

**HADLOW PARISH COUNCIL
PLANNING & ENVIRONMENT
Minutes of the Meeting of Tuesday 26 January 2016**

Committee Members Present: Cllrs J Massy (Chairman), E Bright, D Carey, N Collins, P Jones, J Newman, R Morley

Also in attendance: Melanie Stepkowski (Parish Clerk), S Richardson

		Action
3122	Apologies For Absence Accepted Cllrs L Bright (personal).	
3123	Minutes of the Meeting of Tuesday 24 November 2015 for Approval Approved and signed. Proposed Cllr Massy, Seconded Cllr Bright and carried unanimously.	
3124	Declarations Of Interest Cllr Mrs Massy – allotment holder Cllr P Jones – allotment holder and Village Hall Committee Member	
3125	Matters Arising From The Minutes of 24 November 2015 - not on the agenda and for update purposes only <u>Minute 3118 Footpaths</u> – Delivery and distribution had been planned.	
3126	New Applications, Amended Applications And Plans for Comment (List ‘B’s) No applications to view.	
3127	Planning Applications: Results (List D’s), Planning Enforcements & Out of Area/Comment not required Applications <ul style="list-style-type: none"> • Alan’s Hectare, Cemetery Lane, Hadlow, TN11 0LT – Informal Hearing at Kings Hill was noted and Cllr Massy would represent Council. • List D – Noted. 	
3128	TMBC Area Planning Committees Nothing to report.	
3129	KCC Highways <ul style="list-style-type: none"> • Littlefields Wall – KCC Engineer had confirmed the wall was safe at the present time but repairs would be carried out • KCC Land behind wall by Littlefields and adjoining ‘The Close’ – this had been confirmed as not having ‘Highway Rights’. The resident of ‘The Close’ would be notified. • Village Square Grating – this had been removed along by the pharmacy and bus stop, a new drainage pipe installed and a concrete surface laid to replace grates. • The Forstal – the parcel of land in which there is a broken fence and rubbish still remains unresolved but not a KCC matter. • Drain on A26 outside Spring Cottage – drain noted for works. 	RM

	<ul style="list-style-type: none"> • Manholes – several manhole covers had ‘dropped’ and been reported. Members and residents were encouraged to use the KCC ‘Report A Fault’ number or website to notify KCC of such incidences. • Pedestrian Crossing Installation, A26 by Hadlow College Main Entrance – this was progressing and installation expected in the foreseeable future. • Speed Activation Sign on A26 – the Clerk would contact KCC Cllr Balfour and other relevant parties to ensure that the funding for the sign remained earmarked for the coming financial year. 	
3130	<p>CCTV – Policies and Procedures amendments. The following amendments had been made to the CCTV Policy.</p> <ul style="list-style-type: none"> • CONTROL AND OPERATION – Paragraph 2 ‘The system must be checked daily by an authorised operator to ensure that it is all working properly’. The word ‘daily’ was changed to ‘weekly’ which would be more practicable. • After Appendix 1 – Definitions An additional page – CCTV STATEMENT OF AUTHORISATION which details Hadlow Parish Council as the ‘Authoriser’. Provides details of ‘Authorised User/Operators’. Data collected – detail of those collecting. CCTV Storage Cupboard key holders. <p>Proposed Cllr Morley, seconded Cllr Collins and carried unanimously.</p> <p>The CCTV storage cupboards at the Village Hall and Hy-Arts Centre were now complete and Cllr Morley thanked for his work. New signage had also been installed.</p>	
3131	<p>Non-Planning Issues:</p> <ul style="list-style-type: none"> • Williams Field – Ballcourt lights, the electricians were awaiting one more part before installation and repair of lights could be completed. • Williams Field Play Area – One of the swing chains had a manufacturing problem and all swing chains had been replaced by Playdale. Concerns were raised about whether the chains were up to British Standards and the Clerk would investigate. Play Area Gate – as the gate had been slightly re-aligned by Playdale additional paving slabs were now required at the entrance. • HY-Arts Centre – Although at their AGM Hadlow Youth Club had confirmed their return to the hall as Tuesday 12 January communication was received only at the last minute confirming they would not be attending; no reason was provided. Unfortunately there was also no attendance at the boxing the day before which was also under Hadlow Youth Club. Parish Council concluded that the new agreement was now no longer valid and contacted the club accordingly to notify them of the decision. An informal meeting had since been held with TMBC officers and it was agreed that TMBC, KCC (both as funding stakeholders) and the Parish Council all had vested interests in youth provision and TMBC would organise a meeting at which the Hadlow Youth Club Chair would be 	<p>Clerk</p> <p>Warden</p> <p>DC</p> <p>Clerk</p>

