

Minutes of the Hadlow Annual Parish Meeting held on 11 March 2019 at Old School Hall, Hadlow

Present: Hadlow Parish Cllrs L Bright, E Bright, M Harvey, C Hyams, J Massy, R Morley, J Newman, S Richardson, R Smith, E Wilkins. KCC Cllr M Balfour, TMBC Cllrs J Anderson, J Sergison. TMBC Officer Alison Sollis, Representatives and Members of the following in addition to fourteen other members of the general public were present: G Bingham, R Rule, K Thomson, G Brown (Hadlow Primary School), M Stevenson & S Vanns (Scouts & Primary School), J Clark (Hadlow Village Hall Management Committee), A Shortland (Speedwatch), P Large (Hadlow Seniors Pop In Club), D & J Isted (Hadlow Bowls Club & Short Mat Bowls), Cllr C Hyams (Hadlow Table Tennis & Hadlow Flower Club), M Oliver (Sue's Pilates), A Hughes (Kent Messenger reporter & Hadlow Historical Society), N Hopkinson (Hadlow Park Residents Association), S Rhodes (W.I.), A Waddingham (Golden Green Association)

Also in Attendance Minute taker: M Stepkowski (Parish Clerk),

1/ Welcome by the Parish Council Vice Chairman, Cllr Janice Massy

She reminded attendees that the Parish Council was only the facilitator of the meeting, but it was a Parish Meeting and therefore any questions for the Parish Council would be addressed at the next parish council meeting which was due to follow on at the end of the current meeting.

Kent Association Of Local Councils Community Award – this award was presented to Sharon Vanns in recognition of her dedication to both the local and wider community.

2/ Apologies for absence

These were received from Parish Councillors C Barbary, N Collins, D Carey, TMBC Cllr H Rogers (TMBC Joint Transportation Board meeting), Rev's White & Harvey.

3/ Minutes of the meeting held Wednesday 18 April 2018

The Chair confirmed these had been approved and signed at the Annual Parish Council Meeting held on 14/05/2018, Minute 3863.

4/ TMBC (Tonbridge & Malling Borough Council) new waste contract – TMBC presentation.

TMBC officer Alison Sollis gave an informative presentation about the new contract confirming that the changes to residents' bin usage would be implemented later in the year. In summary the black bin would remain as general waste, the green lidded bin would become the recycling bin for plastics, glass bottles and jars, tin and cans, aerosols, kitchen foil and cartons (tetrapak). Paper and card/cardboard would be collected via the existing green box. A new food bin and caddie would be delivered to all households for a separate weekly collection. A new brown bin would be supplied to households who subscribed to the new garden waste collection service, this is for garden waste only and there would be a charge for this service. Alison took questions at the end of her presentation before being thanked by the Chair for the informative presentation.

(Three attendees entered the meeting during the presentation. Alison left the meeting at the end of the presentation)

5/ Reports from Parish Council

Reports were made available for reading to the meeting, but it was agreed they did not need to be read out but added to the Minutes of the meeting. Reports provided by Chairs of Committees as follows: Chairman of Parish Council (appendix a), Finance & General Purposes Committee (appendix b), Planning & Environment Committee (appendix c), Staffing Committee (appendix d)

6/ Reports from Borough, County Councillors & Community Warden

County Councillor Mathew Balfour took to the floor and gave a general synopsis of his position within the County offices including his role on the Loneliness and Social Isolation Committee and the Environment & Transport Committee.

He addressed social isolation and the importance of neighbourly interaction and community partnerships. He updated the meeting with regards to works on potholes and the additional funding that had been provided for that purpose during the year.

Residents' concerns on the following matters were noted by Cllr Balfour: Stone Castle Quarry, emissions, buses failing to admit wheelchair passengers.

TMBC Cllr Anderson reported: It has been an extremely busy year with the new Waste Contract being awarded. In addition, the Local Plan has gone to the Planning Inspectorate and Inspectors have been appointed. The redacted responses to the Plan are available online.

We had hoped to bring the Parking Plan forward for comment in the Spring but the forthcoming elections have forced us to delay this until the Summer.

