

102 Kings Hill Parish Council

Minutes from the meeting of the Full Council held on Thursday, 16 October 2025 at 7.30 p.m., in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

Present: Cllrs Hartman (Deputy Chairman), Kirk, MacKay, McLymont, Petty (Chairman) & Vincent,

Also Present: Karen Bell (Parish Clerk) & Hannah Usher (Deputy Clerk)

Apologies: Cllrs. Barker, Colman, & Sherlaw

FC 066 **Apologies for Absence:** It was proposed, seconded and:
RESOLVED: To approve the apologies received from Cllrs. Barker (Prior Commitment), Colman (Holiday), & Sherlaw (Holiday) **Unanimous**

FC 068 **Councillor Vacancies:** Following confirmations from TMBC that the three vacancies could be filled by Co-option, the vacancies had been advertised, an information pack prepared, and candidates were invited to apply via the Clerk. **Noted**

FC 069 Public Forum: No members of the public present Noted

FC 070 Chairman / Deputy Chairman's Announcements

Cllr Petty (Chairman) noted item FC 068 and, although absent from the meeting held on 18 September at which the decision to advertise the vacancies was made, wished it to be recorded that he supported the decision and looked forward to welcoming new councillors to Kings Hill Parish Council..

Noted

FC 071 Reports from County, Borough Councillors & Police

Reports from County, Borough Councillors & Cllrs.
Borough Councillors: Apologies received from B. Cllrs. Brown and Tanner. The Clerk had met with B. Cllr and updated her on developments regarding planning application TM/21/00881. It was noted that B. Cllr. Tanner would be attending the 2025 Remembrance Service. **Noted**

County Councillor: Apologies received from C. Cllr. Hudson
Noted

Police: Kent PCC News circulated.
Liaison ongoing for Halloween arrangements.
Noted

These minutes are not a verbatim record of the meeting but a summary of discussion and decisions made at the meeting

Chairman:

Date: 20 November 2025

FC 072

Minutes from the meeting held on 18 September 2025

FC 072.1

Minutes: A minor amendment was made to minute reference FC 059.2 following which it was proposed, seconded and:

RESOLVED: That the minutes of meetings from the meeting held on 18 September 2025 be approved as an accurate record of the proceedings.

By Majority (4)

Cllrs Petty & Kirk abstained as they were not present at the meeting

FC 072.2: **Matters arising not covered elsewhere on the agenda:**

There were none

Noted

FC 073

Matters Requiring Decisions

FC 073.1

Sports Park

FC 073.1.1 **Irrigation:** Cllrs Petty and Hartman provided an update on the recent irrigation works and gave a brief overview of the next phase, which will be considered by the Sports Park Committee before being brought to Full Council with recommendations. It was noted that TMBC would be releasing approximately £62,000 in S106 funding, and the Clerk was thanked for progressing this matter. **Noted**

FC 073.1.2

Payment of Invoice: Members were reminded that the irrigation works had been approved by Full Council in July 2025, with funding to be sourced from Section 106 contributions, the TMA/KHPC Joint Reserves, or Parish Council funds. In light of confirmation from Tonbridge & Malling Borough Council that approximately £62,000 in Section 106 funding will be released, it was proposed, seconded, and:

RESOLVED: That a payment of £30,000 (net of VAT) be made to the contractor in respect of the works completed to date. **Unanimous**

FC 073.1.2

Grounds Clearance: It was reported that the Sports Park Committee, at its meeting held on 23.09.25, recommended that the Council consider approving vegetation clearance works necessary to enable the Padel Court Project to proceed, at a net cost of £7,740. Following discussion, it was proposed, seconded and:

RESOLVED: That the recommendation be noted and that a decision on the works be deferred until the project progressed to the planning stage. **Unanimous**

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Chairman:

Date: 20 November 2025

FC 073.1.3**Financial Reports**

- The TMA financial report at 30 September 2025 had not been received.

Noted

- The Joint TMA & KHPC bank statement at 30.09.25 was received and noted. Cllr Hartman reported that the P & L's from 2021 were currently being reviewed.

