

HILDENBOROUGH PARISH COUNCIL

60 Knowsley Way Hildenborough Tonbridge Kent TN11 9LQ

Telephone: 01732 832367

clerk@thisishildenborough.co.uk

10 September 2009

Members of Hildenborough Parish Council are summoned to a meeting of the Parish Council to be held on **Wednesday 16 September 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 16 SEPTEMBER 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 15 July 2009 for agreement and signature if a true record.**
5. **Matters arising from 15 July 2009 not covered elsewhere in the agenda**
6. **Chairman's Actions during Recession**
7. **Reports from Committee Chairman**
 - 7.1 **Finance**
 - 7.1.1 **Account Balances as at 31 July 2009**

National Savings Account	£22,633.43
High Interest Bond	£13,038.60
Business Money Manager	£14,813.65
Current Account Statement	£6,860.37
Total	£57,346.05

Account Balances as at 31 August 2009

National Savings Account	£22,633.43
High Interest Bond	£13,038.60
Business Money Manager	£14,814.43
Current Account Statement	£4,695.77
Total	£55,182.23

7.1.2 Payments made since 8 July 2009

Date	Cheque no	Payee	Reason	Amount £
26 July	779	P King	Salary/expenses	234.75
29 July	780	PA Gow	Salary/expenses	886.16
31 July	781	HM Revenue & Customs	Ni/Tax	215.99
30 July	782	EDF	Electricity	35.62
30 July	783	BT	Telephone	114.48
30 July	784	Gaza Timber	Wood/tarmac	47.50
10 Aug	785	PFL Electrical Ltd.	Street lighting contract	100.91
10 Aug	786	Soc LCC	Publication	55.60
10 Aug	787	KCS	Paint, tape, bleach	40.00
10 Aug	788	Park Leisure	Swing seat /wetpour repairs	591.10
24 Aug	789	MA Cox	Replacement bulkhead light	77.24
24 Aug	790	Gaza Timber	Putty/brush	7.57
26 Aug	791	P King	Salary/expenses	230.05
26 Aug	792	PA Gow	Salary/expenses	843.71
31 Aug	793	HM Revenue & Customs	Tax/N.I.	205.00
24 Aug	794	JP Glass	Replacement window glass	256.22
24 Aug	795	Hildenborough Village Hall	Room hire	129.25
7 Sept	796	PFL Electrical	Lighting contract	100.91
7 Sept	797	Stocksigns Ltd	Warning sign	13.61

7.1.2 Annual Allocation

7.2 Open Spaces

7.2.1 Action since previous meeting

- 7.2.1.1 Repairs/replacement in response to vandalism incidents in Recreation Ground – emergency repairs to bulkhead light, replacement of bulkhead light (£77.24), repairs to play area fencing (pickets and wire), replacement of broken window.
- 7.2.1.2 Purchases agreed for War Memorial planting and repairs
- 7.2.1.3 Hire of equipment for hedge cutting
- 7.2.1.4 West Kent College to undertake a survey at West Wood
- 7.2.1.5 Permission given for football club to use Recreation Ground on three occasions
- 7.2.1.6 Weatherboarding replacement on Pavilion.
- 7.2.1.7 Repairs to path between car park and play area in the Recreation Ground

7.2.2 Recommendations to Parish Council

7.2.2.1 Proposed cycle park – to enable the Youth Group to make the preliminary grant application a decision needs to be made between a permanent concrete or wooden type construction.

The Open Spaces Committee recommend a permanent concrete construction be used as it would require less maintenance

7.2.3 Matters for discussion

- 7.2.3.1 Old Slide in West Wood
- 7.2.3.2 Drainage project by Sports Association
- 7.2.3.3 Scouts Firework display

