

HILDENBOROUGH PARISH COUNCIL

Pavilion and Recreation Ground – Riding Lane – Hildenborough – TN11 9HY

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Minutes of the Parish Council Meeting held in the Finzi Room of Hildenborough Village Hall, Riding Lane on Wednesday 14 February 2024

PRESENT: Cllr M Coles (Chair) Cllr K Dobson (Vice-Chair) Cllr N Harrowing
Cllr C Wynne Cllr A McNeil Cllr M Gorman
Cllr Sklavenitis

After Item 02/04: Cllr M Wills

ALSO PRESENT: Ms J Church (Clerk); Cllr Harry Rayner; Cllr Mark Rhodes; Cllr Kath Barton

02/1 Apologies and reasons for absence

Apologies received from Cllr Gabriel (holiday) and Cllr Lewis (unwell).

02/2 Declaration of Personal or Prejudicial Interests

There were none.

02/3 Declaration of gifts and hospitality

There were none.

02/4 Co-option of member to fill vacancy

A proposal was put forward to co-opt Martyn Wills and this was accepted by members. Cllr Wills was then invited to join the Council.

02/5 Allocation of new member to committees

Cllr Wills agreed to join the Open Spaces Group and become a member of the Planning Committee. **ACTION:** Clerk to set up Cllr Wills with a Hildenborough PC e-mail address and send him the agenda for forthcoming Planning Committee Meeting on 19th February.

02/6 Minutes of the Parish Council Meeting held on Wednesday 10 January 2024 for agreement and signature if a true record

These were approved by the Council as a true and accurate record and signed by the Chair, M Coles.

02/7 Matters arising from the Minutes of January's Meeting

Cllr Dobson declared she had an interest regarding Planning Application no. 23/03400.

02/8 Clerk's Report

The Clerk's Report was noted. The Clerk confirmed that the dead-wooding of the Oaks and Field Maple on the scout hut land took place on 23rd January.

02/9 Items to be considered under item 02/17 Confidential Matters below

There were none.

02/10 FINANCE

10.1 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for January 2024

The account balances at 31st January 2024 were agreed as accurate and signed by Cllr. Wynne.

ACCOUNT BALANCES AND PAYMENTS for January 2024 and February 2024

Account Balances at: 31st January 2023

Account	Amount (£)
Unity Trust Bank	16,766.01
Unity Trust Savings	71,453.37
Business 95 Day Account	66,928.88
Total	155,148.26

Income received

Unity			£
Current	HMRC	VAT Refund	3,567.45
Unity Savings			
Total			3,567.45

10.2 To review and approve items of payments and receipts in January 2024 and February 2024

The following income and payments were approved for January 2024 and February 2024

Payments made: January 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	506.00	
BANK TRANS	Lionel Robbins	Internal Audit	105.00	
BANK TRANS	Hildenborough Village Hall	Room Bookings	246.50	
BANK TRANS	Business Stream/ Orbit	Waste Water Pavilion	54.77	
Direct Debit	Lloyds Corporate Card	Phone, Stationery, IT, Fees	41.94	
Direct Debit	Lloyds Corporate Card	Phone, Fees	13.00	New
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28	

BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			3,587.69

Payments for Approval: February 2024

BANK TRANS	Andy Baker	Weekly Inspections etc.	563.50
BANK TRANS	Zurich Insurance	Insurance	1,070.42
BANK TRANS	Hildenborough Conservation	Donation - Insurance	145.25
BANK TRANS	Weld Done	Barrier repair etc. Recreation gd	714.00
BANK TRANS	RWE	Tree work - Recreation Ground	360.00
BANK TRANS	Hildenborough Village Hall	Room Bookings Q3	239.50
BANK TRANS	Equans	Street Light repair Noble Tree	436.32
BANK TRANS	Equans	Street Light repair Riding Lane	744.79
Direct Debit	EDF	Pavilion Electricity	233.50
Direct Debit	Salary related	NI/tax/expenses/salary/pension	76.28
BANK TRANS	Salary related	NI/tax/expenses/salary/pension	2,544.20
			7,127.76

Approved

10.3 To approve insurance cover for 2023/24

The insurance cover was approved.

