

HILDENBOROUGH PARISH COUNCIL

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

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OPEN SPACES COMMITTEE on Wednesday 24th September

MINUTES

In Attendance

Cllr Wynne, Cllr Sklavenitis, Cllr Gabriel, Cllr Haugh, Cllr Connor
Louise Jenner RFO & Parish Clerk

1. Apologies for absence - **Cllr Wills and Cllr McNeil work commitments.**
2. Declarations of interest - **There were no interest declared**
3. Approve the minutes of the previous meeting – Held on 28th July 2025
- **The minutes were approved unanimously**
4. CLERKS REPORT - **The Clerks report was noted**
5. Open Spaces Working Group's verbal report -
West Wood Site Inspection – Summary of Actions and Observations
 - **General Appearance:** Area looks neat, tidy, and well-maintained.
 - **Benches:**
 - Remove moss from beneath benches.
 - Either replace the bench top or remove bench if replacement is not feasible.
 - **Planter:**
 - Check if the planter requires a preservative treatment – *Action: Parish Clerk to confirm.*
 - **Paving:**
 - First slab is loose and needs to be re-secured.
 - **Waste Management:**
 - Request that TMBC install a new bin on the park fence.
 - **Stepping Posts:**
 - Remove 3–4 wooden stepping posts.
 - Reposition away from the concrete steps and create a new stepping layout.
 - **Football Goal:**
 - Cut off excess from the top of the centre upright and fit a flat cap.
 - Address missing fixings.
 - **Pump Cycle Track:**
 - Refix loose fence posts along the path at the rear.

- Cut back overhanging trees and brambles along the back fence.
- **Future Development:**
 - Top area opposite the doctor's surgery assessed as a potential site for a fruit orchard and beehive installation.

6. To review the Annual Play Park Safety inspection reports.

6.1 To consider items listed to allow the maintenance team to carry out listed works. – Councillors reviewed the list of recommended maintenance tasks from the inspection report. A list of items at a cost of £431.83 plus delivery and VAT, that are required for the works to be carried by the maintenance team was approval.

6.2 To consider the purchase of three safety signs recommended on the Play Park Safety Inspection. The inspection report noted three safety signs were missing. The purchase of four signs to include one spare for future use. Total cost: £83.46 plus VAT was approved.

6.3 To consider the purchase of a replace cable pull for the cable runway – specialist equipment. Councillors considered the replacement of the cable pull for the cable runway, identified as specialist equipment. The item and associated cost were approved.

7. Review three monthly Maintenance Contracts, for October – December

Councillors reviewed and approved the maintenance contracts covering the period from October to December.

- **Additional Note:** Councillors requested that the War Memorial be mowed and kept tidy in preparation for Remembrance Sunday.
- **Community Engagement:** The Girl Guides are scheduled to carry out planting on Friday, 17th October, with the planting budget previously approved at the last Parish Council meeting.

8. CURRENT PROJECTS

8.1. To review and consider accessible play equipment quotations For the Recreation Ground:

Motion: Having reviewed five quotations for accessible play equipment, shortlisted three suppliers: Kompan, Playcube, and Produdic. The final three quotations will be submitted to TMBC for confirmation that they meet the S106 funding criteria.

Proposed by: Cllr Sklavenitis

Seconded by: Cllr Gabriel

Decision: Agreed.

- Members of the Open Spaces Committee will score the shortlisted suppliers' quotations using the evaluation matrix to present their recommendations at the next Parish Council meeting.
- The Parish Clerk will conduct a financial assessment of each shortlisted company and provide the results at the next meeting.

8.2. Update on the Recreation Ground Footpath project since the full council meeting.

Councillors considered the latest developments following the full Parish Council meeting:

- Internal Auditor Feedback: HPC has received confirmation from the Internal Auditor that the tender process for the footpath project is compliant.
- Parkinson Partnership, {KALC} Feedback: HPC is currently awaiting their response following a review of the project documentation and procedures.
- S106 Funding Update: Councillors reviewed correspondence from TMBC, Which cautioned that currently only part of the money for the footpath was available, if the full project is delivered prior to the 2nd trigger being met the developer could suggest that as the project was already delivered there would be no need for the payment to be made. The remaining S106 funds will be released once the developer reaches the 50% of home sale threshold.
- Next Steps: Open Spaces Committee proposed the HPC proceed with the contract in phases to correspond with the release of S106 monies. To proceed currently with phase 1, the construction of Path 1, measuring 356 metres in length. With Path 2 & Path 3 as phase two after the remaining S106 funds are released. Proposal for consideration at the next Parish Council meeting.

9. NEW PROJECTS FOR 2026-28

9.1 Review and add to the HPC Infrastructure plan.

Councillors reviewed the current HPC Infrastructure Plan and adjusted the estimated costs of existing items.

Two additional items were added:

- Further development of the West Wood Pond.
- Renovation works to the Pond at the Recreation Ground.

The revised Infrastructure Plan will be considered by the full Parish Council. Councillors noted that when the Pavilion Renovation Project is explored in greater detail, it is recommended that a dedicated fundraising committee be established to support the project's financial needs and community engagement.

9.2- To consider the budget to replace the overhead rotator.

- Budget updated within item 9.1

9.3 – To consider the budget to replacement outdated play park equipment

Estimated cost for replacement football goal and basketball net.

- Budget updated within item 9.1

9.4 - To consider the budget for future projects.

- Budget updated within item 9.1

10. To consider adding a Flood Information page to the Parish Council website.

Councillors proposed that the Emergency Plan be updated first. Once revised, the Council will consider creating an additional section on the Parish Council website, linking to relevant resources from the various agencies to cover a range of emergencies.

To improve accessibility for residents to report to the correct channels.

Councillors agreed to adding a resident guidance section to help the public report issues such as:

- Missing bins, Potholes, Damaged paths, Broken stiles, overgrown vegetation.

CORRESPONDENCE

- Letter from Justin – Lighting contribution request

Councillors reviewed the email letter requesting funding support for a light and a quotation, which includes a turn-off switch within the Pavilion. It was noted that the proposed light will be installed on the far side of the Pavilion, ensuring no light pollution for nearby residences on Riding Lane.

Motion: That HPC fund the full installation cost of £600, with a £400 donation from a boot camp supporter contributing towards the light installation.

Proposed by: Cllr Sklavenitis

Seconded by: Cllr Gabriel

Decision: Agreed

Meeting closed 21:08