

HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

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12 February 2009

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 18 February 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 18 FEBRUARY 2009

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 21 January 2009 for agreement and signature if a true record.**
5. **Matters arising from 21 January 2009 not covered elsewhere in the agenda**

6. **Reports from Committee Chairman**

6.1 **Finance**

6.1.1 **Account Balances as at 31 January 2009**

National Savings Account	£21,901.38
High Interest Bond	£12,931.71
Business Money Manager	£17,894.31
Current Account Statement	£4,726.75
Total	£57,454.15

6.1.2 **Payments made since 11 December 2008**

Date	Cheque no	Payee	Reason	Amount £
22 Jan	717	Wrotham Computer Care	Computer repairs	66.41
22 Jan	718	Gaza Timber	Washers	3.45
21 Jan	719	BT	Clerk's phone	93.64
26 Jan	720	P King	Salary/expenses	222.30
26 Jan	721	P Gow	Salary/expenses	810.59
31 Jan	722	HM Revenue & Customs	Nl/tax	207.04
22 Jan	723	Park Leisure	Swing seats	152.95
22 Jan	724	W Mzimba	Internal audit	225.00
26 Jan	725	Hildenborough Village Hall	Solicitors fees	359.00
26 Jan	726	Tonbridge & Malling BC	Street lighting insurance	170.56
9 Feb	727	KCC	Grounds maintenance	2,281.85
9 Feb	728	RWE	Tree surgery	184.00

6.1.3 **Reinvestment of High Interest Investment Bonds**

6.1.4 **Internal Audit**

6.1.5 **Insurance renewal for 2009/10**

6.2 Open Spaces

6.2.1. Action taken since previous meeting

- 6.2.1.1 Update on coppicing work undertaken in West Wood
- 6.2.1.2 Quotation accepted for cleaning safety surfaces in play area
- 6.2.1.3 Quotation accepted for replacement due to vandalism of security light on Pavilion £52.24
- 6.2.1.4 Confirmation received that RoSPa Play Safety Ltd will undertake safety check in Recreation Ground in 2009.

6.2.2 Matters for discussion

- 6.2.2.1 Drainage of the recreation ground
- 6.2.2.2 Quotation for felling tree in West Wood
- 6.2.2.3 Damage caused during scout's bonfire

6.3 Planning

Applications reviewed since last meeting, for noting

App. No	Address	Details	PCAction
02767/LRD	The Oast Hse Hill View Rd	external materials	comment
00007/RD	Oakhill Hse 130 Tonbridge Rd	amended landscaping	no comment
03767/LB	Avalon Leigh Rd	internal alterations	no comment
00003/LB	Avalon Leigh Rd	internal alterations	no comment
03549/FL	land west of Rec. Grd off Riding Lane	stable block and manege	comment
03704/FL	6 Fellowes Way	extension	comment
03451/LB	34 Leigh Rd	demolition + extension	comment
03394/FL	10 Birch Close	annexe	comment
02768/RD	The Oaks Hse Hill View Rd	external materials and Landscaping	comment
00111/FL	The Yews Coldharbour La	replacement/extension Conservatory	no comment
00138/FL	2 Riding Park	extension and porch	no comment
00157/TEN	Pumping Station Hilden Park Rd	installation of 10m poleno	comment
00109/RD	Hilden Golf Centre Rings Hill	surfacing mats and landscaping	no comment
03672/LDE	land adjacent to 1 Selbys Cotts Leigh Rd	land use	comment
0349/FL	land west of Rec Grd off Riding Lane	stable block and manege	comment

6.4 PROW – action taken on MT27, MT28 and MT32 (see minutes)

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

- 7.1 Crime Prevention Panel
- 7.2 Parish Partnership Representative (MB)
- 7.3 Village Hall Representative (TB)
- 7.4 Highways Coordinator (Appendix 1 - Spreadsheet)
- 7.5 GSK Transport Forum Representative (JS)
- 7.6 EVA and PACT (MN)

