

STAPLEHURST PARISH COUNCIL

MINUTES OF MEETING HELD

MONDAY 17TH JULY 2023

Public Forum

A resident raised the point about the website and the lack of "accept / decline Cookies" – Clerk thanked resident and will address the issue.

Borough Councillor's Report (Standing Item):

Cllr Perry stated the MBC Local Plan inspection is progressing and hoping to hear back from Planning Inspector by end of July 2023 – will keep you updated.

MBC are working on a "Town Centre Strategy" for Maidstone which has an impact on neighbouring Parishes such as Staplehurst.

MBC are reviewing the Archbishops Palace – significant historical building in Maidstone.

Cllr Riordan – emphasised he is still learning the role of Borough Councillor and mostly dealing with resident's queries.

Raised an MBC agenda item regarding Detling PC and a proposal to support the Parish Council to set up and continue run in the future.

County Councillor's Report (Standing item): sent apologies

Co-option of Parish Councillor – Deferred to next meeting

1. **APOLOGIES:** Cllr Mclean, Cllr Martin, Cllr Arger and Cllr Farragher
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda:**
 - 2.1. Declarations of Lobbying - NA
 - 2.2. Changes to the Register of Interests - NA
 - 2.3. Interests in Items on the Agenda- Cllr Riordan item 4.3, Cllr Ash 4.3, Cllr Alesi and Cllr Perry 6.6
 - 2.4. Requests for Dispensation - Cllr Ash 4.3 agreed

3. APPROVAL OF FULL COUNCIL MINUTES:

Pages 2111 – 2122 of 26th June 2023 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](https://www.staplehurst-pc.uk) Cllr Pett proposed and Cllr Castro seconded to adopt the minutes of the 26th June 2023 – agreed unanimously, duly signed by Councillor Riordan.

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list

Cllr Riordan proposed and Cllr Hotson seconded to approve the payment list – agreed unanimously

Signed.....Date.....

4.2 Summation and Balance sheet

Noted

4.3 Allocation of CIL funding

Following a debate on the allocation of Community Infrastructure Levy funding to the following projects was considered

Cllr Hotson proposed and Cllr McLaughlin seconded to fund Surrenden Field Outdoor Gym £5,779.16 and the Beacon - £668.10 from CIL – agreed by majority 9 for, 0 against and 1 abstained

Cllr Castro proposed and Cllr Mclaughlin seconded to fund Growing Concern £1,000 from CIL – agreed majority 8 for, 0 against and 2 abstained

Cllr Eerdekens proposed and Cllr Hotson seconded to fund the Village Sports Club - £15,000 towards a toilet from CIL towards - agreed by majority 7 for 0 against and 3 abstained

4.4 Staplehurst Parade

Following a debate which highlighted that this is private land and the landlord has done very little in the past and is now just accepting a specification. It is not public land, but it is the “Civic Centre” and a worthwhile project. A motion was proposed to write to the landlord seeking a donation towards the project.

Cllr Sharp proposed and Cllr Castro seconded to approve the resolution below;

Resolution: To approve the specification attached in **appendix A** of this report and request that MBC obtain three quotes and use the **GMS and DK Holdings (11/1944)** funding dedicated to the Community of Staplehurst

Agreed by majority 9 for 0 against and 1 abstained

Motion Cllr Hotson proposed and Cllr Castro seconded for the Council to write to the land lord seeking a donation towards the project – agreed unanimously

4.5 Request to set up garden centre accounts in Staplehurst Parish Council name

Following a debate Cllr Sharp proposed and Cllr Castro seconded to agree the resolution below

Resolution: To approve the opening of accounts at Staplehurst Nurseries and Millbrook

Agreed by majority 9 for 0 against and 1 abstained

4.6 Youth Club funding

Following a debate Cllr Riordan proposed and Cllr Castro seconded to approve the resolution below;

Resolution: To approve the use of £500 towards the Family Fun day and £420 for an Youth Club activities outing to Bewl Water from the Youth Club activities fund

Agreed unanimously

Signed.....Date.....

