

- 2. 4.5 The new regulations had yet to be received
- 4.2.3 Mr King had dealt with all the issues listed
- 4.3 The yew hedge had been cut

3. Maintenance matters

3.1 Mowing contract and environmental area

The contractor for 2009 would be the same as last year, KK Garden Construction. The environmental area not to be cut until the end of May has been extended to cover the whole of the section in the front of the church bounded by the pathways to the vicarage and the Church hall.

3.2 Care of new trees

The new trees were to be cared for by Mr Paul Lane according to instructions/guidance issued by Coolings.

3.3 Any other maintenance matters

- 3.3.1 The gate post to the new burial ground would be installed on Monday 16 March.
- 3.3.2 Mr King would be asked to put grass seed on the bare areas left by the removal of the horse chestnut trees.

4 AOB

Mr Wood requested some of the wood chippings from West Wood for the entrance from the footpath. He would contact Mrs Lynn Flower as this belonged to the Hildenborough Conservation Society.

The next meeting would be on Saturday, 3rd October 2009 at 9.30 am.

HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

clerk@thisishildenborough.co.uk

Open Spaces Committee meeting on Wednesday 25 March 2009 in the Committee Room of the Village Hall at 8pm.

MINUTES

Present: Mr M Baker (chairman) Mr T Barton Mr C Lewis
Mr R Mountford Mrs A Scally Mrs A Woollett

Apologies: Mr P Lane

1. Minutes of previous meeting held on Wednesday 14 January 2009

These were agreed as a true record.

2. Matters Arising

- 8.2 The seat on the Village Green had been repaired.
- 8.4 There was currently no trace of mice infestation in the Pavilion
- 8.5 The security light had been repaired.

3. Recreation Ground

3.1 Drainage – Proposals received from Bournes was discussed but it was decided that the aim was to improve the ground for everyone and not just the football pitches. It was agreed to ask them to requote for a drainage system for the whole field with and without lytag infill.

3.2 Ball Court – fencing and drainage. Park Leisure was shortly coming to fix panels behind the goal with the new fixings. It had not been possible to monitor any flooding due to the lack of rain since the last meeting.

3.3 Scout's bonfire

3.3.1 Damage from bonfire The bonfire site had yet to be re-turfed, although someone had scattered grass seed over the damaged area.

3.3.2 Update and estimate for repairing other damage The damage to the ground by vehicles had again been assessed by our contractors. They reported the ground had, to some extent, recovered. The section in front of the Pavilion may not need further work and this would be monitored after the first mow. The areas which had deeper rutting had also, to some extent, recovered. The shallower rutting would be monitored again after two cuts to see if further work was necessary. The small section of deeper rutting would probably need topsoil infill and reseeded. The cost was likely to be small if the ground responded as the contractors anticipated.

3.3.3 correspondence from scouts – Copies of the latest letter from the scouts was distributed. After discussion a response was agreed that the Parish Council would organise the repairs and look to the scouts to reimburse the Parish Council. They would also be asked to ensure the bonfire site was re-turfed by the time the other damage was repaired and should this not have occurred by the time the other damage was repaired the Parish Council would organise the re-turfing and look to the scouts to reimburse them.

3.3.4 Donation requested at Annual Meeting. The scouts had not approached the Parish Council for a donation and the person requesting the donation did not have any links with the scouts. It was reported that the scouts had the fireworks in store although they may not all be usable at their next event and losses had been incurred mainly from the refreshments and ticket refunds. It was therefore recommended to the Parish Council not to proceed further.

3.4 Youth shelters – A proposal from PCSO Toni Matthews for the erection of youth shelters on the Recreation Ground was discussed. The Parish Council would be recommended, in principle, to allow the erection of two youth shelters on the Recreation Ground in an area bounded by the car park, ditch and Riding Lane. The youth group would need to obtain funding for this project.

