

Parish Office
Staplehurst Community Centre
High Street, Staplehurst, Kent
TN12 0BJ

Parish Clerk
Richard Griffiths

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Website www.staplehurst-pc.uk

To the members of Staplehurst Parish Council You are summoned to attend a meeting of Staplehurst Parish Council to be held

Tuesday 22nd April 2025, 7.30pm.

**Infant Hall, Staplehurst Primary School,
via Gybbon Rise entrance**

PUBLIC FORUM – Before and after the meeting the Chairman will invite members of the public to speak for a maximum of 3 minutes each, relating to issues on the agenda or about planning issues of local concern. Please state name and address prior to speaking. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting / part of the meeting.

Comments about items on the agenda may be sent to clerk@staplehurst-pc.uk by **4.00pm on the day of the meeting.**

Maidstone Borough Councillor's Report (Standing Item):

AGENDA

1. APOLOGIES:

2. COUNCILLOR DECLARATIONS regarding items on the Agenda:

- 2.1.** Declarations of Lobbying
- 2.2.** Changes to the Register of Interests.
- 2.3.** Interests in Items on the Agenda
- 2.4.** Requests for Dispensation

3. APPROVAL OF FULL COUNCIL MINUTES: (5 minutes)

Pages 2335 – 2344 31st March 2025 available at Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk) to be signed by the Chairman.

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list, Summation and Balance sheet (5 minutes)

4.2 SMFC CIC Youth request for refund of pitch hire fees (5 minutes)

Resolution: To consider a refund of Youth pitch hire fee due to inclement weather and the club booking alternative pitches in 2024/25

4.3 Review of SMFC CIC ground hire fees 1st August 2025 – 31st July 2026 (5 minutes)

Resolution: To consider a request by SMFC CIC to reduce the SMFC CIC ground hire fees by £600 for 1st August 2025 – 31st July 2026

4.4 SMFC CIC request for a refund (5 minutes)

Resolution – To consider a request by SMFC CIC for a refund

4.5 Venue for Parish Council and Planning Committee meetings (5 minutes)

Resolution: To consider venue for Parish Council and Planning Committee meetings from 12th May 2026.

5 CLERKS REPORT ON OUTSTANDING MATTERS – attached (5 minutes)

6 PROPOSALS FOR DISCUSSION and DECISION -

7. CORRESPONDENCE & PARISH ISSUES for decision or noting:

8. Chairman's Report

8.1 Committee and working group minutes for noting

8.1.1 Planning Committee minutes of 7th April 2025

8.1.2 Road Safety Group next meeting 28th April 2025

8.1.3 Jubilee Field Working Group next meeting 29th April 2025

8.1.4 SCEnic next meeting 24th April 2025

8.1.5 3G Multi-Sports pitch working group meeting – to be arranged

8.1.6 Employment, Finance and Strategy Group meeting minutes 17th April 2025 to follow

8.1.7 NDP Review Group meeting to be arranged

8.1.8 Communications Group meeting minutes 9th April 2025

8.1.9 Greener Staplehurst Group meeting - to be arranged

9 REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

10 Confidential

Pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 the Parish Council will be asked to exclude the press and public from the meeting on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted'.

Councillors are respectfully reminded that should they be unable to attend any Parish Council Meeting, of which this Agenda is a formal summons, they should notify the Parish Clerk with their apology and reason for non-attendance. Failure to do so for a continuous period of six months will result in automatic disqualification from the Council.

Deadline for such notification to the Parish Clerk is by 4.00pm on the meeting day.

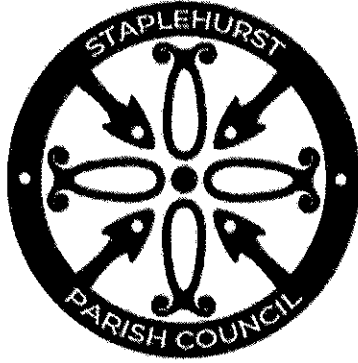
RJ Griffiths

**Richard Griffiths Parish Clerk
16/4/25**

<u>Parish Council Saturday Surgeries with Borough Councillor Perry</u> <u>(Staplehurst Library 10.00am – 12.00pm)</u>	
<u>Date</u>	<u>Councillor</u>
26 th April 2025	Borough Councillor John Perry / TBC
31 st May 2025	Borough Councillor John Perry / TBC
28 th June 2025	Borough Councillor John Perry / TBC
Future Parish Council meeting dates	
12 th May 2025 -AGM	7:30pm Infant Hall Staplehurst Primary School
2 nd June 2025	7:00pm Infant Hall Staplehurst Primary School
23 rd June 2025	7:30pm Infant Hall Staplehurst Primary School

Minutes & Agenda Circulation List:

Chairman	Paddy Riordan	Vice Chairman	John Perry
Mel Alesi	Margaret Arger	Jose Castro	Richard Ash
Adele Sharp	Eric Hotson	Bill McLaughlin	Alan Pett
Ani Martin	Catherine Farragher	Mike Wakeford	Chris Rhodes
Josh Melville		County Councillor	Lottie Parfit



STAPLEHURST 2335

PARISH COUNCIL MEETING

**31ST MARCH
2025**

MINUTES

PUBLIC FORUM

A resident raised public safety concerns regarding KCC management of footpath KM293A and asked for the Parish Council to formally complain. Footpaths are a KCC responsibility, Parish Councillors agreed to visit the site and report back.

A resident stated that if the Theatre in the Park event is agreed The Scouts will kindly offer the use of their toilet facilities.

Also, the Scouts are doing a Pop-up Museum for VE Day 80th Anniversary, all items welcome.

Maidstone Borough Councillor's Report (Standing Item):

Cllr Perry raised a number of issues;

1. Devolution / Unitary Authority debate – the debate is moving towards either:
 - a) "Weald" (Tunbridge Wells, Tonbridge and Mailing, Sevenoaks and Maidstone - geographical) or
 - b) "Central" (Ashford, Swale and Maidstone – due to many shared services)

Both have complex issues – financial, contractual and housing are just some.

Note the Police Commissionaire role will cease and be absorbed into the "Mayor of Kent"

2. Note the DPD nationally has changed to an SPD – this is the reason for withdrawal and now consultation on the SPD.
3. MBC set up "Non-smoking zones" to try and support giving up smoking
4. Mayoral visits included Gurkha passing out parade and "Repair Shops" set up by volunteers. Maybe something Staplehurst could try?

Cllr Ash asked if the Adult Social Care costs, which are causing KCC such financial issue, surely they will cause the new unitary authorities to financial issues as well? The MBC services are currently ring fenced for MBC services but their budgets will be swallowed up by the priority for Adult Social Care. Cllr Perry agreed and noted financial issues are a major issue in the whole process.

Cllr Riordan raised a number of points

- Devolution – reiterated the points Cllr Perry raised and noted that out of £100 of KCC Council Tax £60 goes on Adult Social Care and £2 on roads

Signed by Chairman.....Date.....

- KALC are being invited to MBC devolution sub group to cascade information to all Parishes, also setting up Youth Advisory Board to gather young people's points of view.
- Police update – 17 out of 18 officers in Maidstone area, Motorised bikes ceased in Staplehurst but catapults still a major problem.
- Concern about recent letter from Parish Council so wrote as an MBC Cllr to residents – will forward to Parish Council
- Village surgeries – are very useful need to promote more

Present: Cllrs Riordan, Hotson, Sharp, Ash, Mclaughlin, Alesi, Arger, Farragher, Martin, Pett, Rhodes, Castro, Perry and Melville plus the Clerk.

1. **APOLOGIES:** NA

Absent – Cllr Wakeford

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 – Cllrs Sharp, Hotson, Mclaughlin, regarding item 7

2.4. Requests for Dispensation – Cllr Riordan proposed and Cllr Castro seconded that Cllrs Sharp, Hotson and Mclaughlin should be able to speak but not vote. Agreed majority 13 for, 0 against and 1 abstained.