Noted**FC 073.1.4****2025-2026 Contribution Towards TMA Costs:**

Following a discussion, it was proposed, seconded and:

RESOLVED: To approve the payment of £15,000 (net). **Unanimous**

FC 073.2

Community Centre Bar: Cllr. Petty gave an update on the bar project and confirmed that it would be up and running from 24.10.25. It was then reported that TMBC had approved the payment of the £20,000 grant. The construction and fitting out of the bar were completed well within the overall approved construction budget of £54,000, demonstrating timely delivery, adherence to best practice, and value for money. Importantly, neither the £40,000 allocated for fitting out nor the £10,000 contingency were required and additional savings were achieved by repurposing equipment from the Townsend Bar. A frank and robust discussion followed. Cllr Hartman expressed the view that the fitting out phase should have been brought to Full Council. While acknowledging that the construction budget had been approved and quotations obtained, Cllr. Hartman disagreed with the approach taken. Cllr Hartman gave written notice of his resignation and left the meeting. **Noted**

The meeting was suspended for a few minutes before reconvening

Noted

Cllr Vincent expressed her appreciation for the timely delivery of the bar project and noted that it had been completed well under budget.

Noted**FC 073.3**

Local Government Reorganisation: No new information had been received. It was noted that the Clerk was to attend an SLCC briefing on 29 October 2025.

Noted**FC 073.4**

2026 KALC Community Awards: Following a discussion, it was proposed, seconded and:

RESOLVED: That the Council approved participation in the 2026 KALC Community Awards scheme, and that the nominee for the award would be considered at the Full Council meeting in January 2026.

Unanimous

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FC 073.5	<p>Judicial Review (TM/21/00881/OA): It was reported that since the previous meeting, the Council had taken further action in relation to the judicial review of planning application 21/00881. An independent ecology report was commissioned and submitted to TMBC, the findings of this report contradicted several conclusions drawn in TMBC's own assessment. The Council also noted the ongoing Kent County Council consultation regarding Kettridge Lane potentially being designated as a BOAT. Concerns were raised about the perception that this process may be used to circumvent the planning system and facilitate the creation of an additional vehicular access point. Further updates will be brought to Council as the matter progresses.</p> <p style="text-align: right;">Noted</p>
FC 073.6	<p>TMBC PSPO Consultation: Council reviewed proposed amendments. Following a discussion, it was proposed, seconded and:</p> <p>RESOLVED: That KHPC would support the renewal of the existing restrictions and the introduction of new asdditonal measures to further support community safety.</p> <p style="text-align: right;">Unanimous</p>
FC 073.7	<p>“The Hill” Newsletter – Advertising: Following a discussion, it was proposed, seconded and:</p> <p>RESOLVED: That the Council agreed in principle to the inclusion of advertising in “The Hill” newsletter, subject to the exclusion of front banner advertisements and a disclaimer retaining KHPC’s neutrality and impartiality.</p> <p style="text-align: right;">Unanimous</p>
FC 074	<p>It was noted that officers would exercise discretion over the suitability of any adverts, and that members would continue to receive a proof of each edition prior to publication.</p> <p style="text-align: right;">Noted</p> <p>Financial Matters</p> <p>FC 074.1</p> <p>Audit</p> <p>FC 074.1</p> <p>2024–2025 External Audit: The Council noted that the external auditor (Mazars) had completed standard testing with no qualifications or concerns. Minor points raised had been addressed. As the audit had not yet been concluded due to an outstanding objection, an Audit Delay Notice was published in accordance with statutory requirements. The Council continued to liaise with Mazars. Updates would be provided when available.</p> <p style="text-align: right;">Noted</p>

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FC 074.2

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2025–2026 Interim Internal Audit: Members were informed that the interim internal audit was carried out on 16 October 2025. The Council received a highly positive report, reflecting strong financial management. The report would be circulated to councillors upon receipt.

Noted

FC 074.2 Bank Statements and Reconciliation at 30.09.25.

The bank statements and reconciliations were noted. The bank balance at 30.09.25 was £974,941.96.

FC 074.3 Payments Approved (11.09.25 – 06.10.25): It was proposed, seconded and:

RESOLVED: That the payments as per the listings copied to members would be approved and published on the councils website.