The Community Warden had been unable to attend, however sent a report (appendix e)

(KCC Cllr Balfour was excused from the meeting to attend to other duties)

7/ Reports from Village Organisations

Hadlow Primary School – Funding projects: Mr Bingham reported on behalf of the school with regards to the fundraising project for a new swimming pool. He confirmed that at present due to the existing pool being condemned they were having to take students to Larkfield for swimming lessons but due to lack of booking availability and transport costs this restricted the number of students having access to swimming lessons. They wished to build a new pool which would be used not only by the students but also available for the wider community. To complete the project to the current draft specification with pool being covered for all year round use they would need to raise £250,000. They had set up a 'Just Giving' site, were in discussions with Sport England and doing local fundraising events. He encouraged everyone to support the venture and said that if they were unable to raise the £250K then they would resort to only refurbishing the existing pool which would reduce the ability to open it to the wider community.

Hadlow Village Hall – Management Committee Report: Mr Clark read the report on behalf of the committee. (appendix f)

Events at St Mary's Church – Reverend Paul White and Nicky Harvey had been unable to attend the meeting due to other commitments but had provided the following: St Mary's would like to emphasise their desire to serve the community in practical ways this year. To invite the more mature residents in need of some company to Cafe Plus on Wednesday afternoons between 1-3pm where people met for a knit and natter but also those experiencing financial difficulties would be able to get food courtesy of Paddock Wood Foodbank. Anyone who needed help with food should call Rev White direct on 01732 850238. The Hospital Car Service continued to be busy. Many other events and groups met at the church and it was a place for everyone, not just those who come on Sunday.

Reverend Harvey asked that we please thank everybody for all the poppies that were knitted by the community. It had been a fantastic effort from all to get the displays looking so good in church. A wonderful tribute to the fallen of Hadlow.

Scouts Jamboree – America : Molly a member of Hadlow Scouts had been fortunate to be selected to take part in the Jamboree in America and was fund raising for the event. This was a great opportunity and the Scouts asked everyone to support her fundraising activities.

Hadlow Orchestra – group meets the third Saturday of the month at St Mary's Church and all are welcome whether beginner or returner. Their Annual concert is in November.

Annual litter pick – 7 April between 10am – noon. Meet at the Old School Hall.

Community Breakfast – 7 April 8am to 10am Old School Hall, residents wishing to attend to contact parish office.

7/ Public time – matters of interest

Village Speed Reduction – Cllr Harvey reported on the progress being made by the Speedwatch group who are leading on the campaign to reduce speeds through the village. A letter to KCC Cllr Balfour had been written with Parish Council support emphasising local issues regarding speed and putting forward proposals to change the current speed limits:

1. Extending the 30mph limit on the A26 north to Lonewood Way,
2. Reducing the speed limit through the middle of Hadlow to 20mph from the Two Brewers pub to the 30mph repeater sign just south of the bus stop by Weathered and Worn,
3. Have a 40mph restriction from the south of Hadlow to the BP garage and
4. Extend the 30mph limit south on the A26 to the Hadlow village sign.

Other residents contributed to the issue providing details of recent accidents and their own concerns.

There being no further business the Chair thanked everyone for their attendance and the meeting closed at 20.10

Signed..... Date.....

Appendices

- a/ Hadlow Parish Council Chairman Report
- b/ Hadlow Parish Council Finance & General Purposes Committee Report
- c/ Hadlow Parish Council Planning & Environment Committee Report
- d/ Hadlow Parish Council Staffing Committee Report
- e/ KCC Community Warden Report
- f/ Hadlow Village Hall Management Committee Report

(Appendix a.)

Hadlow Annual Parish Meeting 11th March 2019 **Parish Council Chairman's Report**

The main topics occupying the time and attention of council members this past year have both been Planning items. Firstly, the proposed revision of their Local Development Plan by TMBC and secondly the update to the Kent Minerals Plan by KCC. Both exercises are driven by instructions handed down from central government and both have significant implications for Hadlow Parish. The proposals arising from each review have reached the stage where the new plan is prepared for the approval of an inspector appointed by the government. At this point the opportunity arises for representations supporting or criticising the new plan can be submitted by the public for the inspector to consider as part of his approval process. One must have something relevant and significant within the context of Planning to say about the plan. It takes a lot of hard work and thought to draft comments that stand a chance of being considered. The parish council have made representations on both the TMBC and KCC plans. Many thanks must go to Cllr. Janice Massy for all the work she carried out preparing the representation on the TMBC plan. Work to prepare the extension to Hadlow Cemetery and make it suitable for burials was finally completed in the autumn.