<p>invited to attend. It was hoped this would provide a welcome opportunity for the Club to put forward a viable proposal for the future.</p> <p>With regards to Data Protection – Hadlow Youth Club had still not removed personal data provided to them from the building despite many requests and the Club had now asked for an extension of time to complete the task which Council would consider. The Clerk reminded members of the importance of complying with legislation laid out by the Information Commissioners Office. Members agreed to source professional companies for data shredding and set a new deadline for the Club to remove or destroy data.</p> <p>Other bookings – The Beat Project and Lighthouse continued to provide youth provision for 13-19 years on Wednesday and Thursday evenings and Jumping Beans continued on a Tuesday morning for crawlers to 5 years. A private band practice booking on a regular basis had just been agreed and it was hopeful that a Respite programme for disabled children would also go ahead in the near future.</p> <p>Agreement for Subsidized Hall Usage – Lighthouse had signed the Agreement and provided their Insurance Certificate and DBS papers.</p> <p>Building Repairs – there had been numerous repairs and equipment replacements required in the building; the most recent repair being to the underground heating; it had required two new valves but was now in good working order. Cllr Morley had reset the thermostats to ensure the hall was at the appropriate heat when in use but kept on a lower heat during unused periods. He would also set up an easy ‘how to’ guide for using the boiler and heating systems. It was also noted that two room thermostats were broken and would be replaced and protected covers put on all thermostats.</p> <ul style="list-style-type: none"> ● Village Hall – Cllr Richardson had attended the Village Hall Committee’s last meeting and reported that they had employed a cleaner and Cllr Morley confirmed he was no longer required to voluntarily clean the hall. With regards to the Asbestos Survey this had been scheduled and financed by the Parish Council. ● Old School Hall – General matters. Damp areas were evident along one roof side and by the fire exit door; this was possibly due to lack of ventilation and a quotation for Heat Recovery System awaited. There were similar damp issues within the toilets and several options would be quoted for including installation of trickle vents in windows, air bricks, vents or heat recovery systems. Additional quotes were awaited with regards to damp proofing the exterior walls. A surveyor would also use an electronic meter to ascertain moisture/damp levels. <p>Members agreed to consider re-decoration costs in the near future.</p> <ul style="list-style-type: none"> ● Allotments – Nothing to report. ● Cemetery & Closed Churchyard – Nothing to report. ● Cemetery Extension – Quotations for Phase 1a works were being obtained with a return date of 5th February and start of works date 29 February. The works would be comprised as follows: 	<p>Clerk</p> <p>Clerk</p> <p>RM</p>
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	<p>a. 3 catchpits to be constructed on the existing drainage located during recent investigative works. Stripping of topsoil and the laying of geotextile and sub-base from the existing cemetery internal road to the first turning head.</p> <p>b. The site will then be left for ploughing and seeding to take place, which will be in March/April depending on weather and how well the ground dries out.</p> <p>Phase 1b works expected to be carried out in May/June 2016 and quotations will be sourced March/April.</p> <ul style="list-style-type: none"> • Annexe – A request from Hadlow College for building works would be considered once more detailed specifications were available; minor repairs central to Health & Safety would be agreed. • Signpost Field – Nothing to report. • Footpaths – Dealt with under Matters Arising • Christmas Lights – Donations received totalled £165.98, costs for installation and take down to date were £1896.00 net. 	
3132	Correspondence For Consideration And Response	
	a. KCC – Tonbridge Gateway Consultation – no comment would be made at this time.	
3133	12. Motion to Exclude the Press and Public (to enable Council to consider any items on the agenda in which significant aspects will be of a confidential and financial nature).	
3134	Parish Buildings and Land:	
	Parish Buildings & Land: Nothing further to discuss. No motion required	
	<p>There being no further business the meeting closed at 21.18</p> <p>Date of next meeting: Tuesday 23 February 2016 at 7.30pm, Old School Hall.</p> <p>Signed Date.....</p>	