HILDENBOROUGH PARISH COUNCIL

Pavilion and Recreation Ground – Riding Lane – Hildenborough – TN11 9HY
Telephone: 07818 329029
Email: clerk@hildenboroughparishcouncil.gov.uk
Website: www.hildenboroughparishcouncil.gov.uk

MINUTES OF THE PARISH COUNCIL MEETING

HELD

Wednesday 9th September 2026 19.30

Council Members in Attendance:

Cllr Sklavenitis (Chair), Cllr Wynne (Vice Chair), Cllr McNeil (Finance Chair), Cllr Wills (Planning Chair), Cllr Haugh & Cllr Batchelor.

Other Persons in Attendance:

Louise Jenner RFO & Parish Clerk, Cllr Harry Rayner KCC and 7 members of the public.

Public Session

Public participation — Item 9.7

Seven members of the public attended the meeting to speak on Item 9.7. All being residents of Mill Lane, raised the following concerns regarding the unsuitability of the road:

- The small bridges on Mill Lane are unsuitable for HGVs, and the overall volume of traffic would increase.
- The width of the road is not suitable for the proposed ten HGVs per hour, a figure that would rise further at peak times in the mornings and afternoons.
- There are concerns for the safety of all road users.
- The road is currently in poor condition, with large potholes.

Residents questioned how the proposed change of use of the site to an industrial estate would accord with the Local Plan, and whether there is genuine demand for industrial units on narrow country lanes with limited access. They also asked whether other industrial units in the area are currently vacant.

Residents noted that KCC Highways has a holding objection to the application. They requested that the Parish Council consider appointing an independent highways consultant to advise on the application.

Residents further noted that any suggested alternative route would run via Vines Lane and Riding Lane, both of which are narrow lanes serving a primary school.

Residents also noted additional consequences of the development, including light and noise pollution.

Cllr Rayner — Item 9.7

Cllr Rayner commented that appointing a suitably qualified and experienced highways consultant would carry weight and would enable him to take the resulting report to the Highways department. An independent highways consultant's response would assist not only the Highways department but also the case officer at Sevenoaks District Council. Engagement of such a consultant by the Parish Council would have a greater impact.

Cllr Rayner added that, were the Parish Council also willing to appoint a planning consultant, that consultant could propose restrictions on the operation of the site — for example, limits on operational hours (evenings, weekends, and peak times for schoolchildren) and restrictions on lighting, given the site's Green Belt location and openness. Such conditions would reduce the site's value under any planning consent granted.

Cllr Rayner – Other Updates

- Local Government Reorganisation – currently on hold, likely to come back in the next parliament
- Route Study returned today regarding the B245 – from KCC Community Engagement Project Manager
- Cllr Rayner attended the Local Government Association Annual Conference – Asset transfer was briefly discussed
- Kent Community Safety Agreement
- Update regarding cable duct leaking on Riding Lane

1. Apologies and reasons for absence.

Cllr Connor work commitments, Cllr Gabriel family commitments, Cllr Leeson & Cllr Gorman.

2. Declaration of Personal or Prejudicial Interests. – Cllr Sklavenitis declared an interest on item 13.1.

3. Declaration of gifts and hospitality. – None were declared.

4. To Co-opt Member onto the Parish Council. – No one present.

5. Minutes of the Meeting held on Wednesday 8th July 2026, for agreement and signature if a true record.

The minutes were approved and signed by the Chair of the Council.

5.1 Minutes of the Extraordinary Meeting of the Full Council held on Tuesday 1st September, for agreement and signature if a true record.

The minutes were approved and signed by the Chair of the Council.

6. Clerk's Report – to include the maintenance contractor's progress report and other information and actions.

Noted

7. FINANCE

7.1 To receive, approve and sign a report detailing the bank reconciliation prepared by the RFO for July and August 2026.

The Council received and approved the bank reconciliation report prepared by the Responsible Financial Officer (RFO) for July & August 2026.