3. **APPROVAL OF FULL COUNCIL MINUTES: (5 minutes)**

Pages 2329 – 2334 10th March 2025 available at Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk)

Cllr Alesi proposed and Cllr Ash seconded to approve the minutes of the 10th March 2025 – Agreed majority; 12 For, 0 against and 2 abstained. Duly signed by the Chairman.

4. **FINANCE REPORTS & PROPOSALS**

4.1 **Payment list**

<u>Approved Payments 23rd January - 25th March 2025</u>	<u>Amount</u>
Josh Melville - Pipe Clearance & Gate Repairs & Padlock	64.05
Josh Melville - Pavilion Repairs	30.00
Josh Melville - Install AED at Phone Box	20.00
Staplehurst School - Meeting Hall Hire Oct-Dec	420.00
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Jan	1010.00
SLCC - FILCA Qualification Fee RG	144.00
Commercial Services Trading Ltd - SF Mowing Jly-Sept	767.96
Amazon UK Ltd - Parish Office Stationery	9.99
Amazon UK Ltd - Parish Office Stationery	6.56
Amazon UK Ltd - Parish Office Stationery	3.59
Amazon UK Ltd - JF Pavilion Cleaning Materials	22.00
National Allotment Society - Annual Subscription	84.00

Signed by Chairman.....Date.....

Kingsford Solicitors - Football Foundation 3G Grant Review	500.00
Miss C Lucas - JF Pavilion Cleaning January	40.00
Miss C Lucas - Youth Club Cleaning January	80.00
Joshua Melville - Painting Materials Parish Office	257.00
Joshua Melville - Parish Office Decoration	900.00
Dean Fuller - Jubilee Field Pitch Repairs	120.00
Paxman Printing Services - Village Update Spring	843.00
Staplehurst Roofing - Roof Repairs Bell Lane Toilets	580.00
Payroll & Pension Costs - February	7377.83
HMRC - Tax & NI February	2037.76
Choice Support - Planter Maintenance January	519.00
Hugo Fox Ltd - Silver Subscription February	23.99
Hugo Fox Ltd - Silver Subscription March	23.99
Staplehurst Community Centre - Parish Office Lease Jan-Mar	1050.00
Homeleigh Timber - Caretaker Sundries	27.83
Homeleigh Timber - Sleeper & Accessories GSG	316.70
Homeleigh Timber - Screws GSG	36.06
Homeleigh Timber - Top Soil GSG	58.79
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Feb	1010.00
Bumbles Plant Centre - Peat & Plants GSG	122.79
Miss C Lucas - Youth Club Cleaning February	60.00
Paul Carter Holman Heating - JF Pavilion Water Tanks	644.40
Staplehurst Mowers Ltd - JF Mower Repairs & Parts	1266.64
Paul Carter Holman Heating - JF Pavilion Water Tanks	1287.92
KALC - Year End Audit Training RG	42.00
Miss C Lucas - Jubilee Pavilion Cleaning February	20.00
SEHT - Balance of Budgeted Sum re Insurance Contribution	358.12
Choice Support - Planter Maintenance February	519.00
Business Stream - Youth Club Waste Water Nov-Jan	41.22
Sevenoaks DC - Surrenden Field Premises Licence	70.00
KCC Procurement - Photocopier Rental Apr-June	105.98
Paul Carter Holman Heating - JF Pavilion Water Tanks	402.27
Alison Eardley - Delivery of Phase 1 Tasks NDP	2480.00
Cartell Electrical Ltd - Jubilee Pavilion Immersion Heater	84.00
Cam-Tech Security - CCTV Download Surrenden Field	108.00
Amazon UK Ltd - Printer Cartridge DJ	25.83
Staplehurst School - Meeting Hall Hire Jan-March	420.00
Cllr Reimbursement re Embroidery Logo Set Up	20.00
Joshua Melville - YC Disabled Toilet Refurbishment	542.95
HMRC - Tax & NI February	2039.47
Wealden Community First Responders - Donation	150.00
Wetherell Plumbing & Heating Ltd - YC Disabled Toilet	264.00
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Mar	1010.00
N Thomas - Plants & Water Containers Reimbursement GSG	488.87
Lehane Property Maintenance - Bell Lane Toilet Door Repairs	606.00
Arron Services - Norton Subscription DJ/JT Laptops	84.00
Payroll & Pension Costs - March	7271.39

Signed by Chairman.....Date.....

KCC - Load bearing Test re Christmas Motifs	510.00
KCC - Street Light Attachment Christmas Motifs	134.00
Toolden Ltd - Hyundai Wet/Dry Vacuum Jubilee Pavilion	290.00
Sainsbury's - Coffee Parish Office	5.00
Adobe Systems - Monthly Subscription Jan-Feb	19.97
Milk - Parish Office	2.00
Adobe Systems - Monthly Subscriptions Feb-March	19.97
Defib Store Ltd - Defibrillator Pads	120.00
ALCC - Membership Payment DJ	50.00
Sainsburys - Coffee & Milk Parish Office	8.00
Adobe Systems - Monthly Subscription Mar-Apr	19.97
Telecoms World - SEHT Virtual Phone Number December	14.39
Telecoms World - Youth Club Broadband December	29.40
Npower - Street Light Energy December	50.64
Pozitive Energy - Youth Club Electricity December	56.05
British Gas Lite - Parish Office Electricity Dec-Jan	290.73
Countrystyle Recycling Ltd - Waste Collection December	76.85
British Gas Lite - Electricity SF Pavilion Dec-Jan	35.63
British Gas Lite - Electricity Bell Lane Toilets Nov-Jan	34.45
British Gas Lite - Electricity JF Pavilion Dec-Jan	203.79
MBC - Council Tax Bell Lane Toilets February	100.00
Sage Payroll - February	12.00
Pozitive Energy - Electricity Youth Club January	110.54
Business Stream - Water Bell Lane Toilets Dec-Jan	48.16
Castle Water - Potable Water JF Pavilion January	30.37
British Gas Lite - Electricity JF Sewage Pump Jan-Feb	21.16
Telecoms World - SEHT Virtual Phone Number January	14.39
Telecoms World - Youth Club Broadband January	29.40
BT - Broadband & Phone Charges Feb-Apr	244.10
Countrystyle Recycling - Waste Collection January	96.06
Business Stream - Surrenden Pavilion Waste Water Apr-Mar 26	185.12
Business Stream - JF Pavilion Waste Water Nov-Feb	61.28
British Gas Lite - Electricity Bell Lane Toilets Nov-Feb	34.51
British Gas Lite - Electricity SF Pavilion Jan-Feb	35.16
British Gas Lite - Electricity JF Pavilion Jan-Feb	208.22
British Gas Lite - Electricity Parish Office Jan-Feb	242.39
Sage Payroll - March	12.00
Castle Water - Youth Club Water	1.80
Pozitive Energy - Youth Club Electricity February	182.16
Business Stream - Surrenden Pavilion Water Nov-Feb	23.34
Castle Water - Jubilee Field Pavilion Water February	26.78
Business Stream - Wimpey Field Water Nov-Feb	78.10
Business Stream - Bell Lane Toilets Water Jan-Feb	48.16
Net World Sports - Jubilee Field Net Supports RG	112.94
British Gas Lite - JF Pumping Station Electricity Feb-Mar	17.67
Telecoms World - SEHT Virtual Phone Number	14.39
Telecoms World - Youth Club Broadband	29.40

Signed by Chairman.....Date.....

KCC - Youth Club Lease Purchase Mar-Jun	212.50
Lloyds Bank - Charges February	10.35
Lloyds Bank - Charges March	8.50
Arron Services Ltd - Hosted Exchange February	271.32
Arron Services Ltd - Hosted Exchange March	271.32
TOTAL CURRENT ACCOUNT EXPENDITURE	43,683.38

TOTAL PETTY CASH EXPENDITURE

0.00

Cllr Hotson and Perry both noted the expenditure and the need to be cautious moving forward.

Cllr Hotson proposed and Cllr Arger seconded to approve the payment list above – Agreed unanimously.