10.4 To approve updated Asset Register

The Asset Register was approved.

02/11 OPEN SPACES

11.1 Chair of Open Spaces Group to approve Maintenance Contractor's Report.

Cllr Sklavenitis, Chair of Open Spaces, approved the Maintenance Contractor's Report on behalf of the Council.

11.2 To discuss the recommendations from Sovereign Playground's visit to the playgrounds in West Wood and Riding Lane on 14 February.

The Chair reported that Tony from Sovereign Playgrounds was very impressed with the existing equipment and that it is regularly inspected. He did not need to recommend replacing any of the equipment but will send ideas for equipment for disabled children which can be funded from Berkeley Homes S106 money. **ACTION:** Clerk to add the matter of playground upgrades to the agenda for the Open Spaces Group meeting taking place on 06 March for further consideration.

11.3 To consider signage and safety equipment/fencing at the newly-renovated pond in West Wood

It was agreed this matter should be discussed in detail at the next Open Spaces Group meeting. **ACTION:** Clerk to add the item to the agenda for the Open Spaces Group meeting taking place on 06 March.

11.4 Formation of new Hildenborough Pavilion sub-committee

The Chair reported that Cllr Lewis has indicated his interest in joining a Hildenborough Pavilion sub-committee that will discuss potential upgrades to the existing pavilion or replacement. Cllr Rayner advised the PC regarding possible sources of funding for a potential new/upgraded pavilion e.g. Public Works Loans Board. **ACTION:** Cllr Sklavenitis to arrange “brainstorming” session to discuss the formation of a sub-committee.

02/12 ITEMS FOR CONSIDERATION

12.1 To approve the use of the Pavilion and Recreation Ground by Hildenborough Road Race on 6 May 2024.

Approved.

12.2 To consider quotes from KCC, Coppard Sturgeon and Penfold Driveways for the installation of five sets of dropped kerbs in the Brookmead area of Hildenborough.

It was agreed to accept the quote from Kent Highways to install dropped kerbs at all five locations at a cost of £13,699.81. Cllr. Rayner kindly agreed to make a contribution of £1,500 from his Member’s Combined Grant Fund.

ACTION: Clerk to notify KCC that their quote for the installation of dropped kerbs has been accepted and to request the works be carried out as soon as possible. Clerk to also complete the paperwork regarding the application for the contribution from Cllr Rayner’s Member’s Combined Grant fund.

12.3 To consider quotes for replacement/refurbishment of benches in West Wood.

It was agreed to add this item to the Agenda for the next Open Spaces Group meeting. **ACTION:** Clerk to add the item to the agenda for the Open Spaces Group meeting taking place on 06 March and to obtain quotes for the refurbishment of the benches to go with the quotes for replacement benches to be considered at the meeting.

12.4 To consider quotes for a picnic table for West Wood from HAGS and NBB outdoor furniture companies.

It was agreed to discuss this item in detail at the next Open Spaces Group meeting. **ACTION:** Clerk to add this item to the agenda for the Open Spaces Group meeting taking place on 06 March.

12.5 To consider quotes from R.A. Mason & Son and NBB for planters for West Wood.

It was agreed to consider the quotes at the next Open Spaces Group meeting. **ACTION:** Clerk to add the item to the agenda for the Open Spaces Group meeting taking place on 06 March.

12.6 To receive updated Risk Assessment.

The updated Risk Assessment was received by the Council.

12.7 To approve updated Standing Orders.

The updated Standing Orders were approved.