ACCOUNT BALANCES & PAYMENTS for		July	and Aug
Account Balances at:	31st July 2026		
Account		Amount (£)	
Unity Trust Bank		5,981.94	
Unity Trust Savings		156,113.41	
Business 95 Day Account		123,354.65	
Total		285,450.00	
Income received:	July		
Hildenborough Medical Centre	Land Rent		£118.35
HMRC	VAT Refund		£2,312.65
Total			£2,431.00

ACCOUNT BALANCES & PAYMENTS for		Aug	and Sep
Account Balances at:	31st August 2026		
Account		Amount (£)	
Unity Trust Bank		2,602.46	
Unity Trust Savings		150,133.41	
Business 95 Day Account		123,354.65	
Total		276,090.52	
Income received:	Aug		
Total			£0.00

7.2 To review and approve items of payments and receipts in August and September 2026.

The Council reviewed and approved all items of payments and receipts for August and September 2026.

HILDENBOROUGH PARISH COUNCIL

	Payments made:	**July**		
Bacs	Military Grave Restorers	War Memorial and Water Fountain	£1,215.64	
Bacs	WWA Professional Services	Planning	£1,272.00	
Bacs	3 Counties Grounds	Maintenance WW & VG	£678.70	
Bacs	StreetLights	Lamp Posts	£1,911.00	
DD	Microshade VSM	IT Services	£246.06	
DD	Microshade VSM	New Laptop and Set up	£853.94	amended amount credit deducted from invoice
Bacs	Bizzy Bees	Pavilion Cleaning	£100.00	
Bacs	Rialtas	Software setup on new laptop	£44.40	
Bacs	Unique Fencing and Landscape	Installation of self closing gate	£408.00	
Bacs	Nadine and Amanda	Pavilion Cleaning	£125.00	
Bacs	Hildenborough Village Hall	Room Hire	£223.00	
BANK Trf	S Dill	Admin Support	£960.00	
BANK Trf	R Pannett	Maintenance	£435.00	
BANK Trf	A&T Boakes	Maintenance	£640.48	
BANK Trf	Salary related	Salary related & HMRC	£3,163.96	
DD	NEST	Pension	£146.93	
DD	Unity Bank	Charges	£10.75	
DD	EDF Energy	Electric	£37.04	new
DD	BT	Wifi VH	£38.52	new 1st July
DD	BT	Wifi VH	£41.04	new 31st July
DD	Lloyds	Credit Card	£736.60	new 1st July
DD	Lloyds	Credit Card	£130.32	new 31st July
Bacs	HMRC	P11D	£46.80	new
			£13,465.18	

	Payments for Approval:	**Aug**		
DD	Microshade VSM	IT Services	£246.06	
Bacs	Nadine and Amanda	Pavilion Cleaning	£125.00	
Bacs	Landscape Services	Quarter 1 grounds maintenance	£990.02	
Bacs	Streetlights	Lamp post repairs	£450.00	
Bacs	Online Playgrounds	Nest Swing connectors	£46.32	
Bacs	SLCC Enterprises Ltd	FILCA Training Course	£168.00	
Bacs	Amberol Limited	VG Planters	£1,133.34	
Bacs	Kent Association of Local Councils	Conference, Clerk, Finance, Planning	£252.00	
Bacs	EJP Fire Protection Ltd	Extinguishers Serviced	£59.40	
BANK Trf	S Dill	Admin Support	£960.00	
BANK Trf	R Pannett	Maintenance	£375.00	
BANK Trf	A&T Boakes	Maintenance	£861.65	
BANK Trf	Salary related	Salary related & HMRC	£3,021.51	
BANK Trf	L Jenner	Travel	£16.25	
DD	NEST	Pension	£139.93	
DD	Unity Bank	Charges	£10.60	
			£8,855.08	

	Payments made: Aug			
DD	Microshade VSM	IT Services	£246.06	
Bacs	Nadine and Amanda	Pavilion Cleaning	£125.00	
Bacs	Landscape Services	Quarter 1 grounds maintenance	£990.02	
Bacs	Streetlights	Lamp post repairs	£450.00	
Bacs	Online Playgrounds	Nest Swing connectors	£46.32	
Bacs	SLCC Enterprises Ltd	FILCA Training Course	£168.00	
Bacs	Amberol Limited	VG Planters	£1,133.34	
Bacs	Kent Association of Local Councils	Conference, Clerk, Finance, Planning	£252.00	
Bacs	EJP Fire Protection Ltd	Extinguishers Serviced	£59.40	
BANK Trf	S Dill	Admin Support	£960.00	
BANK Trf	R Pannett	Maintenance	£375.00	
BANK Trf	A&T Boakes	Maintenance	£861.65	
BANK Trf	Salary related	Salary related & HMRC	£3,021.51	
BANK Trf	L Jenner	Travel	£16.25	
DD	NEST	Pension	£139.93	
DD	Unity Bank	Charges	£10.60	
DD	EDF Energy	Electric	£39.60	new
Bacs	Chase Fencing	Wooden Post	£49.24	new
Bacs	Value Products	Your Parking Sign Rec Car Park	£435.56	new
			£9,379.48	