5. CLERKS REPORT ON OUTSTANDING MATTERS

Cllr Hotson proposed and Cllr Castro seconded to agree the date of the Community Litter Pick – Saturday 23rd September 2023 - agreed unanimously

Cllr Hotson volunteered to draft a response, in consultation with the Clerk to the KCC consultation on community services / warden services – agreed unanimously
Note all Councillors can respond individually.

6. PROPOSALS FOR DISCUSSION and DECISION

6.1 Committee and Working Groups restructure report

Following a debate:

Resolution:

Cllr Sharp proposed and Cllr Perry seconded to approve the Finance and Strategy Group recommendations to;

- a) Retain the following working groups;
 - i. Communications Group
 - ii. Greener Staplehurst Group
 - iii. Road Safety Group
 - iv. Neighbourhood Plan Review Group
 - v. 3G all-sports pitch working Group

Agreed by majority 8 for 1 against and 1 abstained

Cllr Sharp proposed and Cllr Perry seconded to

- b) Merge the Employment and Finance and Strategy groups into one under the attached Terms of Reference – **Appendix A** of this report

Agreed by majority 8 for 1 against and 1 abstained

Following a debate Cllr Sharp proposed and Cllr Perry seconded to nominate Councillors to the Employment, Finance and Strategy Group as follows;

Cllrs Sharp, Martin and Arger be added to the existing Finance and Strategy Group Cllrs – Riordan, Perry, Hotson and Eerdeken

Agreed unanimously

Following a debate Cllr Sharp proposed and Cllr Perry seconded to defer back to Finance and Strategy Group

- c) That the SCEnic and Youth Club working groups fold and form an Amenities Committee with the Terms of Reference – **Appendix B** of this report
- d) If the Amenities Committee is approved, nominate Councillors to the Amenities Committee and elect a Chairman and Vice Chairman
- e) If the Amenities Committee is approved, agree the Amenities Committee meeting dates in 2023/24 are shown in **Appendix C** of this report
- f) In addition if a nominated Parish Councillor is not available to attend an external group allow a substitute Parish Councillor to attend

Agreed unanimously

Signed.....Date.....

The new Parish Councillors were allocated to the following;

Cllr Pett – Planning Committee and Greener Staplehurst Group

Cllr Ash – Planning Committee and Greener Staplehurst Group

Cllr Martin – Employment, Finance and Strategy Group plus SCEnic

6.2 Sainsbury Shuttle Bus report

Following a debate Cllr Sharp proposed and Cllr Riordan seconded the resolution below

Resolution: To approve the following;

- a) Proposed timetable and route as shown in **Appendix A** of this report
- b) To instruct Sainsburys to action with MBC / KCC with the aim of approval by 21st August 2023 and start the shuttle bus service the first week of September 2023
- c) For Sainsburys to provide promotional material
- d) To support the promotion of the Sainsbury’s shuttle bus service in Staplehurst

Agreed unanimously

6.3 Communications Strategy

Following a debate Cllr Mclaughlin proposed and Cllr Eerdekenes seconded the resolution below

Resolution: To consider the recommendation of the Finance and Strategy Group to approve the attached Communications Strategy

If approved, align the Social media Policy and the Communications Group Terms of Reference

Agreed by majority 8 for 1 against and 1 abstained

6.4 3G all-sports working group report

Following a debate Cllr Riordan proposed and Cllr Ash seconded the resolution below

Resolution: To approve the following

- a) Proceed to stage 3 of the project – Football Foundation start procurement to seek a principal Design and Build contractor and report back to Council for approval
- b) Update website with new “3G all-sports pitch page” including background information, Frequently Asked Questions and reports
- c) Public consultation programme set out below
 - I. Hard copies of information in Library and Parish office
 - II. Meeting with Local Clubs / groups
 - III. Promotional stall at Family Funday and Skate Jam
 - IV. Public meeting to be arranged in autumn 2023
 - V. Questionnaire in autumn Village Update

The aim is that the consultation feedback report informs the design / build process

Agreed by majority 9 for, 0 against and 1 abstained

Signed.....Date.....