4. West Wood

4.1 New Play Area

- 4.1.1 **installation to date** – some security fencing was still outstanding, the path needed rolling and the query regarding the soil on the bank had yet to be resolved. It had been requested that the soil on the bank by the mound should be deposited around the existing slide but this had been ignored. If this soil is now removed from the site it should not be at cost to the Parish Council. The clerk would again pursue the matter.
- 4.1.2 **signage** – the clerk would obtain the age group covered by the equipment from Monster Play.
- 4.1.3 **official opening** – The list of people to be invited was distributed and agreed. The order for merchandize was agreed, this included the addition of three further T-shirts to allow one for each child designer.
- 4.1.4 **Post Installation Inspection Certificate** – it was reported that Maria Cooke would undertake this at a cost of £295. This certificate had been advised by Tonbridge & Malling Borough Council.

4.2 **Quotation for refurbishing mound around old slide** – The quotation from Monster Play was discussed and it was decided that this was not what was required. It was agreed to obtain quotes for covering the concrete area at the top of the slide and between the slide soil, to cover in retaining netting and reseed the area.

4.3 Repairs to old goal area – Landscape Services would be asked to quote for reseeding the area.

4.3 Update on coppicing area between service road and B245 – part of this had been cleared. The view was expressed that the hedge between the B245 and the area should not become so exposed as to allow entry to the area from the main road.

5. Mowing contract with Landscape Services following a review of the November quotation this had been reduced by £57.09.

6. War Memorial – update on maintenance of grounds – nothing further had been heard. Concern was expressed that the area would shortly need attention – planting and mowing. The clerk would follow this up next week if a response had still not been received.

7. OAB

7.1 It was agreed that Mr King could remove the rotten hawthorne boughs in the Recreation Ground.

7.2 Mr King reported that he had cleaned the outside of the Pavilion and this was in need of some refurbishment. Mr Baker and Mr King would meet to inspect the Pavilion.

7.3 Mr Barton said he may have some plants suitable for the Village Green. It was agreed these could be planted.

7.4 Mr Standen had requested hiring the Recreation Ground (football pitch and Pavilion) for an event in the summer for Hildenborough CEP School. This was agreed at £20 and the clerk should inform them of the need to provide their own goal posts.

7.5 It was requested that the clerk obtain a copy of the document supporting the application for the pole barn on the corner of Rings Hill and Philpots Lane.

7.6 It was suggested we write a letter deprecating Fidelity's actions in not attending the Annual Parish Meeting.

APPENDIX 4 TRANSPORT FORUM

Meeting held on Friday 06th March 2009 2.00 p.m. at GSK Offices, Leigh

Present: Cllr. Mrs G Davison Sevenoaks District Council (Chair)
 Mr C Clark GSK
 Cllr Mrs A Cook Sevenoaks District Council
 Ms N Cowley Sevenoaks District Council
 Ms K Reynolds Tonbridge & Malling Borough Council
 Mrs J Shaw Hildenborough Parish Council
 Mrs M Myers GSK

Apologies: Mrs A Kerry Sevenoaks District Council
 Mr A Corcoran Kent County Council
 Mr M O'Brien Tonbridge & Malling Borough Council
 Cllr. Mr M Balfour Tonbridge & Malling Borough Council
 Cllr. Mr M Rhodes Tonbridge & Malling Borough Council
 Mr T Drury Kent County Council
 Mr C Stratton-Brown Leigh Parish Council
 Mr M Ray GSK

	Minutes of the previous meeting:	Action
1.0	<p>The last meeting was held on Friday 14th March 2008. The minutes were agreed as a correct record of the meeting.</p> <p>The meeting scheduled for 17th October 2007 was cancelled due to lack of attendance. The members of the Forum were happy to accept a written interim report from GSK in place of the meeting. The report dated 10-Oct-2008 was circulated to the members of the Forum. Everyone was happy with this arrangement. CC will use the same format for the next report.</p>	<p>(Information)</p> <p>(Information)</p>
2.0	Matters Arising:	
2.1	<p><u>Cycle path signs:</u></p> <ul style="list-style-type: none"> • Still awaiting information re the designation of the footpath. c/f. CC would appreciate an update on behalf of staff. 	TD
3.0	Projects Update:	
3.1	<p><u>Capital Projects:</u></p> <ul style="list-style-type: none"> • CC explained that Capital Projects are split into minor and major projects. No major projects are planned at the moment. Two projects are currently in progress. One of these is to modify the boilers with a heat exchanger. Once completed this should result in a major energy saving. Another project is to install a sprinkler system in the drum 	(Information)

