

**Kings Hill Parish Council**

Minutes from the meeting of the Full Council held on Thursday, 22 January 2026 at 6.30 p.m., in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

**Present:** Cllrs: Petty (Chairman), Colman, D'Arcy, Kershaw, MacKay, Mclymont, Sherlaw, Tanner (until item FC 137.22) & Vincent

**Also Present:** Karen Bell (Parish Clerk)

**Apologies:** Cllr: Barker

**Absentee:** Cllr. MacKay

Cllr Petty opened the meeting and welcomed all present.

**FC 130      Apologies for Absence:** It was proposed, seconded and:  
**RESOLVED:** To approve the apologies received from Cllr. Barker (unwell)  
**Unanimous**

**FC 131      Declarations of Interest, Lobbying & Intention to Record:** There were none  
**Noted**

**FC 132      Councillor Vacancies: It was proposed, seconded and:**  
**RESOLVED:** To ratify the co-option of Paul Delaney by a consensual majority of 6:3.  
**Unanimous**  
Cllr Delaney having completed his Declaration of Acceptance of Office joined his colleagues at the meeting table.

**FC 133      Public Forum:** No residents present.  
**Noted**

**FC 134      Chairman's Announcements:** The Chairman reported the following:

- KHPC was not shortlisted for Councillor or Council of the Year.
- A £400 donation had been made from the Chairman's Allowance to the KCC Toy Appeal.
- He, Cllr. Mclymont and the Clerk had attended the leaving service for Rev Mark Montgomery.
- Thank-you letters were received from Heart of Kent Hospice (following a £1,000 grant), Demelza (£100) and the Poppy Appeal (total donation £868.23).
- Winners of the 2025 Christmas Lights Competition were announced:

**Noted**

**FC 135      Reports from External Representatives**

**County Councillor:** Apologies received

**Noted**

**Borough Councillor Reports:** Apologies had been received from B. Cllr. Brown. Cllr. Tanner in her capacity of Borough Councillor reported and drew attention to the following:

- TMBC Planning was reverting to the previous planning system, which was welcomed by Members.
- The TMBC Budget Meeting would take place on 17 February 2026.

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- TMBC funding for 2026/2027 had reduced by 9.6%.
- A Section 106 presentation for parish councils was expected to take place shortly.
- Staff pay arrangements at TMBC were in the process of being agreed.
- A mandatory Code of Conduct was being recommended, and clarification would be sought as to whether this would extend to parish councils whose current Code of Conduct was last reviewed in 2012.
- TMBC was proposing to establish a debate committee to support councillors who experienced abuse, which may be opened to parish councillors.

**Noted**  
**Noted**

**Police:** No report

## FC 136

### Minutes

#### FC 136.1

**Minutes from 04 December 2025:** It was proposed, seconded and:

**RESOLVED:** That the draft minutes from the meeting be confirmed as an accurate record of the proceedings.

**Unanimous**

#### FC 136.2

**Matters Arising not covered elsewhere on the agenda:**  
There were none

**Noted**

## FC 137

### Matters Requiring Decisions

#### FC 137.1 Community Centre

##### FC 137.1.1

**Bar - Progress and Delegation:** Members noted the progress made since December, including:

- Installation of POS system
- Completion of appliance installation
- Purchase of coffee machine
- Completion of stock take
- First booking scheduled for 24 January 2026
- Launch event planned for 14 February 2026

Following a discussion, it was proposed, seconded and:

**RESOLVED:** To delegate day-to-day operational decisions relating to the bar to the Clerk in accordance with delegated authority.

**Unanimous**

Cllr Tanner left the meeting at this point to attend a TMBC Meeting.

##### FC 137.1.2

**Townsend Store – Phase 2 Works:** Members considered the quotation for Phase 2 works, which included extending the mezzanine level and undertaking boarding and decorating works to improve storage space. Following a discussion, it was proposed, seconded and:

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**RESOLVED:** To approve the Phase 2 works at a total estimated cost of £5,555, to be funded from the previously approved £7,500 (2025/26) provision. **Unanimous**

**FC 137.2 TMBC Draft Local Plan (Regulation 18):** Members noted that the Regulation 18 consultation closed on **02 January 2026**. KHPC was thanked for hosting a public information event. TMBC would now assess submissions before progressing to Regulation 19 during summer 2026. **Noted**

**FC 137.3 Local Government Reorganisation:** Members noted the Kent-wide submissions made by councils by the 28 November deadline. The option for three unitaries had received most support. A public consultation was expected from February 2026 for seven weeks, with final decisions expected summer 2026. **Noted**

**FC 137.4 Awards**

**FC 137.4.1**

**KALC Award:** Members discussed potential recipients for the 2026 KALC Award. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the KHPC nominee for 2026 would be Karen Webber.

