

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 22 January 2026 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

13 January 2026

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 130 Apologies for Absence and Absentees

FC 131 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.
- Reminder also to disclose Council Tax Arrears in excess of 2 months.

FC 132 Councillor Vacancies: To receive information

FC 133 Public Forum: The meeting book will be closed during this part of the meeting

FC 134 Chairman's Announcements

FC 135	Reports from MP, County Councillor, Borough Councillors & Police representatives if present	
FC 136	Minutes	
FC 136.1	To confirm the accuracy of the minutes from the meeting held on 04 December 2025	(Attached)
FC 136.2	To receive an update on any matters arising not included elsewhere on the agenda.	
FC 137	Matters Requiring Decisions	
FC 137.1	Community Centre	
FC 137.1.1	Bar - Delegation of Next Phase:	To receive an update from the Working Group, review progress and approve next steps
FC 137.1.2	Townsend Store:	To consider quotation received (Attached)
FC 137.2	TMBC Draft Local Plan:	To receive and consider any new information (Attached)
FC 137.3	Local Government Reorganisation:	To receive and consider any new information
FC 137.4	2026 Awards	
FC 139.4.1	To consider the recipient of the 2026 KALC Award	
FC 139.4.2	Parish Council Awards: To consider introducing Parish Council awards (e.g., Youth, Senior, Volunteer of the Year, Community Champion). If agreed, awards would be presented at the 2026 Annual Parish Meeting.	
FC 137.5	Winter Community Resilience & Review of Salt and Grit Bin Provision	To review Winter Community Resilience, the current provision of salt and grit bins within Kings Hill and to consider any requests for additional bins, noting that proposed locations may not meet Kent County Council's eligibility (Attached)
FC 138	Finance (Item to be presented by Finance Committee)	
FC 138.1	Bank Statements & Reconciliations at 31.12.25:	To note (Attached & To follow)
FC 138.2	Budgetary Control at 30.11.25 & 31.12.25:	To Note (To follow)
FC 138.3	Payments for Approval	(Attached)
FC 138.4	Receipts for Noting	(Attached)
FC 138.5	Grant Applications for Consideration (Previously circulated)	
FC 138.6	Review of Hall Hire Charges for 2026/2027	
FC 138.7	2026 TMBC ASB Contribution: For consideration	
FC 138.8	Annual Review of Members Allowances: For Consideration	
FC 139	Sports Park (Item to be presented by Sports Park Committee)	
FC 139.1	Financial Statements and reports	
FC 139.1.1	At 30.11.25 & 31.12.25 (Attached & To Follow)	
FC 139.1.2	Joint Account:	To receive information following audit and to consider KHPC actions (Attached)
FC 139.1.3	Irrigation Water Costs Recharge:	To receive information for consideration (Attached)

- FC 139.2 3G Pitch (Information previously circulated)
 - FC 139.2.1 Reports for Noting
 - FC 139.2.2 To consider the creation of a viewing area by removing a fence
 - FC 139.2.3 To consider programme of work for replacement of the existing 3G Pitch surface
- FC 139.3 Pipeline works: To receive information for noting (Previously circulated)
- FC 139.4 Sporting Expansion: To receive reports for noting in respect of Padel and Hockey planning reports
- FC 139.5 Phase 3 Irrigation Works: To receive information and consider quotation received (Attached)
- FC 139.6 Pitch 4 Damage: To receive information (Attached)

FC 140 Planning and Transport (Item to be presented by P & T Committee)

- FC 140.1 Planning Applications
 - FC 140.1.1 To approve representations submitted between 18.12.25 and 13.01.26 (Attached)
 - FC 140.1.2 For Consideration (Attached)
- FC 140.2 Planning Decisions (Attached)
- FC 140.3 TMBC – To note changes to Planning and Building Control Systems (Previously circulated)
- FC 140.4 Kent Highway Services – Parish Fault Reports (Attached)
- FC 140.5 TPO Confirmation 60 Gibson Drive, Kings Hill (Attached)
- FC 140.6 West Malling Train Station Parking (Requested by Cllr. Barker)
- FC 140.7 Bus Service Update (Previously circulated &) (Attached)