4.2 Summation and balance sheet - Noted**4.3 IT Service Contractor**

Following a debate, which highlighted that the Communications Group had assessed the three bids, scored the bids and are recommending Heliocentrix – note the monthly fee is less than the existing IT service contractor.

Cllr Ash asked about IT equipment – this will be worked up with Heliocentrix but Cllrs can use their own equipment if they wish.

Cllr Arger proposed and Cllr Alesi seconded to approve the resolution below – Agreed unanimously

Resolution – To approve the recommendation of the Communications Group and appoint Heliocentrix as the Parish IT Service contractor, one off fee of £1,488 includes transition and training and monthly fee of £259.14
Administration budget

5 CLERKS REPORT ON OUTSTANDING MATTERS – attached (5 minutes)

2318/4.5 – Heating ventilation service at JF pavilion, sort other quotes only able get one more quote, £112 plus VAT Cartell Electrics as against £600 plus VAT

Cllr Arger proposed and Cllr Alesi seconded to appoint Cartell Electric's £112 plus VAT, agreed unanimously (Jubilee Field Budget)

Update on Chilmington Waste Water plant – River Beult – requested meeting with Environment Agency (EA) – no response yet – article in Weald of Kent Protection magazine. Cllr Perry is liaising with MP on the issue

Cllr Ash raised the point that the Upper Medway officers indicated the River Beult is approximately 70% treated sewage

Cllr Pett re-emphasised that farmers are paid a subsidy by the EA not to put fertilizers / phosphates into the river yet EA issue "Discharge Permits" that put fertilizers / phosphates into the river.

VE Day 80th Anniversary - Cllr Sharp noted Council working closely with Scouts, Girl Guides and SEHT, the event includes music, food and lighting the Beacon. Supported by Staplehurst Transit, WI.

Also linking with Church to coincide with national bell ringing at 3pm

Signed by Chairman.....Date.....

2199/5 Girl Guide lease – required professional mapping fee £225 plus VAT. As one plan is for the new annual licence for land next to the Girl Guides lease, seek £112.50 from Girl Guides.

Cllr Riordan proposed and Cllr Alesi seconded to appoint True Plan £225 plus VAT and reclaim £112.50 from Girl Guides agreed unanimously (Professional fees Budget)
Note Bio Blitz – 28th May 2025

Merit Awards / Annual Parish Meeting – banner £80 plus VAT to help promote Annual Parish Meeting, can be used annually.

Cllr Riordan proposed and Cllr Alesi seconded to appoint Simply Print £80 plus VAT agreed unanimously (Chairmans Discretionary budget)

Upper Medway Internal Drainage Board asked for meeting regarding expansion of their role. Cllrs Perry, Ash and Pett volunteered to meet them and report back to Council.

MBC Houses in Multiple Occupation (SPD) consultation – any Cllr wish to formally respond.

Golding Homes – two issues

1. Walk about 3rd April 2025 – Cllrs can forward issues if they wish
2. "Responsible Pet owners event" request to use Surrenden Field 9th July 2025 10am – 2pm Proposed by Cllr Arger seconded by Cllr Riordan to approve Golding Homes use of Surrenden Field for Responsible Pet owners event – 9th July 2025, 10am – 2pm

2108/6.3 – Cranbrook Rd project meeting arranged with new KCC officer 10th April 2025, RSG members invited

2319/6.3 – 3G Pitch additional information on MBC planning portal

233/7.6 – Merit Award Nominations closing date 4th April 2025 – this Friday

2067/pf - Cllr Ash update Council on a site visit with Upper Medway Internal Drainage Board regarding Redrow and the "dog field" will be clear ditches.

Reminder Litter Pick 5th April 2025 – 10am at Youth Club – Cllrs Martin and Hotson registration and others to attend.

Staplehurst Bell Tower Blessing Service - Thursday, 29 May at 6:30 pm.

Cllr Martin raised the issue of the Annual Parish Meeting / Merit Awards – seeking volunteers to set up before opening 7:30pm, APM 8:15 and then Merit Awards at 8:45pm with clearing away at 9:30pm

6 PROPOSALS FOR DISCUSSION and DECISION -

6.1 Staff Appraisal Policy and template

Following a debate, which highlighted that following training aiming to move forward with simpler form and process. Cllr Farragher proposed and Cllr Riordan seconded to approve the resolution below – Agreed unanimously.

Resolution: To approve the recommendation of the Employment, Finance and Strategy group to adopt the appraisal policy and template for staff appraisal – appendix A of this report.

Signed by Chairman.....Date.....

6.2 To update Council on RSG work

Following a debate, which highlighted RSG frustrations that KCC Highways are turning down all requests for work and the need to continue to highlight issues but moving forward focus on items that can be delivered on the Staplehurst HIP.

Will raise at meeting on the Cranbrook Rd project

Council noted the RSG summary report

6.3 Cllr Melville – working group membership

Following a debate, Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below – Agreed majority 13 for, 0 against 1 abstained.

Resolution: To approve Cllr Melville appointment to Scenic, Greener, RSG and Communications Working Groups

6.4 Draft hire agreements SMFC CIC at Jubilee Field 1st August 2025 – 31st July 2026

Following a debate, which highlighted a number of points;

1. SMFC CIC Senior Ground hire agreement 1st August 2025 – 31st July 2025 – appendix A

To review the Council decision on fees requires five Cllrs to request the review, so far four Cllr have contacted the Clerk – if one more Cllr contacts the Clerk then a review of the fees can be considered at the next Council meeting.

(Council Standing Orders 7 Previous Resolutions)

Point 4 – SMFC CIC request for an extra Sunday adult team

Fees based on 3 teams – now want an extra team – should they pay more?

Are they selling tickets or refreshments at the extra teams matches?

Previously complained about state of pitch being over played?

Previously Junior Teams could not play on it – note this is now not the case. The Junior teams have the access to the main pitch as they request.

Council requested JFWG to obtain more information from SMFC CIC about proposed extra adult Sunday team and report back

Point 12 – maintenance

SMFC CIC are requesting to remove their responsibility to maintain the main pitch to a SCEFL league standard.

Clerk explained that when the JFMC Trustees surrendered the lease it was agreed to honour the existing agreements – the Trust was only responsible for maintaining the pitch to a standard acceptable as a public recreation ground. The Council agreed and have carried on this responsibility.

SMFC CIC are responsible for maintaining the main pitch to a SCEFL level– and have been for a number of years engaging / paying grounds staff.

If this change goes ahead it could put SMFC CIC participation at SCEFL level at risk.

Note the Football Foundation Grant – inherited from the JFMC - was agreed at 11th December 2023 (2174/6.2) Council meeting, counter signed by the Club representatives in January 2024 and is backed up with emails with the Football Foundation that clause 24 of the Grant Terms and Conditions only requires football – **not** SCEFL league, step 6 or level 6 football standard.

Signed by Chairman.....Date.....

Cllr Hotson noted that the JFWG Cllrs have consistently emphasised that the Council is only responsible to maintain the pitch to a standard acceptable as a public recreational ground in meetings with the SMFC CIC.

Cllr Farragher asked is there a "standard recreational level" – Yes there is a Local Authority recreational level which the Council follows for the pitches at the Jubilee Field.

If the Parish Council took on the responsibility to maintain the pitch at SCEFL league standard the extra cost is estimated to be in the region £6,000 - £8,000 per year. This has not been budgeted for in 2025/26.

Cllr Riordan proposed and Cllr Melville seconded that the Council should continue to maintain the main pitch to a standard acceptable as a public recreational ground, not to a SCEFL standard – agreed unanimously.

Point 14 – pitch unforeseen circumstances. It was noted that this was inherited from JFMC agreement and is only to "try and find another pitch" also it has never been requested. Following a debate;

Cllr Riordan proposed and Cllr Melville seconded to remove point 14 from the agreement; agreed majority 9 for, 0 against and 5 abstained.

Point 22 – Public access Cllr Riordan felt this had been ignored ever since it was agreed in November 2020. The gates should be open not closed or locked.

It was noted that previously this may have been the case but Cllrs Rhodes and Melville stated in the last year the gate by the turnstile and the gate down the side of the pitch have been unlocked / unbolted and you just need to turn the handle to enter the area.