8. Correspondence

8.1 To consider presentation of monthly correspondence

8.2 Outstanding and New Incoming correspondence (Appendix 2)

- 8.2.1 Sevenoaks District Council – Local Development Framework Household Extensions SPD, comments by 12 March 2009
- 8.2.2. ACRK – invitation to join, annual subscription £35
- 8.2.3 ACRK – application pack for Kent Village of the Year 2009
- 8.2.4 Tonbridge & Malling Borough Council – invitation to take part in Heritage Open Days 2009

8.2 Outgoing Correspondence (Appendix 3)

9. Communities and Local Government – response to consultation on Code of recommended practice on local authority publicity

10. **Kent Police Authority** – response made to questionnaire on budget/objectives
11. **Annual Parish Meeting**
 - 12.1 Organisation
 - 12.2 Publicity (Appendix 4 to be distributed at meeting)
13. **To consider quotations for maintaining Parish owned lighting columns**
14. **Archiving other documents**
15. **Co-option of member to fill advertised vacancy**
16. **OAB**

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**Meeting of The Public Rights of Way Green Meeting on Monday 26
January 2009 in the Committee Room of the Village Hall
at 7.30 pm**

MINUTES

Present: Mr T Barton (chairman) Mr B Winter
Mr M Nairne

Apologies and reasons for absence: Mr C Lewis on holiday

1. **Chairman** Mr. T, Barton was elected Chairman in place of Mr. B. Winter, a co-opted Member

2. **Minutes of meeting held 27 October 2008**

These were agreed as a true record.

3. **Matters Arising**

There were none.

4. **Diversion on FP 27 and FP 28** (see attached letter from KCC,)

An error was noted in the letter from KCC, reference PROW/Div/MT27 of 17 December in the sixth paragraph. The Public Footpath should be MT27. A correction will be included in the letter to them.

Following discussion it was agreed that it was not our responsibility to pursue change but for Network Rail to apply for the redirection of MT27 and for Mr Allen to pursue his suggested move to extinguish MT28. As KCC had raised the question of extinguishing MT32 which crosses the A21, this was, therefore, their responsibility.

It was agreed that letters should be sent to:

Network Rail informing them that the Parish Council was happy to go along with the re routing of MT27 if they wished to apply for this re-routing.

Mr John Allen informing him of the position regarding MT27 and explaining that it was up to him to apply to extinguish MT 28.

KCC informing them that the Parish Council had no objection to the re routing of MT27 and extinguishing MT28/32 but that responsibility for making the application lay with Network Rail (MT27), Mr Allen (MT28) and KCC (MT32).

5. **AOB**

Mr Winter said that he had investigated the complaint of

Mrs . Tompsett regarding the high stile. This had been reported but Mr. Winter pointed out that the stile was sited outside the Parish boundary.

