



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 13<sup>TH</sup> FEBRUARY 2019 UPON THE RISING OF THE EXTRA-ORDINARY MEETING OF THE FULL COUNCIL IN THE JIM FRY HALL AT THE KINGS HILL COMMUNITY CENTRE**

**Members of the Public and Press are welcome to attend**

Signed: *Julie Pilbeam* Date of 7<sup>th</sup> February  
Clerk and Responsible Financial Officer Issue: 2019

Members: Cllr R Ayling, Cllr S Barker, Cllr S Beal, Cllr A Board, Cllr R Cassidy, Cllr C Bridger, Cllr C Brown, Cllr M Colman, Cllr D Hurring, Cllr A Petty, Cllr D Waller

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

## Agenda

1. **To receive and accept Apologies for Absence**
2. **To receive Declarations of Interest & lobbying**
3. **Minutes** to receive and approve for signature the minutes of the meeting held on 16<sup>th</sup> January 2019. (Pages 1-6).
4. **Chairman's Announcements – to receive announcements**
5. **Minutes of committee meetings** – to allow members to ask any questions on decisions made by committees and to receive the minutes for the following committee meetings for adoption:
  - 5.1. Community Centre Committee Minutes 21/11/2018 (Pages 7-8)
  - 5.2. Sports Park Committee Minutes 28/11/2018 (Pages 9-12)
6. **Public Session and to consider any Issues Raised by Residents for discussion**
7. **External Reports**
  - 7.1. To receive report from County Councillor and questions from Council.
  - 7.2. To receive report from Borough Councillor and questions from Council.
8. **Planning Updates**
  - 8.1. To agree representatives to attend the planning updates at Liberty Property Trust.
9. **To receive invite to the Lord Lieutenant's Annual Civic Service (Pages 13-14)**
10. **Strategy**
  - 10.1. To agree the date and format of the Annual Parish Meeting.
  - 10.2. To consider how Kings Hill Parish Council can promote the forthcoming elections and agree actions.
  - 10.3. To consider induction requirements of new councillors.
  - 10.4. To consider obtaining professional advice on the community centre lease.
  - 10.5. To receive update on s106 youth facility provision.
  - 10.6. To receive recommendations from s106 working group.
  - 10.7. To consider future strategy for leasehold assets.

- 11. Tonbridge School Buses**  
11.1. To note update on school buses to Tonbridge.
- 12. IT System**  
12.1. To note that the upgrading of the computers to Windows 10 is underway.
- 13. West Malling Group Practice Appointments**  
13.1. To receive update on meeting with West Malling Group Practice and agree actions.
- 14. Waitrose pedestrian access**  
14.1. To receive update on campaign for a pedestrian access at Waitrose and agree actions.
- 15. Weed Spraying at Overflow Car Park at Sports Park**  
14.1. To agree recommendation from the Sports Park Committee with regard to the cost centre charge for weed spraying at overflow carpark.
- 16. Communications**  
16.1. To note update on email marketing list.
- 17. Administrative & Financial Matters**  
17.1. To approve accounts for payment – December & January 2019. (Pages 15-18)  
17.2. To discuss the process for the release of information to councillors on social media and agree actions.  
17.3. To discuss refreshing the website and agree actions.  
17.4. To consider bad debt.
- 18. To report external meetings with representatives of KHPC** – to allow members to ask any questions and to receive the minutes – see appendix 1
- 19. To report future external meetings with representatives of KHPC**– see appendix 2
- 20. Correspondence and matters for information** – see appendix 3
- 21. Future Meetings**  
21.1. 13<sup>th</sup> March 2019
- 22. Questions from Councillors and future agenda items**

### Appendix 1

#### To report external meetings with representatives of Kings Hill Parish Council

1. 10/01/2019 - T & M Area KALC Committee. Cllr Barker attended
2. 19/01/2019 - KALC Executive Committee Meeting. Cllr Barker attended.
3. 20/01/2019 - Buses for Tonbridge Schools Meeting. Cllr Barker attended
4. 22/01/2019 – Mereworth Full Council Meeting. Cllrs Barker and Colman attended.
5. 31/01/2019 – Buses for Tonbridge Schools Meeting. Cllr Hurring attended.
6. 04/02/2019 – Liberty Property Trust Quarterly Meeting – Cllrs Ayling, Beal, Colman, Hurring, Petty and Waller attended.
7. 06/02/2019 – West Malling Group Practice - Cllrs Bridger and Petty attended.

### Appendix 2

#### To report future external meetings with representatives of Kings Hill Parish Council

1. 03/03/2019 – Buses for Tonbridge Schools Meeting. Cllr Barker to attend.

### Appendix 3

#### To report Correspondence and matters for information

1. 10/01/2019 – Email from TMBC regarding Minutes for Parish Partnership Panel, Thursday, 15th November 2018.
2. 10/01/2019 – Email from LPT regarding the felling of the cherry tree.
3. 11/01/2019 – Email from Mereworth Parish Council regarding the highway appraisal.
4. 11/01/2019 – Email from KALC regarding 2018 KALC AGM - Draft Minutes.
5. 11/01/2019 - Stronger Kent Communities - Building Communities.
6. 11/01/2019 – Email from KALC regarding NATIONAL CSSC Green Message - NCTPHQ Bulletin 7 Jan 2019.
7. 11/01/2019 - Tonbridge & Malling Community Safety Partnership newsletter - Jan/Feb 2019.
8. 15/01/2019 – Email from Kent County Council regarding the Big Conversation.
9. 15/01/2019 - The Rural Bulletin - 15 January 2019.
10. 16/01/2019 – Crime Figures for Kings Hill.
11. 21/01/2019 - NALC Study Tour: Bishop’s Stortford Town Council.
12. 22/01/2019 - The Rural Bulletin - 22 January 2019.
13. 22/01/2019 - NALC Chief Executive's bulletin.
14. 23/01/2019 – Email from Kent County Council regarding the Big Conversation.
15. 23/01/2019 – Email from TMBC regarding Local/Parish Elections - 2 May 2019.
16. 23/01/2019 – Email from KALC regarding NATIONAL CSSC Green Message - NCTPHQ Bulletin 23 January 2019.
17. 23/01/2019 - NALC Newsletter.
18. 23/01/2019 - NALC sends an open letter to its 100,000 councillors.
19. 24/01/2019 – Email from TMBC regarding Tonbridge and Malling Local Plan Update.
20. 28/01/2019 - New NALC publication shines a light on 150 local councils.
21. 28/01/2019 - Chief Executive's bulletin.
22. 29/01/2019 – Email from TMBC regarding Local/Parish Elections - 2 May 2019.
23. 30/01/2019 - Agenda for Parish Partnership Panel, Thursday, 7th February 2019.
24. 30/01/2019 - Minutes of KALC - T&M meeting 10.1.2019.
25. 31/01/2019 – Email from KALC regarding Ethical Standards in local government.
26. 31/01/2019 – Email from KALC regarding KCC Public Health Media release: Cold weather warning - Kent urged to keep warm and well.
27. 04/02/2019 – Email from KALC regarding resilience and emergency planning.