HILDENBOROUGH PARISH COUNCIL

Pavilion and Recreation Ground – Riding Lane – Hildenborough – TN11 9HY
Telephone: 07818 329029 email: clerk@hildenboroughparishcouncil.gov.uk
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OPEN SPACES COMMITTEE MINUTES
on Wednesday 27th May 2026

In Attendance
Cllr Wynne, Cllr Sklavenitis, Cllr Haugh and Cllr McNeil,
Louise Jenner RFO & Parish Clerk

1. **APOLOGIES FOR ABSENCE -** Cllr Gabriel (Holiday), Cllr Wills (Family Commitments), Cllr Connor (Work Commitments)
2. **DECLARATIONS OF INTEREST –** Cllr McNeil Item 15.
3. **APPROVE MINUTES OF PREVIOUS MEETING – Held on 25th March 2026**
   The minutes of the meeting held on 25th March were approved unanimously and signed**.**
4. **ELECTION OF CHAIR**
   A nomination for Cllr Cathy Wynne was proposed by Cllr Sklavenitis and seconded by Cllr McNeil. Cllr Wynne was elected unanimously.
5. **CLERK'S REPORT**
   Councillors noted that the contractor had been chased repeatedly regarding the wet-pour repair since September. It was agreed to contact the contractor again, but if no response or confirmed date for the works is received, the Council will revert to the other companies who previously provided quotations.
6. **LOCAL MAINTENANCE CONTRACTORS - renewal of yearly contracts.**
   The yearly maintenance contracts were reviewed and approved. It was noted that the year end was missing and this would be amended
7. **VILLAGE GREEN POSTS - to consider the cost of enhance visibility options.**
   Councillors reviewed the options for the village green posts and agreed to purchase white reflectors, together with the associated installation materials and screws, at a total cost of £143.33 + VAT.
8. **WEST WOOD FOOTBALL GOAL AREA - to consider quotations for Verti Drainage – For an autumn application.**
   Councillors reviewed the three quotations received and approved proceeding with the quotation from Bourne to Garden Ltd at a cost of £925 + VAT. Councillors noted that the works won't commence until the Autumn once the ground is wetter.
9. **RECREATION GROUND BENCHES - to approve quotation from Weld done to repair and re position benches along tarmac footpath.**
   Councillors reviewed the specialist quotation from Weld Done for the repair and moving of the benches at the Recreation Ground for £420.00 + VAT and it was approved.

10. **RECREATION GROUND POND - to consider quotations and approve work to clear vegetation to section of bank and erecting chestnut palling fence.**

Councillors reviewed the three quotations for the above works and agreed to proceed with the quotations provided by Medway Valley Countryside Partnership.

MVCP – Chestnut palling Fencing £375 plus VAT

MVCP – Installation Officer Charge - £320.00 plus VAT

MVCP – Bramble Clearance - £320 plus VAT

11. **PARISH INFRASTRUCTURE STATEMENT - to review and update projects and cost estimations. Submission to TMBC deadline; 15th June 2026.**

Councillors reviewed the updated Infrastructure Statement and agreed to include the installation of solar panels for the Village Hall and electric vehicle charging points for the car park at the Recreation Ground.

12. **NEW PROJECTS FOR 2026-28**

Councillors reviewed the items listed within the Parish Infrastructure Statement and agreed that the provision of additional car parking spaces at the Recreation Ground could be the next major priority project. Councillors will discuss potential sizes and locations during the forthcoming Open Spaces walk-about meeting at the Recreation Ground. This will enable the Parish Clerk to prepare a detailed brief of works for the procurement process, as the project is likely to exceed £30,000. The Parish Clerk will also speak with the footpath contractor during their next site visit to seek initial advice and an estimated cost.

13. **CURRENT PROJECTS**

13.1 Recreation Ground Footpath progress report

Arnold Tarmac due back at the end of July / beginning of August to start the second path stage. The clubs that use the recreation ground have been notified.

13.2 War Memorial Funding update.

The War Memorial Trust Fund will be dissolved by KCC and the balance of the fund transferred to Hildenborough Parish Council.

13.3 Updates on projects in conjunction with Medway Valley Countryside Partnership for the following areas:

i) Recreation Ground Pond Refurbishment

The Parish Clerk will contact MVCP to request available dates in late September, with the intention for works to commence after completion of the second stage of the footpath.

ii) Recreation Ground Wetland areas - plant survey

The plant survey is under way, with the area now marked-out, and MVCP scheduled to complete the three required surveys over the next six months. The contractor, Landscape Services, has been informed and is aware that the marked-out area must not be cut while the

survey work is in progress.

iii) West Wood Pond

– HCS requested addition of a gate to the viewing platform.

West Wood pond works will be progressed after the Recreation Ground works have been undertaken.

iv) Village Green hedgerow and habitat improvement project.

The Woodland Trust will be providing all 600 hedgerow plants. MVCP is booked for installation on Thursday 19 November 2026. Delivery of the plants is expected in November to a resident address close to the Village Green. The Scouts will produce bug houses and bird boxes; however, they are unable to assist with planting due to timing constraints.

14. SPEED INDICATION DEVICE

A) Speed Indication Device Survey Results.

Councillors reviewed the results, noting 71 resident responses with 87% in support of installing a Speed Indicator Device. The results will be shared via a website newsletters and social media. The Open Spaces Committee recommends that the Parish Council proceeds with the purchase and installation of the device through KCC.

B) KCC Highway SID installation on B245; KCC land.

The Open Spaces Committee recommends that the Parish Council proceeds with the purchase and installation of the device through KCC.

C) Direct purchase, SID for installation on Parish Council land

Councillors reviewed the response from Demi Richards at the West Kent Highway Team (KCC) regarding the option of purchasing our own equipment for Parish-owned land. Councillors requested that Cllr Rayner (KCC) and Cllr Rhodes (TMBC) be asked to confirm whether any alternative options are available to the Parish Council.

15. CORRESPONDENCE

A) To review the application and risk assessment received from Hildenborough Primary School for the use of the Recreation Ground for their colour run.

Councillors reviewed the Primary School's application to use the Recreation Ground for their colour run and approved the booking. Councillors also provided feedback regarding the submitted risk assessment.

16. MEETING CLOSED at 20:27

COMMITTEE MEMBERS

Cllr Wynne, Cllr Sklavenitis, Cllr Gabriel, Cllr Connor, Cllr Wills, Cllr McNeil and Cllr Haugh