Unanimous

FC 074.4 Receipts (11.09.25 – 06.10.25): Receipts as per the listings copied to members for the period up to 06.10.25 were noted.

Noted

FC 074.5 Budgetary Control report at 30.09.25

Noted

FC 074.6 VAT Return at 30.09.25: It was noted that the Vat due to the council was £16,246.95.

Noted

FC 074.7 2026/27 Budget: It was noted that work had commenced on the draft budget for the 2026/27 financial year. Committees had been invited to submit their budget recommendations, and councillors were encouraged to share any proposals with the Clerk or Deputy Clerk. A first draft would be presented to the Finance Committee on 13 November for initial review.

Noted

FC 075

Matters for Report

FC 075.1

Committees

FC 075.1.1

Sports Park (23.09.25): The Council received and formally noted the minutes from the Committee meeting held on 23.09.25.

Noted

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FC 075.1.2

Planning & Transport (02.10.25): The Council received and formally noted the minutes from the Committee meeting held on 02.10.25.

Noted

FC 075.2

Town Council Working Group

FC 075.2.1

Report from meeting held on 16.10.25: The Working Group met on 16 October 2025 to confirm arrangements for the upcoming Community Information Meeting.

Noted

FC 075.2.2

Community Information Meeting (24.10.25):

The meeting would be held as an informal drop-in event, with presentations and discussion tables rather than a scheduled speaker. The Citizens Advice Bureau would also attend to provide energy-saving advice.

Noted

FC 075.2.3

Working Group Membership. It was agreed that all councillors were welcome to join the Working Group.

Noted

FC 075.3

Prologis Meeting (10.10.25): It was reported that representatives from Kings Hill Parish Council met with Prologis on 10 October 2025 to discuss a range of strategic and community matters. Topics included the potential expansion of sporting facilities at Kings Hill Sports Park, clarification of lease terms, future use of the Control Tower, and improving communication with residents. During the meeting, Cllr Petty suggested that, should the skatepark project not proceed, the earmarked funds could be redirected to support the Sports Park expansion project. This would ensure that resources continue to benefit the community and support recreational development. The Council continued to engage with Prologis to progress shared priorities and ensure transparency in future planning.

Noted

FC 075.4

KALC T&M Area Committee (09.10.25): In the absence of Cllr Barker, there was no report

Noted

FC 075.5

TMBC ASB Unit: The Community arrangements for Halloween were noted.

Noted

FC 075.6

Allotment Panel (03.10.25): The Council received and formally noted the minutes from the Annual Meeting between the KHPC allotment Panel and the Allotment holders held on 03.10.25

Noted

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FC 075.7 **Other Meetings:** Members who attended meetings on behalf of KHPC to report. No additional reports were received.
Noted

FC 076 **Administration**

FC 076.1 **2025-2026 Amended Meeting Schedule:** Updated schedule noted.
Noted

FC 076.2 **Review of Scheme of Delegation & TORs:** It was proposed, seconded and:
RESOLVED: That the document be approved subject to the inclusion of Malling Action Partnership
Unanimous

FC 076.3 **Christmas Lighting Grant:** The Council noted the offer of a £960 grant from Tonbridge and Malling Borough Council for Christmas lighting, subject to a minimum contribution of £200 from the Parish Council. Officers have contacted Kings Hill Estate Management (KHEM) to explore collaborative options for delivering an enhanced festive lighting scheme. Discussions were ongoing to maximise the benefit of this initiative for the community.
Noted

FC 077 **Matters for Next Agenda:** Members reminded to submit items at least 10 days before the next meeting.
Noted

FC 078 **Date of Next Meeting:** Confirmed as Thursday, 20 November 2025.
Noted

FC 079 **Consideration in Private:** In accordance with the Public Bodies Admission to Meetings) Act 1960, Section 1 (2). It was **AGREED** that the public and press would be excluded from the meeting during consideration of the following items on the grounds that they involved the likely disclosure of confidential information.

FC 079.1 **Staffing Matters:** New Part time post to be considered at the next meeting.
Noted

FC 079.2 **Legal, Contracts & Lease Issues:** No further developments regarding ET, CC Lease or TMA Lease Review.
Noted

There being no additional business the meeting closed at 9.20 p.m.

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