7.3 Planning

7.3.1 Applications received

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

App. No	Address	Details	PCAction
1678/FL	1 Hilden Park Rd	replacement extension	comment
1404/TPOC	Redwood Riding La	tree removal/surgery	comment
1668/FL	Lucy's Farm Cott Lower St	external grounds modifications	comment
1633/FL	35 Bramble Close	replacement conservatory	comment
1563/FL	Land adjacent to 1 Selby's Cott Leigh Road	land change of use	comment
1568/RD	Hilden Golf Centre Rings Hill	landscaping and boundary treatment	comment
1583/FL	Land west of Recreation Ground Riding Lane	construction of barn	comment
1618/FL	23 Wealden Close	extension	comment
1774/FL	Mansers Nizels La	extension	no comment
1848/LB	Mansers Nizels La	extension	no comment
1795/LB	Lucy's Farm Cott Lower St	works to cart shed	comment
1867/RD	Oakhill Hse 130 Tonbridge Rd	reinstatement of haul road	comment
1679/FL	6 Derby Close	detached 3 bed bungalow	comment
1897/FL	95 Tonbridge Rd	double garage + extension	no comment
1920/FL	Willow Tree Stables Vines La	construction of turn out area	comment
1889/FL	5 Copse Rd	conversion of garage to habitable accommodation	comment
1917/TPOC	83 Tonbridge Road	fell oak	comment
1853/RD	Oakhill Hse 130 Tonbridge Rd	details of lighting	comment
1924/LB	Vines Vines Lane	part demolition and rebuild	comment
1923/FL	Vines Vines Lane	part demolition and rebuild	comment
1993/FL	Foss Bank School Mountains Noble Tree Rd	erection of marquee	comment
2181/TNCA	Stable Cott Coldharbour La	fell 4 trees/2 bushes	comment
2081/TRD	12 Mount Pleasant Court	remove hornbeam	comment
1981/RD	60 Hilden Park Rd	external finish to building	comment

7.3.2 Oakhill Travel Forum – representative required

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

- 8.1 Crime Prevention Panel (Appendix 1)
- 8.2 Parish Partnership Representative
- 8.3 Village Hall Representative (TB)
- 8.4 Highways Coordinator –
- 8.5 GSK Transport Forum Representative (JS)
- 8.6 EVA and PACT (MN)

9. Correspondence

9.1 Correspondence requiring action not covered elsewhere (Appendix 2)

- 9.1.1 KCC – Invitation to become a Greeter for Kent
- 9.1.2 BT – Invitation to adopt a telephone box (junction Leigh Rd/Brookmead)
- 9.1.3 Local Works – request for PC to support the Sustainable Communities Act Amendment Bill by writing to MP
- 9.1.4 KCC – Sustainability Appraisal Scoping Report – comments invited
- 9.1.5 Mark Rhodes - request for member to accompany planning application sites if the need arises.

9.2 Matters arising from other incoming and outgoing correspondence

10. Report on street lighting

11. Update on proposed Mount Pleasant car park

12. Layout of cycle pathway Tonbridge-Hildenborough

13. **Should the Parish Council investigate a Speed Watch Scheme for Hildenborough?**
14. **Reduction of speed limit in Brookmead to 20mph**
15. **OAB**

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Open Spaces Committee meeting on Wednesday 9 September 2009 meeting in the Committee Room of the Village Hall at 8.00pm

MINUTES

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

1. Minutes of previous meeting held on Wednesday 8 July 2009

These were agreed as a true record.

2. Matters Arising

2. 4.3 It is understood that coppicing of the strip of land between the service road and the B245 at West Wood would take place during the Autumn.

6.4 Mr King had undertaken some work on the grounds surrounding the War Memorial. It was agreed to purchase three boxes of pansies at £4 each, mortar mix for fixing two stones, chain hooks to rehang the chains and timber treatment (£11 approx) for the border edging.

3. West Wood

Old slide – to consider quotations received to date

Two quotations had been received suggesting different methods of refurbishment. It was agreed, before finalising what should be done, to have our own safety check undertaken.

New play area gates

The gates had been repaired several times and one was currently not operational. Both were rarely closed allowing access to dogs. It was agreed that prices would be obtained for self closing gates and closure fittings in order that it would be possible to suggest inclusion in next year's budget.

4. Recreation Ground

4.1 Update on vandalism, Pavilion and cycle ramps.

Since the last meeting there had been several acts of vandalism, all reported to the police. Pickets and wire on the play area fencing had been broken and cut, one bulkhead light had been damaged and wrenched off leaving live wires at child height, another window had been broken and the ground had been damaged by golf practice. Three youths had been spoken to by the police and they had also moved a dossier on who had refused to move from the Pavilion steps. The fencing and broken window had been repaired.

PCSO Toni Matthew had requested the youths to infill the holes dug for cycle ramps but they had so far refused to do so. The committee expressed concern over this matter and fears the proposed cycle park, if built, may be damaged. It was agreed that Mr King would infill the holes to make the area safe and the committee expressed their hope that some of the youth group might assist.

4.2 Firework display by scouts

A letter had been received by a member from the scouts stating they would be unable to provide the £500 deposit required by the Parish Council as their funds were required to purchase food, drink and fireworks. A proposal had been made that the Parish Council should be provided with a £500 secured bond.

It was agreed that the scouts were an important amenity and many people would be disappointed if the event could not go ahead. After much discussion it was agreed to recommend to the Parish Council that due to extenuating circumstances the deposit should be waved for one year only provided the scouts gave an undertaking to follow precisely the conditions on the use of vehicles on site and adhered to an agreed layout.