	Payments for Approval: Sep		
DD	Microshade VSM	IT Services	£246.06
DD	BT	Wifi	£41.04
Bacs	Nadine and Amanda	Pavilion Cleaning	£100.00
Bacs	Stock Signs	Playground safety sign	£60.78
Bacs	WWA	Planning Advice contract	£966.72
Bacs	Weld Done	4 Benches Rec new legs	£504.00
Bacs	Kent Association of Local Council	Planning Training Online x2	£120.00
Bacs	Play Inspection Company Ltd	Annual Park Inspections	£345.00
BANK Trf	S Dill	Admin Support	£1,008.00
BANK Trf	R Pannett	Maintenance	£325.00
BANK Trf	A&T Boakes	Maintenance	£657.27
BANK Trf	Salary related	Salary related & HMRC	£3,021.51
DD	NEST	Pension	£139.93
DD	Unity Bank	Charges	£9.70
			£7,545.01

7.3 RFO to update Councillors on expenditure and the forecast year-end position, and the implications this will have for the year-end accounting and audit process.

The RFO provided an update on the Parish Council's financial position. Having reviewed current expenditure, the RFO advised that the Council is likely to exceed the £200,000 threshold for the second consecutive year. The report sets out the changes the Council would be expected to make to its accounting processes as a result, together with the anticipated costs of implementing those changes. The Finance Committee will review the matter and report back to Full Council.

7.4 To review the actions taken under the delegation of powers to the Emergency Committee during August.

The Council reviewed the actions taken by the Emergency Committee under its delegated powers during August. It was noted that no additional actions had been taken beyond the pre-approved payments.

8. OPEN SPACES – updates within Clerks report. – Noted

9. PLANNING

9.1 To note planning applications considered and commented on, on behalf of the Council, since the previous meeting.

Councillor Wills provided Councillors with an overview of the comments that have been made by the Planning Committee on the applications since the last Parish Council meeting.

The planning committee have had 4 meetings since the July Parish Council meeting, and 9 detailed comments or objections were submitted by the planning committee. Full details of the comments are recorded in the Planning Meeting minutes.

9.2 To approve the proposed panel of advisers across relevant disciplines, and to note the indicative pricing obtained.

Councillors approved the proposed panel of advisers and agreed to add GTA Civils & Transport and Les Henry Associates Ltd to the Transport Consultant list.

9.3 Regulation 19 Local Plan —To review the cost from WWA planning consultants and to approve expenditure for the preparation and submission of the Parish Council's formal Regulation 19 representation along with the drafted brief to submit to WWA.

The Council reviewed the WWA Planning Consultants brief and the proposed expenditure for the preparation and submission of the Parish Council's formal Regulation 19 representation.

Councillors noted that WWA Planning Consultants is an existing approved contractor already engaged under a retainer arrangement, and that WWA prepared the Parish Council's Regulation 18 representation. Given WWA's established knowledge of the sites and of the Council's position through that earlier work, and the continuity this provides into the Regulation 19 stage, Councillors were satisfied that engaging WWA to prepare the Regulation 19 representation presented the best value and most appropriate course given the response is required within 6 weeks.

RESOLVED: The Council approve the WWA brief and to proceed with WWA Planning Consultants for the preparation and submission of its formal Regulation 19 representation, on the terms and within the budget approved at item 9.4.

9.4 To review the Planning budget and, if required, approve a mid-year virement.

9.3 / 9.4 / 9.7 — Regulation 19 Local Plan representation, Planning budget virement, and Highways consultant (application 26/00899/FUL, Great Hollanden Farm)

Councillors agreed to consider items 9.3, 9.4 and 9.7 together, as all three are linked to the proposed budget virement, and to take a single financial resolution covering all three.