The emergency gates remain locked to prevent motorised access which could seriously damage the area.

Cllr Farragher noted that it looks closed off to the general public.

Following a debate it was agreed that JFWG report back with wording for signs that emphasise that the space is free public open space available for the all – unless the pitch is being hired for matches.

Other points raised

The agreement has been generally tidied up SMFC / SMYFC / SMFC CIC plus changed GAA to GAAT as this is the legal name of the Girl Guides.

If the SMFC CIC Clubhouse is developed then the SMFC CIC ground hire agreement would need to be amended.

2. SMFC CIC Youth pitch and pavilion hire agreement – 1st August 2025 – 31st July 2026 – appendix C

The agreement has been generally tidied up SMFC / SMYFC / SMFC CIC plus changed GAA to GAAT as this is the legal name of the Girl Guides.

If the 3G pitch is built the SMFC CIC pitch and pavilion hire agreement would need to be amended.

Clerk noted that the existing agreement has a target of a new agreement in principle by 1st April 2025.

JFWG to report back to Council.

Signed by Chairman.....Date.....

6.5 **Theatre in the Park 2025**

Following a debate Cllr Arger proposed and Cllr Riordan seconded to approve the resolution below – Agreed unanimously (note the Scouts offer for access to toilets)

Resolution: To approve Parkwood Theatre in Surrenden Field 20th August 2025

6.6 **Advert for Cleaner**

Following a debate, change "will" to "would" Cllr Riordan proposed and Cllr Arger seconded to approve the resolution below with the above amendment – Agreed unanimously

Resolution: to approve advert for cleaner

6.7 **Playscheme 2025**

Following a debate, which highlighted the importance of the Playscheme to the Parish, Cllr Hotson proposed and Cllr Riordan seconded to approve the resolution below – Agreed unanimously

Resolution: to approve;

- a) Dates and times as set out in report – Monday 28th July – Friday 15th August 2025
- b) Fees proposed £7 pre booked and £8 on the day
- c) Bio blitz 13th August 2025
- d) Use of Staplehurst Primary School – Infant Hall
- e) Confirmation of Cllr Arger as lead Cllr for the playscheme

6.8 **School parking initiative**

Following a debate, which Cllr Perry noted this is a long standing issue and highlighted the joined up approach with School Police and MBC.

Cllr Martin noted it would be reviewed and aim to do again in September 2025 and Cllr Hotson asked could the review consider improved access from A229?

Cllr Riordan proposed and Cllr Perry seconded to approve the resolution below – Agreed unanimously

Resolution: to approve the school parking initiative and letter be sent to residents in the area – Gybbon Rise, Thatcher Rd, Surrenden Rd and Fletcher Rd

7 **CORRESPONDENCE & PARISH ISSUES for decision or noting:**

Staplehurst Community Centre request for CIL funding – letter was noted and request that a detailed report comes back to Council with costs of work, phased approach, amount of other external funding obtained etc.

8 **Chairman's Report**

Cllr Riordan raised a number of points

- Will forward a report on the Parish Office regarding historical Health and Safety issues.
- Continues to raise road safety issues with KCC highways
- Cranbrook Rd project – deliverable as s106 funding set aside for the Cranbrook Rd project not KCC funded – Can't make the meeting but will forward information and looks forward to the report back. This has been going on for four years!
- Pilot Youth Service scheme – a positive meeting with KCC Cllr Parfitt and KCC Cabinet Member for Integrated Children's Services. As KCC have just restructured and made Youth Service Staff redundant they cannot employ staff to do this type of "Open access Youth Work. Therefore proposed that the Parish Council employ "Part time Youth Worker" with wrap around support from KCC.
- KCC will forward details of support and then report to Council.

Signed by Chairman.....Date.....

- Youth Club toilets upgraded, thanked those involved and Cllr Parfit for the Members Grant

8.1 Committee and working group minutes for noting

- 8.1.1 Planning Committee minutes of 17th March 2025
- 8.1.2 Road Safety Group minutes 17th March 2025
- 8.1.3 Jubilee Field Working Group minutes 4th March and 20th March 2025
- 8.1.4 SCEnic minutes 19th March 2025 – Cllr Sharp noted that discussions with SCEG have confirmed they are not organising a “Village Fete in 2025” and if the Council want to work with partners and organise a Village Fete, 28th June 2025, will bring a report back to Council 22nd April 2025.
- 8.1.5 3G Multi-Sports pitch working group meeting – to be arranged
- 8.1.6 Employment, Finance and Strategy Group meeting minutes 20th March 2025
- 8.1.7 NDP Review Group meeting to be arranged
- 8.1.8 Communications Group meeting minutes 3rd March 2025
- 8.1.9 Greener Staplehurst Group meeting - to be arranged

9 **REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)**

10 **Confidential**

10.1 **HR Report**

Following a debate it was agreed unanimously;

The Parish Clerk should move up one spinal column point from benchmark range 31 to 32 he will be then at the top of LC2 scale 29-32 above substantive benchmark range. This will be in addition to the local government NALC pay agreement for 2024/2025.

The Deputy Clerk and Responsible Finance Officer is at the top of her current pay scale and should remain on her current spinal column point benchmark range 28 LC2 scale 24-28 substantive benchmark range but will receive the local government NALC pay agreement for 2024/2025.

The Administration Support Officer is at the top of her current pay scale and should remain on her current spinal column benchmark range 12 LC1 scale 7-12 substantive benchmark range but will receive the local government NALC pay agreement 2024/2025.

The Caretaker should move up one spinal column point from benchmark range 8 to 9 LC1 7-12 substantive benchmark range. This will be in addition to the local government NALC pay agreement 2024 2025.

All of these increases in salaries should be backdated to 1st of April 2024.

These minutes are not verbatim but an accurate reflection of the decisions.

Signed by Chairman.....Date.....

STAPLEHURST PARISH COUNCIL

Financial Reports 26th March 2025 To 31st March 2025
copied to Councillors for the meeting on 22nd April 2025

Sage Transactions 22877 To Inclusive 22984

All amounts are shown inclusive of VAT where applicable. VAT paid is reclaimed on a quarterly basis.

Date	Ref.	CURRENT ACCOUNT EXPENDITURE	Amount
28/03/2025	BACS/1	Alison Eardley - SNDP Completion of Phase 1 Tasks	5,595.60
28/03/2025	BACS/2	Cartell Electrical Ltd - JF Pavilion Immersion Heater Repair	134.40
31/03/2025	BACS/1	Castle Water - Youth Club Potable Water February	6.78
31/03/2025	BACS/2	Rumwoods Ltd - Garden Plants - GSG	50.00
31/03/2025	BACS/3	Rumwoods Ltd - Garden Plants - GSG	52.86
31/03/2025	BACS/4	Choice Support - Village Planter Maintenance March	519.00
31/03/2025	BACS/5	Dean Fuller - Grass Cutting/White Lines Jubilee Field	280.00
31/03/2025	BACS/6	Miss C Lucas - Youth Club Cleaning March	80.00
31/03/2025	BACS/7	Miss C Lucas - Jubilee Pavilion Cleaning March	40.00
31/03/2025	BACS/8	CSG Global Education - Stationery	20.39
31/03/2025	BACS/9	CSG Global Education - Cleaning Equipment JF Pavilion	44.91
27/03/2025	DD/1	Countrystyle Recycling - Waste Collection February	76.85
28/03/2025	DD/1	British Gas Lite - Parish Office Electricity Jan-Mar	468.38
31/03/2025	DD/1	British Gas Lite - Jubilee Pavilion Electricity Feb-Mar	319.79
31/03/2025	DD/2	British Gas Lite - Surrenden Pavilion Electricity Feb-Mar	31.04
31/03/2025	DD/3	British Gas Lite - Bell Lane Toilet Electricity Nov-Mar	27.71
31/03/2025	DD/4	Business Stream - Bell Lane Toilet Water Feb-Mar	46.77
			7,794.48

Date	Ref.	CURRENT ACCOUNT INCOME	Amount
28/03/2025	FPI	SMUFC - JF Pitch Hire March	632.67
			632.67

Date	Ref.	PETTY CASH EXPENDITURE	Amount
27/02/2025	R11	Postage	2.60
			2.60

Date	Ref.	PETTY CASH INCOME	Amount
		NONE	0.00
			0.00

Date	Ref.	PARISH COUNCIL DEPOSIT ACCOUNT INCOME	Amount
31/03/2025	INT	Lloyds 95 Day Notice - Interest March	300.10
31/03/2025	INT	Nationwide - Annual Interest 2024-25	3,043.25
31/03/2025	INT	Unity Trust Bank - Interest March	560.51
			3,903.86

PROPOSED by Cllr..... SECONDED by Cllr
AND AGREED BY FULL COUNCIL that the above listed transactions be approved. Minute Ref:

Cheques are signed by any two of Councillors Ash, Castro, Hotson or McLaughlin
TWO COUNCILLORS to sign this sheet to confirm it contains the details ratified by the Council on 22nd April 2025

.....

