

# KINGS HILL PARISH COUNCIL

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG  
Tel: 01732 870382, Email: [clerk@kingshillparish.gov.uk](mailto:clerk@kingshillparish.gov.uk), web: [www.kingshillparish.gov.uk](http://www.kingshillparish.gov.uk)

## SUMMONS

### **TO: All members of the Parish Council**

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend a Meeting of Kings Hill Parish Council on Thursday 20 November 2025 at 7.30 p.m. The meeting will be held in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

*Karen Bell*

**Clerk to the Council**  
**11 November 2025**

## NOTICE OF MEETING

**Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.**

**Public Participation:** A period of time has been set aside during which the Parish Council invites Questions from Parishioners present (15 minutes is allowed for this part of the meeting, the minute book is closed for this part of the meeting)

**RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND THE USE OF SOCIAL MEDIA):** Members of the public attending this meeting are advised that it may be filmed and recorded. Members of the public are allowed to record the Parish Councillors and Officers from the front of the public seating area only providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted.

**MOBILE PHONES:** Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at Parish Council and Committee meetings.

## AGENDA

**FC 080      Apologies for Absence and Absentees**

**FC 081      Declaration of Interests and/or lobbying and intention to record**

- Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.
- Councillors are responsible for ensuring that their Register of Interests is up to date (within 28 days of any changes).
- Members are requested to disclose any lobbying they may have received for items on the agenda.
- Reminder to disclose an intention to record, please note that recordings are not allowed during the consideration of confidential items of business.

**FC 082      Councillor Vacancies:** To receive information and consider co-options  
(Attached)

**FC 083      Election of Deputy Chairman for the remainder of the 2025/2026 Civic Year**

- FC 084**      **Public Forum:** The meeting book will be closed during this part of the meeting
- FC 085**      **Chairman's Announcements**
- FC 086**      **Reports from MP, County Councillor, Borough Councillors & Police representatives if present**
- FC 087**      **Minutes**
- FC 087.1**      **To confirm the accuracy of the minutes from the meeting held on 16 October 2025** (Attached)
- FC 087.2**      **To receive an update on any matters arising not included elsewhere on the agenda.**
- FC 088**      **Matters Requiring Decisions**
- FC 088.1**      **Sports Park:** To receive a report and consider any recommendations arising from the Sports Park Committee (Attached)
- FC 088.2**      **Community Centre Bar**
- FC 088.2.1**      **Project Completion and Launch Planning**  
To receive an update from Cllr. Petty on the project, including proposed next steps for opening and launching the facility. (Attached)
- FC 088.2.2**      **Delegation of Next Phase:** To consider delegation to officers and / or councillors to progress and oversee the next phase of the bar's development and launch.
- FC 088.3**      **Local Government Reorganisation**
- FC 088.3.1**      To receive an update on the latest developments in the proposed reorganisation of local government across Kent (Attached)
- FC 088.3.2**      To consider implications and potential actions for Kings Hill Parish Council. (Attached)
- FC 088.3.3**      To consider forming a small working group to track developments and liaise with relevant authorities.
- FC 088.3.3**      To consider letter from WK T & M Parish Alliance (Attached)
- FC 088.4**      **Town Council Status:** To receive a report from the Town Council Working Group and consider any recommendations for next steps.
- FC 088.5**      **CCTV:** To receive an update confirming the completion of the CCTV installation project, approve payment of the final invoice, and consider adoption of the CCTV Policy. (Attached)
- FC 088.6**      **TMBC Draft Local Plan:** To receive an update on the Tonbridge & Malling Borough Council Draft Local Plan and consider implications and actions for Kings Hill Parish Council in response to the Regulation 18 consultation. (Attached)
- FC 089**      **Financial Matters**
- FC 089.1**      **Audit**
- FC 089.1.1**      **2024-2025 Audit:** To receive information

	<b>FC 089.1.2</b>	<b>2025-2026 Interim Internal Audit:</b>	To receive report for noting (Attached)
<b>FC 089.2</b>	<b>Bank Statements &amp; Reconciliations at 31 October 2025:</b> To note (Attached)		
<b>FC 089.3</b>	<b>Payments for Approval</b> (Attached)		
<b>FC 089.4</b>	<b>Receipts for Noting</b> (Attached)		
<b>FC 089.5</b>	<b>Budgetary Control at 31 October 2025:</b> To Note (Attached)		
<b>FC 089.6</b>	<b>Draft Budget 2026/2027:</b> To receive the draft budget and invite feedback from members ahead of further refinement and formal approval. (Attached)		
<b>FC 089.7</b>	<b>Grants &amp; Donations:</b> To consider recommendations from the Finance Committee (Attached & To follow)		
<b>FC 089.8</b>	<b>2025 Poppy Appeal:</b> To consider a donation from Kings Hill Parish Council towards the 2025 Poppy Appeal, noting that a contribution of £750 was made in 2024.		
<b>FC 089.9</b>	<b>New signatory:</b> To consider the Finance Committee's recommendation regarding the appointment of a new authorised signatory for the council's bank accounts.		
<b>FC 090</b>	<b>Matters for Report – To receive reports from Committees, Working Groups and representatives</b>		
	<b>FC 090.1</b>	<b>Committees</b>	
	<b>FC 090.1.1</b>	<b>Sports Park – 21.10.25:</b>	Draft Minutes (Attached)
	<b>FC 090.1.2</b>	<b>Finance – 23.10.25 &amp; 13.11.25:</b>	Draft Minutes (Attached & To follow)
	<b>FC 090.1.3</b>	<b>Planning &amp; Transport – 06.11.25:</b>	Draft minutes (Attached)
	<b>FC 090.1.4</b>	<b>Climate Change &amp; Environment – 13.11.25:</b>	Draft Minutes (To follow)
	<b>FC 090.2</b>	<b>KALC T &amp; M Area Committee:</b> Cllr Barker to report	
	<b>FC 090.3</b>	<b>TMBC ASB Unit</b> (Attached)	
	<b>FC 090.4</b>	<b>Parish Partnership Panel</b>	
	<b>FC 090.5</b>	<b>Members who attended any meeting on KHPC's behalf to report</b>	
<b>FC 091</b>	<b>Administration</b>		
	<b>FC 091.1</b>	<b>Review of Meeting Structure:</b> To consider the proposal to replace the current committee system with two full council meetings per month. The aim is to streamline decision-making, improve transparency, and ensure all councillors are involved in all matters. Councillors will review the potential benefits and drawbacks of this approach, including implications for workload, agenda management, and governance arrangements.	
<b>FC 092</b>	<b>Matters for the Next Agenda</b>		
<b>FC 093</b>	<b>Date and Time of Next Meeting:</b> To confirm as 18 December 2025		
<b>FC 094</b>	<b>Consideration in Private:</b> Exclusion of Press and Public: There are only a few reasons why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from		

the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, or purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint. To receive and consider information in respect of the following:

**FC 094.1      Staffing Matters**

**FC 094.2      Legal, Contracts & Lease Issues**