**Unanimous**

**FC 137.4.2**

**KHPC Awards:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** That KHPC would introduce an Environmental Champion Award for 2026 and that it be awarded to Jessica Brooker the Allotment Representative. **Unanimous**

**FC 137.5**

**Winter Community Resilience & Grit Bins:**

The Council noted that it had no direct statutory responsibility for the provision or maintenance of grit bins but continued to do so at its own cost to supplement services provided by other organisations and to deliver an enhanced level of service for residents. The Council noted the Clerk's actions to include the three KCC yellow grit bins within the Parish Council's regular inspection, checking, and replenishment schedule. Members considered the current number of grit bins to be insufficient to support the growing Kings Hill community. Following a discussion, it was proposed, seconded and:

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**RESOLVED:** That residents be invited to identify particular locations or winter “hotspots” where additional grit bins may be beneficial, to help inform future provision.

**Unanimous**

Members noted that any additional bins were unlikely to meet Kent County Council eligibility criteria and would therefore be provided and funded by the Parish Council if approved.

Cllr Colman drew attention to the five grit bins located in Kate Reed Wood, which were currently maintained and refilled at residents’ expense. It was agreed that these bins be added to the Parish Council’s grit bin list for regular checks and refilling.

**Unanimous**

The Council also noted that all bins had recently been topped up following snow and ice conditions at a cost of £445.50

**Noted**

**FC 138**

**Financial Matters**

**FC 138.1 Bank Statements to 31 December 2025:** The balances were noted as follows: **Noted**

CCLA:	£658,967.95
UT Current	£76,230.09
UT Reserves	£160,504.66
<b>Total</b>	<b>£895,702.70</b>

**FC 138.2 Budgetary Control:** The budgetary control reports to 30 November 2025 and 31 December 2025 were noted.

**Noted**

**FC 138.3 Payments approved (26.11.25-12.01.26):** It was proposed, seconded and:  
**RESOLVED:** That the payments as per the listing copied to members would be approved and published on the councils website. **Unanimous**

**FC 138.4 Receipts (26.11.25 – 12.01.26):** Receipts as per the listing copied to members were noted. **Noted**

**FC 138.5 Grant Applications for Consideration:** It was noted that the balance remaining in the 2025/2026 budget was £950.00. Members then considered four funding applications which had been received and following a discussion, it was proposed, seconded and:

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**RESOLVED:** As follows

**Unanimous**

**Tony Huddell Foundation (£1,000)**

The application was deferred to 01.04.2026. The Foundation would be requested to provide details of proposed 2026 activities for which the funding would be used. The application was therefore pre-approved for £1,000, subject to receipt of this information and availability of funds after 01.04.2026.

**Resident (£500)**

The application was declined on this occasion, as the applicant received a grant in the 2024/2025 financial year. The applicant was welcome to apply again in the future.

**Kings Hill School (£1,000)**

It was agreed that Council would fund the cost of the bus for the school event, subject to invoices being submitted directly to the Parish Council for payment.

**Valley Invicta (£1,500)**

It was agreed to award £1,500, subject to invoices being submitted directly to the Parish Council for payment.

It was further

**RESOLVED:** That grant monies awarded in excess of the budget available would come from reserves.

**Unanimous**

**FC 138.6**

**Review of Hall Hire Charges 2026/2027:** Council reviewed the hall hire charges for the 2026/2027 financial year, noting the background of disruption experienced by regular hirers during 2025/2026 due to essential improvement works and the decision to maintain the precept at £500,000. Following a discussion, it was proposed, seconded and:

**RESOLVED:** As follows

**Unanimous**

- Hall and suite hire charges remain unchanged for the 2026/2027 financial year.
- Caretaker charges be increased to £20 per hour for the Mary Ellis, Jim Fry and Townsend Halls, and £5 per hour for suite hire (reduced from £18). For party bookings, caretaker charges were agreed as: £38 (combined), £28 (Mary Ellis & Townsend), £18 (Jim Fry), and £10 (Suites).
- Linen hire charges be increased by 10% to reflect increased cleaning, wear and replacement costs.

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The Council agreed that this approach balanced support for hirers with the need to recover rising operational costs.

