

Parish Office  
Staplehurst Community Centre  
High Street, Staplehurst, Kent  
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)**

<p><b>Resolution</b> – To consider the recommendation of the Communications Group and appoint Heliocentrix as the Parish IT Service contractor.</p>
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## **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*

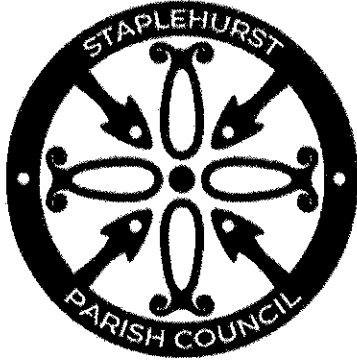
**Richard Griffiths Parish Clerk**

**26/3/25**

<b>Parish Council Saturday Surgeries with Borough Councillor Perry (Staplehurst Library 10.00am – 12.00pm)</b>	
<b>Date</b>	<b>Councillor</b>
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



# Staplehurst Parish<sup>2329</sup> Council

## 10<sup>th</sup> March 2025

### Minutes

#### **Public Forum**

No residents spoke

#### **Maidstone Borough Councillor's Report**

Cllr Perry raised a number of points;

- Devolution – draft to merge Tunbridge Wells, Tonbridge and Malling, Sevenoaks and Maidstone, consultation after KCC elections and aiming for final proposal to Government in November 2025, Devolution likely 2028.
- Also drafting proposal for a "Maidstone Town Council" for the urban (Un-Parished) area. Again consultation after KCC elections
- MBC Council AGM 17<sup>th</sup> May 2025
- Cllr Hotson asked about withdrawal of Sustainable Development Policy – Cllr Perry to clarify
- Cllr Ash asked what about MBC reserves? Good question, to be decided?

Cllr Riordan raised a number of points;

- KALC meeting on "Maidstone Town Council" – really positive
- MBC Budget – issues on Town Centre car parking fees increasing and Moat Park leisure centre.
- The MBC funding towards Leeds / Langley relief road cancelled – project on hold

**Present:** Cllrs Riordan, Rhodes, Hotson, Pett, Farragher, Sharp McLaughlin, Alesi., Martin, Ash, and Perry

1. **APOLOGIES:** Cllrs Arger, Castro and 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 - NA

2.4. Requests for Dispensation - NA

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

### 3. **Co-option application**

Mr Melville spoke about his desire to put something back into the community. Following a debate Cllr Riordan proposed and Cllr Perry seconded to approve Mr Melville's application to be co-opted on to the Parish Council, agreed unanimously

Cllr Melville joined the meeting. As it was his first meeting and not fully aware of all the issues, he abstained from each vote

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

Pages 2323 – 2328 17<sup>th</sup> February 2025 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.uk\)](http://Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk)) to be signed by the Chairman.

Cllr Riordan proposed and Cllr Perry seconded to approve the minutes of the 17<sup>th</sup> February 2025, agreed majority; 11 for, 0 against, 1 abstained

## 5. **FINANCE REPORTS & PROPOSALS**

### 5.1 **Parish Office Digital Broadband connection, telephone line and phones**

Following a debate which highlighted the importance of keeping the Parish Office phone number and the need for good customer service Cllr Riordan proposed and Cllr Sharp seconded to approve the resolution below, agreed majority; 11 for, 0 against, 1 abstained

**Resolution** – To appoint BT Local Business on a 3 year contract as the Parish Office digital broadband connection, telephone line at a monthly cost of £89.95 plus set up cost of £40.00

**Budget Code** Administration

## 6 **CLERKS REPORT ON OUTSTANDING MATTERS**

### **Girl Guides lease**

- Land Registry – Jubilee Field – Staplehurst Parish Council registered as land owner – no trustees mentioned. Request a copy.
- At last some movement by Kingsford our solicitors. They have been in contact with Girl Guide Solicitor's – seeking approval for the following

### **Deed of Variation of existing Lease**

Rent – To be agreed

New clause in Deed –

*"Management of JUBILEE SPORTS FIELD*

*1.1 The Tenant shall observe all regulations made by the Landlord from time to time in accordance with the principles of good estate management of the Jubilee Sports Field and notified to the Tenant relating to the use of any Common Parts and to the management of the said Jubilee Sports Field.*

*1.2 Nothing in this lease shall impose or be deemed to impose any restriction by the Landlord on the use of any other part of the Jubilee Sports Field or any neighbouring property."*

Rights Granted – Use of car parking spaces plus the priority use of 6 car parking spaces marked in hatched red on plan to be provided

Each party pays their own legal costs – due to the Trustees surrendering their lease.

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

**Licence Deed/short term Lease**

Nominal annual fee - To be agreed

The Tenant is requesting priority use of the grass area on the north side from the Kathie Lamb Guide Centre which will be fenced by the tenant. This is agreed in principle. The tenant will

- provide a 6ft high boundary, close boarded fencing on the edge of the area hatched blue on plan to match the existing SMFC fencing –
- provide 12ft wide gates for fire evacuation, maintenance vehicles, emergency access etc. and public access
- the gates will remain open/unlocked to allow public use, when the area is not in use by the tenant.

The tenant will be responsible for

- (i) planning permission, if required
- (ii) installation / erection of fencing / gates
- (iii) maintenance of the fencing and gates
- (iv) removing fencing/gates at the termination of the Licence/Lease

Agreed exempt from Landlord and Tenants Act 1954

As this is a request for a new lease Girl Guides pays Parish Council legal costs.

Agreed to formally proceed and report back with a draft document and need to agree a rental fee.

**3G pitch additional information** submitted to MBC planning waiting for verification  
Clerk will circulate when online

**Chilmington Water Treatment Plant – River Beult**

- Ashford – treated sewage into River Stour, but River Stour is now polluted so seeking to use River Beult
- New development 6,700 new homes Ashford will generate over 1,000,000 cubic litres per day into River Beult, initial 3,000 homes being built.
- Ashford BC objected to discharge into River Beult but the applicant won on appeal to the Planning Inspectorate – cannot appeal against the decision.
- However limited, or no, consultation with MBC or neighbouring authorities down stream
- Everyone complaining to MP and Environment Agency who issue the “discharge notice”

Cllr Perry emphasised the need to drive this forward as it is a major concern in the long term and the impact SSSI River Beult and our residents.

Cllr Pett noted Environment Agency subsidising farmers “not to put phosphates” into the River Beult – but then agree to discharge treated sewage?  
Potential for River Beult Catchment Impact Group to reform.

Agreed to focus on lobbying MP, Environment Agency and work with neighbours – Clerk liaise with Cllr Perry and report back.

**Jubilee Field – pavilion.****Hot water tanks**

- Initial quote £210 – but due to extra time £537
- Then set aside £2,500 – first visit £1,073.27, second visit £335.23

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

- Ormandy supplied and fitted elements – one was single phase (should have been three phase) and second element three phase – therefore tripped.
- Can be resolved and Clerk has asked if Ormandy can cover electricians fees -
- to identify problem and
- to fix.
- Still waiting for electrical fees
- Total agreed is £2,710 – fees £1,945.50

### **Heating ventilation**

- Located in alcove in corner of loft – confined space - therefore two people required.
- Obtained one quote seek two further quotes for next meeting

**Doc Gildeh concerns regarding Footpath KM293A** – does anyone wish to meet up with him to walk through the issues? Cllr Riordan, Perry and Lottie Parfit-Reid already met him – very much a KCC PROW issue, who seem to have failed. Cllr Rhodes aware that KCC already cut budget. A potential issue for the Ombudsman? Cllr Riordan to feedback

**Temporary Directional Signage Request (SL665809474) Churchill Homes** – moved signage away from junction as requested, noted.

Note MBC Mayors litter Picking Event Saturday 12th April 11:00 - 13:00 invited 8 Volunteers Litter pickers from Staplehurst.

Note Playscheme dates Monday 28<sup>th</sup> July – Friday 16<sup>th</sup> August 2025 – half day first week, and full day second week – report back to Council.

## **7 PROPOSALS FOR DISCUSSION and DECISION**

### **7.1 Staplehurst Parish Council Strategic Action Plan 2025 – 2028**

Following a debate which highlighted the work that has gone into the document, Cllr Riordan proposed and Cllr McLaughlin seconded to approve the resolution below, agreed majority; 11 for, 0 against, 1 abstained

**Resolution:** To approve the recommendation of the Employment, Finance and Strategic Working Group to adopt the Council's Strategic Action Plan 2025 – 2028 as attached in appendix A of this report.

### **7.2 Donations Policy**

Following a debate which highlighted minor tweak to current Policy Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below, agreed majority; 11 for, 0 against, 1 abstained

**Resolution:** To approve the recommendation of the Employment, Finance and Strategic Working Group to adopt the Donations Policy attached in appendix A of this report.