FC 141 Climate Change & Environment (Item to be presented by CC & E Committee)

- FC 141.1 Allotment Update
- FC 141.2 Bee Squared Project Update
- FC 141.3 Solar Panels Update

FC 142 Matters for Report – To receive reports from Committees, Working Groups and representatives

FC 143 Administration

- FC 143.1 Policies for Approval
 - FC 143.1.1 AI Policy (New) (Attached)
 - FC 143.1.2 CCTV Policy (Amended) (Attached)
 - FC 143.1.3 IT Policy (AGAR Assertion 10 Compliant) (Attached)
- FC 143.2 Transition to Town Council Update: To receive a report for noting and approve any actions requiring council approval
- FC 143.3 To confirm the date for Annual Parish Meeting as 02.04.26
- FC 143.4 Scheme of Delegation and External Representation: Review and update following recent councillor co-options

FC 144 Matters for the Next Agenda

FC 145 Matters for Noting

- FC 145.1 Correspondence from Leybourne West Malling Residents
- FC 145.2 Correspondence from resident regarding editorial for “The Hill”
- FC 145.3 KH Estate Management Charges for 2026/2027 (Attached)
- FC 145.4 2026 Electoral Register
- FC 145.5 RSATG Newsletter (Attached)

FC 146 **Date and Time of Next Meeting:** To confirm as 05 February 2026

FC 147 **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 147.1 Staffing Matters, Legal, Contracts & Lease Issues

PARISH COUNCIL MEETING 22.01.26

FC 140.1 PLANNING APPLICATIONS

**FC 140.1.1 To approve representations submitted between 18.12.25 and 12.01.26
(Attached)**

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

NO COMMENT / NO OBJECTION

25/01814/PA 10 Hawthornden Close, Kings Hill

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

NO COMMENT / NO OBJECTION

25/01995/PA Gibson Building

Details of conditions

NOTED / NO OBJECTION. Request made for school children to use the bike store when cycling to the bus stop

25/02026/PWC Land at junction of Gibson Drive and Kings Hill Avenue

Prior written consent: 1 x Whitebeam (standing on central island heading east down Gibson Drive) – Fell

NO COMMENT / NO OBJECTION

25/02027/PWC Peregrine Road, Kings Hill

Prior written consent: 1 x Rowan (standing adjacent to approach to mini roundabout near 14 Montfort Drive) – Fell

NO COMMENT / NO OBJECTION

25/02036/FL David Lloyd Leisure, 21 Kings Hill Avenue

Conversion of tennis courts to padel courts with associated lighting (inc. two courts with canopy), removal of fencing and gate and creation of outside seating area with cover and lighting and associated works (revised submission)

NO COMMENT / NO OBJECTION however the following material planning conditions were raised

- Lighting and extended hours could cause light pollution or noise affecting nearby homes.
- Increased usage from padel courts might affect parking demand and traffic flow.
- Canopies and seating areas should be assessed for scale, appearance, and integration with surroundings.
- Consideration should be given to drainage, surface water run-off, and biodiversity if hardstanding areas were expanded.
- Ensure alignment with TMBC's leisure and open space policies.

25/02059/LDP4 Porter Avenue, Kings Hill

Lawful Development Certificate Proposed: conversion of loft to habitable room incorporating hip to gable rear dormer and 3 x roof lights in the front roof slope

**FC 140.1.2 For Consideration
TM/25/02161/TPOC**

Land South of Tennis Courts and North of Crispin Way, Kings Hill

Veteran beech tree T1 (Applicants ref.)- To reduce length of low lateral to east by up to 6.0 metres. To reduce crown/canopy extent by up to 2.0 metres branch length all around. To reduce upper crown by up to 3.0 metres branch length. To coppice one sweet chestnut to southeast of tree T1. Works to accord with veteran tree management principles. To improve ground conditions through hand picking stone materials and provision of bark mulch. To enclose rooting area with low cleft chestnut kick rail. Standing in W1 of Tree Preservation Order

<https://publicaccess.tmbc.gov.uk/online-applications/PLAN/25/02161/TPOC>