RESOLVED:

(a) that £20,000 be transferred from general reserves to the Local Plan / Planning budget line by way of a mid-year virement; and

(b) that the sum be applied as follows:

- up to £10,000 to accept the quotation from WWA Planning Consultants — £8,000 for the preparation and submission of the Parish Council's formal Regulation 19 representation (together with the drafted brief), and £2,000 towards WWA retainer services;
- up to £8,000 towards highways and traffic assessments in connection with planning application 26/00899/FUL at Great Hollanden Farm; and
- the remaining £2,000 to be held within the Local Plan / Planning budget line.

Proposed by Cllr Sklavenitis and seconded by Cllr Haugh; carried unanimously.

9.5 Regulation 19 Local Plan — public engagement and information distribution: delegation of authority. To delegate authority to the Clerk, in consultation with and subject to the approval of the Chairman and Vice-Chairman, to plan and deliver public engagement and the distribution of information to residents in respect of the Regulation 19 Local Plan consultation.

The Council considered delegating authority to the Clerk to plan and deliver public engagement and the distribution of information to residents in respect of the Regulation 19 Local Plan consultation. **RESOLVED:** Authority be delegated to the Clerk, in consultation with and subject to the approval of the Chair and Vice-Chair, to plan and deliver public engagement and the distribution of information to residents in respect of the Regulation 19 Local Plan consultation; and that the Clerk be granted delegated authority to spend up to £500 on printed literature and other necessary items for that purpose.

9.6 To consider the draft formal response to South East Water regarding their drought plan consultation.

The council reviewed the draft response and agreed that the Parish Clerk shall submit the letter to Southeast Water and publish the letter on the Parish Council website and social media.

9.7 To consider the appointment of a highways consultant to conduct a highways assessment in connection to planning application 26/00899/FUL at Great Hollanden Farm.

The Council considered the appointment of a highways consultant to conduct a highways assessment in connection with planning application 26/00899/FUL at Great Hollanden Farm. Councillors discussed the feedback received from residents and from Cllr Harry Rayner, and reviewed the quotation received.

In light of concerns that HGVs could also be routed along Vines Lane and Riding Lane — both narrow country lanes serving a primary school — it was agreed that the assessment should cover all three roads.

RESOLVED: The Parish Clerk be granted delegated authority to approve a quotation of up to £8,000 for a highways assessment report covering Mill Lane, Vines Lane and Riding Lane.

10. ITEMS FOR CONSIDERATION

10.1 Remembrance Sunday, 8th November 2026 – to appoint a Councillor to lay the poppy wreath on behalf of the Parish Council.

Cllr Wynne will lay the poppy wreath on behalf of the Parish Council.

10.2 To review the Highway Improvement Plan and resident suggestions that have been received and agree proposed amendments.

Councillors reviewed the highway improvement plan along with resident comments and have agreed to request the following changes at the next Highway Meeting.

Removals from HIP:

- Riding Lane - Wig-Wags - complete
- Nizels Lane (This has been a long-term issue) Signage reviews have been conducted and there is no likelihood of a speed reduction as the situation currently stands.
- London Road – This was specifically regarding the double yellow line installation which has now been undertaken as part of the TMBC parking review.
- Watts Cross – This was added to the HIP due to a single accident, but there have been no further issues here. Additionally, after discussion with KCC Highways, there were no suitable resolutions to any safety concerns raised.
- Noble Tree Road / Philpotts Lane – Raised by a resident, however there is no practical solution available as per discussions with KCC Highways.

Proposed Additions to HIP:

- B245 – Mini Route Study
- 'Deer' Warning sign Mill Lane
- 20mph outside Hildenborough Primary School, Riding Lane
- Leigh Road/ Stocks Green Road Safety review
- Coldharbour Lane Safety review
- Review of disabled parking within the vicinity of southern end of Riding Lane

It was noted, the Parish Council, if appropriate, to request images when receiving comments from member of the public regarding their Highways concerns.

11. ASSET ACQUISITION

11.1ai To consider registering an interest in the Public Car Park on Riding Lane title plan K357759.

11.1aii To review and approve the drafted letter to TMBC for the registration of interest for the Public Car Park on Riding Lane.

