

# HILDENBOROUGH PARISH COUNCIL

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

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Dear Councillor,

You are summoned to the Parish Council Meeting to be held in the Finzi Room of Hildenborough Village Hall, Riding Lane on **Wednesday 10<sup>th</sup> December 2025 7:30pm** at which your attendance is required

All meetings and Agendas are open to the public, except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

Seating for the public will be allocated on a first come first serve basis and cannot be guaranteed. If you would like to attend the meeting in person then please contact the Parish Clerk [clerk@hildenboroughparishcouncil.gov.uk](mailto:clerk@hildenboroughparishcouncil.gov.uk)

Members of the public may speak under the Public Open Session providing notice has been given of their intent to speak to the Parish Clerk. Speeches will not be permitted longer than 5 minutes unless by a resolution of the Committee.

**PUBLIC SESSION:** County and Borough Councillors and local residents are invited to make comment, ask questions or put forward ideas during the first 15 mins.

## PARISH COUNCIL MEETING AGENDA

WEDNESDAY 10<sup>th</sup> December 2025

1. Apologies and reasons for absence.
2. Declaration of Personal or Prejudicial Interests.
3. Declaration of gifts and hospitality.
4. Minutes of the Meeting held on Wednesday 12<sup>th</sup> November 2025 for agreement and signature if a true record.
5. Clerk's Report.
6. FINANCE
  - 6.1 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for November 2025.
  - 6.2 To review and approve items of payments and receipts in November and December 2025.
  - 6.3 Financial Services Compensation Scheme is increasing its protection limit to £120,000 as of 1<sup>st</sup> December 2025. Council to agree action going forward.
  - 6.4 To note Unity Trust letter new banking charges from 1<sup>st</sup> February 2026.

**7**      **OPEN SPACES**

- 7.1**      **Maintenance contractor update. – Within Clerks report.**
- 7.2**      **Councillors to consider the quotation provided by Kompan to use balance of S106 funds on accessible play equipment at West Wood.**
- 7.3**      **Review revised Double Yellow Maps for three areas and note planned works commencement date.**
- 7.4**      **To approve the purchase of three new posts for the end of the new pathway leading back into the car park at the Recreation Ground.**

**8.**      **PLANNING**

- 8.1**      **To note all planning applications considered and commented on the Council's behalf from planning meeting held on Monday 10<sup>th</sup> November 2025.**
- 8.2**      **For Councillors to consider additional committee members**

**9.**      **LOCAL PLAN**

- 9.1**      **Local Plan update.**
- 9.2**      **To consider the report provided by WWA.**
- 9.3**      **To consider planned expenditure in response to WWA report.**
- 9.4**      **To consider resident engagement including the survey responses and meeting documents.**
- 9.5**      **To consider the Hildenborough Parish Council survey responses summary document for use on the Parish Council website.**
- 9.6**      **To consider engagement with utility companies/ providers.**

**10.**     **ITEMS FOR CONSIDERATION**

- 10.1**     **Tonbridge & Malling Borough Council (TMBC) has requested that the parishes consider the various options for local government reorganisation and inform TMBC of their preferred approach. Parish Council to discuss the options available, consider the implications for Hildenborough Parish, and agree the Council's formal preference.**
- 10.2**     **Parish Highways Assessment meeting update. Councillors to consider items and what priority should be given to each item.**
- 10.3**     **To consider the yearly subscription to Online Parish Mapping.**
- 10.4**     **To consider the one off cost from Flotek for the laptop migration of information to one laptop for the Parish Clerk and RFO. This makes the second laptop available for a new starter.**

- 10.5 To consider the monthly cost for new email domain, support, security and a phone app system allowing two users to access one phone line.
- 10.6 Request for £2000 funding for the Tonbridge & Malling Anti-Social Behaviour Enforcement Team 2026.
- 10.7 Charity Donation requested received from Stocks Green Preschool.
- 10.8 Donation request from Hildenborough Primary School – Clicker Software Funding Proposal.

11. **ITEMS FOR INFORMATION ONLY**

11. Correspondence

- Local Government Reorganisation submission documents from TMBC.
  - Copy of the meeting minutes from Nizels Lane Resident update.
  - Local Member Grants Scheme Acceptance Form.
  - Footpath UK 7 Transparency Contract Award.
  - Public Footpath MT27 closure ongoing – KCC Public Right of Way Team reply.
  - Virtual Highways and Transportation Parish Seminar Presentation and Q&A Section.
  - Hornes Lodge Lane – Resident update.
  - KALC December News Letter.
- 11.1 **KALC T&M Area Committee Meeting** – Meeting Minutes 6th November 2025. The next KALC T & M Committee Meeting will be held on Teams on Thursday 15<sup>th</sup> January 2026.
- 11.2 **Parish Partnership Panel – Cllr Wynne**
- 11.3 **Village Hall representative – Cllr Haugh**
- 11.4 **Police Report – December**
- 11.5 **Representative for Farmers’ Market – January 2026**

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

12. **Confidential Items**

- 12.1 **Overtime approval**
- 12.2 **Councillors to consider the temporary staff appointment for 15 hours per week, at £15 per hour, assistance using the previously agreed budget of £2000 for the communications group towards administration assistance.**
- 12.3 **To consider the job description and GDPR form for a new part time position.**