	<p>store.</p> <ul style="list-style-type: none"> The proposal for the site drainage/clean water segregation system (PPC of the site) was discussed yesterday with the Environment Agency who were auditing our system (we are in full compliance with the PPC). Currently foul water, trade effluent and surface water all go into the one system. The proposal is that trade effluent and foul water are segregated. The surface water will discharge into the mill stream. It is hoped that we can do this project later in the year. It has benefits for GSK and the Environment Agency is happy for us to do this. We are in full compliance with the PPC. There are two minor works projects (project value £1K - £30K). These are “keep the trains running” type of projects. No major construction is planned. 	
3.2	<p><u>Staff Numbers</u></p> <ul style="list-style-type: none"> CC reported that following a review of facilities within the company there have been a couple of site closures in the UK and consolidation of facilities elsewhere. There were four production streams in the Tonbridge pilot plant however these have now been reduced to three. As a result of the recent restructuring the site has to reduce staff numbers. A considerable amount of capital has been spent to upgrade the Tonbridge facilities and this indicated a long-term commitment to the site. We have been given a very positive view of the company as a whole by new CEO Andrew Witty. This is encouraging as it is a very difficult time for pharmaceutical companies in general. 	(Information)
4.0	<p><u>Travel Plan Initiatives Progress:</u></p>	
4.1	<p><u>Tonbridge Travel Plan:</u></p> <ul style="list-style-type: none"> The travel plan document had been circulated. Most of the items have been completed. CC said that anything we are doing now is in addition to those on the plan or on-going activities. <p><u>GSK Travel Plan:</u></p> <ul style="list-style-type: none"> GSK is currently looking at harmonising all of the travel plans into a document that will cover all of the sites, with appendices for individual sites. The Tonbridge Travel Plan has been forwarded to the person co-ordinating this initiative. Part of the process was to carry out a survey of vehicle movements to/from sites during a period in 	(Information) (Information)

	<p>February. (MM will circulate results with the Minutes). A travel questionnaire has also been sent to staff to ascertain current travel arrangements and possible improvements. CC showed the proposed generic plan and staff questionnaire. The person coordinating the results has an overview of the Tonbridge site location and taken the difficulties on board.</p> <ul style="list-style-type: none"> • There will be a part-time Travel Plan Coordinator (still to be recruited). <p><u>Car Share Scheme:</u></p> <ul style="list-style-type: none"> • There has been no apparent change in figures for car sharing as a result of the economic climate. 	<p>MM</p> <p>(Information)</p>
5.0	Community Issues	
5.1	<p><u>HGVs:</u></p> <ul style="list-style-type: none"> • No reports of any HGV issues. 	(Information)
5.2	<p><u>Leigh Historical Society:</u></p> <ul style="list-style-type: none"> • Chris Rowley has now published his book on the Old Powder Mill workings and many of the staff have bought copies. On behalf of the Leigh Historical Society, Cllr Cook expressed their appreciation to GSK for being allowed on site. 	(Information)
6.00	Any Other Business	