Financial totals since the preceding meeting report

Parish Council Income		Parish Council Expenditure	
Current a/c	632.67	Current a/c	7,794.48
Petty Cash in	0.00	Petty Cash out	2.60
Deposit a/c	3,903.86		
	<u>4,536.53</u>	(incl. of VAT)	<u>7,797.08</u>

STAPLEHURST PARISH COUNCIL ANTICIPATED BUDGET -V- EXPENDITURE 2024-2025

	Budget £ and p	Actual/projected to Year End £ and p	Actual -v- Budget
General Parish Services	144,212.16	116,307.95	27,904.21
# Allotments	2,277.00	981.46	
CCTV	2,330.00	2,330.00	
Christmas Lights	5,000.00	4,779.39	
Churchyard	13,467.00	10,945.43	
# Greens, Trees and Tubs	9,330.14	7,562.84	
# Jubilee Field Maintenance	60,434.02	48,058.88	
Neighbourhood Plan - NPRG	5,000.00	6,884.30	
Playscheme	2,000.00	2,174.33	
Projects	0.00	0.00	
Public Toilets	15,000.00	15,453.74	
Skatepark	8,479.00	881.33	
# Street Lighting & public furniture	4,515.00	2,950.86	
Surrenden Field Maintenance	6,100.00	4,219.33	
Village Update & Website	5,700.00	4,546.03	
SEHT	500.00	500.00	
Wimpey Field	4,080.00	4,040.03	
Youth Services	10,145.00	11,558.91	-1,413.91
Club Site Lease	850.00	850.00	
# Building maintenance and equipment	9,295.00	10,708.91	
Council Administration & Support	31,043.00	25,945.46	5,097.54
Courses and Training	2,000.00	845.75	
Hire of Halls	1,600.00	1,846.50	
Insurance	3,400.00	3,695.30	
Running costs	19,818.00	16,482.00	
Office Equipment	500.00	0.00	
Subscriptions	3,725.00	3,075.91	
Staff	120,000.00	113,988.44	6,011.56
Other Expenses	16,350.00	10,388.07	5,961.93
Audit	1,050.00	1,240.00	
Basic Councillor Allowance	0.00	2,303.68	
Chairman's discretionary budget	1,000.00	391.89	
Donations & Grants	4,300.00	2,940.00	
Professional Fees	10,000.00	3,512.50	
Election Costs	0.00	0.00	
TOTAL REVENUE EXPENDITURE	321,750.16	278,188.83	43,561.33
Reserves	236,967.63	-982.12	237,949.75
General Fund	92,349.44	0.00	92,349.44
CIL Funds	53,542.23	-2,381.47	55,923.70
Allotment Fund	4,000.00	981.46	3,018.54
Surrenden Playing Field Project	26,500.00	0.00	26,500.00
Jubilee Field	15,000.00	345.00	14,655.00
Greener Staplehurst Group	200.00	0.00	200.00
Wimpey Field	1,000.00	0.00	1,000.00
Neighbourhood Development Plan	1,000.00	0.00	1,000.00
Youth Club Activities & Equipment	1,399.26	72.89	1,326.37
Youth Club Building	12,485.10	0.00	12,485.10
# Balance b/fwd for future budget	29,491.60	0.00	29,491.60

Actual Expenditure includes actual and committed expenditure to date.

Reserves Held for sole use by the following	0.00
Warden (Memory Café)	0.00

SIGNED by two Councillors to confirm authenticity

Mrs DA Jenkins
Responsible Finance Officer
Prepared on 14/04/2025

BALANCE SHEET at 31/03/2025**Bank balances**

		Date last reconciled
PC Current Account	1,358.12	31/03/2024
PC Deposit	45,298.49	31/03/2024
Lloyds 95 Day Notice	102,291.68	31/03/2024
Nationwide 95 Day Saver	30,096.62	31/03/2024
Unity Trust Bank	89,588.50	31/12/2024
Petty Cash	16.11	31/03/2024
TOTAL cash and bank accounts	268,649.52	

Debtors/Creditors

PAYE	-2,037.96
VAT	3,874.20
NET Debtors/Creditors	1,836.24
	270,485.76

Reserves

Parish Council All Funds	270,485.76
Warden Community Alcohol Project	0.00
Warden Memory Cafe	0.00
Warden Youth Project	0.00
Staplehurst Covid-19 EHT	0.00
	270,485.76

SECTION 106 & CIL FUNDING AVAILABLE

S106 Hen & Duckhurst Farm - 14/502010. MBC is holding **£104,719.33** towards improvement, refurbishment & maintenance of outdoor sports facilities at Jubilee Field. **EXPENDITURE DEADLINE 6TH JANUARY 2030.** S106 Fishers Farm, Headcorn Road - 14/505432. MBC is holding **£105,897.65** towards improvements and refurbishment of Jubilee Playing Fields and Play area. **EXPENDITURE DEADLINE MARCH 2030.**

CIL - Various . Remaining **£1,470.03** for the period from 1st April 2022 to 30th September 2022. Report to Maidstone Council by 30th June 2023 on how the received CIL monies have been allocated and spent during the previous financial year in accordance with the CIL reporting regulations.

CIL - Various . Rec'd from MBC **£8,434.95** for the period from 1st October 2022 to 31st March 2023 . Report to Maidstone Council by 30th June 2024 on how the received CIL monies have been allocated and spent during the previous financial year in accordance with the CIL reporting regulations.

CIL - Various . Rec'd from MBC **£43,265.34** for the period from 1st April 2023 to 30th September 2023. Report to Maidstone Council by 30th June 2024 on how the received CIL monies have been allocated and spent during the previous financial year in accordance with the CIL reporting regulations.

CIL - Various . Rec'd from MBC **£371.91** for the period from 1st October 2023 to 30th March 2024. Report to Maidstone Council by 30th June 2024 on how the received CIL monies have been allocated and spent during the previous financial year in accordance with the CIL reporting regulations.

CIL - Rec'd from MBC **£2,009.56** for the period from 1st April 2024 to 30th September 2024. Report to Maidstone Council by 30th June 2025 on how the received CIL monies have been allocated and spent during the previous financial year in accordance with the CIL reporting regulations.

STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
Council, Committee, Working Group	Council
Meeting Date, Time & Venue	22 nd April 2025
Report Author	Cllr Hotson
Item @ Title	SMFC CIC Youth request for a refund of pitch hire fees
Purpose	To consider a refund of Youth pitch hire fees due to inclement weather and the club having to book alternative pitches.
Resolution	To consider a refund of Youth pitch hire fees due to inclement weather and the club having to book alternative pitches in 2024/25.
Background Excessive rain over the 3 months – November and December 2024 and January 2025 prevented play on the Jubilee Field youth pitches.	
Detail The Jubilee Field youth grass pitch hire costs: £1,811.85 (December to February £603.95 x 3) for 15 teams. The club had to book alternative pitches. The costs for alternative pitches due to Jubilee Sports Field being too wet to play on during the 3 months cost the club £1,404.00, see detail in appendix A. Therefore SMFC CIC are requesting a refund of £1,404.00. In previous years the Youth section has received a refund for alternative pitch hire fees due to matches being cancelled at the Jubilee Field.	
Financial implications: Income reduced by £1,404.00 and a negative impact on Council budget.	
Budget Code: Jubilee Field	
Additional information	

STAPLEHURST PARISH COUNCIL

Appendix A

Staplehurst Monarchs Youth FC Alternative Pitch Bookings - Cost Indicator

<u>Week ended:</u>	<u>£</u>		
01/03/2025	177.00		
23/02/2025	102.00		
16/02/2025	194.50		
09/02/2025	203.50		
02/02/2025	179.00		
26/01/2025	203.50		
19/01/2025	97.00		
12/01/2025	32.00		
16/12/2024	126.50		
02/12/2024	89.00		
	<u>1,404.00</u>		
Monthly Pitch Rentals - Jubilee	603.95	x3	1811.85

STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
Council, Committee, Working Group	Council
Meeting Date, Time & Venue	22 nd April 2025
Report Author	Cllr Arger
Item @ Title	Review of SMFC CIC ground hire fees 1 st August 2025 – 31 st July 2026
Purpose	To consider a request by five Cllrs to review SMFC CIC request to review the ground hire fees and remove the additional refreshment fee of £600
Resolution	To consider a request by SMFC CIC to reduce the SMFC CIC ground hire fees by £600 for 1 st August 2025 – 31 st July 2026
Background <p>The Ground hire fee for SMFC CIC 1st August 2025 – 31st July 2026 was agreed at the Council meeting on the 27th January 2025, minute 2315/4.2.</p> <p>SMFC CIC have requested a review of the ground hire fees. As it is within 6 months of the original decision, as per Standing Orders 7 Previous Resolutions, five Councillors need to request to review the Council decision of the 27th January 2025.</p> <p>Five Councillors have come forward and therefore this is a report to review the matter.</p>	
Detail <p>The Ground hire fee for SMFC CIC 1st August 2025 – 31st July 2026 was based on the following;</p> <p>Council agreed 22nd January 2024 minute 2187/3.2 the ground hire fee to be £6,500 (1st August 2024 – 31st July 2025), then £7,500 plus inflation for next year.</p> <p>Therefore Council used £7,500 (September inflation rate of 2.7%) and added £600 per year for the additional refreshments fee agreed 28th October 2024, minute 2297/6.2.</p> <p>Therefore the total ground hire fee for 1st August 2025 – 31st July 2026 is £8,302.5 or monthly fee of £691.88 as agreed on the 27th January 2025 minute 2315/4.2.</p> <p>SMFC CIC are requesting to remove the £600 per year for the additional refreshment – this would reduce the ground hire fee to £7,702.50 or monthly fee of £641.88 for 1st August 2025 – 31st July 2026. The reduction request is due to the lack of home games on a Saturday from November 2024 which has resulted in a loss of income though SMFC CIC are still having to pay for the refreshment table when running at a loss from refreshments.</p>	
Financial impact: Reduction to the Council income of £600, negative impact on the Council budget.	
Budget Code: Jubilee Field	

STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
Council, Committee, Working Group	Council
Meeting Date, Time & Venue	22 nd April 2025
Report Author	Cllr Arger
Item @ Title	SMFC CIC request for a refund
Purpose	To consider a request by five Cllrs to consider SMFC CIC request to review the Council decision not to offer a refund.
Resolution	To consider a request by SMFC CIC for a refund
Background <p>On the 27th January 2025, the Council considered a refund for SMFC CIC – due to matches being cancelled due to bad weather (2321/6.7).</p> <p>SMFC CIC have requested a review of the decision not to offer a refund. As it is within 6 months of the Council decision, as per Standing Orders, 7 Previous Resolutions, five Councillors need to request to review the decision on the 27th January 2025.</p> <p>Five Councillors have come forward and therefore this is a report to review the matter.</p>	
Detail <p>On 27th January 2025 (2321/6.7) Council agreed "Cllr McLaughlin proposed and Cllr Riordan seconded to approve not to offer a refund or a contribution, agreed by majority 11 for, 1 against and 0 abstained." Because it was felt the matches being replayed would still provide a sufficient income which SMFC CIC advise is not the case.</p> <p>SMFC CIC have submitted details of the request for a refund of fees between December 2024 and February 2025 – see Appendix A.</p>	
Financial impact: <p>If a refund is agreed it will reduce the Council income for 2025/26 and have a negative impact on the Council budget.</p>	
Budget Code: Jubilee Field	
Additional information	

Staplehurst Monarchs FC – request for reimbursement of fees, March 2025

We asked the Parish Council to consider a request for a partial reimbursement of fees paid between December and February, due to the number of games the club had to postpone due to the pitch being unplayable. The council rejected this request on the basis that “all the games would be replayed therefore no refund was due”. Unfortunately, this is not always the case, and even when games are replayed, the changes can make a huge difference to the income generated – income the club needs in order to pay the hire fees.

First Team

Saturday 21 December v Rochester – Postponed Replayed Wednesday 19 February

Saturday 11 January v Lewisham Borough – Postponed Replay Wednesday 26 February

Saturday 25 January v Meridian – Postponed – Replay Saturday 19 April

Saturday 8 February v Welling Town – Postponed – Replayed Wednesday 12 March

Wednesday 26 February V Lewisham Borough – Postponed – Replay Wednesday 19 March

Saturday 1 March V Faversham Strike Force – Postponed Replay Wednesday 9 April

Women's Team

1 December v Canterbury Rescheduled for 13 April

8 December v Lenham Fixture unfulfilled

15 December v Herne Bay Rescheduled for 26 January

5 January v Plough Rescheduled for 19 January

19 January v Plough Played at Benenden

26 January v Herne Bay Rescheduled for 9 Feb

9 February v Herne Bay Fixture reversed

16 February v Woodcombe Rescheduled for 30 March

9 March v Faversham Rescheduled for 6 April

U23s Development

7 fixtures postponed, all rescheduled for March -May

As you can see, this is 22 fixtures that have had to be postponed. Of the first team games, only one of these has been able to be replayed on a Saturday. We cannot run the outside “bar” on a midweek night as it is not feasible so we lose income (and still have to pay the £50 per month) as well as the decrease in attendance for a midweek game – usually 40-50% less. The cost of the officials (£168 for the First Team) remains the same. For the women, we had to pay to hire

an alternative pitch once, and had a fixture reversed as it was a cup game we had failed to host twice. This has cost the club. The U23 had 7 fixtures postponed, and due to first team games having to be played midweek, there will be weeks where they have to play 2 games in a week.

The lack of home games has cost us in many ways, we have not been able to generate income for almost 3 months, yet our outgoings have not decreased. Sadly, our main club sponsor has decided that he is no longer able to invest in the club – partly due to the lack of home matches and therefore ability to promote his sponsorship. Despite our hard work, we are struggling to bring in local sponsors – if a football club cannot play football at home, it doesn't have a lot to offer. We were hoping that the clubhouse would be in place and would help us to keep the club going but the delays have meant this hasn't happened and the restrictions the council has on the bar mean we cannot generate any income without matches. As the juniors have been unable to play at home for the same period, we haven't been able to open the kitchen for their matches either.

I understand that the council wishes to see the accounts to back these facts, however our accounts will not show these figures yet as our year end was October.

Payments Made to the Parish Council:

Nov 24 £641.67

Dec 24 £658.37

Jan 25 £591.67

Feb 25 £591.67

Total cost £ 2483.38

In addition, the club have continued to pay the cost for the groundsman.

Our reputation has suffered as a result of all the postponements, with our fans, our leagues and our opponents. It will take a significant amount of time and effort, by unpaid volunteers, to rebuild this reputation.

I hope the Parish Council will understand how difficult this has been for the club, and look favourably on our request.