**Noted**

**FC 138.7**

**2026 TMBC Anti-Social Behaviour (ASB) Contribution:** The Council considered the proposed £2,500 contribution to TMBC for Anti-Social Behaviour (ASB) services for the 2026/2027 financial year, as included within the draft budget. The final report for 2025/2026 was noted. Following a discussion, it was proposed, seconded and:

**RESOLVED:** To approve the contribution, subject to the Council seeking a more visible and proactive presence within Kings Hill during 2026/2027, with increased interaction and engagement with the Parish Council.

**Unanimous**

Members further agreed that the focus of the ASB provision should be resident-facing support, noting that business security arrangements were funded separately by KHEM.

**Noted**

**FC 138.8**

**Annual Review of Members Allowances:** The Council considered the annual review of Members' Allowances in accordance with statutory provisions. Following a discussion, it as proposed, seconded and:

**RESOLVED:** That elected Members would not claim allowances at this time and that the position would be kept under review as part of future annual considerations.

**Unanimous**

Members noted that this approach reflects the Council's continued commitment to prudent financial management and the effective use of public funds for community benefit.

**FC 139**

**Sports Park:  
FC 139.1**

**Financial Statements and Reports**

**FC 139.1.1** **Statements at 30 November 2025** (copied to members) and **31 December 2025** (awaited)

**Noted**

**FC 139.1.2** **Joint Account audit update:** Members noted the information received from TMA following the independent audit. The Council expressed concern regarding elements of the audit findings, particularly in relation to historic accounting treatment, the operation of the joint account, and the identification of amounts now stated as being owed to TMA.

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Members expressed unease at the implications of the findings and raised the possibility of the Parish Council commissioning its own independent review of the position to provide further assurance.

However, no decision was reached in respect of the sums identified or the action proposed by TMA. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That further discussion and clarification were required before any determination could be made.

**Unanimous**

**FC 139.1.3 Irrigation water cost recharge:** Members received and noted the summary of correspondence between the Clerk and TMA regarding the irrigation water charges and the associated wastewater element. The Council maintained that clarification of the wastewater charges was essential before any recharging could be considered. Members emphasised the importance of reaching a clear and confirmed outcome on the wastewater position in order to ensure accurate financial reporting and to avoid complications at year-end. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the matter be deferred pending receipt of clear confirmation of the outcome of TMA's discussions with the water supplier and the final position on wastewater billing. Following receipt of this information, the Council would consider the matter further.

**Unanimous**

**FC 139.2**

**3G Pitch**

**FC 139.2.1**

**2025/2026 Reports:** Received together with FA registration for noting  
**Noted**

**FC 139.2.2**

**Creation of Viewing Area:** It was reported that KHFC had asked for permission to proceed with the moving of the existing fence on the 3G pitch fence to create a viewing area, costs to be met by KHFC. Following a discussion, it was proposed, seconded and:

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**RESOLVED:** That consideration be deferred pending the receipt of plans.  
**Unanimous**

**FC 139.2.3 3G Pitch Surface:** It was reported that KHFC Adequate resources have accumulated for the renewal of the 3G pitch surface which falls due in 2027, whilst still safe to use according to the pitch report, KHFC has drawn our attention to some injuries and are keen to bring this forward to summer 2026. **Noted**

**FC 139.3 Pipeline Works:** Works to replace the cathodic protection test post have been carried out. **Noted**

**FC 139.4 Sporting Expansion - Padel and Hockey:** The Council received and noted the pre-planning reports for the proposed Padel and Hockey facilities at Kings Hill Sports Park. Members noted that the reports remained subject to change and that the proposed Padel court location would need to be adjusted by approximately 6 metres to avoid the pipeline. It was noted that the Chairman of K Hockey had volunteered to progress the planning aspects of the proposals, recognising the shared objective of introducing hockey and padel facilities at the Sports Park. It was further noted that Public consultation would be deferred until the pre-planning reports had been finalised. In the interim, residents would continue to be kept informed via The Hill, with a public consultation meeting to be held once proposals were at a more advanced and stable stage. It was felt that the early release of draft information could result in unnecessary concern due to potential changes. **Noted**

**FC 139.5 Phase 3 Irrigation Works:** The Council considered the outline proposal, quotation and rationale for Phase 3 irrigation works to the turf pitches. Following a discussion, it was proposed, seconded and:

**RESOLVED:** To defer consideration of the quotation, as it was noted that the proposal included the hire and loan of some irrigation equipment. The Council indicated a preference for exploring an outright purchase option for all new equipment, rather than ongoing hire arrangements. Officers would request further information and revised options reflecting this approach, including clarification of costs and specifications. **Unanimous**

