

HILDENBOROUGH PARISH COUNCIL

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

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MINUTES OF THE PARISH COUNCIL MEETING

HELD

Wednesday 14th January 2026 19.30

Public Session

Mark Rhodes

Riding Lane Application – Outcome from TMBC Area 1 Committee

Councillors were updated on the recent Area 1 Planning Committee meeting at Tonbridge & Malling Borough Council regarding the Riding Lane application. Cllr Rhodes confirmed the following condition:

“Prior to the erection of any dwellings on the site the access shall be implemented as shown on the approved plans. No obstructions over 1.05 metres above carriageway level within the splays, or 0.6 metres where a footway crosses the access, and thereafter retained and maintained as such.”

This confirms that the site access must be agreed and constructed before any building works on the dwellings can commence.

Land West of 103 Tonbridge Road – Application in Principle

Cllr Rhodes informed Councillors of a further application in principle for land west of 103 Tonbridge Road. Councillors noted that Hildenborough Parish Council has submitted a formal objection to this proposal.

Council Members in Attendance:

Cllr Sklavenitis (Chair), Cllr Wynne (Vice Chair), Cllr Wills (Planning Chair), Cllr Haugh, Cllr Connor, Cllr Gabriel.

Other Persons in Attendance: Cllr Mark Rhodes TMBC and Louise Jenner RFO & Parish Clerk.

- 1. Apologies and reasons for absence.** Cllr McNeil (Finance Chair) school commitments. Cllr Gorman family commitments, Cllr Pereira Holiday, Cllr Batchelor unwell.
- 2. Declaration of Personal or Prejudicial Interests.** – Cllr Gabriel declared an interest in item 13.1 knows Resident that has submitted the letter. Cllr Sklavenitis declared an interest in item 8.2 as one invoice relates to a relations expense. Cllr Sklavenitis shall not approve any payments this month for that reason.
- 3. Declaration of gifts and hospitality.** – None were declared.
- 4. Minutes of the Meeting held on Wednesday 10th December 2025 for approval and signature, if a true record.**

Councillors agreed and approved.

5. Minutes of the Extraordinary Parish Council Meeting held on Monday 29th December 2025 for approval and signature, if a true record.

Councillor agreed and approved.

6. Co-option of new Councillor

Cllr Sklavenitis had spoken to a resident who was potentially interested and hoped we'd have an application for a new Councillor for the next Parish Council meeting.

7. Clerk's Report. – Noted

8. FINANCE

8.1 To receive, approve and sign a report detailing bank reconciliation prepared by the RFO for December 2025.

The Council received, reviewed, and approved the bank reconciliation report prepared by the Responsible Financial Officer (RFO) for December 2025.

ACCOUNT BALANCES & PAYMENTS for

Dec-25 and January

Account Balances at: 31st December 2025

Account	Amount (£)
Unity Trust Bank	9,526.40
Unity Trust Savings	150,890.94
Business 95 Day Account	120,000.00
Total	280,417.34

8.2 To review and approve items of payments and receipts in December 2025 and January 2026.

The Council reviewed and approved all items of payments and receipts for November and December 2025.