STAPLEHURST PARISH COUNCIL

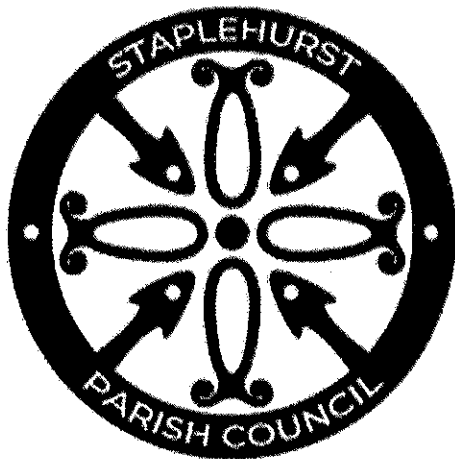
STANDARD REPORT	
Council, Committee, Working Group	Council
Meeting Date, Time & Venue	22 nd April 2025
Report Author	Cllr Martin
Item @ Title	To consider the venue for Parish Council meetings from 12 th May 2025
Purpose	To consider the option of the Council returning to the South Hall in the Community Centre for Council and Planning meetings.
Resolution	To consider the option of the Council returning to the South Hall in the Community Centre for Council and Planning meetings from 12 th May 2025.
Background <p>The Council decided to use Staplehurst Primary School Infant hall, as the venue for Planning and Council meetings, due to complaints about acoustics and lack of WIFI in the South Hall.</p> <p>However, at the Primary School the WIFI is intermittent, we have received complaints about the acoustics in the Primary School infant hall plus public access with the gates closing. Since last year WIFI has been fitted to the South Hall with a guest sign in.</p> <p>Employment, Finance and Strategy Group raised the issue of considering moving back to the South Hall.</p>	
Detail <p>Council meetings are as follows</p> <ul style="list-style-type: none"> • Council meeting 7pm – 10pm allowing set up and putting away = 3 hours • Planning meeting – 7pm – 9pm allowing for set up and putting away = 2 hours <p>Each are on a rolling three-week programme i.e.</p> <ul style="list-style-type: none"> • Council – 12th May 2025, 2nd June 2025, 23rd June 2025 and so on • Planning Committee – 19th May 2025, 9th June 2025, 30th June 2025 and so on <p>The hire fees are</p> <ul style="list-style-type: none"> • Staplehurst Primary School, infant Hall - £17.50 per hour • South Hall, Community Centre - £18.00 per hour 	
Financial impact: <p>The Council has a budget of £2,225 in 2025/26. This is for approximately 35 Full Council/Planning meeting plus the APM and Social evening.</p>	
Budget Code: Administration	

Clerks Report March 2025				
Green on track	Amber needs chasing		Completed	
Page no	Action	Responsible	Update	Status
2067/PF 2105/ PF 2287/5	Electric Vehicle Charging point locations in village	Cllr Riordan	Contacted MBC parking and arranging initial assessment site visit to Bell Lane car park. Chased 12.10.23, 14.11.23, 4.12.23, 2.1.24, 19.1.24 and 10.2.24 waiting for response. Cllr Riordan and Perry to ask CE of MBC to chase this up (2287.5)	
2067/PF	Culvert clearance at Redrow	Cllr Ash	MBC planning enforcement issued Breach of Condition on landscaping and ground works. Cllr Ash noted the planting has started but some way to go and also Bat and Bird Boxes still required – follow up in Feb 2024 with MBC Planning Enforcement	
2263/5.3			Wrote to MP, leader of KCC and MBC plus local Councillors. Cllr Ash update next Council meeting	
2081/7.1	S106 funding for station	Clerk	Draft list of improvements – seeking meeting with Network Rail and Southeastern Trains May 2025 and report back to Council	Needs chasing
2108/6.3	Progress Cranbrook Road survey for pelican pedestrian crossing, footpath / bus stop improvements and 30mph signage / area	Cllr Riordan	Reported back to KCC Highways – new contact leading project – chased again 10.1.25, 20.1.25, 13.2.25 and 14.3.25 Meeting on 10.4.25 – verbal update at meeting	Needs chasing
2175/7	RSG consider crossing near Church	RSG	RSG request to KCC Highways awaiting response – see RSG report	Needs chasing

2199/5 2265/6.5	Need to clarify Girl Guides lease at Jubilee Field	JFWG	Legal cost up to £2,000 – agreed 7.10.24 (2286.5) Land agent – cost £1,200 plus VAT, requires lease Update at Council – True plan appointed for professional plans	On track
2330/6	Working through with Cllr Hotson			
2224/3.3	Submission of planning application for 3G Multi-Sport pitch	Cllr Riordan	Planning application submitted, waiting for decision	On track
2319/6.3	Car parking amendments and no bund agreed		Design and Build consultant submitted details to address KCC Highways holding objections plus revised BNG	
2320/6.3	Approved promotion of sustainable parking, free hedgerow			
2238/5 2309/4.4	Chasing KCC regarding Youth Workers	Cllr Riordan	Agreed £14,000 towards KCC pilot Youth worker scheme subject to SLA. On hold – reviewing other options met with KCC Lottie Parfitt-Reid. Awaiting details.	Report to Council
2252/3.1	Submission to Football Foundation bid for the 3G multi-sport pitch at Jubilee Field	Cllr Riordan	Completed 12 th July 2024 – awarded grant offer of £741,879.	On track
2296/6.1	Agreed legal check of terms and conditions		Clerk ordered Legal Check	
2262/4.5	Evolution to paint skatepark	RFO	Date to be arranged, needs chasing - discuss	
2267/10	Cutting and marking of Jubilee Field	Clerk	Ongoing, note the mower is back in action	On track
2279/4.6b	Parade Disabled Toilet	SCEnic / Clerk	<ul style="list-style-type: none"> KCC own the building – email regarding, access, licence to occupy – no response Private land owner (building on their land) emailed – no response 	Needs chasing

			<ul style="list-style-type: none"> • Estimated cleaning cost £500 per month • Survey dependent on access to building • Insurance dependent upon state of building • Initial visit 6.2.25 	
2283/10.1	Sport and Recreation Management contract for Jubilee Field, if 3g pitch built	Council	Site visits held and Q and A circulated. Progressing but key is planning permission.	On track
2305/6.2				
2312/6.6	New Surrenden Field Pavilion project	RFO / Cllr Sharp	Arrange pre-application meeting Submit planning application Amend lease once planning permitted	On track
2312/7	Liaise with Staplehurst Primary School regarding potential Cranbrook Secondary school	Clerk / Cllr Arger / Cllr Martin	Primary school liaising directly with "Cranbrook school project"	Completed
2314/PF	Watching brief on Unitary Authority	All	Ensure Parish Council is briefed on Unitary Authority – Clerk sending out information	On track
2318/4.6a	Ventilation at Jubilee Field Pavilion	Clerk	Cartell electrics appointed – waiting for a date	On track
2318/4.6b	Improve security at Jubilee Field	Cllr Sharp	Order and install drop bollard, stalled	On track
2319/5	SCenic to liaise with SCEG on "80 th Anniversary of VE Day event"	Cllr Sharp	Project being developed	On track
2321/6.8	Annual Parish Meeting and Staplehurst Awards and Social evening	Clerk	Council agreed Friday 16 th May 2025, 7:30pm – 9:30pm – event being worked up.	On track
2330/5.1	Parish office telephone and broadband contract	RFO	Agreed and being arranged	Completed
2331/6.1	Chilmington Water Treatment plant – impact on River Beult	Clerk / Cllr Perry	Escalated to MP	
2332/6.1	Footpath KM293A	Cllr Perry / Riordan	Visit and support case	On track

2333/7.7	Draft Staplehurst neighbourhood Plan Review	All	Comments to Cllr Arger by 31 st March 2025 – Revised documents for consultation due soon.	On track
2339/4.3	Initial meeting with Heliocentrix – start June 2025	Clerk	Need to clarify Cllr IT equipment.	On track
2340/6.1	Appraisal Policy adopted	HR Group	Staff appraisals being arranged in April 2025	On track
2341/6.4	SMFC CIC Hire agreements	JFWG	Waiting for JFWG report back	Needs chasing
2343/6.5	Theatre in Park	SCEnic	Parkwood Theatre appointed – 20 th August 2025	On track
2343/6.6	New cleaner	HR sub group	Advertised and appoint process under way	On track
2343/6.7	Playscheme 2025	Cllr Arger	Agreed and progressing for summer holidays	On track
2343/6.8	School parking initiative	RSG	Letters agreed – post out to local residents week of 28 th April 2025	On track
2343/7	SCCT request for CIL funding	SCCT	Waiting for report	On track
2344/8	Letter to Greener Group	Clerk	Sent	Completed
2344/10.1	Review of staff grades	HR Sub group	Completed	Completed