A very welcome development was the progress made by The Hadlow Bucs baseball team. The parish council is keen to support this development whilst being mindful of the interests of other users of Williams Field.

The Community Christmas Fair run jointly by the parish council, St. Mary's Church and Hadlow School was very successful. I hope that it will prove possible to repeat the event on a regular basis.

The Parish Council supports the aims of the 20 is Plenty campaigners who are seeking to establish a 20-mph speed limit through the village centre. The residents of Golden Green whose requests for measures to enforce their 30-mph limit have been on-going for three years now wish them luck.

This year we have been pleased to welcome Mike Harvey as a member of the parish council. Mike brings to us nine years of previous experience on Seal Parish Council which is a valuable addition to our deliberations. We must also welcome our new Community Warden, Sandra Edmonds who carries out a valuable role for the community of Hadlow.

Finally, remember the Litter Pick on 7th April preceded this year by a Community Breakfast. I am afraid that in Golden Green we do it the day before (6th April) on empty stomachs.

N Collins - Chairman

(Appendix b.)

Report of Finance and General Purposes Committee (F&GP)

F & GP has the following roles within the Council:

- To support the Parish Clerk as Responsible Financial Officer (RFO) and her Administration Assistant (AA) in their management of the financial affairs of the Council
- Safeguard the assets and manage the liabilities of the Council
- Ensure that internal control is exercised over the income and expenditure of the Council
- Assist the RFO with planning and budgeting, ensuring the appropriateness of the annual precept and adequacy of resources.

These roles are fulfilled through:

- Regular meetings with the RFO and her AA
- Conducting a detailed review of monthly bank accounts and income and expenditure accounts compared to budget for approval by Council
- Obtaining 3 quotes on any expenditure over £500.

The financial year 2018/2019

We are fortunate in having a very competent RFO and AA and we should record our thanks to them both.

We will complete 2018/19 within budget. Our income has exceeded budgeted income and our expenditure has been managed below budget. There is one anomaly – in account 4201, fencing – there is apparently a significant over spend of £9000. This was money initially paid out for baseball fencing but has been recovered from ESC Lottery Fund and credited to income.

Williams Field has been an underutilised asset during 2018/19 and I wish the baseball club every success for the future.

The financial year 2019/20

We are being cautious regarding the future. We expect the government, KCC and TMBC to operate tight budgets and potentially transfer services to the Parish. Significant expenditure will be incurred on essential repairs and maintenance on Old School Hall that will reduce our cash resources.

Additionally, we are taking some services “in house” which, whilst incurring initial expenditure will result in savings within the year and years to come.

Three year plan

Together with the RFO and AA we will prepare a 3 year plan of precept related income and expenditure and proposed investment expenditure on additional Parish services and facilities.

The purpose is straightforward – planning ahead for the precept to avoid surprises and ensure we can finance, potentially through grants, the additional services and facilities.

Stephen Richardson, FCA
Chair, Finance and General Purposes Committee

(Appendix c.)

Planning and Environment Committee Report to Annual Parish Meeting 2019

The committee has two main functions

1. To review and comment on planning applications for development within the Parish. It is Council policy to oppose inappropriate development within the Green Belt having regard to National and Local guidelines.
2. To consult and recommend to Council actions required in relation to open spaces and buildings for which the Council are responsible.

Planning Matters

The Committee responded to a number of consultations from TMBC regarding 'The Local Plan' and are now in the process of completing the consultations for the intended 'Kent Minerals and Waste' Local Plan.

The TMBC 'Parking Plan' is under review and part of the Committees remit was to review and identify areas where pavements could be adapted with dropped kerbs to improve disability access.

Open Spaces

Williams Field – Baseball: As the recreation field is no longer in use by football teams, the Council was pleased to welcome and approve proposals submitted by The Kent Buccaneers Baseball Club to construct a baseball diamond. A community collaboration including Clarion Housing contractors, local volunteers, Tonbridge Fencing, Baseball Softball UK and Sport England has meant both the club and Council have been able to see this proposal realized. As a result, it is hoped that the Club will continue to grow. We wish them every success with their first national tournament due to take place at the end of May.

Signpost Field in Golden Green – additional security has been installed and minor repairs to play equipment are in hand. We would like to thank our local neighbor who will be power washing the surfaces and equipment as part of the Golden Green spring clean.

Hadlow Cemetery - The refurbished entrance gates are now back in position and the new area gates, beautifully designed and made by a local welder are in place. Consideration is now being given to the design of ashes plots in the new area.