APPENDIX 2 - OUTSTANDING AND NEW INCOMING CORRESPONDENCE						
OUTSTANDING ITEMS - NO ACTION SINCE 21 JANUARY 2009						
sent/rec'd	Contact / Company	Item	Date of first Contact	Date of last contact	latest information	action required
	T&MBC - Steve Humphrey	Conservation Area appraisal	17-Jul-07	27-May-08	Hildenborough to be included in 2009	check late 08 to ascertain position
	T&MBC - Nicola Bowen	Affordable housing needs survey	18-Sep-07	23-Jan-08	Richard Hall made contact	re contact when survey able to be undertaken '09
	KHS	zebra crossing safety audit	16-Oct-07		final report still awaited	
	Hildenborough Youth Group	request for support to buy equipment	Feb-08		awaiting list of equipment and costings	
	T&MBC	Exit from Flying Dutchman	24-Jun-08	27-Aug	requesting investigation on removal of fencing allowing vehicular access from and nearest crossing, sent from Planning T&MBC to WK Highways, to KHS and back to Planning to take action as infringement agreed, site visited, wall to be extended in the new year. Carole Hearsey to monitor	awaiting wall extension
	T&MBC	Church Road name plate	3-Jul-08		requested replacement	follow up Feb 09
	T&MBC	div 'The Code Uncovered'	27-Dec-07	23-Oct-08	Ian Henderson looking into T&MBC's copy	await outcome
	KCC	registering common land	6-Oct-08	27-Oct-08	Common land needs to be registered with KCC, new legislation with effect from 1 Oct 08 - added to list interested in seminar	await contact from KCC
PL	KALC	BTCV Kent Heritage Trees Project	29-Aug-08		Do Parish Council want to be involved in project	PL looking at papers
	T&MBC/Russet Homes	parking in Mount Pleasant	Nov-07	Dec-08	Russet Homes asked to reconsider /letter passed to head of ice	awaiting response
	T&MBC - Gordon Hogben	planning enforcement	20-Feb-07	10-Dec-08	investigating Brookside/Mill Garage	follow up Jan 09
	West Kent College	drainage of R.G.	16-Oct-07	Dec-08	West Kent College to undertake survey	follow up Feb 09
	Lynn Sharp	PROW	1-Nov-08	3-Dec-08	request for action being taken regarding complaint	reply required
	Rinoway	Street lighting maintenance	4-Dec-08		quotation for maintaining Parish Council's lighting columns	awaiting comparative quotes
	Southern Electric Contracting	lighting maintenance	20-Dec	8-Jan	quotation received	response required
	PFL	lighting maintenance contract	17-Jan-09		quotation	consider with other quotations February Agenda
	Mr AV Measday/ Environment Agency	drainage Leybank	10-Sep-08	1-Dec-08	Environment Agency dealing with flooding issues - to meet with Mr Measday	none
	KCC	Archiving documents	19-Feb	31-Dec	request for Parish Council to apply mould repellent regularly / request for what PC would want in contract letter	response required
	KCC - Allan Cox	War Memorial renovation	21-Nov-07	12-Jan-09	List forwarded and to be considered	awaiting response
	Mrs J Tompsett	damaged stile MT38	20-Oct-08	24-Nov-08	acknowledgement of letter - information on action taken	response required
sent/rec'd	Contact / Company	Item	Date of first Contact	Date of last contact	latest information	action required
OUTSTANDING ITEMS - ACTION SINCE 21 JANUARY 2009						
	S KCC	request to consider footpath diversion	28-May-08	12-Feb-09	land owner responsible for application to extinguish MT32 and MT28 - KCC willing to negotiate reduction over MT32	to PROW Committee
	S Mr Allen	PROW	4-Feb-09		referring extinguishing MT28 to Mr Allen	reply required
	S Network Rail	PROW	4-Feb-09		referring diversion of MT27 to Network Rail passed to Mike Gibson for response / reminder sent no response / requested copies of correspondence - sent - reminder sent	reply required
	Southeastern - David Eustace	cycle storage / ticket machine canopy	12-Sep-07	7-Jan-09	acceptance of boundary change in Rec. Grd / query raised on Village Hall boundary	remind again 26 Feb 09
	S Warners - Mark Davis	Registration of Deeds	3-Dec-07	26-Jan-09	confirmed start 16 Feb / awaiting risk assessment, insurance cover etc.	reply required