APPENDIX 5 - CORRESPONDENCE RECEIVED SINCE 18 FEBRUARY 2009

Date	Sen/Received	Contact	subject	Agenda item
13-Feb-09 R		West Kent Mediation	information leaflets and request for donation	
14-Feb-09 R		T&MBC	Community Safety Partnership newsletter	T
18-Feb-09 R		Rural Kent	Climate change - A challenge for your Community event	
19-Feb-09 R		KCC	14 Mar raising awareness of Love Food Hate Waste	
20-Feb-09 R		GSK Transport Forum	Agenda	
23-Feb-09 S		Communities and Local Government	Community in Control response	
23-Feb-09 R		Gala Lights	advertising festive illuminations	
23-Feb-09 R		KALC	training information	
23-Feb-09 SR		Severnoaks D C	response on Householder Extensions and acknowledgements	
23-Feb-09 R		SLCC	newsletter	
23-Feb-09 S		St John's Church	information from T&MBC on Heritage Open Days	
25-Feb-09 S		G Watts	Co-option members pack	
26-Feb-09 S		HM Revenue	infor to reclaim vat on play rea	
26-Feb-09 S		Lyons Electrical	declining quotation	
26-Feb-09 S		National Savings and Investments	request for updated bank book	
26-Feb-09 S		Service	declining quotation	
26-Feb-09 S		Southern Electric	declining quotation	
26-Feb-09 R		Contracting	declining quotation	
26-Feb-09 R		St John's Church	response to flood lighting query	8.1.2
26-Feb-09 R		T&MBC	acknowledgement of co-option	
26-Feb-09 R		T&MBC	Easter Activate brochure	
2-Mar-09 R		Kent Fire & Rescue Service	acknowledgement of comments	
2-Mar-09 R		Park Leisure Ltd	services on offer	
2-Mar-09 R		Police	update on incident	
2-Mar-09 R		Standards Board	News update	
2-Mar-09 R		T&MBC	Agenda Joint Transportation Board	
2-Mar-09 R		T&MBC	Leisure & Arts Strategy 08-13	
2-Mar-09 ty		T&MBC	Dog Control Orders	
3-Mar-09 R		Hospice in the Weald	appeal for Bereavement Support	to Finance Nov. mtg.
3-Mar-09 S		Landscape Services	acceptance of quotation for grounds maintenance	
3-Mar-09 R/S		Monster Play/T&MBC	copy of invoice sent to T&MBC	
4-Mar-09 R		T&MBC	Crime Prevention Panel mins and agenda	7.1
5-Mar-09 R		CPRE	invitation to Hadlow College	
6-Mar-09 R		T&MBC	changes to refuse collection rounds	
6 Mar 9 Mar 09 SR		Monster Play	confirmation of issues to be addressed and response	
7-Mar-09 R		KHS	spreadsheets	7.4
7-Mar-09 R		NS&I	bank book return + interest	
7-Mar-09 R		T&MBC	minutes of council, cabinet and committee mtgs.	
9-Mar-09 R		KALC	Agenda for mtg 19 Mar	
9-Mar-09 R		KCC	seeking volunteers to undertake Defence of Kent Survey for this area	8.1.3
9-Mar-09 SR		Maria Cook	Post Installation Inspection and Certificate - E295 to be undertaken when completed	
9-Mar-09 SR		Maria Cook	acceptance of quotation and request for further information/ contact details received/ reminder sent for letter of 24 Feb	
9-Mar-09 SR		Maria Cook	acknowledge letter regarding planning TM/08/00265/AT	
9-Mar-09 SR		Maria Cook	newsletter	
9-Mar-09 SR		Maria Cook	reminder on archives sent/reply giving list of documents	Agenda item
9-Mar-09 SR		Maria Cook	not required	
9-Mar-09 SR		Maria Cook	reminder on survey/date for survey received	
9-Mar-09 SR		Maria Cook	date for meeting on Common Lane/Village Green Seminar	8.1.4.2
14-Mar-09 R		KCC	request for outturn statement	
14-Mar-09 X		T&MBC	request for outturn statement	
16-Mar-09 S		BP agent	reassurance sought on retention of pet cemetery	
16-Mar-09 R		T&MBC	amendments/additions on meeting dates	Agenda item