### **7.3 VE Day 80<sup>th</sup> Celebrations update**

Following a debate which highlighted which highlighted the fund for some funding for the event and also recognise VJ day – 15<sup>th</sup> August – should be recognised. Cllr McLaughlin proposed and Cllr Ash seconded to approve the resolution below, agreed majority; 10 for, 0 against, 2 abstained

**Resolution:** to note the update report and approve potential costs up to £500.

### **7.4 S137 Grants Policy – Terms and Conditions**

Following a debate which highlighted some minor tweaks Cllr Hotson proposed and Cllr

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

Riordan seconded to approve the resolution below, agreed majority; 11 for, 0 against, 1 abstained

**Resolution;** To approve the recommendation of the Employment, Finance and Strategic Working Group to amended the S137 Grant Policy Terms and Conditions from a) to b) as shown below;

- a) The Council require that applicants provide written feedback explaining how has benefited their group/organisation
- b) The Council require that applicants provide written feedback explaining how has benefited their group/organisation or attend the Annual Parish Meeting to help promote the Parish Councils S137 grant's scheme.

Meeting closed to allow a local resident to speak and answer questions

### **7.5 Staplehurst Railway Station**

Following a debate which highlighted

Desire for major transformation – maximise this opportunity

Planning permission would be required to access S106 funding

Potential addition items – solar panels, general tidy up / decoration / fencing along the line

Invite MBC to the meeting with Network Rail and report back

Agreed to report back to Council after the meeting with Network Rail and Southeastern Trains.

Meeting reopened.

### **7.6 Merit Awards**

Following a debate which highlighted that all Cllrs should take part in helping out on the evening as this is an important event Cllr Riordan proposed and Cllr Perry seconded to approve the resolution below, agreed majority; 11 for, 0 against, 1 abstained

**Resolution:** To consider the recommendation of the Employment, Finance and Strategic Working Group to

- i. Seek nominations for the Staplehurst Merit Awards
- ii. Finalise a Councillor rota for the evening of the 16<sup>th</sup> May 2025

### **7.7 To consider the draft Staplehurst Neighbourhood Plan Review**

Following a debate which highlighted this is a vital document – major document considered in any planning application in Staplehurst.

Clerk to cross reference approved Parish Council Strategic Action Plan 2025 /28

Cllrs to focus on a section they are interested in and feed back by 31<sup>st</sup> March 2025 – to Cllr Arger.

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

Letters from Mote Medical and NHS letters, note increasing boundaries means they create a PCN – which makes it easier to purchase services. Already some improvements in booking appointments / collecting prescriptions.

### **9 Chairman's Report**

HR Group working on appraisal report for next Council meeting.

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



Hope that a focused approach will help with changing behaviour regarding School Parking issue.

Still chasing Community Payback

Note response from Cranbrook FC regarding use of Jubilee Field.

9.1 Committee and working group minutes - noted

9.1.1 Planning Committee minutes of 24<sup>th</sup> February 2025

9.1.2 Road Safety Group minutes 13<sup>th</sup> February 2025

9.1.3 Jubilee Field Working Group minutes 4<sup>th</sup> February 2025

9.1.4 SCEnic next meeting 5<sup>th</sup> March 2025, minutes to follow

9.1.5 3G Multi-Sports pitch working group meeting – to be arranged

9.1.6 Employment, Finance and Strategy Group meeting minutes 20<sup>th</sup> February 2025

9.1.7 NDP Review Group meeting 20<sup>th</sup> February 2025

9.1.8 Communications Group meeting - to be arranged.

9.1.9 Greener Staplehurst Group meeting - to be arranged

**10 REPORTS FROM LOCAL COMMUNITY GROUPS**

NA

**11 Confidential**

11.1 HR verbal update

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

## STAPLEHURST PARISH COUNCIL

### Approved Payments 23rd January - 25th March 2025

	Amount
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
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
Clr 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
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
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
<b>TOTAL CURRENT ACCOUNT EXPENDITURE</b>	<b>43,683.38</b>

**TOTAL PETTY CASH EXPENDITURE**

0.00

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

	Budget £ and p	Actual/projected to Year End £ and p	Actual -v- Budget
<b>General Parish Services</b>	<b>144,212.16</b>	<b>121,977.40</b>	<b>22,234.76</b>
# 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	8,227.13	
# Jubilee Field Maintenance	60,434.02	47,812.60	
Neighbourhood Plan - NPRG	5,000.00	2,221.30	
Playscheme	2,000.00	2,174.33	
Projects	0.00	0.00	
Public Toilets	15,000.00	15,453.74	
Skatepark	8,479.00	8,680.33	
# Street Lighting & public furniture	4,515.00	3,135.86	
Surrenden Field Maintenance	6,100.00	6,149.77	
Village Update & Website	5,700.00	4,546.03	
SEHT	500.00	500.00	
Wimpey Field	4,080.00	4,040.03	
<b>Youth Services</b>	<b>10,145.00</b>	<b>11,753.26</b>	<b>-1,608.26</b>
Club Site Lease	850.00	850.00	
# Building maintenance and equipment	9,295.00	10,903.26	
<b>Council Administration &amp; Support</b>	<b>31,043.00</b>	<b>25,655.66</b>	<b>5,387.34</b>
Courses and Training	2,000.00	845.75	
Hire of Halls	1,600.00	1,846.50	
Insurance	3,400.00	3,425.09	
Running costs	19,818.00	16,462.41	
Office Equipment	500.00	0.00	
Subscriptions	3,725.00	3,075.91	
<b>Staff</b>	<b>120,000.00</b>	<b>112,553.04</b>	<b>7,446.96</b>
<b>Other Expenses</b>	<b>16,350.00</b>	<b>17,488.07</b>	<b>-1,138.07</b>
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	10,612.50	
Election Costs	0.00	0.00	
<b>TOTAL REVENUE EXPENDITURE</b>	<b>321,750.16</b>	<b>289,427.43</b>	<b>32,322.73</b>
<b>Reserves</b>	<b>236,967.63</b>	<b>-982.12</b>	<b>237,949.75</b>
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.

<b>Reserves Held for sole use by the following</b>	<b>0.00</b>
Warden (Memory Café)	0.00

SIGNED by two Councillors to confirm authenticity

Mrs DA Jenkins  
Responsible Finance Officer  
Prepared on 25/03/2025

"SET PRINT AREA" FOR INDIVIDUAL SECTIONS TO PRINT IN TURN  
to ensure the I&E Reports fit onto two sides of A4, with the Balance Sheet  
back to back with the Summation Statement.

**Financial totals since the preceding meeting report**

<b>Parish Council Income</b>		<b>Parish Council Expenditure</b>	
Current a/c	8,968.20	Current a/c	43,683.38
Petty Cash in	0.00	Petty Cash out	0.00
Deposit a/c	696.85		
	<u>9,665.05</u>	(incl. of VAT)	<u>43,683.38</u>

## BALANCE SHEET at 25/03/2025

<b>Bank balances</b>		Date last reconciled
PC Current Account	3,519.93	25/03/2025
PC Deposit	50,298.49	25/03/2025
Lloyds 95 Day Notice	101,991.58	25/03/2025
Nationwide 95 Day Saver	27,053.37	31/03/2024
Unity Trust Bank	89,027.99	31/12/2024
Petty Cash	18.71	25/03/2025
<b>TOTAL cash and bank accounts</b>	<b>271,910.07</b>	

### Debtors/Creditors

PAYE	-2,037.96
VAT	2,610.91
<b>NET Debtors/Creditors</b>	<b>572.95</b>
	<b>272,483.02</b>

### Reserves

Parish Council All Funds	272,483.02
Warden Community Alcohol Project	0.00
Warden Memory Cafe	0.00
Warden Youth Project	0.00
Staplehurst Covid-19 EHT	0.00
	<b>272,483.02</b>

### 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

<b>Council, Committee, Working Group</b>	Council
<b>Meeting Date Time &amp; Venue</b>	31 <sup>st</sup> March 2025, Staplehurst Primary School, Infant hall
<b>Report Author</b>	Cllr Martin
<b>Item &amp; Title</b>	Parish IT Service contract
<b>Purpose</b>	To consider the quotes for the Parish IT Service contract
<b>Recommendation</b>	To consider the recommendation of the Communications Group and appoint Heliocentrix as the Parish IT Service contractor.
<b><u>Background</u></b>	
<p>The Parish Office IT service contract specification closed on the 3<sup>rd</sup> February 2025, the quotes and supporting information were sent to the Communications Group who considered the item at their recent meeting.</p>	
<b><u>Detail</u></b>	
<p>The three quotes received for the Parish IT service contract are attached;</p> <p>Techworxs - <b>Appendix A</b></p> <p>Cloudy IT – <b>Appendix B</b></p> <p>Heliocentrix – <b>Appendix C</b></p> <p>In addition the Communications Group considered a Dun and Bradstreet financial check and a GDPR Info report on the bidding companies.</p> <p>A summary of the Communications Group scoring is set out in <b>Appendix D.</b></p> <p>Once approved we will liaise with the contractor regarding Council IT equipment.</p>	
<b>Financial implications;</b>	
<p>The Parish Council has set aside funding in the 2025/26 budget.</p>	
<b>Budget-</b> Administration	
<b>Background information – available on request</b>	