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FC 139.6

**Pitch 4 Damage:** The Council noted the report regarding damage caused to Pitch 4 following an incident on 22 December 2025, which was currently subject to a police investigation for criminal damage. TMA had requested the Parish Councils support in paying for remedial repairs which had been quoted as circa £2.2K.. Cllr. Kirk advised Council that having visited the site she believed the pitch appeared to be recovering. It was therefore proposed, seconded and:

**RESOLVED:** To defer the consideration of funding any immediate remedial works at this stage. The council would request TMA to explore recovery of repair costs through insurers in the first instance and to continue to monitor the condition of the pitch. The Council would further request that it be kept informed of any updates from the police investigation. **Unanimous**

FC 140

Planning &amp; Transport

FC 140.1

Planning Applications

FC 140.1.1

**Applications Commented on Between 18.12.25 and 12.01.26:** It was proposed, seconded and:

**RESOLVED::** To approve the submission of No Comment / No objection to all the following planning applications.

**Unanimous**

**25/01657/PA 6 Elan Close, Kings Hill**  
Proposed (part) garage conversion  
**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.**

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

Tree works

**NO COMMENT /  
NO OBJECTION**

**25/02027/PWC Peregrine Road,  
Kings Hill**

Tree works

**NO COMMENT /  
NO OBJECTION**

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

Conversion of  
tennis courts to  
padel courts with  
associated works

**NO COMMENT /  
NO OBJECTION**

subject to  
conditions

**25/02059/LDP 4 Porter Avenue,  
Kings Hill**

Conversion of loft  
to habitable room  
incorporating hip  
to gable rear  
dormer and 3 x  
roof lights in the  
front roof slope

**NO COMMENT /  
NO OBJECTION**

**FC 140.1.2**

**Application for Consideration: RESOLVED** to  
comment as follows to TMBC.

**Unanimous**

**TM/25/02161/TPOC Land South of Tennis  
Courts and North of  
Crispin Way, Kings Hill**

Tree Works

**NOTED / NO COMMENT**

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- FC 140.3**      **Planning Decisions:** The following planning decisions were noted. **Noted**
- 25/01843/PA**    **Land Adjoining Gibson Building**  
Tree works  
**TMBC had NO OBJECTION**
- 25/01760/PA**    **10 Avion Gardens**  
Single storey rear extension  
**TMBC CERTIFIED**
- 25/01721/PA**    **29 Avion Gardens**  
First floor rear extension, enlargement of existing loft conversion and internal alterations  
**TMBC APPROVED**
- 25/01655/PA**    **15 Holly Way**  
Conversion of loft to habitable room incorporating rear dormer with Juliet balcony and 2 rooflights in front roofslope  
**TMBC CERTIFIED**
- 25/01657/PA**    **6 Elan Close**  
Proposed (part) garage conversion  
**TMBC APPROVED**
- 25/01598/PA**    **50 Gibson Drive**  
S73 application to vary planning conditions  
**TMBC APPROVED**
- 25/01537/PA**    **73 Sunrise Way**  
Rear dormer loft conversion with 2 x rooflights to front  
**TMBC CERTIFIED**
- FC 140.3**      **TMBC Changes to Planning and Building Control Systems:**  
Members noted and welcomed the changes. **Noted**
- FC 140.4**      **Kent Highway Services – Parish Fault Reports.**  
**Noted**
- FC 140.5**      **Tree Preservation Order Confirmation – 60 Gibson Drive.**  
**Noted**
- FC 140.6**      **West Malling Train Station Parking:** The Council noted that there was no new information to report. Members reiterated concerns regarding insufficient parking and noted that discussions with relevant organisations were ongoing. It was **AGREED** that this item be removed from future agendas unless or until further information becomes available.  
**Noted**

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**FC 140.7 Bus Service updates (01.11.25 – 28.02.26)Noted**

The time being 9.00 p.m., It was agreed that Standing Orders be suspended in order for the meeting to continue for an additional 15 minutes **Unanimous**

**FC 141 Climate Change & Environment**

**FC 141.1 Allotment Update:** No vacant plots, 5 people on the waiting list. Next inspection due shortly. **Noted**

**FC 141.2 Bee Squared Project:** The Council noted the update regarding the project, a community biodiversity initiative encouraging residents to create small pollinator-friendly spaces. It was noted that the project would involve the distribution of 500 wildflower seed packs, each with simple sowing instructions, to promote the creation of small “Bee Squares” in gardens, pots, verges, and other suitable locations. Seed packs would be available at the 2026 Annual Parish Meeting and distributed thereafter while stocks lasted. The Council further noted that officers had sourced the seeds and packaging, would prepare promotional materials, and arrange ongoing distribution points. Uptake of the project would be monitored, with consideration given to future expansion or complementary biodiversity initiatives. **Noted**