4.3 Drainage project by Sport Association

The preliminary application for a grant was almost complete but the grant would not cover the whole cost of the quotations received if the Lytag banding was to be included. This would result in the Parish Council being asked for a substantial contribution, more than the £8,000 set aside. It was agreed to obtain a further quotation.

4.4 Cycle Park proposals and grant application update

In order to complete the preliminary application for a grant it was necessary for the Parish Council to decide whether they wanted a concrete and permanent type of construction which required little or no maintenance or a wooden type which is removable but requires substantial maintenance over a seven year period. The Committee would recommend to the Parish Council the concrete construction as it would require less maintenance. The total cost of the initial quotation was £70,732 but it was noted that this did not include fencing. The youth group would need to obtain more than one grant to cover the cost. There were two more possibilities. The project would depend on obtaining at least two of these grants.

4.5 Installation of barrier to car park and its implications

This was not discussed as the resident group requesting this installation were not present.

5. OAB

West Kent College had requested using the Parish Council ground to complete another survey. They would be informed they could use West Wood.

The football club had requested the use of the Recreation Ground on Sunday 13 September. The cricket club would not be using the ground at this time and it was agreed to inform them they could do so.

The football club had requested use of the Recreation Ground for this year season. It was unclear how many teams would want to use it, this would be ascertained. It was agreed they could use the Recreation Ground at previously agreed rates for one or more teams.

There was rot in the timber at the back of the Pavilion, Mr King was asked to replace the rotten weatherboarding.

A crack had appeared in the path between the car park and the children's play area. Mr King was asked to purchase and infill with tarmac.

Mr King would cut the new burial ground hedge. He would need to hire a hedgecutter for approximately £25. He was told to go ahead.

A blocked surface water drain outside the entrance to the Recreation Ground was reported. The clerk would report.

It was noted that many large oak tree saplings were now growing in the Glebe field.

Tonbridge & Malling Crime Prevention Panel

6 July 2009

Present: Andy Blackmore (Chair) Kent Police and Resident of Hildenborough
Liz Davies Hadlow Resident
Trevor Ledamum Trottiscliffe Parish Council
Ron Nutley Tonbridge Lions Club
Nathan Pascall-Smith Kent Police
Lesley Street The Shaw Trust
Peter Street East Peckham Parish Council
Brian Taylor Aylesford Parish Council

Apologies were received from Jeni Ashmore (TMBC), Alison Finch (TMBC), Carole Howlett (Plaxtol Parish Council), Pauline Nix (West Malling Parish Council) and Martin Smith (KCC Community Wardens).

1. Minutes of the meeting held on 20 April 2009

The minutes of the meeting held on 20 April 2009 were agreed as a correct record.

2. Matters Arising

Fundraising ideas

A Finch had reported that she had applied to the Kent People's Trust for funding towards the Internet Awareness event and that she was still waiting to hear if the funding had been successful.

[Since the meeting it has been confirmed that the Panel has received £500 from the Kent People's Trust towards the Internet Awareness event]

A Finch had also reported that she had spoken to Loic Flory regarding KCC Members funding. It might be possible to get funding from them but she would need to write to them individually and make a case for why they should give us their money. The Panel agreed that it would probably be worthwhile for A Finch to progress this.

ACTION: A Finch to write to KCC Members for funding.

Crime Prevention events

A Finch had reported that she had circulated the dates of the village fetes/events. She had further advised that she had attended the Plaxtol and East Peckham fetes and that N Pascall-Smith and A Blackmore had also attended some fetes.

Crime Crackers Quiz

It was noted that as neither M Smith nor A Finch were present at the meeting, the possible Warden school quiz would need to be discussed at a future meeting.

Leaflet

N Pascall-Smith advised that the leaflet had now been printed and was being circulated at events.

3. Tour of Tonbridge Castle

Before the meeting, some members of the Panel had been taken on a tour of Tonbridge Castle. A Blackmore thanked Tonbridge Castle staff for giving this tour and Panel members agreed that it had been a very informative and interesting tour.

ACTION: A Finch to thank Tonbridge Castle staff for the tour of the Castle.

4. Presentation from the Handy Van Scheme

The Panel received a presentation from the Handy Van Scheme. It was explained that the Handy Van scheme was funded by KCC and delivered in partnership with Help the Aged, Kent Fire & Rescue Service and Kent Police. It was explained that the scheme provided and fitted a range of safety and security products in older people's homes. Items included smoke alarms, door chains, window locks and door viewers.