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Staplehurst Parish Council IT service contract Techworx quotation assessment			
	Techworx	CloudyIT	Heliocentrix
Available for meetings			
Copy of Insurance			
GDPR statement			
Declaration of Interest			
Manage access / permission / accounts	25	25	25
Manage emails	100	100	100
Security / antivirus	100	100	100
Change migration	25	25	25
Training	10	20	25
Customer support	60	45	150
Fees			
one off fee	100	160	200
Annual contract fee	125	225	225
IT equipment recommendation	15	15	15
<b>Total</b>	<b>560</b>	<b>715</b>	<b>865</b>

## Clerks Report March 2025

Green on track	Amber needs chasing	Responsible	Completed	Status
Page no	Action		Update	
2048/6.4	Flood Action Plan – implementation	SEHT / Cllr Alesi	Collate information to provide evidence SEHT now taken on as part of their work., draft plan circulated for comments and being used if heavy rain occurs	Complete
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 /	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	Needs chasing

	bus stop improvements and 30mph signage / area								
2175/7	RSG consider crossing near Church	RSG							Needs chasing
2199/5 2265/6.5	Need to clarify Girl Guides lease at Jubilee Field	JFWG							On track
2330/6	Working through with Cllr Hotson								
2224/3.3	Submission of planning application for 3G Multi-Sport pitch	Cllr Riordan							On track
2319/6.3	Car parking amendments and no bund agreed								
2320/6.3	Approved promotion of sustainable parking, free hedgerow								
2238/5 2309/4.4	Chasing KCC regarding Youth Workers	Cllr Riordan							Report to Council
2252/3.1	Submission to Football Foundation bid for the 3G multi-sport pitch at Jubilee Field	Cllr Riordan							On track
2296/6.1	Agreed legal check of terms and conditions								
2262/4.5	Evolution to paint skatepark	RFO							
2267/10	Cutting and marking of Jubilee Field	Clerk							On track

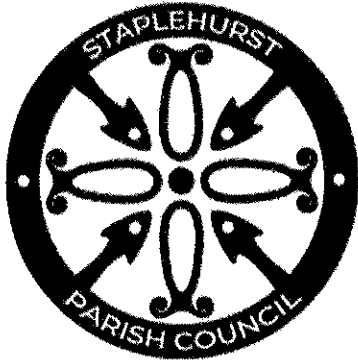
2272/6.4 iii 2298/6.3	Notice to SCEG to vacate Surrenden Field pavilion	Scenic	SCEnic Chair in discussions with SCEG Chair and letter sent, response to Council meeting. SCEnic ongoing discussions	On track
2272/6.4iv	Assert of Community Value	Scenic / Cllr Sharp	Library and Kings Head – both now approved	Completed
2279/4.6b	Parade Disabled Toilet	SCEnic / Clerk	<ul style="list-style-type: none"> <li>• KCC own the building – email regarding, access, licence to occupy – no response</li> <li>• Private land owner (building on their land ) emailed – no response</li> <li>• Estimated cleaning cost £500 per month</li> <li>• Survey dependent on access to building</li> <li>• Insurance dependent upon state of building</li> <li>• Initial visit 6.2.25</li> </ul>	Needs chasing
2282/6.2 2311/6.2	IT service contract specification	Office / Coms Group	Specification approved – 5 IT service contractors approached, 3 expressed an interest. Quotes in by 3 <sup>rd</sup> February 2025 See Communication Group report	On track
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	RFO to check Council's VAT position	RFO	Chasing up from last meeting	On track
2296/6.1				
2305/8.1	Cllr Riordan obtained grant of £1,729 for Youth club disabled toilet	Clerk	Contractor appointed work completed	Completed
2309/4.5	Repair hot water tank system at Jubilee Pavilion	Clerk	Hot water tanks now working	Completed
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	Seeking meeting	On track
2313	Appoint Worknest to undertake Job evaluations	Cllr Riordan	Sent information awaiting report.	On track
2314/PF	Watching brief on Unitary Authority	All	Ensure Parish Council is briefed on Unitary Authority – Clerk sending out information	On track
2318/4.5	Purchase of cleaning machine for Jubilee Field pavilion	RFO	Delivered	Completed
2318/4.6a	Ventilation at Jubilee Field Pavilion	Clerk	Obtaining quotes	On track
2318/4.6b	Improve security at Jubilee Field	Cllr Sharp	Order and install drop bollard	On track
2318/4.7	Parish office decoration	Clerk	Arranged for week beginning 10 <sup>th</sup> Feb 2025	Completed
2318/4.8	Work to three junior pitches at Jubilee Field	Clerk	Booked in when weather allows, done by groundsman not contractor	Completed
2319/5	SCEnic to liaise with SCEG on "80 <sup>th</sup> Anniversary of VE Day event"	Cllr Sharp	Project being developed	On track
2320/6.5	Bring forward suggestions of EVC points around Staplehurst	All Cllrs	Cllr Ash collate and report back any additional sites	Completed
2320/6.6	Community Clean Up	All Cllrs	5 <sup>th</sup> April 2025, 10am at Youth Club	On track
2321/6.8	Annual Parish Meeting and Staplehurst Awards and Social evening	Clerk	Council agreed Friday 16 <sup>th</sup> 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	
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

2332/7.1	SPC Strategic Action Plan 2025 - 28	EFSG	Adopted by Council – report for Annual Report	On track
2332/7.2	Donations Policy	EFSG	Adopted by Council	Completed
2332/7.4	S137 Grants Policy	EFSG	Adopted by Council	Completed
2333/7.6	Merit Awards	All	Nomination form agreed and circulated – closing date 4 <sup>th</sup> April 2025	On track
2333/7.7	Draft Staplehurst neighbourhood Plan Review	All	Comments to Cllr Arger by 31 <sup>st</sup> March 2025	On track

# STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
<b>Council, Committee, Working Group</b>	Council
<b>Meeting Date, Time &amp; Venue</b>	31 <sup>st</sup> March 2025
<b>Report Author</b>	Clr Ani Martin
<b>Item @ Title</b>	Appraisal Policy and Template
<b>Purpose</b>	To simplify the appraisal process for staff
<b>Resolution</b>	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.
<b>Background</b>	
Following the establishment of an HR subgroup of the EFSG and subsequent HR training received, it was felt appropriate to make improvements to the appraisal process used by SPC.	
<b>Detail</b>	
Following research and training recommendations, we have adapted a model from Teignmouth Town Council for Appraisal Policy and a more user-friendly template form for appraisal, which focuses more on discussion and reflection and less on copious report writing for appraisees preparing for appraisal interviews. This is set out in Appendix A of this report	
<b>Financial impact:</b> No further cost	
<b>Budget Code:</b> Administration	
<b>Additional information</b>	



# **STAPLEHURST**

## **PARISH COUNCIL**

### **APPRAISAL POLICY**

### **AND PROCEDURE**

#### **1. Aims of Policy**

1.1 The purpose of an appraisal scheme is to provide an opportunity for the Parish Council staff and their line managers to discuss performance against set objectives and examine their personal development within the organisation.

1.2 In addition, by auditing the strengths and weaknesses in the role of staff members suggestions for improvement can be made. The appraisal scheme is designed to be a developmental tool and should not be seen as judgemental in any way.

1.3 In this respect performance appraisal is kept apart from any salary review process.

1.4 This appraisal system will be undertaken;

- a) The Clerk's appraisal will be carried out by not more than 2 Councillors of the HR Sub-Group, the appraisee has the right of 1 veto
- b) Council staff appraisals will be carried out by, not more than 2 Councillors of the HR Sub-Group plus the Parish Clerk. The appraisees have the right of 1 veto.

#### **2. Procedures**

2.1. The appraisal cycle will be annual.

2.2 It will normally begin in March each year.



- 2.3 The appraisal process will be managed by the Parish Clerk and the HR Sub-Group.
- 2.4 The member of staff will complete the appraisal form (as attached appendix A) and forward this to their line manager.
- 2.5 The Parish Clerk or line manager will complete their section of the form.
- 2.6 At a prearranged meeting the parties discuss / agree on all aspects of the appraisal then this will be signed off as completed for the year.