11.1aiii To review and approve the relevant documents and letters for gathering local stakeholder feedback.

11.1ai, aii, aiii - Public Car Park, Riding Lane (title plan K357759)

The Council considered registering an interest in the Public Car Park on Riding Lane (title plan K357759); the drafted letter to TMBC giving notice of that interest; and the documents and letters proposed for gathering local stakeholder feedback.

RESOLVED: The Council proceed on all three matters — namely, to register an interest in the Public Car Park on Riding Lane (title plan K357759), to approve the drafted letter to TMBC accordingly, and to approve the relevant documents and letters for gathering local stakeholder feedback.

11.2ai To consider registering an interest in the War Memorial title plan K955048.

11.2aii To review and approve the drafted letter to KCC for the registration of interest for the Hildenborough War Memorial, Foxbush Corner, London Road.

11.2aiii To review and approve the relevant documents and letters for gathering local stakeholder feedback.

11.2ai, aii, aiii - War Memorial, Foxbush Corner, London Road (title plan K955048)

The Council considered registering an interest in the Hildenborough War Memorial at Foxbush Corner, London Road (title plan K955048); the drafted letter to KCC giving notice of that interest; and the documents and letters proposed for gathering local stakeholder feedback.

RESOLVED: The Council proceed on all three matters — namely, to register an interest in the Hildenborough War Memorial (title plan K955048), to approve the drafted letter to KCC accordingly, and to approve the relevant documents and letters for gathering local stakeholder feedback.

11.3ai To consider registering an interest in the Library, Riding Lane, Title Plan K489180.

11.3aii To review and approve the drafted letter to KCC for the registration of interest for the Library, Riding Lane.

11.3aiii To review and approve the relevant documents and letters for gathering local stakeholder feedback.

The Council considered registering an interest in the Library, Riding Lane (title plan K489180); the drafted letter to KCC giving notice of that interest; and the documents and letters proposed for gathering local stakeholder feedback.

RESOLVED: The Council does not proceed with this item at present and that it be deferred to a future meeting, with Local Government Reorganisation having been paused.

12. ITEMS FOR INFORMATION ONLY – Noted

12.1 Correspondence

- Hildenborough Conservation Group approved coppicing work from TMBC to 31st December 2030
- EJP Fire Extinguisher Certificate – Pavilion
- KCC response to B245 Crash Data
- KCC response to blocked cable duct Riding Lane
- KCC Combined Members Grant Scheme 26/27
- LGR Interim Warding Arrangements
- LGR West Kent Data for Warding
- Rural Housing Week Seminar – 8th July 2026
- Rural Housing – RACE Presentation – 8th July 2026
- Kent Community Safety Agreement
- Kent Community Safety Agreement – Priorities & Actions
- Kent Community Safety Agreement – Crime & Disorder Committee
- Road Safety and Active Travel Newsletter
- Flotek Dark Web Search Report – No data found
- Planning Update – August 2026 from WWA

12.2 KALC – T&M Area Committee Meeting, 23rd July 2026

- KALC 23rd July Mins
- Cllr Wynne meeting notes
- KALC Newsletter August
- KALC Video on LGR
- KALC Police update July 26

12.3 Parish Panel Partnership

- 28th May 2026 Minutes.
- Climate Change PPP 27th August
- Local Government Organisation PPP 27th August

12.4 Village Hall representative. – Cllr Haugh confirmed that the year end accounts have been completed and the relevant assurance work completed and will be sent to the Parish Clerk for submitting to the Charity Commission.

12.5 Police

- July Police Report
- August Speed Gun report
- August Police Report
- BP Garage Thefts Report Copy

12.6 Training

- ILCA Training Completed (Signed up to FILCA)
- Martyn's Law Training Notes. – Cllr Wills will be attending training for his work and will share further updates.

12.7 To confirm the representative for the Farmers' Market for October 2026.

Due to the local plan regulation 19, it is likely that the Parish Clerk or a Cllr will attend the farmers market every 2 weeks to share information with the residents.

The Chair to move that the press and public be excluded from the remainder of the meeting, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. - Resolved.

13. CONFIDENTIAL ITEMS

13.1 To consider the contract for the admin assistance.

Meeting End: 21.40