The service was free and anyone could refer. More details could be obtained by telephoning 01255 473999 or by emailing handyvan@helptotheaged.org.uk

5. District Crime Profile

A Blackmore reported on the latest crime statistics and stated that so far this year there had been a reduction in overall crime. Total crime for Tonbridge & Malling to the end of May was 980 crimes, this was a reduction of 5.6% (or 58 crimes). Some crime categories had seen an increase (criminal damage and theft from motor vehicles) but it was hoped that partnership working would help to reduce these in the future.

6. Financial report/update

A Blackmore advised that there was a current balance of £1,039.20, although there were still some invoices to be received (from Kent Police and Murray Letham). A Blackmore advised that the Panel had now run out of purse chains and he wondered whether the Panel wanted to order more. The Panel discussed this request, but felt that as money was tight other sources of funding should be explored.

ACTION: A Finch/A Blackmore/N Pascall-Smith to explore sources of funding for additional crime prevention items.

7. Date of next meeting

The next meeting would be held on Monday 21 September at 5.30pm at Tonbridge and Malling Borough Council Offices, Kings Hill.

APPENDIX 2

CORRESPONDENCE RECEIVED SINCE 15 JULY 2009

Date	Sent/ Rec'd	Contact	Subject	Agenda item
17 Jul 09	S	Scouts	Scouts firework display agreement	7.2.2.3
17 Jul 09	S	Ms S Wolfe	Acknowledge letter	
17 Jul 09	S	T&MBC	PC. had no knowledge of parking problems in London Road/Watts Cross	
17 Jul 09	S	Hildenborough CEP	Acknowledgement of letter	
17 Jul 09	R	Kent Film Office	Request for historically interesting property being restored to film	
16 Jul	S/R	T&MBC	Enquiry regarding allotments Rings Hill/ acknowledgement received	
17 Jul 09	S	Russet Homes	PC view on car park in Mount Pleasant + reminder on 26 Aug	11.
17 Jul 09	R	T&MBC	Area 1 Planning Committee Agenda, minutes and supplementary reports	
21 Jul 09	R	T&MBC	Request for representative on Oakhill House Travel Forum	7.3.2
22 Jul 09	R	Citizen Advice Bureau	Request for donation	To Finance Comm
22 Jul 09	R	Medway Valley Countryside Partnership	Kent Free Trees Scheme	
22 Jul 09	R	Applause	Spring 2010 Menu	
24 Jul 09	R	T&MBC	News letter from Community Safety Partnership	
29 Jul 09	R	JP Glass Ltd.	Estimate for replacement glass in Pavilion	
28 Jul 09	R	Kent Fire & Rescue Service	Service Performance Plan 09/10 available www.kent.fire-uk.org	
28 Jul 09	R	Southeastern	Newsletter	
20 Jul 09	R	Kent Wildlife	Course on pond management	
20 Jul 09	R	Landscape Matters Kent	Newsletter – Jul 09	
23 Jul 09	R	KHS	Emergency closure of Church Road	
21 Jul 09	R	KCC	Copy of CSP newsletter (already received hard copy)	
23 Jul 09	R	KHS	Flying Dutchman to complete fence across gap within four weeks	
30 Jul 09	R	KCC	Invitation to become a Greeter for Kent	9.1.1
30 Jul 09	R	T&MBC	Removing untaxed vehicles in Borough	
30 Jul 09	S	KCC	Details of guided walks in area	
30 Jul 09	S	JP Glass	Acceptance of quote for replacing Pavilion glass	
30 Jul 09	R/S	Devlin Gallier	Enquiry regarding proposed car park Mount Pleasant + reply	
30 Jul 09	S	SLCC	Order for updated Local Council Administration, 8 th Edition	
30 Jul 09	R	KHS	Spreadsheets for July	8.4
31 Jul 09	R	KHS	Temporary closure of Philpotts Lane, 12 October for 10 days.	