### **3 Substance of the Appraisal**

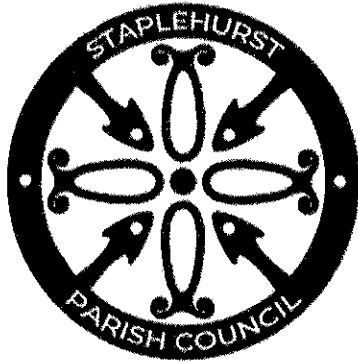
- 3.1 Targets set from the previous year will be reviewed twice during the year at arranged dates and time.
- 3.2 Joint review of performance evidenced.
- 3.3 Discussion of achievements and concerns.
- 3.4 Review of job description (if applicable).
- 3.5 Setting objectives (no limit on number).
- 3.6 Summary and agreement.
- 3.7 Objectives should identify main goals, identify steps to achieving those goals and ensure appropriate timescales are included.
- 3.8 The results of the appraisal process will be recorded on the Performance Appraisal form, which is part of this Policy document.

3.9 A copy of the form will be signed, dated and kept by both the appraiser and staff member.

This Policy and Procedure supersedes all previous agreed Policy and Procedures for Appraisals and was adopted by Staplehurst Parish Council on

**Date** ..... **Minutes**.....

Draft



# STAPLEHURST PARISH COUNCIL APPRAISAL FORM

Employee's name:	
Job title: <i>(Job Description Attached)</i>	
Reporting to:	
Date of meeting:	

## Introduction

The purpose of the Parish Council appraisal process is to assess performance against agreed objectives and to identify training needs to ensure that staff reach their potential. Any appraisal is confidential and will involve the Clerk and agreed Councillors from the HR Sub-Group.

It is the Clerk's responsibility to ensure that the formal appraisal is carried out at least once every 12 months and progress is monitored between formal appraisals.

## SECTION 1 Last 12 months - Completion prior to appraisal meeting

*Member of staff to complete prior to the meeting.*

Current agreed objectives	Date achieved or ongoing

*Member of staff to complete prior to the meeting.*

Employees comments on current objectives and performance over last 12 months

--

*For discussion at the appraisal meeting*

Line manager comments on current objectives and performance over last 12 months

--

**SECTION 2 – Training - For discussion at the appraisal meeting**

Training needs identified

**SECTION 3 – The next 12 months - For discussion at the appraisal meeting**

No	BSQ term as recommended at HR training Big – main goals Steps – steps along the way to achieving goals Quick – set timescales	Target Date

**SECTION 4 Review dates and times (circa every 4 months)**

*Agree review dates /times at appraisal meeting*

Review 1	
Review 2	

*Appraiser to type up and circulate for sign off within one week of appraisal meeting*

**SECTION 5 Sign off**

*To be signed by the Employee and Manager after with any additional comments.*

Employee's signature:	
Date:	
Appraiser signature	
Date:	
One copy of this completed form will be kept by the appraiser, one by the appraisee and one in the employee's personnel file.	

Draft

# STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
<b>Council, Committee, Working Group</b>	Council
<b>Meeting Date, Time &amp; Venue</b>	31 <sup>st</sup> March 2025
<b>Report Author</b>	Clr Sharp
<b>Item @ Title</b>	To update Council on RSG work
<b>Purpose</b>	To highlight the frustrations of the RSG group in relation to getting work done with KCC Highways
<b>Resolution</b>	To note the RSG summary report.
<b>Background</b>	
<p>There are a number of outstanding issues that RSG have been chasing up and this is a summary report.</p>	
<b>Detail</b>	
<p>Below is a summary of the outstanding issues:</p> <ul style="list-style-type: none"> <li>a) Cranbrook road A229 (HIP 1) The Quarter improvements. (Funding from S106 developer contributions not KCC) still waiting for KCC Highways department to approve previous action plan that was considered and approved by Full Council. Clerk is chasing.</li> <li>b) Hawkenbury Bridge (HIP 2) - repair work still to be done? No sign that planned work was done? KCC refuse to install traffic lights or any other such work suggested to make the bridge safer.</li> <li>c) DYL / SYL (HIP 3) proposed in various places. KCC Highways decline to introduce as there are 'no safety issue'.</li> <li>d) Headcorn Rd layby - KCC owned area, they refuse to make it good - area has been reported as a maintenance issue to KH. KH threatened to fine anyone parking there for illegal parking. Not possible as there are no signs saying no parking.</li> <li>e) Crossroads - no funding available to implement improvements such as widening junction or installing mini roundabout. A substation is near site and would be a major cost to remove it therefore not enough room for a roundabout. Would like KH to ensure lines are kept to a visible standard.</li> <li>f) 'Old people' crossing sign near the church - Kent Highways declined as no need there and no old people.</li> </ul>	
<b>Financial impact:</b> No further cost	
<b>Budget Code:</b> NA	
<b>Additional information</b> Staplehurst HIP	

# STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
<b>Council, Committee, Working Group</b>	Council
<b>Meeting Date, Time &amp; Venue</b>	31 <sup>st</sup> March 2025
<b>Report Author</b>	Cllr Sharp
<b>Item @ Title</b>	SMFC CIC draft hire agreements 1 <sup>st</sup> August 2025 – 31 <sup>st</sup> July 2026
<b>Purpose</b>	To consider the draft hire agreements at the Jubilee Field
<b>Resolution</b>	<p>To consider the potential amendments to the SMFC CIC hire agreements at the Jubilee Field</p> <ol style="list-style-type: none"> <li>1. SMFC CIC Senior Ground hire agreement 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2025 – appendix A</li> <li>2. SMFC CIC Youth pitch and pavilion hire agreement – 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026 – appendix C</li> <li>3. Following the Council meeting forward both agreements to SMFC CIC</li> </ol>
<b>Background</b>	
<p>When the JFMC trustees surrendered the lease of the Jubilee Field and the Council took over the management of the Jubilee Field on the 1<sup>st</sup> April 2024 the Council honoured the JFMC Trust agreements and these were adopted and then amended on the 28 October 2024 (2297/6.2)</p> <p>The draft hire agreements for SMFC CIC 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026 for both Senior and Youth sections have been discussed at JFWG over the last few meetings and several potential amendments are brought forward for discussion.</p>	
<b>Detail</b>	
<p>The current hire agreements were approved 28 October 2024 (2297/6.2)</p> <p><b>1) The proposed SMFC CIC (Senior) Ground hire agreement 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2025 – appendix A and the potential amendments and rationale are summarised in appendix B.</b></p> <p>There are several points of note:</p> <p>The SMFC CIC request to remove the £600 relating to additional refreshments, therefore reviewing the Council decision did not receive the required support from Councillors to review a Council decision. Therefore it remains at the £8,302.50 per year or £691.88 per month as agreed on 2<sup>th</sup> January 2025, 2315/4.2.</p> <p><b>Point 4</b> A request for an additional team on a Sunday morning.</p> <p><b>Point 12</b> SMFC CIC are seeking to hand back the maintenance responsibilities of the pitch to the Council. If this is agreed, it must be understood that the Council maintenance responsibility</p>	



# STAPLEHURST PARISH COUNCIL

is to maintain the pitch to an acceptable recreational standard **NOT a level 6 or equivalent (SCEFL league level) standard.**

During the JFMC Trust agreement JFMC only maintained the pitch to a recreational level, this was honoured and continued by the Parish Council and SMFC / SMFC CIC have done additional work to maintain the pitch to a SCFEL league level for several years.

This potential change puts SMFC CIC participation in the SCFEL league at risk.

Note, the Football Foundation Football Stadia Improvement Fund grant, £52,384 dated 8<sup>th</sup> April 2021 which continues to 8<sup>th</sup> April 2031 and inherited from the JFMC was approved by Council on 11<sup>th</sup> December 2024 ( 2174/6.2) and counter signed by the club on the 8<sup>th</sup> January 2024 states provision of "football". It does not state provision of level 6 or equivalent (SCEFL) level football.

The service agreement with the Council groundsman agreed 27<sup>th</sup> January 2025 (10.1/3) only includes 3 junior pitches and does not include the main pitch, this would need adjusting and an additional cost to the Council.

**Point 14** - Cllr Riordan has raised concerns about this point "When a pitch becomes unavailable due to unforeseen circumstances, SPC will work with teams to try to accommodate the team on an alternative pitch until the issue can be resolved. For the Senior or U23 this would need to be at a SCEFL standard pitch."

This was carried over from the JFMC agreement with the club and agreed in the initial agreement between the Parish Council and SMFC and 28 October 2024 (2297/6.2). Note the Club have never asked previously for support with this.

**Point 22** Public access – When the fence was agreed SMUFC were granted use of the main pitch and it was stated that the area would be left open to residents / public. However, initially the gates were locked – keeping the public out.