	S/R T&MBC	play area West Wood	2-Jun-08	9-Feb-09		response required before 16 Feb.
NEW INCOMING CORRESPONDENCE RECEIVED SINCE 21 JANUARY 2009						
AGENDA ITEMS						
	Kent Police Authority	annual budget and policing objectives	9-Jan		questionnaire to express views on budget and objectives by 29 Jan 09	Agenda Feb 09
	Communities and Local Government	Code of recommended practice on local authority publicity	29-Dec		Consultation - response required by 12 March	Agenda
	R Sevenoaks DC	Householder Extensions SPD	28-Jan-09		Comments sought by 12 March 2009	Agenda
	R ACRK	invitation to join Kent Village of the Year 2009	28-Jan-09		Annual subscription £35	Agenda
	R T&MBC	Heritage Open Days 2009	30-Jan-09		application pack - closing date 31 March	Agenda
	R Geoff Watts	Vacancy for P.C.	3-Feb-09		invitation to take part 12/13 Sept 09	Agenda
	R KHS	Spreadsheet	9-Feb-09		pen picture for possible co-option	Agenda query raised on one item
	R HSBS	high interest investment bonds	3-Feb-09		update on work reported	Agenda
	R Munster Play	West Wood site	4-Feb-09		reinvestment reminder	Agenda
	R Scout Group	Recreation Ground damage	8-Oct-09	5-Feb-09	West	Agenda
	R Zurich Insurance	annual renewal	11-Feb-09		disclaiming liability for damage in car park	Agenda
					details of annual renewal for 2009/10	Agenda
CORRESPONDENCE FOR NOTING						
sent/rec'd	Contact / Company	Item	Date of first contact	Date of last contact	latest information	action required
	S/R RoSPA	Safety inspection	8-Jan-09	5-Feb-09	request for inspection of Recreation Grd / acknowledged	inspection in July 09
	R James H-G complete	landscapes	26-Jan-09		request to be notified when contracts due to be reissued in order to provide competitive tender	put on file
	R ACRK	Parish Plan	28-Jan-09		invitation to Parish Plan Event	none
	R T&MBC	Dog Control Orders	31-Jan-09		information on proposal to introduce new dog control orders	none
	R ACRK	SE Region ESF Community Grants	28-Jan-09		information on criteria for applying for their grants	none
	R Southeastern	January Newsletter	2-Feb-09			none
	R Bourne Amenity	Recreation Ground drainage	3-Feb-09		quotation for draining Football pitches	to Open Space Comm
	R KCC	Kent Health Watch	6-Feb-09		quarterly report	none
	R T&MBC	Area 1 Planning Committee	6-Feb-09		Agenda/minutes/supplementary papers	none
	R Rawlandscapes	grounds maintenance	9-Feb-09		offer to quote for work	none
	R T&MBC	casual vacancy	9-Feb-09		confirmation that no election has been requested	none
	R Gym-Fix	sports/play equipment	9-Feb-09		offer to quote for replacing/installation of play/sports equipment	none
	R HSBS	lane closure of A21	10-Feb-09		essential work to dead, dying and hazardous trees, resulting in lane closure along A21 between Sevenoaks and Tonbridge from 23 Feb for three weeks	none
	R ecocoverse	network of blogs	10-Feb-09		offer to trade links	none
	R Edward Simpson	scout's bonfire	10-Feb-09		copy of letter sent to scouts	none
	R Landscape Training Co	training programme	11-Feb-09		various course associated with landscaping	none
	R Total Property	grounds maintenance	11-Feb-09		offer to quote for grounds maintenance	none
	R Sevenoaks D.C.	Local Development Framework	11-Feb-09		Core Strategy Preferred Options, exhibitions and public meeting notification	none
	R Landscapes Services	annual maintenance contract	12-Feb-09		enquiry regarding acceptance of contract	awaiting response on reassessment of quotation
APPENDIX 3 - OUTGOING CORRESPONDENCE SINCE 21 JANUARY 2009						
sent/rec'd	Contact / Company	Item	Date of first Contact	Date of last contact	latest information	action required
	S T&MBC	Precept	Aug-08	23-Jan-09	agreed precept returned	none
	S/R Hesipice in the Weald	Request for visit	5-Mar-08	28-Jan-09	offer	confirm 14th
	S S Corbett	offer of help in coppicing West Wood	20-Jan-09	26-Jan-09	offer acknowledged and passed to PL	none
	S Landscapes Services	treating safety surfaces in Rec Grd.	12-Dec-09	26-Jan-09	quotation accepted	area to be treated