16-Mar-09 R		T&MBC	Parish Partnership Panel minutes	
17-Mar-09 R		Kent Wildlife	details of courses	8.1.4.1
17-Mar-09 S		Winning Ways	order for trophies for Road Race	
18-Mar-09 R		HSBC	confirmation of High Interest Deposit Bonds	
18-Mar-09 S		Landscape Services	cricket fixture list	
18-Mar-09 R		Zurich	copy of employers liability certificate	Agenda item
18-Mar-09 R		Zurich	updated premium to include WW play area	Agenda item
20-Mar-09 R		KCC	Kent Health Watch posters	
20-Mar-09 R		KCC	free energy report	
20-Mar-09 SR		Russet Homes	reminder on car park and response	14
20-Mar-09 R		Warners	response on Village Hall boundary	Agenda item
21-Mar-09 R		KALC	course - clerks' information day	
21-Mar-09 R		Peter Thomas	response re insurance of churchyard trees	8.1.1
23-Mar-09 R		BLF	order form for merchandise for WW opening	
23-Mar-09 R		Clippings	courses	
23-Mar-09 S		Cricket Club	rental agreement	
23-Mar-09 S		Gardeners' Club	rental letter	
23-Mar-09 R		Monster	prices of youth shelters	
23-Mar-09 SR		Mr Simpson	corr. Regarding scout's bonfire	5.2.1
23-Mar-09 S		Stooball Club	rental agreement	
23-Mar-09 S		Tennis Club	rental letter	
25-Mar-09 R		Kent Wildlife	Severnoaks Living Landscape project courses	
26-Mar-09 R/S		Alan Standen	hiring Rec. Grd. July 09	
16 Mar 25 Mar SR		KHS	street lights Foxush/Rings Hill / do belong to PC agreed with Brian/Chity	
26-Mar-09 R		GSK	minutes of meeting 6 Mar 09	7.5
26-Mar-09 R		Scouts	3 letters 3/10 Mar regards regarding bonfire damage	6.2.3.2
27-Mar-09 R/S		KHS	spreadsheets	7.4
28-Mar-09 R		Applause	information on rural touring productions	
28-Mar-09 R		Queensbury Shelters	bus shelters	
30-Mar-09 R/S		Diane O Grady	query when WW play area opening / reply	
30-Mar-09 S		Fosse Bank School	invitation to play area opening	
30-Mar-09 S		Hildenborough CEP School	invitation to play area opening	
30-Mar-09 SR		Mark Parsons	request to use cricket pitch	6.2.3.6
30-Mar-09 S		Monster Play	declining quotation	
30-Mar-09 S		Stocks Green School	invitation to play area opening	
30-Mar-09 R		T&MBC	small business rate relief	
31-Mar-09 R		ACR/K	Richard Hall leaving Tessa O'Sullivan replacing + change of address	
31-Mar-09 R		Ahmediyya Muslim Ass.	invitation to seminar in Hildenborough on 25 March	8.4
31-Mar-09 R		Hedleys-Solicitors	offer of guide for New Employee Disciplinary and	
31-Mar-09 R		Southeastern Railway	Grievance Procedures E75	
31-Mar-09 R/S		Warners	threat of industrial action withdrawn	8.1.5
1-Apr-09 R		T&MBC	request to send invoice with details	
1-Apr-09 R		T&MBC	Response on Mount Pleasant car park	14
1-Apr-09 R		T&MBC	Sales Number Plate Event Thurs. 16 Apr Sainsbury's car park 10am to 2pm	Agenda item
2-Apr-09 R		DMH Solutions	Local Council Risk System (LCRS) software offer	
2-Apr-09 S		Dover Museum	from our archive South Prospect of Dover donated	
2-Apr-09 SR		Fidelity Intentional	response to Annual Parish Meeting questions	5.2.1
2-Apr-09 R/S		Zurich	response to unpaid invoice - superseded	
3-Apr-09 R		ICO	DVD to provide guidance on Council responsibilities under Freedom of Information Act	
3-Apr-09 R		KC Playing Fields Assn	AGM Agenda 21 April 09	
4-Apr-09 R		Bourne Amenity	quotation for draining recreation ground	6.2.3.1
4-Apr-09 R		KCC	Clean Kent Campaign, fly tipping, littering, environmental crime	