For the last 18 months the gates by the turnstile and half way down the pitch have been left unlocked and the area is accessible to the public when matches are not on.

Since the 1<sup>st</sup> April 2024, when the Parish Council took on the management of the site, the gates are regular checked by staff when they visit the site and the gates have always been found to be unlocked making the area available to the public.

Also 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.

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

## **2) The SMFC CIC (Youth) pitch and pavilion hire agreement – 1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026 – appendix C and the potential amendments and rationale are summarised in appendix D**

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.

# STAPLEHURST PARISH COUNCIL

We appreciate that if the 3G pitch is built the SMFC CIC pitch and pavilion hire agreement would need to be amended.

## **Next Steps**

The aim was to agree in principle the ground hire agreement by 31<sup>st</sup> March 2025. The club have been involved in the discussions on the attached documents but will need further time as it needs to go to their club Committee and back to Council for final approval.

**Financial impact:** No further cost. However if the Council agree to take on grounds maintenance responsibility to a level 6 or equivalent standard (SCEFL) the extra cost would be in the region of £6 – 8,000 per season, which Council has not budget for.

**Budget Code:** Jubilee Field

**Additional information** Football Foundation Football Stadia Improvement Fund grant and supporting evidence

**Draft version 5 March 2025**

**Date of Ground Hire Agreement: From 1<sup>st</sup> August 2025... To 31<sup>st</sup> July 2026.....**

Name of Club/Club ...Staplehurst Monarchs FC CIC

Address ... 1<sup>st</sup> Formations 71-75 Shelton Street, Covent Garden, United Kingdom, WC2H 9JQ

Reason for Hire: ...Use of main ground and pavilion for SCEFL matches, Under 23 matches and ladies matches and training.....

Dates of Hire: .....1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026.....

**Annual Ground Hire fee** £8,302.50 per year or £691.88 per month for 12 months.

The cost of floodlighting for matches and training will be charged monthly at 25.99p per kwh.

**General**

1. This agreement sets out the requirements for the use of the Staplehurst Parish Council (SPC) main grass sports pitch and pavilion at Jubilee Field and the use of the car park.
2. A seasonal booking for a team comprises the use of pitches for matches and appropriate training during the season. The process for seasonal bookings concludes no later than April each year with allocations being confirmed before the beginning for the following season in August.
3. A seasonal hire runs from 1<sup>st</sup> August – 31<sup>st</sup> July each year.

**Application and Payment**

4. SMFC CIC (senior) Ground hire will cover the use of the following;
  - Use of the main grass pitch,
  - Charging an entry fee to watch matches on the main grass pitch
  - Use of the pavilion for changing and sale of refreshments
  - Car park All groups that hire the Jubilee Field site should promote and detail alternate suitable parking locations, sustainable travel/car sharing on their website / social media

SMFC CIC Senior Team – Saturday afternoons and occasional Wednesday evening fixtures

SMFC CIC – Sunday morning team

SMFC CIC Ladies team - - Sunday afternoon

SMFC CIC Under 23 team - Wednesday evening midweek

The pitch can also be used occasionally for training

Payment methods will be detailed on the invoice, for seasonal hires usually monthly by Direct Debt.

5. Full contact details of the club officials must be submitted by 1<sup>st</sup> August. Any subsequent changes must be notified to SPC as soon as possible.
6. Part refund of a seasonal booking fee can be requested in exceptional circumstances; however, any refund is for discussion at the Jubilee Field Working Group (JFWG), who will make a recommendation to SPC for a decision.

7. Allocation of facilities will be based on the previous season's allocation, i.e., teams will have first option on the use of the main pitch. However, if agreement is not reached by 1<sup>st</sup> April each year, SPC reserves the right to allocate any pitch/facility as maybe necessary.
8. Ground fees are paid monthly in advance, if unpaid for 3 months SMFC CIC will be not be allowed to use the main pitch or facilities until the outstanding fees have been cleared.

### **Terms and Conditions**

9. The Club must be fully insured to cover all risks and must indemnify the SPC and Parish Council against any claims or demands arising from the hire of the pitches or facilities. The Club will provide a copy of their insurance policy certificate to the SPC at the commencement of the hiring period. The policy certificate must cover the hiring period. The Club will be responsible for any claim for injury or damage to persons, property or loss of property which may result from the hire or use of the facilities. The Club will also be responsible for any costs incurred as a result of damage caused through the misuse of the changing facilities, car park, ground and/or posts, including damage to maintenance equipment.
10. The Club will be allowed to have an agreed number of Key Holders to facilitate access to both the car park and the pavilion. Where it is agreed that the club may have Key Holders, a list of named individuals with contact details must be provided. It is the responsibility of the person signing this agreement on behalf of the club to ensure that if Key Holders change, that they advise the SPC. It is the responsibility of the Key Holder to advise the SPC if a key is lost. Cost to replace the key, and if deemed necessary to fully replace the locks and issue new keys to all key holders, will be the responsibility of the Club that has lost the key. Any decision to fully replace the whole lock is solely that of the SPC. Under no circumstances must keys change hands without agreement from the SPC.
11. The Club is responsible to ensure that risk assessments are in place for any activity undertaken on Jubilee Field. This includes the appointment of a first aider as required. COSHH legislation should be adhered to for any substances used, chemical and cleaning substances must be stored securely with COSHH data sheets.
12. The Club is responsible for the maintenance of the main pitch and surrounds inside the fenced area,
  - Cut grass - as required
  - White lines – as required
  - Repair divots / goalmouths – as required
  - Put goals up and down – as required
  - Raking the dead grass off pitch – as required
  - Litter picking and dog mess clearing – as required
  - Cut surrounds of pitch (within fence line) - as required
  - Clearing entrance to blocked pitch drains – as required
  - Communication with Council to help with upkeep – as required
13. The seasonal booking of a pitch includes the initial marking out at the beginning of the season, the grass cutting and maintenance of the pitch during the season and the end of season renovation works. Prior to grass cutting the pitch is checked for any object / debris however it is the responsibility of the club to check the pitch prior to the start of each game. No overmarking unless by the SPC contracted groundsman.
14. When a pitch becomes unavailable due to unforeseen circumstances, SPC will work with teams to try to accommodate the team on an alternative pitch until the issue can be resolved. For the Senior or U23 this would need to be at a SCEFL standard pitch.

15. SMFC CIC equipment – the attached **appendix A** indicates the responsibility of SMFC CIC for maintenance of equipment which should conform to health and safety regulations.
16. Clubs paying for changing rooms must ensure that they comply with any safety signs and notices. SMFC CIC as a key holder and as per agreement can use the kitchen equipment, hot water heating, showers heating and floodlights. All should be turned off after use.
17. Clubs must report any hazard or defect relating to the pitches or buildings to the SPC. Note the SPC contracted groundsman will be working on the pitch and the SPC caretaker inspect the pavilion once per week.
18. Clubs must report any unauthorised use of the main pitch to the JFWG.
19. The Club will be responsible to ensure all rubbish/litter is removed from site and/or changing rooms following use and for any and all costs incurred for the removal and disposal of such rubbish/litter.

### Pitches

20. Each team must play on the pitch allocated to them. Teams found playing on a pitch not allocated to them will be charged an additional fee in line with casual booking fees, unless this has been agreed with the SPC in writing.
21. Permission is not granted for exclusive use of any pitch, public stands or floodlights. The cost of floodlighting for matches and training will be charged at 25.99p per kwh, monthly.
22. The general public shall be allowed free access to the main pitch at all times and the gates should be unlocked, unless a game is taking place i.e. 2 hours before a match, during a match and 2 hours after a match.
23. All users must park vehicles in approved areas only.
24. Club players or officials who have been found to have been engaging in racist abuse or harassment may face disciplinary action by the appropriate governing body and the SPC may withdraw the seasonal booking. The final decision is at the sole discretion of the SPC.
25. The pitch must not be sub-let by the Club. Although the expectation is that Staplehurst Monarchs Youth FC under 16s and above will use the pitch. SMYFC can use all the facilities, if they are using the floodlights they would be responsible for the cost of using the floodlights.
26. To preserve the standard of pitches, training should be undertaken for the majority of the time off pitch, with some training crossways on the pitch and minimal training lengthways on pitch. Please note clubs should also only use their allocated pitch.
27. Should clubs undertake their own line marking then only appropriate governing body approved materials should be used. Herbicides should not be used. Prior permission to undertake line marking must be obtained from SPC in advance.
28. At the end of the playing season as identified by league secretaries, all pitches will be maintained. Additional matches need to be agreed with the groundsman and, to avoid site programming issues, with the JFWG.
29. Outside of the Club's agreed hire times SPC reserves the right to hire the space out to other groups and clubs; such as the Girl Guides or events or other football clubs and have use of all the facilities. This will be in consultation with the Club and the SPC contracted

groundsman's advice regarding the state of the pitch prior to any hire as we appreciate the ground hosts SCEFL matches. Senior club will purchase these and then the existing 'old ones' can be kept in case of damage. Should SPC hire the pitch and the new nets are damaged there are temporary old ones to use until SPC purchase replacements.