**FC 141.3 Solar Panels Update:** The Council noted that the solar panels installed on the Community Centre roof were not fitted with pigeon protection at the time of installation. It was agreed that a specialist contractor be invited to inspect the installation, provide advice, and submit a quotation for retrofitting pigeon-proofing measures around the full solar array. Members noted that pigeon protection would help prevent nuisance, protect the building fabric, maintain panel efficiency, and reduce long-term maintenance costs. Estimated costs were noted, subject to confirmation following inspection.

**FC 142 Reports from Committees & Working Groups:** No reports were presented **Noted**

**FC 143 Administration**

**FC 143.1 Policies for Approval:** The Council considered the following policies, presented to reflect updated operational practice and forthcoming regulatory requirements.

**FC 143.1.1 AI Policy (New):** The newly introduced Artificial Intelligence (AI) Policy was approved. The policy sets out expectations for the responsible, transparent, and ethical use of AI tools, including data handling and governance arrangements.

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**FC 143.1.2 CCTV Policy (Amended):** The amended CCTV Policy was approved, incorporating revised guidance for Community Centre users and a new parent notice, reflecting the installation of additional cameras and ensuring compliance with data protection requirements.

**FC 143.1.3 IT Policy (AGAR Assertion 10 Compliant)**  
The updated IT Policy was approved, ensuring compliance with AGAR Assertion 10 effective from the 2025/2026 audit year, with strengthened controls relating to cybersecurity, data management, system access, and resilience.

Following a discussion, it was proposed, seconded and:

**RESOLVED** That all policies be approved as presented  
**Unanimous**

**FC 143.2 Transition to Town Council Status Update:** The Council received an update on progress following the resolution to adopt Town Council status. Members noted that formal notification to TMBC had been submitted with follow-up awaited. Further actions required to complete the transition were noted. The Council also noted progress on the digital transition and that the aim was to complete all necessary changes in advance of the go-live date, which was to be confirmed. **Noted**

**FC 143.3 2026 Annual Parish Meeting:** 02 April 2026 **Agreed / Noted**

**FC 143.4 Scheme of Delegation and External Representation:** The Council considered the Scheme of Delegation following recent councillor co-options. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the Scheme of Delegation be reviewed and updated as required and brought back to Council for formal approval. **Unanimous**

It was further

**RESOLVED:** That the revised Scheme would include delegated authority for the Clerk to oversee the day-to-day operation of the Community Centre bar, including routine operational decisions. It was also agreed that, in the Clerk's absence, these delegated powers would pass to the Deputy Clerk, ensuring continuity of service and decision-making. **Unanimous**

The Council also noted that external representation roles will be reviewed and updated as part of this process to reflect the current membership of the Council.

**FC 144 Matters for the Next Agenda:** Members were reminded to submit items at least 10 days before the next meeting. **Noted**

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- FC 145**      **Matters for Noting**      **Noted**
- 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
- FC 145.4      TMBC ASB Unit: November 2025 Report
- FC 145.5      2026 Electoral Register
- FC 145.6      RSATG Newsletter
- FC 146**      **Date of Next Meeting:** Confirmed as 05 February 2026
- FC 147**      **Consideration in Private:** In accordance with the Public bodies Admission to Meetings Act 12960, 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 147.1**      **Staffing**
- FC 147.1.1**      **Mrs. N. Cooper** had left the council to take up a Parish Clerk position for a neighbouring council. **Noted**
- FC 147.1.2**      **Miss. H. Waving** appointment as part time bar manager confirmed    effective from 05.01.26. **Unanimous**
- FC 147.1.3**      **Miss J Mcilroy** appointment as new Bookings, Allotments and Admin Support Officer effective from 09.02.26 **Noted**
- FC 147.2**      **Legal**
- FC 147.2.1**      **TMA Lease Review:** No new information. **Noted**
- FC 147.2.2**      **Sports Park “Lift & Shift” Clause: Payment of £1,750 plus VAT plus £50 towards disbursements – Agreed. Unanimous**
- FC 147.2.3**      **ET:** Information from legal team. **Noted**

There being no additional business, the meeting concluded at 9.15 p.m.

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