

Kings Hill Parish Council

Minutes of the Meeting of the Full Council held on Thursday, 05 February 2026 at 6.30 p.m. at the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG.

Present: Cllrs. Colman, D'arcy, Delaney, Kershaw, Mackay, Mclymont (Deputy Chairman), Petty (Chairman), Sherlaw, Tanner & Vincent

Also Present: Karen Bell (Clerk) [to be confirmed] & 2 x Representatives from KHFC

Apologies: Cllrs. Barker & Kirk

FC 148 Apologies for Absence and Absentees: It was proposed, seconded and:
RESOLVED: To accept the apologies of Cllrs. Barker (Prior Commitment - Attending TMBC's PPP) & Kirk (Work Commitment)

Unanimous

FC 149 Declarations of Interest, Lobbying & Intention to Record: Members
 were reminded to declare any Pecuniary or Other Interests in items on the agenda, to disclose any lobbying received, and to confirm any intention to record the meeting. No declarations were recorded.

Noted

FC 150 Public Forum: The representatives from KHFC were invited to speak under item FC 156 in respect of the Sports Park. No other members of the public were present.

Noted

FC 151 Chairman's Announcements

- The Chairman reported that the application for the Local Council Award Scheme – Gold had been submitted; and that assessment was expected to commence in May 2026 with an outcome anticipated by August 2026.
- The first Community Centre bar event held on 24 January 2026 was reported as successful with positive feedback.

Noted.

FC 152 Reports from External Representatives

Borough Councillor Tanner reported and drew attention to the following:

- TMBC launched the Green Business Grant Scheme on 05 February 2026, aimed at supporting environmentally sustainable improvements for local businesses.
- TMBC was progressing with the redevelopment of the Tonbridge Angel Centre, with work continuing through 2026.

There were no other reports.

Noted

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Signed:

Chairman Date: 19 February 2026

FC 153 Minutes**FC 153.1**

Meeting held on 22.01.26: The Clerk drew attention to a minor amendment which had been made to the draft minutes following which it was proposed, seconded and:

RESOLVED: That the minutes of the meeting held on 22 January 2026 be confirmed as an accurate record of the proceedings. **Unanimous**

FC 153.2

Matters arising not otherwise on the agenda:

FC 137.1 Community Centre Bar:

- The report for February was received and noted.
- Members were advised that places remained available for the Community Centre Bar launch night taking place on 14 February 2026. Councillors wishing to attend and who had not yet informed the office were asked to do so.

Noted

FC 137.5

Winter Community Resilience and Review of Salt and Grit Bin Provision: It was reported that the Clerk was to meet with KHEM to progress options for providing additional salt/grit bins across Kings Hill. It was noted that the Parish Council had no statutory responsibility for grit bin provision but continued to support enhanced local winter resilience measures. Members further noted that the contractor had included the salt/grit bins located in Kate Reed Wood within their weekly maintenance and replenishment schedule.

Noted.

FC 139.6

Damage to Pitch 4: The Council received an update regarding the damage to Pitch 4. The police had investigated the matter and interviewed the driver involved. It was confirmed that the incident resulted from an innocent mistake by a nervous and inexperienced young driver who mistakenly used the land for practice. The police accepted this explanation. The pitch itself was recovering, and no further action is required at this stage.

Noted.

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FC 154	Matters Requiring Decisions
FC 154.1	TMBC Local Plan Regulation 18: An open letter from East Peckham Parish Council inviting collaboration among Parish and Town Councils within TMBC was received and noted. In addition, the Chair and Deputy Chair had been invited to attend a meeting on 16 February to explore joint working. Cllrs were asked to notify the clerk if they also wished to attend. Noted.
FC 154.2	Local Government Reorganisation – Members received new information including a report by Cllr Colman. It was noted that Government consultation was expected to begin in February and that no assumptions should be made at this stage. The Council agreed to continue to review implications for the parish and to respond to the consultation when published. Noted.
FC 155	Finance
FC 155.1	Bank FC 155.1.1 Reconciliation: The bank reconciliation at 31 December 2025 was received and noted. The bank balance was £895,702.70 (UT Current £76,230.09, UT Reserves £160,504.66, CCLA £658,967.95) Noted
	FC 155.1.2 Unity Trust interest rate, fees and charges changes Noted.
FC 155.2	Payments for Approval: It was proposed, seconded and: RESOLVED: To approve payments to 26 January 2026 as set out in the schedule circulated with the agenda Unanimous.
FC 155.3	Receipts for Noting : Receipts to 26 January 2026 were noted. Noted
FC 156	Sports Park
FC 156.1	Financial Statements and Reports: The management accounting statements to 31 December 2025 were noted. The joint account statement at 31 January 2026 was awaited; TMA's CEO was agreeable to a meeting to discuss recent audit findings. No new information had been received in respect of the water recharge costs Noted.