### **Cancellation of matches**

30. Weekly matches can be cancelled if the ground/weather conditions are considered unsuitable or dangerous or for other reasons. For matches governed by the Football Association, Kent Football Association and SCEFL, the decision to cancel will be made by the referee and their decision is final. The SPC contracted groundsman can advise.
31. For all other matches the decision to cancel is made by the SPC contracted Groundsman and their decision is final. If a team plays on a pitch which has been declared closed for any reason, then the seasonal booking may be withdrawn.

### **Pavilion - Changing Rooms**

32. Each Team is responsible for the care of the facility which should be left in a satisfactory condition. After use, the building should be left clean and also clear of debris Changing rooms 1 and 2 have been allocated to SMFC CIC to use and Referee changing 1 and 2 for their matches.
33. Football boots; mud should be removed before entering the pavilion / changing rooms, the cleaning of boots inside the pavilion / changing room facility is not allowed and showers /wash basins should not be used to clean boots.
34. Before leaving the pavilion / changing rooms SMFC CIC should undertake to:-
- Changing rooms 1 and 2 are allocated to SMFC CIC, they should be cleaned and left in an appropriate condition for your next use.
  - The Referee Changing 1 and 2 are used for SMFC CIC matches, they should be cleaned and left in an appropriate condition to use for your next match.
  - Pavilion Changing room corridor should be cleaned and left in an appropriate condition for use
  - All rubbish should be removed

(Note if the Referee Changing 1 and 2 are used for other matches other than SMFC CIC, SPC will arrange cleaning after the match.)

The pathways adjacent to the Pavilion should be swept clear of mud.

35. Any faults or defects should be reported to the SPC within 48 hours of each use.
36. The Pavilion and changing rooms are checked by SPC staff for repairs, maintenance and cleanliness.
37. The SPC reserves the right to close any facility without prior notice should they be deemed unfit/unsafe for use by the JFWG. All clubs using the facility will be informed and the premises re-opened at the earliest opportunity. There will no refund of booking fees, either full or partial in these circumstances.
38. Equipment should not be stored in changing rooms as these are shared facilities. Should any team store equipment in changing rooms they do so at their own risk and the SPC accept no responsibility for any loss or damage.
39. In the event of a Fire follow the fire procedures' and leave the building and congregate at the allocated muster point.

### **Pavilion - refreshments**

40. The consumption or sale of alcohol is only allowed on match days for the Staplehurst Monarchs FC CIC matches (not training) the Under 23 Development team matches (not training) and the Ladies Team matches (not training) or when the main pitch is hired out by the Parish Council.
41. The consumption or sale of alcohol can start two hours before a match starts and up to 2 hours after a match finishes.
- That no alcohol or cash will be kept on site.
  - That a sign, at the kitchen needs to show the approved times
  - That a sign with "No alcohol or Cash kept on site" must be on the outside of the Pavilion
42. The consumption or sale of alcohol outside of point 40, say for a Club presentation or a charity event, requires written permission from SPC, this must be approved at a Council meeting in advance of the requested date.
43. Any signs of inappropriate behaviour due to the consumption of alcohol those involved should be removed from the premises and if necessary reported to the Police immediately
44. The Pavilion Kitchen and lounge area can be used to sell refreshments linked to SMFC CIC Youth section training and matches – predominantly on Saturday mornings and Sundays up until 4pm and occasional evening matches.
45. The Pavilion kitchen / lounge area:
- Lounge area - must be left in a clean and tidy condition after the end of each use. All rubbish must be placed in the proper bin outside the building, the floor swept.
  - Kitchen – The kitchen must be kept clean, tidy and up to Food Hygiene Standards
46. The Pavilion kitchen must be left in a clean and tidy condition after the end of each use. All rubbish must be placed in the proper bin outside the building, the floor swept and the floors mopped. All equipment etc. must be cleaned and placed neatly in their original place. If the pavilion kitchen is not kept clean and tidy, then an additional charge will be made. The value of the charge is at the sole discretion of SPC.
47. Two trestle tables and a gazebo, adjacent to the side of the pitch between the pavilion and stand, can be used to sell refreshments on match days, two hours before a match starts and up to 2 hours after a match finishes.
48. The area should be left clean and tidy after use and the trestle tables put away
49. The lounge, male, female and disabled toilets must be left in a clean and tidy condition after the end of each use. All rubbish must be placed in the proper bin outside the building, and the floors swept.
50. SPC will arrange for cleaning contractors to clean the lounge, Male, Female and Disabled toilets on a weekly basis.

### **Tanoy system**

51. The Tannoy system can only be used for the following
- 1 hour before a match, at half time and 15 minutes after a Staplehurst Monarchs FC match (Saturday afternoon, Sunday afternoon and usually Wednesday evening)
  - plus for announcements during the match or in emergencies

52. The use of the Tannoy system outside of point 45 requires written permission from SPC, this must be approved at a Council meeting in advance of the requested date. The Tannoy system should not be used other than by Staplehurst Monarchs FC.

**Antisocial Behaviour (ASB)**

53. ASB is not tolerated on the site. If any ASB occurs it must be reported to the Police immediately and those involved asked to leave the site.

54. It is illegal to use illegal substances on the premises, Any signs of use of illegal substances must be reported to the Police immediately and those involved asked to leave the site.

55. Any signs of inappropriate behaviour due to the consumption of alcohol must be report to the Police immediately and those involved asked to leave the site.

**Induction**

56. Please ensure

- a) Confirm that you have read and understand the pavilion Fire procedure
- b) Confirm you have read and understand the Pavilion opening and closing procedure
- c) Provided Safeguarding Officer details

**Common sense**

57. If an issue is not in the agreement it cannot take place.

58. This agreement is made in good faith and common sense.

**Authorisation**

Signed on behalf of Staplehurst Parish Council.....  
(You must have the authority of the hiring body to sign this agreement)

Print Name ..... Date .....

Signed on behalf of Staplehurst Monarchs FC CIC.....  
(You must have the authority of the hiring body to sign this agreement)

Print Name ..... Date.....



## Appendix A

is made between:

- (1) **STAPLEHURST PARISH COUNCIL (SPC)**
- (2) **STAPLEHURST MONARCHS FOOTBALL CLUB CIC (SMFC CIC)**
- (3) **STAPLEHURST MONARCHS CIC YOUTH SECTION (SMYFC)**
- (4) **GIRL GUIDE ASSOCIATION TRUST CORPORATION as Trustee of the Staplehurst Girl Guides Association (GGAT)**

**Recitals**

- (1) SPC owns the freehold on Jubilee Field (title number K668527).
- (2) GGAT has an underlease in relation to the Kathie Lamb Centre dated 15 February 1989 – which is currently being amended
- (3) SPC is responsible for the general maintenance of the land at Jubilee Sports Field (shown edged red on the Lease plan) including maintenance of the sewage pumps, annual cutting of perimeter hedges, gang mowing of grass areas, maintenance of the public car park, pathways, gates, fences and skatepark to a standard acceptable as a public recreation ground.
- (4) SPC is responsible for keeping the Pavilion in good repair and condition. This Agreement reflects what has been happening to date and who will be responsible for what going forward
- (5) This document is replacing all previous arrangements and is an agreement between all the parties as to the ownership and management responsibilities for the various parties and the obligations of the parties to each other.
- (6) The SMFC CIC' CICs development plan will be considered and can be added as an amendment
- (7) The 3G multi-sport pitch will be considered and can be added as an amendment.

