

# HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

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

9 July 2009

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 15 July 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 JULY 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 17 June 2009 for agreement and signature if a true record.**
5. **Matters arising from 17 June 2009 not covered elsewhere in the agenda**
6. **Reports from Committee Chairman**
  - 6.1 **Finance**
    - 6.1.1 **Account Balances as at 30 June 2009**

National Savings Account	£22,633.43
High Interest Bond	£13,038.60
Business Money Manager	£14,813.00
Current Account Statement	£11,431.22
<b>Total</b>	<b>£61,916.25</b>

#### 6.1.2 **Payments made since 15 June 2009**

Date	Cheque no	Payee	Reason	Amount £
15 June	766	Gaza Timber	Ironmongery	30.11
15 June	767	Stocksigns Ltd.	Signs	125.74
25 June	768	EJP Fire Protection Ltd.	Servicing fire extinguishers	74.75
25 June	769	JP Glass Ltd	Window glass	63.96
26 June	770	P King	Salary/expenses	232.05
26 June	771	PA Gow	Salary/expenses	852.72
30 June	772	HM Revenue	NI/tax	204.10
26 June	773	KK Garden Construction	Churchyard mowing	212.75
29 June	774	Gaza Timber	Putty/ironmongery	11.33
29 June	775	KCS	Mowing contract	2,001.07
8 July	776	KCS	Stationery/cleaning mats	24.71
8 July	777	PFL	Lighting contract	100.91
8 July	778	Audit Commission	External audit	632.50

- 6.1.3 **Accounts 1<sup>st</sup> Quarter April-June 2009 (Appendix 1)**
- 6.1.4 **Annual Return – external audit**
- 6.1.5 **Replacement printer for clerk**

## **6.2 Open Spaces**

### **6.2.1 Action since previous meeting**

- 6.2.1.1 Repairs/replacement in response to vandalism incidents in Recreation Ground; lock on Pavilion, removal of rope to safe height, replacement marker posts in car park
- 6.2.1.2 Request for holes to be infilled in Recreation Ground
- 6.2.1.3 Decision on old slide in West Wood postponed until September
- 6.2.1.4 Details received from Hildenborough CEP on Recreation Ground usage

### **6.2.2 Recommendation to Parish Council**

- 6.2.2.1 A youth area to be situated between the Millennium Play Area and footpath to Glebe Field, plan to later be agreed with Parish Council and funding to be obtained by Youth Group. An example plan giving size and location to be distributed at meeting.
- 6.2.2.2 The old goal area at West Wood to be reseeded in the Autumn by Mr King at an estimated cost of £111

### **6.2.3 Matters for discussion**

- 6.2.3.1 Firework event for scouts

## **6.3 Planning**

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>
1158/FL	98 Leigh Rd	extension	no comment
2999/RD	The Old Barn Stocks Grn Rd	construction details	comment
1046/FL	Trench Farm House Coldharbour Lane	garage to workshop	for info
1242/FL	2 Selbys Cott Leigh Rd	extension	comment
807/LB	Spring Hse Leigh Rd	reroofing/internal alterations	no comment
1525/TNCA	Trench Farm Coldharbour La	tree surgery	comment
1094/FL	Acer 110b Tonbridge Rd	extension	no coment
1976/FL	1 Selbys Cott's Leigh Rd	amended plans	for info

## **6.4 War Memorial Maintenance – Request by KCC to maintain Memorial grounds**

### **6.5 Churchyard – care of new trees**

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

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

## **8. Correspondence**

### **8.1 Correspondence requiring action not covered elsewhere (Appendix 2)**

- 8.1.1 NHS West Kent – panel members required
- 8.1.2 T&MBC – parking along B245 outside church/Watts Cross
- 8.1.3 KCC – request for information on guided walks in the Parish
- 8.1.4 KCC – Kent Design Award – nominations requested

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

## **9. Report on street lighting**

## **10. Update on proposed Mount Pleasant car park**

## **11. Delegation of authority during August**

## **12. OAB**

**PART II (Confidential – members of the public excluded)**

**13. Review of clerk's salary 2008/09**

**APPENDIX 1**  
**ACTUAL INCOME AND EXPENDITURE vs BUDGET 2009/10**  
**1<sup>ST</sup> QUARTER – APRIL – JUNE**  
**COMMENTRY**

Overall the budget is projected to be overspent due to legal fees not known when the budget was set (£2,294 - £500 allocated) and audit fees, expected to total approximately £1,050 for the year (£655 allocated).

The income and expenditure is skewed due to grants for West Wood Play area being received in 2008/09 financial year and invoices settled in 2009/10.

**INCOME**

This is mainly on target except for interest which is 80% down on the lower level forecast for this year. The vat refund is from claims against the amount paid out in the last financial year to Monster Play for play equipment and installation.

**EXPENDITURE**

Major overspends have been incurred in the following areas:

**Administration** as the result of unbudgeted legal fees for registration of Parish Council Land and Lottery Funding agreements (£2,294)

**West Wood** - payment for the new play area (grants received in previous financial year) £50,900

**Vat** – West Wood Play Area – see above reclaimed

Recreation Ground, Village Green, West Wood and Churchyard – grounds maintenance invoices settled at end of 1<sup>st</sup> quarter instead of 2<sup>nd</sup> quarter as budgeted.