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FC 156.2

Sporting Expansion (Padel and Hockey): Additional pre-planning reports for the proposed Padel and Hockey facilities were received for noting. It was highlighted that the documents remained subject to change and that the originally proposed padel court location at the Sports Park would require adjustment to avoid the Exolum pipeline.

Members further noted that the planning permission for the proposed church site on Gibson Drive had now lapsed, as had the associated planning obligation for the provision of a place of worship. As a result, the Kings Hill Partnership was no longer obligated to deliver such a use on this site, meaning it was now available for consideration for alternative uses. The Chairman reported that, at the recent meeting between Prologis and KHPC, Prologis indicated that the Gibson Drive site was now their preferred location for a youth facility. Given the planning stalemate with TMBC on Prologis's existing skatepark application on the opposite side of Gibson Drive, Prologis had suggested that Padel courts could instead be delivered on the former church site.

On this basis, Members were invited to consider whether the Parish Council might wish to explore a partnership approach with Prologis to deliver Padel courts at Gibson Drive, with Hockey remaining as a standalone project and subject to a separate planning application for the Sports Park.

Noted.

FC 156.3

Cashless Payments at Sports Park Café: Members noted TMA's proposal to move to cashless-only payments and expressed concerns around accessibility and potential exclusion of some users. It was agreed that the matter be considered further; no decision was taken at this meeting.

Noted / Deferred

FC 156.4

Phase 3 Irrigation Works: Members received the outline proposal and revised estimate for a package including a 30,000-litre tank, pump kiosk and associated works at an indicative cost of £64,147 + VAT (subject to specification and Exolum pipeline crossing approvals). It was agreed to defer consideration of the matter to the next meeting.

Noted / Deferred

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KHFC Representatives: Pitch Maintenance, Fees and Future Proposals

At this point, representatives from Kings Hill Football Club (KHFC) were invited to speak. Members welcomed the contribution, noting the club's strong and long-standing commitment to supporting football participation within the community.

KHFC outlined their concerns regarding aspects of the current pitch maintenance arrangements at the Sports Park and how these affected the quality and reliability of playing surfaces for training and match fixtures. The representatives also highlighted the fees paid for pitch hire, together with the additional supplementary maintenance the club funds independently to help maintain pitch standards during periods of high demand.

The Council acknowledged KHFC's comments. The Council recognised that KHFC, as a major user with a growing player base and a focus on development pathways, understandably had specific performance and maintenance expectations linked to the delivery of grassroots football. Members agreed that the views expressed by KHFC would form an important part of ongoing discussions about future operational and maintenance arrangements.

KHFC also provided an update on their future expansion proposals, which were progressing through the pre-planning stage. Their associated Football Foundation funding bid was anticipated to be submitted in October 2026.

The Council thanked KHFC for their continued openness, partnership approach, and commitment to investing in football provision for Kings Hill. All points raised were noted and would be considered as discussions on future Sports Park improvements continued.

Noted

FC 156.5

3G Pitch Improvements –

FC 156.5.1 Creation of Viewing Area: Following the receipt of new information which was considered. It was proposed, seconded and:

RESOLVED: That this be approved. **Unanimous**

It was noted that the costs would be fully funded by KHFC

Noted

FC 156.5.2 3G Pitch Surface: Members noted KHFC's request to bring forward renewal to 2026 and the position on reserves also noted was the result of the 2025 inspection which indicated that the surface remained safe.

Noted.

Following a discussion, it was proposed, seconded and:

RESOLVED: That the target date for the pitch surface renewal would remain 2027 but would be reconsidered following the 2026 inspection.

Unanimous

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FC 157 **Planning & Transport**

FC 157.1 **Planning application for consideration:** It was proposed, seconded and:
RESOLVED: To comment as follows to TMBC
TM/25/02148/LDE 5 Quindell Place
 (garage conversion). :
 No comment
 (retrospective)
Unanimous

FC 157.2 **Planning Decisions:** The following were noted:
25/01814/PA 10 Hawthornden Close, Kings Hill
 Demolition of fire damaged block of garages and replace with like for like
TMBC APPROVED

25/01995/PA & 25/01942/PA Gibson Building, Gibson Drive
 Details of conditions
TMBC APPROVED

25/019422/PA 50 Gibson Drive, Kings Hill
 Details of conditions
TMBC APPROVED

FC 157.3 **TMBC Planning Portal:** Additional information and timetable updates from TMBC were noted. **Noted**

FC 157.4 **Kent Highway Services:** Worcester Avenue works (installation of 4 x keep-left bollards) completed.
Noted

FC 157.5 **KCC – Temporary Directional Signage (Kings Hill Care Home):** Members noted KHEM's position that signs within the private estate were not permitted and that only signs on adopted roads might be considered by the Council at this stage. Following a discussion, it was proposed, seconded and:
RESOLVED: That KHPC had no objection to the temporary directional signage in respect of the adopted roads. **Unanimous**