Income received: Dec-25			
	KCC Members Grant	Barrier Height Contribution	£555.00
	Interest Unity Trust	Savings Account	£966.22
	Total		<u>£1,521.22</u>
Payments made: Dec-25			
DD	BT	Village Hall Wifi	£29.84
Bacs	Microshade VSM	IT	£189.96
Bacs	RWE	West Wood fallen tree into garden	£264.00
Bacs	Hags	Seat Pull cable runway	£149.46
Bacs	RWE Rural Services	Trees at the Rec as per KCC LS report	£720.00
Bacs	CastleWater	Water	£26.89
Bacs	Domestic Abuse Volunteer Support	S137 Donation	£250.00
Bacs	Hospice in the Weald	S137 Donation	£500.00
Bacs	The Oaks Nursery	S137 Donation	£550.00
Bacs	Tonbridge Counselling Service	S137 Donation	£250.00
Bacs	Citizens Advice in North and West	S137 Donation	£250.00
Bacs	Warners Solicitors	Village Hall Agreement	£474.00
Bacs	ASM Consulting Partnership	S. Moore Training and Finance	£550.00
BANK Trf	R Pannett	Maintenance	£250.00
BANK Trf	A&T Boakes	Maintenance	£612.18
Bacs	Business Stream	waste water	£68.14
Bacs	Gaza Timber	Post Fix set	£16.32
BANK Trf	Salary related	Salary related & HMRC	£3,379.20
DD	NEST	Pension	£162.24
DD	Unity Bank	Charges	£9.30
BANK Trf	Charles Batchelor	Travel to meeting	£117.34
BANK Trf	Louise Jenner	mower service parts	£23.33
BANK Trf	Nationwide Building Society	Move funds from Unity to Nationwide Saving	£32,605.09
DD	EDF Energy	Electric	£36.45 new
DD	BT	Village Hall Wifi	£29.84 new
DD	Lloyds Credit Card	Credit Card - Nov - DD taken 1st Dec	£261.79 new
DD	Lloyds Credit Card	Credit Card - Dec - DD taken 31st Dec	£375.31 new
			<u>£42,100.68</u>
Payments for Approval: January			
Bacs	SLCC Enterprises Ltd	Training Course	£144.00
Bacs	SLCC Enterprises Ltd	Clerk Membership Fee	£84.00
Bacs	SLCC Enterprises Ltd	Council Membership Fee	£169.00
Bacs	Hildebrough Village Hall	Room Hire	£416.50
Bacs	Microshade VSM	IT	£189.96
Bacs	Microshade VSM	Laptop Migration	£60.00
Bacs	Gaza Timber	Concrete fence spurs and bolts/screws	£483.60
Bacs	Stocks Green Preschool	S137 Donation	£500.00
Basc	Hildebrough Primary School	S137 Donation	£750.00
Bacs	Weld Done	Slide repair and goal capping	£438.00
Bacs	WWA	Planning Advice Local Plan	£6,360.00
BANK Trf	S Dill	Admin Support	£907.50
BANK Trf	R Pannett	Maintenance	£150.00
BANK Trf	A&T Boakes	Maintenance	£600.00
BANK Trf	Salary related	Salary related & HMRC	£3,436.99
DD	NEST	Pension	£164.94
DD	Unity Bank	Charges	£10.20
			<u>£14,864.69</u>

8.3 To receive and approve 3rd Quarter Accounts, Oct-Dec 2025.

The Council reviewed and approved the 3rd Quarter Accounts.

8.4 To receive and approved the VAT return for the 3rd Quarter Oct-Dec 2025.

The Council approved the Vat return for the 3rd Quarter.

9. OPEN SPACES

9.1 Maintenance contractor update. – Within Clerks report.

The report was noted

9.2 Local Maintenance Contractors' x 3 monthly contracts to review and agree

Councillors reviewed and agreed the 3 monthly contracts, as presented.

9.3 To consider the specialist repair of park bench legs, Recreation Ground, Riding Lane.

Councillors considered and approved the specialist repair of the park bench legs for £560+VAT

9.4 To consider the quotations to cut back the hedgerow along the Leigh Road footpath by West Wood, the hedgerow and verge along B245 and additional work to the land adjacent to the Medical Centre entrance.

Councillors reviewed the quotations received and noted that only two had been submitted. Other companies had been contacted: PEC Grounds Maintenance did not respond, and 3 Counties Maintenance advised that elements of the required work fell outside their scope.

Given the urgency of the road safety issues, it was agreed to proceed with the quotation from Landscaper Services. Although a detailed breakdown was not provided, the Parish Clerk confirmed that the contractor has verified that the quoted price covers all three required areas of work.

9.5 To consider the purchase of specialist equipment of Shackles for replacements parts on the swing sets and trapeze.

Councillors considered and approved the purchase of specialist equipment for playpark equipment repairs. It was noted that this specialist equipment can only be sought from one supplier.

9.6 To consider the specialist repair of the faulty street light JNAR012 Noble Tree Road. Equans is the KCC specialist repairer who charges to quote for the repair or provide a detailed breakdown post repair.

Councillors considered the quotation of £245.56 from Equans for a site visit and the use of specialist equipment required to produce a full repair quotation. It was noted the subsequent repair cost would also include a second £245.56, for a site visit plus any additional parts and labour for the repair

Given that the faulty streetlight is a specialist unit and Equans is the KCC approved contractor for such works, Councillors agreed to proceed with the repair without accruing an additional site visit charge to obtain a quotation. The Council will accept the combined invoice, for site visit and the repair costs, once the work is completed.