STAPLEHURST PARISH COUNCIL PLANNING COMMITTEE

7TH APRIL 2025

MINUTES

PUBLIC FORUM

A member of the public spoke about application 25/500725 and raised a number of concerns;

- i. Over intensification
- ii. An extension upon an extension
- iii. Reduction of garden space
- iv. Reduction of light on neighbours
- v. Increase in traffic on busy road
- vi. Access to neighbours – plan goes underneath neighbours roof hang space so limits access
- vii. Application mentions precedent but also recent similar applications refused

A member of the public spoke about application 25/500939 and raised a number of points;

- i. This application refers to a "quirk of planning" as condition 5 was not necessary when application 23/502688 approved
- ii. The site open and operational since October 2024
- iii. The operating hours "6am to 10pm" will not change

PRESENT: Cllr Sharp, Arger, Pett, Farragher, Ash, and McLaughlin plus the Clerk

APOLOGIES: NA but Cllr Wakeford absent

APPROVAL OF PLANNING COMMITTEE MINUTES: Minute Pages **1797P-1799P** of 17th March 2025 available at: <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/planning-committee/>

Cllr Pett proposed and Cllr Ash seconded to approve the minutes of the 17th March 2025, agreed majority 5 for, 0 against and 1 abstained.

COUNCILLOR DECLARATIONS regarding items on the Agenda: -

1. Declarations of Lobbying – All Cllrs application 25/500725
2. Declarations of Changes to the Register of Interests – NA
3. Declarations of Interest in Items on the Agenda – Cllr Sharp application 25/500725 and will leave meeting when item discussed
4. Requests for Dispensation - None

Signed by Chairman.....Date.....

CLERK'S PLANNING REPORT:

Churchill site – numerous public complaints about temporary traffic lights not working or phasing is out
 – Clerk chasing contractor – work until 15th April 2025.

FULL PLANNING APPLICATIONS:

25/500939 Staplehurst Nurseries Clapper Lane TN12 0JT Section 73 Application for removal of condition 5 (By reference to the 'planning tests' it was not 'necessary' when consent was given. Please see supporting statement.) pursuant to application 23/502688/FULL for Installation of 8no. rapid electric vehicle charging stations within the existing car park, with associated lighting, substation, feeder pillar and metering box, and equipment.

Following a discussion which highlighted that this references a planning test not required at the time of approval and as long as the opening hours remain the same (6am – 10pm) Cllr Ash proposed and Cllr McLaughlin seconded to recommend approval of application **25/500939** agreed unanimously as long as the opening times remain 6am – 10pm

Cllr Sharp left the room for this item, Cllr Arger took the Chair of the meeting for this item.

25/500725 60 Bathurst Road TN12 0LH Sub-division and erection of front and side two-storey extensions to existing dwelling to form new attached two-storey, two-bedroomed dwelling. Changes to fenestration. Creation of two off road parking spaces for the new dwelling and widening the existing vehicular access onto Surrenden Road. Creation of two off-road parking spaces and new vehicular and pedestrian access for existing dwelling onto Bathurst Road. Installation of further 1.8m high close boarded fence to match existing. Removal of existing outbuilding and burnt-out garage.

Cllr Arger offered the opportunity for any Cllr to propose recommending approval, none came forward. Following a debate which highlighted;

1. Having recommended refusal to similar recent applications on Thatcher Rd and Jaggard Way – it would be wrong to be inconsistent.
2. Appears to have limited access from original property to the new garden
3. Reduction in green space – Biodiversity?
4. Extension boundary up to a neighbours wall, therefore limited access for the neighbours to maintain their property
5. Increase in parking, close to corner and extra traffic onto road
6. It feels intrusive
7. Corner plot with side extension, design issues still apply

Cllr Pett proposed and Cllr McLaughlin seconded to recommend refusal of application **25/500725** agreed unanimously on the following grounds;

MBC Local Plan policies

- LPRHOU2 – Residential extensions, conversions, annexes, and redevelopment within built up area – it is an extension on and an existing extension
- LPRHOU4 – Residential garden land – significant reduction in garden space
- LPRSP15 – Principles of Good Design - loss of light and overshadowing neighbouring property

MBC Residential Extensions - Supplementary Planning Document

- 4.20 - corner extensions; distance from adjacent buildings, pedestrian and vehicle access plus loss of garden space
- 4.38 - should fit unobtrusively into area

Signed by Chairman.....Date.....

- 4.39 - should not dominate original building and be subservient to the original building, over 50% extension on original building

It was agreed not to forward to recommend Planning Committee.

Cllr Sharp returned to the meeting and Chaired the remainder of the meeting.

PRIOR NOTIFICATION:

25/501092 The Old Dairy Lovehurst Manor Farm Lovehurst Lane TN12 0EY Prior notification for the change of use of a building and any land within its curtilage from agricultural to 1no. dwellinghouses and associated operational development. For its prior approval to: - Transport and Highways impacts of the development. - Noise impacts of the development. - Contamination risks on the site.- Flooding risks on the site. - Whether the location or siting of the building makes it otherwise impractical or undesirable for the use of the building to change from agricultural use to C3 (dwellinghouses). - Design and external appearance impacts on the building. - Provision of adequate natural light in all habitable rooms of the dwelling houses.

It was noted that the application had limited detail on issues such as access, sustainability, parking, design, drainage – which Upper Medway Internal Drainage Board have commented upon – that it should not set a precedent for the whole site, as many building on the site have Heritage Asset Status” although this building does not. In addition Q Class allows for conversion of up to 5 buildings on a farm.

The statement “change of use of a building and any land within its curtilage” – is unclear

Cllr McLaughlin proposed and Cllr Ash seconded to submit the following comments – agreed unanimously;

The application has limited detail on issues such as access, sustainability, parking, design, drainage – we support the comments of the Upper Medway Internal Drainage Board.

This application should not set a precedent for the whole site, as many building on the site have Heritage Asset Status” although this building does not.

DECISIONS: Noted

24/504756 Land South of South Cottage High Street TN12 0BH Erection of 1(no) 4-bedroom detached dwelling with associated amenity (resubmission of 20/500269/FULL). MBC REFUSED SPC had recommended refusal (Min 1785P 1791P)

20/505751 Reed Court Farm Hunton Road TN12 9SX Erection of a new free range egg farm consisting of 2 no. hen houses with extensive outdoor ranges and fencing, formal vehicle access from Hunton Road and associated parking, landscaping, woodland and tree planting, drainage and other associated works. MBC REFUSED SPC had recommended refusal (Min 1525P 1589P 1784P)

25/500709 Baywood Headcorn Road TN12 0BU Tree Preservation Order application - 1 x larger Oak tree - reduce by approximately 2 to meters and 1 x smaller oak tree by approximately 1 to 3 meters. MBC APPROVED, SPC had recommended approval (Min 1799)

25/500811 Mathurst Farm Goudhurst Road TN12 0HQ Non material amendment to 22/505902/FULL: Demolition of an existing agricultural building and erection of a single dwelling including access, garage, landscaping and associated works. - minor design changes to the approved carport plans. MBC APPROVED, SPC Noted (Min 1799)

Signed by Chairman.....Date.....

25/500387 5 The Quarter Cranbrook Road TN12 0EP Creation of new driveway with block paving for the provision of 2no. parking spaces, a vehicle crossover and a dropped kerb (Part Retrospective). MBC APPROVED, SPC had recommended approval (Min 1795)

The minutes are not verbatim but the recommendations are correct

Meeting closed 8:20pm

Signed by Chairman.....Date.....