02/13 PLANNING

13.1 To note planning applications considered and commented on the Council's behalf received since 03 January 2024.

APPLICATION NO.	ADDRESS	PROPOSED APPLICATION	COUNCIL COMMENT
23/03239	Buildings At, Trench Farm, Coldharbour Lane, Hildenborough, Tonbridge.	Tree Surgery.	No comment.
23/03154	53, Park View, Mount Pleasant, Hildenborough, Tonbridge, TN11 9JJ.	Amendment to planning permission TM/23/01470/FL	No comment.
23/01986/LB	The Oast House, Stocks Green Road, Hildenborough, Tonbridge, TN11 8LT.	Listed building application.	No comment.
23/01991/FL	34 Hill View Road, Hildenborough, Tonbridge, Kent TN11 9DD.	Rear extension.	No comment.
23/03273	4, Springfield, Knowsley Way, Hildenborough, Tonbridge, TN11 9LG.	Installation of Velux windows.	No comment.
23/03154	Meadow Brook, Vines Lane, Hildenborough, Tonbridge, TN11 9LT.	Tree surgery.	No comment.
23/03278	35, Hawden Close, Hildenborough, Tonbridge, TN11 9BP.	Garage conversion	No comment.
23/03281	Fosse Bank School, Noble Tree Road, Hildenborough, Tonbridge, TN11 8ND.	Restore windows.	No comment.
23/03283	13, Trefechan, Mount Pleasant, Hildenborough, Tonbridge, TN11 9JQ.	Rear extension.	No comment.
23/03219	Roughetts, Coldharbour Lane, Hildenborough, Tonbridge, TN11 9JX.	New gym/pool room and garages.	No comment.
Planning Appeal 23/01384/FL	Gatehouse Nursery, Coldharbour Lane, Hildenborough.	Erection of two dwellings	No comment.

Planning Appeal 23/00378/OA	Gatehouse Nursery, Coldharbour Lane, Hildenborough.	Erection of four dwellings.	No comment.
23/03460	5 Riding Lane, Hildenborough, Tonbridge TN11 9HX	Tree surgery	No comment.
23/03332	Fosse Bank School, Noble Tree Road, Hildenborough, Tonbridge TN11 8ND.	Internal alterations.	No comment.
23/03280	Fosse Bank School, Noble Tree Road, Hildenborough, Tonbridge TN11 8ND.	Internal alterations.	No comment.
23/03275	Meadowbrook, Vines Lane, Hildenborough, Tonbridge TN11 9LT.	Tree surgery.	No comment.
23/03229	The Cottage, Nizel's Lane, Tonbridge, TN11 8NU.	Tree surgery	No comment.
23/03360	Fosse Bank School, Noble Tree Road, Hildenborough, Tonbridge TN11 8ND.	Internal alterations.	No comment.
23/03412	172 Tonbridge Road, Hildenborough, Tonbridge TN11 9HP.	Change of use.	No comment.
23/03400	15 Tonbridge Road, Hildenborough, Tonbridge, TN11 9BH.	Extension and loft conversion.	No comment.
23/01939/RD	130, Oakhill House, Tonbridge Road, Hildenborough, Tonbridge, TN11 9DZ.	Details of condition 24.	No comment.
23/01941/RD	130, Oakhill House, Tonbridge Road, Hildenborough, Tonbridge, TN11 9DZ.	Partial details of condition 11.	No comment.
23/03204	130, Oakhill House, Tonbridge Road, Hildenborough, Tonbridge, TN11 9DZ	Section 73 minor material amendment.	No comment.
23/03187	Oak Tree Farm, Watts Cross Road, Hildenborough, Tonbridge, TN11 8NE.	Loft conversion.	No comment.
23/03436	Selby's Farm, Leigh Road, Hildenborough, Tonbridge, TN11 9AQ.	Rear garden landscaping.	No comment.

24/00015/PA	Nizel's Golf Club, Nizel's Lane, Hildenborough, Tonbridge TN11 8NX.	Installation of roof solar panels.	No comment.
23/03470	The Cottage, Nizel's Lane, Hildenborough, Tonbridge TN11 8NU.	Raising of ceiling height.	No comment.
23/03488	42 Brookmead, Hildenborough, Tonbridge TN11 9DW.	Raising of existing roof level.	No comment.
23/03497	68 Hilden Park Road, Hildenborough, Tonbridge TN11 9BN.	Erection of two town houses.	Comment.
23/03536	Dove Cottage, Lower Street, Hildenborough, Tonbridge, TN11 8PT.	Erection of physio/gym and double garage.	Comment.
Additional item	Oakhill Development, Hildenborough.	Tom Stuart-Smith garden.	Comment.

Cllr Dobson confirmed that the Parish Council is arranging to visit the Tom Stuart-Smith garden and has requested that Berkeley Homes supply a layman's guide to explain clearly the plans they have for the historic garden. **ACTION:** Clerk to follow up with the Hildenborough Gardening Society and Berkeley Homes.