Lighting Contract under spent as terms not known when setting budget – this is paid monthly and saving may be made here dependent on charges for replacements and electricity not currently known.



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**Open Spaces Committee meeting on Wednesday 8 July 2009 meeting at Pavilion, Recreation Ground at 7.30 pm.**

## MINUTES

**Present:** Mr M Baker (chairman) Mr P Lane Mr C Lewis  
Mr R Mountford Mrs A Scally Mr G Watts  
PSCO T Matthew

**Apologies:** Mr T Barton

### 1. Minutes of previous meeting held on Wednesday 13 May 2009

These were agreed as a true record

### 2. Matters Arising

2. 4.3 Coppicing along the strip of land between the service road and the B245 would be resumed later in the year

4.1 The Sports Association were starting to formulate their grant application for draining the Recreation Ground

4.3.2 A reply had been received from Hildenborough CEP stating that KCC public liability covered staff and pupils for all business/school activities throughout the year, worldwide. They use the Recreation Ground for football on Saturday morning, and PE lessons throughout the academic year. They have marked out a football pitch, rounders pitch, 80m running track, four large squares for sports day.

6.2 A suitable weed killer had been applied to the edges of the path around the ball court.

6.4 The waste bin at West Wood had been fixed near to the new play area in West Wood.

### 3.1 Vandalism

3.1.1 PCSO Toni Matthew informed the Committee that the police had suspicions as to who was responsible for the recent outbreak of criminal damage but no proof. She had put in a request for the reinstatement of the cctv camera in Riding Lane as this had successfully identified five young people who had been banned last year and who were now no longer causing damage.

3.1.2 She informed the Committee that she had been informed by local residents of problems in the car park and they were going to attend the next meeting of the Parish Council to request the installation of a barrier to prevent cars entering the car park late at night. One resident had kept records on these activities for a month. It had been pointed out that other car parks were available for legitimate residential use which were well lit and consequently not attractive to those currently using the Recreation Ground car park late in the evening.

### 3.2 To consider the request for youth shelter/area/cycle track – size and location

PCSO Toni Matthew informed the meeting that she was looking for an area for the youth within the Recreation Ground. A youth shelter alone, she felt, would not be used and without activities along side could lead to further vandalism. She would like to see two shelters, one at West Wood near to the football/basket ball goal as young people had plenty of activities in this area – imaginative activities within the woodland, football/basket ball etc. She felt it was particularly needed in this area as young people had been asked to vacate the picnic tables by adults and consequently had nowhere to sit except on the ground. It was pointed out that the Parish Council had agreed there was to be one

shelter only, certainly initially. PCSO Toni Matthew felt that the greatest need was on the Recreation Ground.

Various options were discussed and inspected for its location and after much thought it was decided to recommend to the Parish Council an area in front of the pond beside the Millennium Play Area up to the entrance to the Glebe Field. PCSO Toni Matthew would develop an example plan to be distributed at the Parish Council Meeting on Wednesday 15 July to show type of construction, size and location. It was agreed that we needed to support the young people of Hildenborough but also take into consideration the impact of a shelter on the people living in Riding Lane.

#### **4. West Wood**

##### **4.1 Old slide**

There was a short discussion on the refurbishment of the slide and it was pointed out that if the slide was banked on the steep side due to the gradient the bank would be washed away. It was decided to leave a decision on this until the next Open Spaces meeting in September.

##### **4.2 Re seeding old goal area –**

The Committee recommend the Parish Council to accept the estimate of £111.00 provided by Mr King to reseed the area. This may need to be revised if the cost of hire of equipment/materials has since risen.

#### **5. Recreation Ground**

##### **5.1 Update on repairs following vandalism on Pavilion/play area**

All vandalism had been reported to the police and included broken windows and down pipe, damage to play area fencing and further damage to the wet pour surface, holes dug for cycle jumps, broken marker posts in the car park and damage to waste bins. PCSO Toni Matthew would ask the young people concerned to fill in the holes dug for cycle jumps and would confirm with the clerk that this was successful/unsuccessful. It was request the clerk should enquire if temporary insurance cover for this damage was available. A rope had been cut from the an oak tree that had been used as a swing as this could prove dangerous. Another had been rehung and PCSO Matthew asked the person concerned to remove it which he did.

##### **5.2 Topographical plan produced by West Kent College Students**

This plan was examined and it was agreed to pass a copy to the Hildenborough Sports Association to support their application for a grant on the drainage project.

##### **5.3 Rental Agreement for proposed firework and cricket event**

The cricket event had now been cancelled.

Before any recommendation could be made regarding the application by the Scouts for a firework event at the end of year could be considered further details would be required. The clerk would obtain these.

#### **6. OAB**

6.1 It was brought to the Committee's attention that the Charity event on the Recreation Ground at the weekend were advertising the attendance of specialist cars. The clerk would investigate this.