Trees – Following this year's tree inspection report works were undertaken in St Mary's Churchyard, the Cricket Field and Allotments.

Benches – Two new benches were installed at the request of The Hadlow Tower Visitors Centre Association who kindly donated towards the costs. An additional bench was placed within Williams Field play area following a number of Facebook requests.

Christmas Lights and Fair – This year the Parish Council, Hadlow Primary School and St Mary's Church hosted a Christmas Fair in the Old School Hall Carpark. This was well attended and generated funds toward the Community Bus Project. Hadlow College once again donated the Christmas Tree.

Buildings:

Old School Hall & Medical Centre – The Committee has been involved in organizing a survey of the roof with a view to works being undertaken during the summer in conjunction with KCC who has responsibility for the Library.

The Council, anxious to preserve the three wall hangings and in anticipation of redecoration in the hall, had the wall hangings photographed. These have been framed and now hung thanks to Cllr Morley in the Old School Hall for all to enjoy for many years to come. Thanks also go to Ruby Burt for cleaning the wall hangings over many years and drawing their condition to our attention.

Summary

As you can see the Parish Council has many varied assets to maintain and duties to perform. The role and dedicated time of the Parish Clerk, Admin Assistant and Village Warden make this possible. They provide a friendly and efficient service to the Parish and should be supported not only by the Councillors but by all the parishioners.

Finally, I would like to thank all the members of the Planning and Environment Committee for all their help and support in carrying out the many tasks needed to keep the village facilities in good order.

Ed. Bright,
Chairman of Planning and Environment Committee

(Appendix d.)

Report from the Staff Committee 2018 - 2019

The Parish Office continues to be working well under the high pressure of maintaining Hadlow's assets and environs. Staff have taken advantage of courses such as Hygiene, and Tender Procurement. This ensures that their knowledge and abilities are kept up to date.

The Cemetery Extension project has at last been completed. This has taken a lot of time and effort by the Parish Clerk. The project of refurbishment of the Old School Hall is turning out to of similar complexity.

The Wardens duties have been altered to reflect the change in the grounds maintenance contract. He will be undertaking duties such as grass cutting in Cemetery and Churchyard. A mower suitable for these areas is being purchased.

The responsibilities of the Parish Council are increasing and with the prospect of devolution of assets and services from the Borough and County Councils this puts increased pressure on our staff. However, they continue to perform well. It is hoped that the Parish Council will continue its level of service as it is today.

Thank you to all the Staff for their performance and service.

Lesley Bright

Chair of Staff Committee

(Appendix e.)

KCC Community Warden Report -

Well where has my first year gone? I cannot believe how quickly the years disappearing. I have really enjoyed my first year here in Hadlow, working closely with the Parish Council and especially Mel and Elaine who have managed to keep me busy.

Over the past year I have worked closely with Hadlow College and their students running initial support sessions back in September with the Youth Ambassador Toni Matthews from Kent Police, where every new student was spoken to about Community Safety and the expectations of how they conduct themselves in and around the village.

I have supported and attended the elderly groups in the village, keeping them up to date with local scams and community safety concerns.

Working closely with the police and the Parish Clerk we have discussed how to keep Williams Field safe, looking at what is needed to manage the groups of young adults that can sometimes congregate there.

Following the very sad incidents in Carpenters lane I have spoken to and reassured many residents who were upset and feeling vulnerable.

I enjoyed meeting the children in Hadlow Primary school when I was invited to go in and speak to them about stranger danger and being aware of the risks to them in the local community with regards to people they do not know.

I have spoken to youth groups about the role of Community Wardens and how they can help in their local communities by keeping it clean, looking out for each other and making right choices.

Christmas kept me busy in Hadlow as we supported the Christmas fair, a very chilly but fun evening, attended by many residents.

I have supported with Parking issues referring them onto the Police or Traffic Enforcement as we do not deal with parking issues as part of our role.

I am looking forward to supporting Hadlow with their Litter Pick on 7th April, and meeting more new residents at the new Community Breakfast which the Parish Clerk is setting up before we start the clean up.

The role of the Community Warden continues to evolve and grow, and we are working much more now with Health, GP's, Social Care and Police and trading Standards, as we work together to try and manage Social Isolation and loneliness particularly with but not exclusively with the elderly residents within our Communities. Whilst we may not be as visible as previously, we are still there, but spend more time in people's homes, identifying needs, sign posting and helping to prevent hospital admissions.