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FC 158	Climate Change & Environment
FC 158.1	<p>Updates from the Committee Chair. Members received information regarding the option of installing a compost toilet at the allotment site. It was noted that a compost toilet was a waterless, self-contained unit that used natural decomposition with materials such as sawdust or woodchip, removing the need for mains water or drainage. It was noted that external funding opportunities may exist, as similar facilities had been grant-funded by other councils. It was agreed that the proposal would be considered further once the Allotments Officer had investigated available options, including costs and potential funding,</p>
	Noted / Deferred
FC 158.2	<p>Allotments: It was reported that there are no vacant plots, and that the next inspection was due in April. It was further noted that the new Allotments Officer (due to start on 09 February 2026) would be introduced to the Allotment Representative during w/c 09 February 2026.</p>
	Noted
FC 159	Matters for Report – Committees, Working Groups and representatives
FC 159.1	<p>Prologis/KHPC meeting (27.01.26): The meeting notes prepared by the Clerk and circulated to members were received and noted; the following issues were highlighted:</p> <ul style="list-style-type: none"> • Winter maintenance responsibilities and potential additional grit bins/noticeboards – Clerk to meet KHEM • Marketing of Liberty Square later in 2026; KHPC potential interest in the Control Tower has been noted • Skate park planning stalemate • Padel courts now being proposed on former Gibson Drive tennis site (church permission lapsed) • Sports Park lease lift-and-shift clause progressing.
	Noted
FC 159.2	Neighbourhood Watch: Newly published 5-year strategy
	Noted
FC 160	Administration
FC 160.1	<p>Transition to Town Council: Members received a detailed update on progress towards the transition from Parish Council to Kings Hill Town Council. It was reported that the new domain name kingshilltowncouncil.gov.uk had been secured, and the Council's logo updated to reflect the upcoming change of status.</p>

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Officers continued to review and amend all policies and core documents to ensure that references were updated appropriately as part of the transition programme. Business cards for councillors and officers had been ordered, and discussions with KHEM were underway regarding the changes required to external estate signage. Work to reconfigure Council email accounts was also in progress in preparation for the transition.

Members noted that, during discussions with the current website the existing Parish Council website would require a full rebuild to meet the strengthened AGAR Assertion 10 compliance requirements coming into effect for 2025/2026. Given this late clarification, and to avoid duplicating effort by rebuilding two separate sites in quick succession, officers had redirected resources towards commissioning a single, fully compliant bespoke Town Council website through Aubergine, which would provide the required accessibility, organisational structure, and regulatory compliance from launch. Members expressed support for this approach and approved all actions and decisions taken by officers to date in managing the transition programme.

Following a discussion, it was proposed, seconded and:

RESOLVED: That the launch date for Kings Hill Town Council be confirmed as 01 April 2026.

Unanimous

Members recorded their thanks to the Clerk, Deputy Clerk and all officers for their substantial work undertaken to date in advancing the transition.

Noted.

FC 160.2 Provisional 2026/2027 Meeting Dates:

Members received and noted the provisional meeting schedule for 07 May 2026 – 06 May 2027, which sets Full Council meetings on the 1st and 3rd Thursdays of each month, with no scheduled meetings in August. It was noted that these dates remained subject to change, depending on the decision to be taken at the Annual Meeting of the Town Council on 07 May 2026 regarding whether to reinstate the committee meetings. The provisional schedule was therefore Noted, subject to review following the Annual Meeting of the Council.

Noted.

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FC 161 **Matters for the Next Agenda: Members** were reminded to give 10 days' notice to the Clerk. **Noted**

FC 162 **Matters for Noting:** The following were noted **Noted**
KALC Highway Survey – completed on the council's behalf by the Clerk
Community Resilience Report from KALC TMBC Area Committee

FC 163 **Date and Time of Next Meeting:** Confirmed as Thursday, 19 February 2026. **Noted**

FC 164 **Consideration in Private – Exclusion of Press and Public:** In accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2), it was **RESOLVED** that the press and public be excluded due to the confidential nature of the business to be transacted.

FC 164.1 **Staffing Matters:** New Allotments, Bookings and Admin Support Officer due to start on 09.02.26 **Noted**

FC 164.2 **Legal:** ET update received and noted **Noted**

FC 164.3 **Leases**
FC 164.3.1 **Sports Park “Lift & Shift” Clause:** Legalities were progressing **Noted**

FC 164.3.2 **Sports Park Lease:** Members received a confidential update regarding the current lease arrangements. Council noted that discussions may allow for the lease to conclude by mutual agreement, subject to legal processes. Following consideration, it was proposed and seconded and:
RESOLVED unanimously except for one abstention (Cllr Colman):

- That the Council agree in principle to accept the lease back, subject to legal advice and the completion of required formalities.

Cllr Colman requested a recorded vote

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- That a Sports Park Working Party be established to support transition comprising Cllrs Petty, Kershaw, Delaney, Colman, D'Arcy and McLymont. **Unanimous**
- That all other councillors may attend Working Party meetings in an observational capacity. Administrative support to be provided by the Clerk and/or Deputy Clerk. **Unanimous**

There being no additional business, the meeting concluded at 8.30 p.m.

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