



Parish Office  
Staplehurst Community Centre  
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TN12 0BJ

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

**Monday 31st March 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](mailto: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 2329 – 2334 10<sup>th</sup> 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 IT Service Contractor (5 minutes)**

**Resolution** – To consider the recommendation of the Communications Group and appoint Heliocentrix as the Parish IT Service contractor.

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

Update on Chilmington Waste Water plant – River Beult

## **6 PROPOSALS FOR DISCUSSION and DECISION -**

### **6.1 Staff Appraisal Policy and template (5 minutes)**

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

### **6.2 To update Council on RSG work (5 minutes)**

**Resolution:** To note the RSG summary report

### **6.3 Cllr Melville – working group membership (5 minutes)**

**Resolution:** To consider which working groups Cllr Melville should join.- Scenic and Communications Working Groups

### **6.4 Draft hire agreements SMFC CIC at Jubilee Field 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026 (5 minutes)**

**Resolution:** To consider the potential amendments to the SMFC CIC hire agreements at the Jubilee Field

1. SMFC CIC Senior Ground hire agreement 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2025 – appendix A
2. SMFC CIC Youth pitch and pavilion hire agreement – 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026 – appendix C
3. Following the Council meeting forward both agreements to SMFC CIC

### **6.5 Theatre in the park 2025 ( 5 Minutes)**

**Resolution:** To consider offer of Parkwood Theatre in Surrenden Field 20<sup>th</sup> August 2025

### **6.6 Advert for Cleaner ( 5 minutes)**

**Resolution:** to consider advert for cleaner

### **6.7 Playscheme 2025 report ( 5minutes)**

**Resolution: to consider**

- a) Dates and times as set out in report – Monday 28<sup>th</sup> July – Friday 15<sup>th</sup> August 2025
- b) Fees proposed £7 pre booked and £8 on the day
- c) Bio blitz 13<sup>th</sup> 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 (5 minutes)**

**Resolution:** to consider the school parking initiative

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

Staplehurst Community Centre request for CIL funding

## **8 Chairman's Report**

- 8.1 Committee and working group minutes for noting
  - 8.1.1 Planning Committee minutes of 17<sup>th</sup> March 2025
  - 8.1.2 Road Safety Group minutes 17<sup>th</sup> March 2025
  - 8.1.3 Jubilee Field Working Group minutes 4<sup>th</sup> March and 20<sup>th</sup> March 2025
  - 8.1.4 SCEnic minutes 19<sup>th</sup> March 2025
  - 8.1.5 3G Multi-Sports pitch working group meeting – to be arranged
  - 8.1.6 Employment, Finance and Strategy Group meeting minutes 20<sup>th</sup> March 2025
  - 8.1.7 NDP Review Group meeting to be arranged
  - 8.1.8 Communications Group meeting minutes 3<sup>rd</sup> 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 to follow

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**

**26/3/25**

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

### **Minutes & Agenda Circulation List:**

<b>Chairman</b>	Paddy Riordan	<b>Vice Chairman</b>	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		<b>County Councillor</b>	Lottie Parfitt-Reid