**IT IS NOW AGREED** between all of the parties to this agreement that:

- 1.** the current management and maintenance responsibilities are:

SPC	Maintenance of skatepark, car park, pump, fire alarms, CCTV; <u>cost</u> of maintaining field and hedges; insuring pavilion, skatepark,
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	mower, container, CCTV camera. [SPC has also paid the cost of sundry pavilion repairs] Maintenance of pavilion; electricity and water consumption; carrying out grounds maintenance (funded by SPC); letting of football pitches; business rates, static goal posts
<b>SMFC CIC</b>	Maintenance and insurance of senior pitch fencing, stand, railings, dugouts, goal nets, public stand(s), floodlights
<b>SMYFC</b>	Maintenance and insurance of junior training goals, junior goal nets
<b>GGAT</b>	Maintenance of KLC; plus, share of electricity and water consumption

2. All of the parties to this agreement will have a representative on the Jubilee Field Working Group – see terms of reference
3. The parties hereby agree that the future management and maintenance responsibilities should be as follows and the parties to this Agreement confirm their own responsibility for these items and to each other:

<b>Responsibility</b>	<b>SPC</b>	<b>SMFC CIC</b>	<b>SMYFC</b>	<b>GGAT</b>
Maintenance of main pitch and surrounds – as per point 12		X		
Maintenance of grass, hedges, trees, fences, gates, static goal posts	X			
Maintenance and repair of pavilion (incl. fire alarm, PAT testing)	X			
Maintenance and repair of pump - ~users of pump facility	Primary~			Secondary~
Maintenance and repair of car park, main gate, CCTV camera , container, mower	X			
Maintenance and repair of skatepark	X			
Maintenance and repair of football infrastructure - senior pitch fencing, stand(s), railings, dugouts, goal nets, floodlights, Ticket booth, Turnstile and Tannoy System		X		
Maintenance and repair of junior football infrastructure and equipment, including junior goals and nets			X	

SPC – Ground Hire Agreement – Staplehurst Monarchs FC

Insurance of premises incl. pavilion -	X			
Insurance of contents of pavilion	X			
Insurance of football infrastructure - fencing, stand(s), railings, dugouts, goal nets, floodlights Ticket booth, Turnstile and Tannoy System		X		
Public and Players Insurance via Affiliation to the Kent FA		x		
Static goal	X			
Insurance of junior football infrastructure and equipment including junior goals and nets			X	
Public and Players Insurance via Affiliation to the Kent FA			X	
Letting of pitches for matches, training etc. and receipt of income	X			
Payment of utility costs for building	X			
Payment of utility costs for floodlights – main pitch (at 25.99p per KWH monthly)	X	X Primary		
Payment of business rates	X			
Maintenance and repair of Kathie Lamb Centre				X
Payment of utility costs for Kathie Lamb Centre				X
Insurance of Kathie Lamb Centre				X

## Proposed amendments in hire agreements

<b>SMFC CIC ground hire agreements proposed amendments</b>			
	<b>1<sup>st</sup> August 2024 – 31<sup>st</sup> July 2025 agreement (October 2024)</b>	<b>1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026 agreement</b>	<b>Rationale for changes</b>
Address	Room 5, Brook House, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5PP	1 <sup>st</sup> Formations, 71-75 Shelton Street, Covent Garden, United Kingdom, WC2H 9JQ	Changed address
Date	1 <sup>st</sup> August 2024 – 31 <sup>st</sup> July 2025	1 <sup>st</sup> August 2025 – 31 <sup>st</sup> July 2026	New year
Fees	£7,500	£8,302.50 per year or £691.88 per month	Note the ground hire fees are based on the fact that last year it was agreed to be £6,500 (1 <sup>st</sup> August 2024 – 31 <sup>st</sup> July 2025), then £7,500 plus inflation for next year (we used September inflation rate of 2.7%.) Then added £600 per year for the additional refreshments as this was agreed 28 <sup>th</sup> October 2024, minute 2297/6.2. Therefore the total ground hire fee for 1 <sup>st</sup> August 2025 – 31 <sup>st</sup> July 2026 is £8,302.5 or monthly Direct Debt of £691.88 as agreed on the 27 <sup>th</sup> January 2025
4	SMFC CIC	SMFC CIC senior New Sunday team	Emphasis Senior Additional team
4	Car park – due to 3G pitch	All groups that hire the Jubilee Field site should promote and detail alternate suitable parking locations, sustainable travel/car sharing on their website / social media	Part of 3G transport addendum
	Matches Midweek	Wednesday evening	Part of 3G transport addendum

12	<p>1. The Club is responsible for the maintenance of the main pitch and surrounds inside the fenced area;</p> <ul style="list-style-type: none"> <li>• Cut grass - as required</li> <li>• White lines – as required</li> <li>• Repair divots / goalmouths – as required</li> <li>• Put goals up and down – as required</li> <li>• Raking the dead grass off pitch – as required</li> <li>• Litter picking and dog mess clearing – as required</li> <li>• Cut surrounds of pitch (within fence line) - as required</li> <li>• Clearing entrance to blocked pitch drains – as required</li> <li>• Communication with Council to help with upkeep – as required</li> </ul>	SMFC CIC seeking to remove clause, Council propose to retain	If remove clause Council would need to increase budget by £6,000 - £8,000
22	The general public shall be allowed free access to the main pitch at all times and the gates should be locked open, unless a game is taking place i.e. 2 hours before a match, during a match and 2 hours after a match.	The general public shall be allowed free access to the main pitch at all times and the gates should be "unlocked", unless a game is taking place i.e. 2 hours before a match, during a match and 2 hours after a match.	Gate by turnstile and half way down side fence are left unlocked
25	The pitch must not be sub-let by the Club. Although the expectation is that Staplehurst Monarchs Youth FC under	The pitch must not be sub-let by the Club. Although the expectation is that Staplehurst Monarchs	Emphasis which ever user uses floodlights covers the cost of the floodlights

	16s and above will use the pitch. SMYFC can use all the facilities, if they are using the floodlights they would contribute to the cost of using the floodlights.	Youth FC under 16s and above will use the pitch. SMYFC can use all the facilities, if they are using the floodlights they would be responsible for the cost of using the floodlights.	
57	28 <sup>th</sup> October 2024 no further amendments can be made to the agreement. If an issue is not in the agreement it cannot take place	If an issue is not in the agreement it cannot take place.	Removed date

Version 3 March 2025

Date of Pitch and Pavilion Hire Agreement: From 1<sup>st</sup> August 2025... To 31<sup>st</sup> July 2026.....

Name of Club/Club ('The Club'/the Club'): ...Staplehurst Monarchs CIC

Address: 1<sup>st</sup> Formations, 71-75 Shelton Street, Covent Garden, United Kingdom, WC2H 9JQ

Reason for Hire: ...Use of Jubilee Field grass pitches (1 X 7v7, 1 x 9v9 and 1 x 11v11) by SMFC CIC for training and matches.....

Dates of Hire: .....1<sup>st</sup> August 2025 – 31<sup>st</sup> July 2026.....

**Annual Ground Hire fee** £7,443.06 per year or £620.26 per month for 12 months.

### General

1. This agreement sets out the requirements for the use of the Staplehurst Parish Council (SPC) grass sports pitch and pavilion at Jubilee Field and the use of the car park
2. A seasonal booking for a team comprises the use of pitches for matches and appropriate training during the season. The process for seasonal bookings concludes no later than April each year with allocations being confirmed before the beginning for the following season in August.
3. A seasonal hire runs from 1<sup>st</sup> August – 31<sup>st</sup> July each year.

### Application and Payment

4. SMFC CIC (Youth) pitch and pavilion hire will cover the use of the following;
  - Use of the 3 x grass pitches and training area,
  - Use of the pavilion for changing and toilets
  - Car park - All groups that hire the Jubilee Field site should promote and detail alternate suitable parking locations, sustainable travel/car sharing on their website / social media

By SMFC CIC teams on a Saturday 9 – 2pm and Sunday 9am – 4pm plus occasional training mid-week evenings  
Changing rooms 3 and 4 (1 and 2 to be used by other users)

Payment methods will be detailed on the invoice, for seasonal hires usually monthly by Direct Debt.

5. Full contact details of the club officials must be submitted by 1<sup>st</sup> August. Any subsequent changes must be notified as soon as possible.
6. Part refund of a seasonal booking fee can be requested in exceptional circumstances; however, any refund is for discussion at the JFWG, who will make a recommendation to SPC for a decision.
7. Allocation of facilities will be based on the previous season's allocation, i.e., teams will have first option on the use of the pitches and training area. However, if agreement is not reached by 1<sup>st</sup> April each year, SPC reserves the right to allocate any pitch/facility as maybe necessary.
8. Ground fees are paid monthly in advance, if unpaid for 3 months SMFC CIC will be not be allowed to use the sports pitches or facilities until the outstanding fees have been cleared.