6.2 Mr King had repaired the broken seat at West Wood

6.3 Applications had been received for support for a pond and tree warden. The Committee felt that the donation requested should not be paid.

6.4 KCC had contacted us to request that, while the agreement on the War Memorial was resolved, the Parish Council maintain the grounds surrounding the Memorial. Mr King was asked to do this in time for the Remembrance Day Service in November.



**APPENDIX 2 : CORRESPONDENCE RECEIVED SINCE 17 JUNE 2009**

Date	Sent/ Received	Contact	subject	Agenda item
17 Jun 09	R	Scouts	Recreation Ground Rental agreement	
<b>17-Jun-09 R</b>		<b>NHS West Kent</b>	<b>Panel members required</b>	<b>Agemd item 8.1.1</b>
17-Jun-09 R		Ms S Wolff	youth shelter on Recreation Ground	
20-Jun-09 R		Kend Downs AONB Unit	Countryside Day 31 July	
20-Jun-09 R		KCC	Explore Kent	
<b>18-Jun-09 R</b>		<b>Audit Commission</b>	<b>Annual Return agreed</b>	<b>Agenda item 6.1.4</b>
22-Jun-09 S		WKC - Ben Bishop	Thankyou for survey - suggest use West Wood next year	
22-Jun-09 R		EJP Fire Protection Ltd.	Fire certificate	
23-Jun-09 S		Pat King	annual salary review	
23-Jun-09 S		T&MBC, M McCulloch	parking amendment in Foxbush	
23-Jun-09 S		KCC	request to extend 30mph limit	
23-Jun-09 S		Kember Loudon Williams Ltd	acknowledge letter, discussing with T&MBC discussion on unbiased Housing Needs Survey	
23-Jun-09 S		T&MBC, Chris Knowles	Village Hall Accounts and Report	
25-Jun-09 S		Charity Commission	Crime Prevention Panel min., accounts and agenda	
25-Jun-09 R		T&MBC	<b>request for rental agreement and firework display</b>	<b>Agenda item 6.2.3.1</b>
<b>25-Jun-09 R</b>		<b>Scouts</b>		
26-Jun-09 S		KCS	order for paper and vacuum cleaner bags	
29-Jun-09 S		Blaise Farm	thank you for visit further enquiry regarding parking amendments	
29-Jun-09 S		T&MBC	Newsletter	
29-Jun-09 R		Landscape Matters	notify if emergency keys used	
29-Jun-09 S		Tennis Club	notify if emergency keys used	
29-Jun-09 S		Cricket Club	notify if emergency keys used	
29-Jun-09 S		Stoolball Club	notify if emergency keys used	
19-Jun-09 R		Kent Police	website address for Policing Kent 09/12	
30-Jun-09 R		Warners	response to enquiry re cycle track	
30-Jun-09 R		Hadlow Parish Council	contact details for newly appointed clerk	
30-Jun-09 S		A McKechnie	rental agreement for Charity event	
<b>1-Jul-09 R</b>		<b>T&amp;MBC</b>	<b>response to enquiry on parking investigation</b>	<b>Agenda item 8.1.2</b>
1-Jul-09 S		Network Rail	reminder to reply to letter 4/2	
1-Jul-09 R		Kent Wildlife Trust	June update	
1-Jul-09 R		Hildenborough CEP School	response to usage of Rec.	
<b>1-Jul-09 R</b>		<b>KCC</b>	<b>carry on with War Memoria maintenance</b>	<b>Agenda item 6.4</b>
4-Jul-09 R		EDF	confirmation of read and reward scheme	
<b>6-Jul-09 R</b>		<b>KCC</b>	<b>request for guided walks in are</b>	<b>Agenda item 8.1.3</b>
<b>7-Jul-09 R</b>		<b>KCC</b>	<b>Kent Design Awards - nominations</b>	<b>Agenda item 8.1.4</b>

**OURSTANDING ITEMS FROM PREVIOUS MONTHS**

Date of first contact	Date of last contact	Contact	Subject	Comment to be undertaken
1-Jul-07	2008 T&MBC		Conservation Area appraisal	09
1-Sep-07	12-Jun-09 Network Rail		cycle storage /ticket machine	
1-Sep-07	23-Jun-09 T&MBC		Affordable Housing needs	
1-Jan-08	2009 T&MBC		Brookside/Mill Garage	
1-May-09	Jun-09 Hildenborough Sport Assn		grant application for drainage of RG	after completion of Fidelity
1-Oct-07	Oct-07 KHS		zebra crossing final safety audit	construction awaiting KCC suggested
1-Nov-07	Jul-09 KCC		agreement on maintenance of war memorial	agreement
1-Nov-07	Jul-09 Russet Homes		Mount Pleasant Car Park	awaiting response from Russet
28-May-08	1-Jul-09 KCC/Network Rail/land owner		relocation of two footpaths	awaiting response from Network Rail
24-Jun-08	1-Jul-09 T&MBC		exit from Flying Dutchman	awaiting wall construction - early 09
30-Jun-05	8-Jun-09 Police		SpeedWatch presentation to PC	arranged for July 09
8-Oct-08	Apr-09 T&MBC		Community governance review	awaiting final report