

KINGS HILL PARISH COUNCIL

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG
Tel: 01732 870382, Email: clerk@kingshillparish.gov.uk, web: 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 18 December 2025 at 6.30 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
09 December 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 112 Apologies for Absence and Absentees

FC 113 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 114 Councillor Vacancies: To consider the vacancy

FC 115 Public Forum: The meeting book will be closed during this part of the meeting

FC 116 Chairman's Announcements

- FC 117** **Reports from MP, County Councillor, Borough Councillors & Police representatives if present**
- FC 118** **Minutes**
- FC 118.1 To confirm the accuracy of the minutes from the meeting held on 04 December 2025 (Attached)
- FC 118.2 To receive an update on any matters arising not included elsewhere on the agenda.
- FC 119** **Matters Requiring Decisions**
- FC 119.1** **Community Centre**
- FC 119.1.1 New Bar - Delegation of Next Phase: To receive information from the Working Group, consider progress and approve required actions.
- FC 119.1.2 Townsend Store: To consider quotation received for next phase of the works (To follow)
- FC 119.2** **TMBC Draft Local Plan:** To consider the KHPC's response to TMBC's Draft Local Plan Regulation 18 consultation (Previously circulated)
- FC 119.3** **Local Government Reorganisation:** To receive and consider any new information
- FC 120** **Finance** (Item to be presented by Finance Committee)
- FC 120.1 Bank Statements & Reconciliations at 30.11.25: To note (Attached)
- FC 120.2 Budgetary Control at 30.11.25: To Note (Attached)
- FC 120.3 Payments for Approval (Attached)
- FC 120.4 Receipts for Noting (Attached)
- FC 120.5 Grant Applications for Consideration (Attached)
- FC 120.6 Annual Review of Members Allowances (applies to Elected Members)
- FC 121** **Sports Park** (Item to be presented by Sports Park Committee)
- FC 121.1 Financial Statements and reports at 30.11.25 (Attached & To Follow)
- FC 121.2 3G Pitch
- FC 121.2.1 Reports for Noting (Attached)
- FC 121.2.2 Creation of Viewing Area: To consider the removal of a fence to create a viewing area
- FC 121.2.3 3G Pitch Surface Replacement: To consider programme of work
- FC 121.3 Pipeline Works: To receive information for Noting (Attached)
- FC 121.4 Sporting Expansion: To receive reports for noting in respect of Padel and Hockey planning reports
- FC 122** **Planning and Transport** (Item to be presented by Planning & Transport Committee)
- FC 122.1** **Planning Application for Consideration**
25/01657/PA 6 Elan Close, Kings Hill
Proposed (part) garage conversion
 Note: The planning applicant has updated the plans and changed the proposed use of the development

25/01814/PA 10 Hawthornden Close, Kings Hill

Proposed demolition of fire damaged block of garages and replace with like for like

FC 122.2 TMBC - Changes to Planning and Building Control Systems (Previously circulated &) (Attached)

FC 123 Climate Change & Environment (Item to be presented by Climate Change & Environment Committee): To receive a report for noting (To follow)

FC 123.1 Allotment Update

FC 123.2 Bee Squared Project Update

FC 123.3 Solar Panels Update

FC 123.4 Salt Bins Update

FC 124 Matters for Report – To receive reports from Committees, Working Groups and representatives

FC 125 Administration

FC 125.1 Policies for Approval

FC 125.1.1 AI Policy (New) (Attached)

FC 125.1.2 CCTV Policy (Amended) (Attached)

FC 125.1.3 IT Policy (AGAR Assertion 10 Compliant) (Attached)

FC 125.2 Town Council Status Update: To receive a report for noting and approve any actions requiring council approval

FC 125.3 Terms of Reference & Scheme of Delegation Review (Attached)

FC 125.4 Groups and Organisation Representatives: To Confirm

FC 126 Matters for the Next Agenda

FC 127 Matters for Noting

FC 127.1 Correspondence from Leybourne West Malling Residents

FC 127.2 Correspondence from resident regarding editorial for "The Hill"

FC 127.3 KH Estate Management Charges for 2026/2027 (Attached)

FC 127.4 TMBC ASB Unit: November 2025 Report (Attached)

FC 127.5 2026 Electoral Register Received

FC 128 Date and Time of Next Meeting: To confirm as 22 January 2026

FC 129 Consideration in Private: 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 129.1 Staffing Matters, Legal, Contracts & Lease Issues