02/14 ITEMS FOR INFORMATION ONLY

14.1 Correspondence

14.2 Notes from Member representatives

14.2.1 Village Hall representative

Cllr Coles reported on behalf of Cllr Lewis that the Village Hall is particularly busy at the moment and in a good financial position. The management committee is considering quotes from electrical contractors with regard to the re-wiring of the hall and consideration is being given to redecorating the Jim England Room.

The members of the Parish Council expressed their appreciation for the all the work that the Village Hall Committee does.

14.2.2 KALC

There was nothing relating to KALC to report this month.

14.2.3 Training undertaken during January

The Clerk reported that she took part in a training session on the new Agile planning application system hosted by TMBC Planning Department.

14.2.4 Councillor feedback from 13 February visit and representative for Farmers' Market on 12 March 2024.

Cllr Dobson reported that there were no queries from the public during her visit. Cllr Coles or Cllr Dobson to attend next month.

02/15 ANNUAL PARISH MEETING ARRANGEMENTS.

The arrangements for the Annual Parish Meeting were discussed. The Chair reminded the Treasurer, the Chair of the Planning Committee and the Chair of the Open Spaces Group that they will need to prepare a report. All members should attend by 6.30pm if possible. **ACTION:** Clerk to arrange for the display of posters advertising the event and to publicise further in the March Centre Piece article and on the Parish Council Facebook page.

02/16 ITEMS FOR PUBLICATION ON FACEBOOK AND THEIR AUTHOR.

The Annual Parish Meeting and the annual Hildenborough Road Race are amongst suitable items to be published on Facebook. It was reported that officers and members will be meeting to review the Parish Council’s social media strategy.

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

02/17 CONFIDENTIAL ITEMS

There were none.

The meeting closed at 9pm.

Signed Chair April 10 2024

PUBLIC SESSION

A representative of Hildenborough Conservation Society explained the role of the Society regarding the voluntary work it carries out at West Wood for the Parish Council, e.g. coppicing, tree planting etc. Discussion took place between the HCS representative and the Chair re placing fencing around the newly-renovated pond and the recent activities of Medway Countryside Partnership. The Chair proposed that matter is put on hold until it can be discussed more fully at the next Open Spaces Group meeting. This was agreed.

Cllr Barton updated those present on the situation regarding the Angel Centre. She also said that there will be an announcement coming from TMBC with regard to the Borough’s recycling points. Fines for littering and fly tipping have been increased. There has been a roll-out of the Agile system for processing planning applications. TMBC are trying to encourage people to ensure they have photo ID so that they can vote in forthcoming elections which the council can provide if necessary.

Cllr Rhodes assured everyone that despite rumours, the Angel Centre in Tonbridge is not going to be knocked down soon. Cllr Rhodes is trying to establish ownership of a faulty bench in Tonbridge Road which may be the responsibility of Clear Channel who look after the bus shelters. .

Cllr Rayner said he was invited to a public meeting of KALC to see if he could sponsor a meeting in Tonbridge to discuss starting a Tonbridge Town Council. KALC are assisting. The Kent bus service is still a difficult situation because if bus operators decide they are no longer profitable they have the option to give notice to the Transport Commissioners. Where schoolchildren are involved, KCC will do the best they can but there are no funds available. The KCC Budget Meeting is happening on Monday 19th February. The position at KCC is extremely difficult but it will not become insolvent in the next 12 months. Regarding the drainage issue in Foxbush, Cllr Rayner confirmed it is a KCC issue and he is assisting householders as far as possible regarding the blocked manhole cover. Tom Tugendhat MP is involved as well to get the situation sorted as soon as possible. Cllr Rayner stated that if the work to install dropped kerbs in Hildenborough was carried out by KCC he would be in a position to assist if there should be any problems. Cllr Rayner spoke about the parking consultation and Parish Council members having a slot to speak at the meeting of the Joint Transportation Board on 4th March. With regard to the recommendations for a lorry park to accommodate 200 lorries in Wrotham at the junction of the A20 and the M26, Cllr Rayner said that these recommendations should be refused.