The location forms a main access route for commuters and residents; Councillors deemed the repair to be a priority.

10. PLANNING

10.1 To note all planning applications considered and commented on the Council's behalf from planning meeting held on Monday 5th January 2025.

Cllr Wills confirmed an application for Coblands has been delayed to the next planning meeting to provide Councillors with additional time to review all the documents on the TMBC planning portal.

11. LOCAL PLAN

11.1 Local Plan update.

With Regulation 18 now closed, TMBC will begin reviewing all responses and supporting information submitted. Cllr Rhodes confirmed that Regulation 19 is expected to be published in summer 2026.

Councillors agreed that the Hildenborough Parish Council Regulation 18 response will be published on the Parish Council website. Links to the formal response will also be emailed to all residents who provided their contact details for Local Plan updates.

Cllr Rhodes (TMBC) exited the meeting at 19.57.

12. ITEMS FOR CONSIDERATION

12.1 Councillors to consider the level of insurance cover required for the reinstatement of the Pavilion, play equipment and other items the Parish Council own.

Councillors reviewed the information provided by the existing insurance company and the reinstatement valuations provided by the RFO & Parish Clerk for the playground equipment and pavilion. It was agreed that the RFO & Parish Clerk would use the updated values to obtain three new insurance quotations to provide to the Councillors for consideration at the next Parish Council Meeting.

12.2 Councillors to consider the updated Highways Improvement Plan.

- **Resident's suggestion for disabled parking nearer the top of Riding Lane for access to the chemist and shops.**
- Councillors noted that this request had been raised previously. The parking bays at the end of Riding Lane were found to be too narrow to meet the required measurements for designated disabled-only parking and as such it would seem unfeasible to provide disabled parking provision at this location.
- **Resident's suggestion for path widening between Hildenborough Primary School and the Recreational Ground Car Park.**
- Councillors discussed the KCC-owned footpath and agreed that widening it would further reduce the width of an already narrow and congested road. However, Hildenborough Parish Council noted the Parish Clerk would review the depth of the hedgerow.
- It was agreed that neither of the above matters would be added to the Hildenborough Highways Improvement Plan.

12.3 To consider a review to update Parish Council Policies Statements

Councillors reviewed the list of policies applicable to Parish Councils and discussed the administrative time required to review and implement the necessary policies and procedures. Councillors confirmed additional administrative support will be required to manage this workload effectively.

It was also noted the work required on Flood Wardens' organisation, training requirements and the aim to form a Community Resilience plan for the village.

13. ITEMS FOR INFORMATION ONLY

13.1 Correspondence – Noted

- **Nizel Lane Signage Review**
- **LGR Hildenborough Parish Council Response to TMBC**

- **TMBC response from Damiane Robert Chief Executive to above letter**
- **Flokec / Microshade acceptance of additional monthly IT expenditure**
- **Road Safety and Active Travel Newsletter**
- **Letter to Kent Highways (West Kent Team) from Resident and Member of the Hildenborough Village Preservation Association regarding safety concerns Stocks Green Road / Leigh Road/ Tonbridge Road.**

13.2 KALC T&M Area Committee Meeting – Upcoming meeting Thursday 15th January.

LGR Feedback confirmed most support has been for 3 Unitary Councils

Resident consultation on LGR is due in February 2026.

KALC Community awards – Councillors discussed local community nominations.

13.3 Parish Partnership Panel – Upcoming meeting Thursday 5th February

13.4 Village Hall representative – Cllr Haugh – A small number of invoices remain awaiting payment, but otherwise all financial matters and bookings are running smoothly.

13.5 Police Report – December - Noted and to extend an invite to attend the next Parish Council meeting.

13.6 Representative for Farmers’ Market – February 2026 – Cllrs Perinea

13.7 Training - Clerks Report. – Noted

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

14. Confidential Items

14.1 To consider Contract for Permanent Assistant Parish Clerk

Councillors agreed and approved the contract. Two applications have been received so far, with a closing date for applicants of 31st January. The Interview/Employment Committee will meet after the application deadline to review the applications.

Meeting Ended 8.32pm