6.5 Naming of land adjacent to West View

Following a debate Cllr Hotson proposed and Cllr Perry seconded to name the properties adjacent to West View Tipples Close – agreed by majority 9 for, 0 against and 1 abstained

6.6 Jubilee Field Management Committee report

Following a debate Cllr Sharp proposed and Cllr McLaughlin seconded the resolution below

Resolution: To approve the recommendation of the Jubilee Field Management Committee to allow Staplehurst Monarchs Football Club to;

1. improve the entrance area to the main pitch ground to assist disabled access, by September 2023
2. following liaison with MBC Environment Health undertake consultation with neighbouring housing and business properties on a Tanoy system to only be used 1 hour before, at half time and 15 minutes after a SCEFL matches (Saturday afternoon , Sunday afternoon and Wednesday evening) plus for announcements during the match or in emergencies – and report back to the Council with the results.

Agreed by majority 7 for , 0 against and 3 abstained

The item regarding the excess fencing to reopen the north end of the Jubilee Field and install fence 6 metres behind the north end goal – by December 2023 was deferred

6.7 Link Road enquiry update

Following a debate Cllr Sharp proposed and Cllr Hotson seconded to ask the Clerk to write to MBC Planning as the Council view was that the MBC response 6.6.2023 had not answered the questions.

7. CORRESPONDENCE & PARISH ISSUES for decision or noting:

Items on Speed Indicator Device and Playground were noted

8. PARISH COUNCIL REPORTS (from Committee/Groups/Office on specific issues or as regular update)

8.1. Chairman's Report

As mentioned chasing Sainsbury's Shuttle bus

Liaising with Police and KCC regarding Anti-Social Behaviour

Positive meeting with KCC Highways – The list of jobs that have been scheduled in is quite substantial, and we have been given the following roads where jobs are in the pipeline.

These are the list we have been advised should be dealt with in the near future.

Marden Road, Pinnock Lane, Headcorn Road, Gybbon Rise, Lodge Road, Barn Meadow, Clapper Lane, Five Oak Lane, Pagehurst Road, Frittenden Road, Bathurst Road, Grave Lane, Station Road, Cornforth Close, Bell Lane, Chart Hill Road, Stanley close, Jaggard Way, North down, Hammer way x 3, High Street x 3 and Wilden Park Road.

Re-texturing work is already been carried out at Knoxbridge.

Signed.....Date.....

Road works have an urgency category between one and seven. Generally, these projects should be carried out within 28 days, however, if emergency project comes up, it jumps ahead on the line.

Some of these jobs may also be related to cutting back of hedges.

Note the hedge trimming reports take up a lot of KCC Highways time – 90% are not their hedges RSG letters maybe the best route

Also propose article in next Village Update

8.2. Committee and working group minutes - noted

8.2.1. Planning Committee minutes of 3rd July 2023.

8.2.2. Road Safety Group meeting minutes 22nd May 2023.

8.2.3. JFMC meeting, minutes to follow

8.2.4. SCEnic meeting, meeting to be arranged

8.2.5. 3G all-sports pitch working group meeting 20th June 2023

8.2.6. Finance and Strategy Group minutes of meeting 27th June 2023

8.2.7. NDP Review meeting minutes 22nd May 2023

8.2.8. Greener Staplehurst Group 15th June 2023

**9. REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)
- No items**

10. URGENT MATTERS - NA

11. SPECIAL MOTION & REPORT – NA

12. Confidential

12.1 CCTV – Councillors debated the use of CCTV in Staplehurst

Signed.....Date.....