3 Aug 09	R	T&MBC	Bulletin from T&M Community Safety Partnership	
3 Aug 09	R	Rev. Liz Toy	Posters for Churches Bike Ride	
4 Aug 09	S	RA Mason & Son	Quote sought for slide	
4 Aug 09	S	M & M Groundworks	Quote sought for slide	
4 Aug 09	S	Landscape Services	Quote sought for slide	
5 Aug 09	R	Direct Information Service	Offer of latest info relevant to PCs	
5 Aug 09	R	BT	Invitation to adopt a telephone box	9.1.2
6 Aug 09	R	HSBC	Reminder to reinvest bonds	
7 Aug 09	R	Soc LCC	Reference books and forms	

7 Aug 09	R	Tom Tuke-Hastings	Invitation to apply to become a beacon	
8 Aug 09	R	ACRK	Offer of advice/grants/funding	
11 Aug 09	R	T&MBC	Minutes of Crime Prevention Panel	8.1
13 Aug 09	R	T&MBC	Local Development Framework submission to Secretary of State	
14 Aug 09	R	T&MBC	Members handbook 09/10	
14 Aug 09	R	Tonbridge Adult Education Centre	Open Day on 9 September	
14 Aug 09	R	T&MBC	Request for specific issues on the regulation of quarries	
14 Aug 09	R	Southeastern	Invitation of Forum on 28 September	
14 Aug 09	R	IOG SALTEX	Where Outdoor Play is Fun show 8-10 September	
14 Aug 09	R	T&MBC	Sportlight on our performance 2009/10	
15 Aug 09	R	T&MBC	Agenda for Joint Transportation board	
15 Aug 09	R	T&MBC	Scrutiny Committee – Report of the chief Executive March 2009	
17 Aug 09	S	Hildenborough Medical centre	Rent reminder	
17 Aug 09	S	Scouts	Rent reminder	
18 Aug 09	R/S	Ted Shorter	Speeding in Brookmead and acknowledgement	14.
18 Aug 09	R	KHS	Temporary closure of Mount Pleasant on 15 September for 5 days.	
19 Aug 09	R	Kent Film Office	Poster to display	
19 Aug 09	R	T&MBC Crime Prevention Panel	Notification of dates for events – 3 Sept in Tonbridge, internet awareness 30 Sept.	
18 Aug 09	R	NALC	Details of 3 day leadership event 15-18 Sept	
20 Aug 09	R/S	KCC Legal Services	Enquiry of PC interest in seminars on new Remedies Directive (procurement law) + response unlikely to affect contracts below £139,893.	
20 Aug 09	S	Stocksigns	Order for warning sign	
20 Aug 09	S	KCC	Response on Community Involvement	
21 Aug 09	R	T&MBC	Request to display posters on Register of Electors	
21 Aug 09	S	Charity Commission	Annual Return 2009 for Hildenborough Village Hall, including advice for managers	
22 Aug 09	R	T&MBC	Heritage Open Days – places to visit	
22 Aug 09	R	T&MBC	Hard copies available if requested of Management Development and the Environment Development Plan submitted to Secretary of State	
26 Aug 09	S	Russet Homes	Request for information progress on car park	11.
26 Aug 09	R	T&MBC	Up date on DCA affordable housing survey – awaiting further information	
26 Aug 09	R	T&MBC	Information on allocation for 2010/11	
26 Aug 09	R	KHS	Information on bus shelters	
27 Aug 09	R	Kent Landscape Matters	Newsletter	
28 Aug 09	R	T&MBC	Scrutiny Review of Quarries	
28 Aug 09	R	Local Works	Request for PC to support the Sustainable Communities Act Amendment Bill	9.1.3
29 Aug 09	R	T&MBC	Area 1 Planning Committee Agenda, Minutes and Supplementary Reports	
1 Sept 09	R/S	Peter Morley	Request for information on Bygone Kent + acknowledgement	
1 Sept 09	R	KHS	Maintenance of ditches and gully cleaning	
2 Sept 09	R	KCC	Sustainability Appraisal Scoping Report available on line to view between 2 Sept	9.1.4

			and 14 Oct	
2 Sept 09	R	EDF	Saving can be achieved by paying by direct debit	
2 Sep 09	R	DCA	Copy of housing needs survey	
3 Sept 09	R	Landscape Training Group	Courses available Sept 09 to April 10	
3 Sept 09	R	Applause	Programme Sept to December 09	
4 Sept 09	R	T&MBC	Agenda Parish Partnership Panel	
3 Sept 09	R	Lightmain	Quotation for cycle park	7.2.2.1
7 Sept 09	R	RA Mason	Quotation for slide refurbishment	7.2.3.1
7 Sept 09	R	NT & Hildenborough Football Club	Request for one pitch 09/10	
7 Sept 09	R	MOAT	Request for information	
7 Sept 09	R	T&MBC	Community Safety Partnership monthly bulletin	
9 Sept 09	R	T&MBC	Public Transport Panel Agenda	
9 Sep 09	R	Monster	Revised date for repairing fence and gates	
9 Sept 09	R	T&MBC	Apology for delay in responding to letter re allotments – will respond soon	
10 Sep 09	R	Scouts	Request to amend agreement and deposit for firework event	7.2.3.3