Over the next year I plan to set up a monthly Drop in Surgery, open to all residents of Hadlow who may have a concern, need help filling in forms or paperwork, or would just like a chat.

I am also hoping to set up a Singing for Fun group, a very informal opportunity to get together once a month, have a little singalong, Coffee and chat offering an opportunity for people to get out from their homes and meet and make new friends. A singing voice is optional but sense of humour compulsory.

Sandra Edmonds

(Appendix f)

Hadlow Village Hall Management Committee Report to Annual Parish Meeting - 11th March 2019

The Village Hall continues to progress in terms of bookings, finances and condition of premises.

Booking enquiries and conversions are healthy. HVH advertise in The Oracle, Halls for Hire, Kent Courier, Facebook, HVH Website and pick-up leaflets.

Turnover is currently running at £17,000pa approx. which covers both normal costs (£1000pm approx.) and generates funds to put towards improvements, repairs and long-term maintenance and refurbishment.

Current Bank position is £8000+ (plus £1000 in No.2 Restricted A/C).

Fundraising events planned for this year include -
Quiz Night (with Fish & Chip Supper) on Sat. 11th May.
Barn Dance (with St Mary's Church) on Sat. 5th October.
Craft Fair on Sun. 3rd November.

The Premises Report attached shows works - small, medium and large - necessary, desirable and 'nice to have'. Many items will be covered from our own funds over time. Others will need to be funded by grants. These include -

Roof and elevation repairs

Re-planning of toilet areas

Ceiling and insulation in Main Hall

Re-planning of lighting to hall and stage

We have Quotations/ Estimates for some of these works. Others need to be sought before we can progress to grant applications.

Matters to be discussed with HPC -

White lining to Car Park

New Lease - to show correct boundaries

6ft Patio to Left and rear of building

John Clark (Secretary)
Hadlow Village Hall

Premises Report – 12/2/2019

	Budget £	
1 Condition Survey Report – 6/8/15		
Roof & Elevation Repairs – Replacement & Maintenance (inc. Scaffold)	40000	Grant
2 Further Improvements & Replacements		
5ft wide Concrete Apron to rear and side of building	2500	Grant
Resurfacing and re-lining of Main Hall	2000	Grant
Remove Asbestos Panel above Front Porch	1000	Grant
Replace all window sealed units with Plasiac Wire Glass	6500	Grant
Re-planning ladies and gents toilets with new partitioning, vitreous units and services inc. drainage, plumbing, ventilation, roof repairs. Brick up, plaster and decorate 2 existing fire exits. Create 1 new fire exit at end of corridor and 1 new store room	20000	Grant
New Extraction System to Kitchen and roof repair	1000	Grant
Upgrade all light fittings with LEDs, dimmable, wall lights, emergencies	7000	Grant
Replace Ceiling and upgrade Insulation in Main Hall	5000	Grant
Paint Hall Walls – 3 coats	3000	Grant
Replace Main Curtains & supply 1 set of backdrop curtains	2500	Grant
		TOTAL 90500

The above works need to be specified, tender's sort and grants applied for with a view to carrying out work during 2019/ 2020.

3 Fire Risk Assessment – 27/7/15		
Annual Fire Drill and Inspection – Extinguishers and Lighting	0	
Fire File Completion – Emergency Procedures	0	
Fit closer to Kitchen Door	40	
4 Asbestos Survey & Register – 1/2/16		
Latex to Storeroom floor	20	
5 Decorations & Repairs (inc paint, tools & sundries)		
Gents Toilet – walls, ceiling, woodwork	100	
External – woodwork, masonry, metal (part done)	50	
6 Miscellaneous		
AmbiRad Servicing	250	
Boiler Servicing & certification	250	
Electrical works (stage power, toilets earthing), Inspection, certification	500	
Replace Kitchen Units In progress	0	
Stage cleaning	0	
Collate information for O & Ms Manual	0	
Main Hall – Replace missing skirting and quadrant	10	
Main Hall – Remove broken glass in 2 Fire Door Frames	0	
Replace Light Diffuser in Stanley List Room	15	
Reinforce Stage Steps with cross member	20	
Roof Leaks – Spray as required	20	
Window Cleaning	35	
Replace broken fascia & beading on rear and front elevation	30	