### **Terms and Conditions**

9. The Club must be fully insured to cover all risks and must indemnify the SPC and Parish Council against any claims or demands arising from the hire of the pitches or facilities. The Club will provide a copy of their insurance policy certificate to the SPC at the commencement of the hiring period. The policy certificate must cover the hiring period. The Club will be responsible for any claim for injury or damage to persons, property or loss of property which may result from the hire or use of the facilities. The Club will also be responsible for any costs incurred as a result of damage caused through the misuse of the changing facilities, car park, ground and/or posts, including damage to maintenance equipment.
10. The Club will be allowed to have an agreed number of Key Holders to facilitate access to both the car park and the pavilion. Where it is agreed that the club may have Key Holders, a list of named individuals with contact details must be provided. It is the responsibility of the person signing this agreement on behalf of the club to ensure that if Key Holders change, that they advise the SPC. It is the responsibility of the Key Holder to advise the SPC if a key is lost. Cost to replace the key, and if deemed necessary to fully replace the locks and issue new keys to all key holders, will be the responsibility of the Club that has lost the key. Any decision to fully replace the whole lock is solely that of the SPC. Under no circumstances must keys change hands without agreement from the SPC.
11. The Club is responsible to ensure that risk assessments are in place for any activity undertaken on Jubilee Field. This includes the appointment of a first aider as required. COSHH legislation should be adhered to for any substances used, chemical and cleaning substances must be stored securely with COSHH data sheets.
12. The seasonal booking of a pitch includes the initial marking out of pitches at the beginning of the season and during the season, the grass cutting and maintenance of the pitch during the season and the end of season renovation works. Prior to grass cutting the pitch is checked for any object / debris however it is the responsibility of the club to check the pitch prior to the start of each game. No overmarking unless by agreement with the SPC contracted groundsman.
13. SMFC CIC equipment – the attached **appendix A** indicates the responsibility of SMFC CIC for maintenance of equipment which should conform to health and safety regulations.
14. Clubs paying for changing rooms must ensure that they comply with any safety signs and notices. SMFC CIC as a key holder and as per agreement can use the hot water heating, showers heating and floodlights. They should be turned off after use.
15. Clubs must report any hazard or defect relating to the pitches or buildings to the SPC. Note the SPC contracted groundsman will be working on the pitches and the SPC caretaker inspect the pavilion once per week.
16. The Club will be responsible to ensure all rubbish/litter is removed from pitches / training area and/or changing rooms following use and for any and all costs incurred for the removal and disposal of such rubbish/litter.

### **Pitches**

17. Each team must play on the pitch allocated to them. Teams found playing on a pitch not allocated to them will be charged an additional fee in line with casual booking fees, unless this has been agreed with the SPC in writing.
18. Permission is not granted for exclusive use of any pitch, public stands or floodlights.



19. The general public shall be allowed free access to the pitches at all times, except for prior to a match, during a match and after a match.
20. All users must park vehicles in approved areas only.
21. Club players or officials who have been found to have been engaging in racist abuse or harassment may face disciplinary action by the appropriate governing body and the SPC may withdraw the seasonal booking. The final decision is at the sole discretion of the SPC.
22. Use of the main grass pitch by Staplehurst Monarchs Youth FC under 16s and above will be negotiated and on the agreement of the SPC contracted groundsman. SMFC CIC will have use of all of the facilities, if they use the floodlights they would be responsible for the cost of using the floodlights.
23. To preserve the standard of pitches, training should be undertaken for the majority of the time off pitch, with some training crossways on the pitch and minimal training lengthways on pitch.
24. Should clubs undertake their own line marking then only appropriate governing body approved materials should be used. Herbicides should not be used. Prior permission to undertake line marking must be obtained from the SPC contracted groundsman in advance.
25. At the end of the playing season as identified by league secretaries, all pitches will be maintained. Additional matches need to be agreed with the groundsman and, to avoid site programming issues, with the JFWG.
26. Outside of the Club's agreed hire times SPC reserves the right to hire the space out to other groups and clubs; such as the Girl Guides or events or other football clubs. This will be in consultation with the Club and the groundsman's advice regarding the state of the pitch prior to any hire.

### **Cancellation of matches**

27. For all other matches the decision to cancel is made by the SPC contracted Groundsman and their decision is final. If a team plays on a pitch which has been declared closed for any reason, then the seasonal booking may be withdrawn.

### **Pavilion - Changing Room cleaning**

28. Each Team is responsible for the care of the facility which should be left in a satisfactory condition, appropriate for others to use. After use, the building should be left clean and also clear of debris. Changing rooms 3 and 4 are available for SMFC CIC use.
29. Football boots; mud should be removed before entering the pavilion / changing rooms, the cleaning of boots inside the pavilion / changing room facility is not allowed and showers /wash basins should not be used to clean boots.
30. Before leaving the pavilion / changing rooms SMFC CIC should undertake to:-
  - Changing rooms 3 and 4 they should be cleaned and left in an appropriate condition for the next use.
  - The Referee Changing 1 and 2 (if used for SMFC CIC matches) they should be cleaned and left in an appropriate condition to use for the next match.
  - Pavilion Changing room corridor should be cleaned and left in an appropriate condition for use
  - All rubbish should be removed
  - The pathways adjacent to the Pavilion should be swept clear of mud

31. The pavilion / changing rooms will be deep cleaned prior to the beginning of the season by a SPC contractor.
32. Any faults or defects should be reported to the SPC within 48 hours of each use.
33. The changing rooms are checked by SPC staff weekly for repairs, maintenance and cleanliness.
34. The Pavilion lounge, Male, Female and Disabled toilets will be cleaned weekly by the SPC contractor.
35. SPC reserves the right to close any facility without prior notice should they be deemed unfit/unsafe for use by the JFWG. All clubs using the facility will be informed and the premises re-opened at the earliest opportunity.
36. The lean to at the side of the building and Changing room 3 are available for SMFC CIC to store equipment at their own risk
37. Equipment should not be stored in changing rooms as these are shared facilities. Should any team store equipment in changing rooms they do so at their own risk and the SPC accept no responsibility for any loss or damage.
38. In the event of a Fire follow the fire procedures and leave the building and congregate at the allocated muster point.

#### **Antisocial Behaviour (ASB)**

39. ASB is not tolerated on the site. If any ASB occurs it must be reported to the Police immediately and those involved asked to leave the site.
40. It is illegal to use illegal substances on the premises, Any signs of use of illegal substances must be reported to the Police immediately and those involved asked to leave the site.
41. Any signs of inappropriate behaviour due to the consumption of alcohol must be report to the Police immediately and those involved asked to leave the site.

#### **Induction**

42. Please ensure
  - a) Confirm that you have read and understand the pavilion Fire procedures
  - b) Confirm you have read and understand the Pavilion opening and closing procedure
  - c) Provided relevant DBS checks
  - d) Provided Safeguarding Officer details

#### **Common sense**

43. This agreement is made in good faith and common sense.

**Authorisation**

Signed on behalf of Staplehurst Parish Council.....  
(You must have the authority of the hiring body to sign this agreement)

Print Name ..... Date .....

Signed on behalf of Staplehurst Monarchs CIC Youth Section.....  
(You must have the authority of the hiring body to sign this agreement)

Print Name ..... Date.....

DRAFT

is made between:

- (1) **STAPLEHURST PARISH COUNCIL (SPC)**
- (2) **STAPLEHURST MONARCHS FOOTBALL CLUB CIC (SMFC)**
- (3) **STAPLEHURST MONARCHS CIC YOUTH SECTION (SMFC CIC)**
- (4) **GIRL GUIDE ASSOCIATION TRUST CORPORATION as Trustee of the Staplehurst Girl Guides Association (GGAT)**

#### Recitals

- (1) SPC owns the freehold on Jubilee Field (title number K668527).
- (2) GGAT has an underlease in relation to the Kathie Lamb Centre dated 15 February 1989 – which is currently being amended
- (3) SPC is responsible for the general maintenance of the land at Jubilee Sports Field (shown edged red on the Lease plan) including maintenance of the sewage pumps, annual cutting of perimeter hedges, gang mowing of grass areas, maintenance of the public car park, pathways, gates, fences and skatepark to a standard acceptable as a public recreation ground.
- (4) SPC is responsible for keeping the Pavilion in good repair and condition. This Agreement reflects what has been happening to date and who will be responsible for what going forward
- (5) This document is replacing all previous arrangements and is an agreement between all the parties as to the ownership and management responsibilities for the various parties and the obligations of the parties to each other.
- (6) The 'SMFC' CICs development plan will be considered and can be added as an amendment
- (7) The 3G multi-sport pitch will be considered and can be added as an amendment.

**IT IS NOW AGREED** between all of the parties to this agreement that:

1. the current management and maintenance responsibilities are:

SPC	Maintenance of skatepark, car park, pump, fire alarms, CCTV; <u>cost</u> of maintaining field and hedges; insuring pavilion, skatepark,
-----	---

	mower, container, CCTV camera. [SPC has also paid the cost of sundry pavilion repairs] Maintenance of pavilion; electricity and water consumption; carrying out grounds maintenance (funded by SPC); letting of football pitches; business rates, static goal posts
<b>SMFC</b>	Maintenance and insurance of senior pitch fencing, stand, railings, dugouts, goal nets, public stand(s), floodlights
<b>SMFC CIC</b>	Maintenance and insurance of junior training goals, junior goal nets
<b>GGAT</b>	Maintenance of KLC; plus, share of electricity and water consumption

2. All of the parties to this agreement will have a representative on the Jubilee Field Working Group – see terms of reference
3. The parties hereby agree that the future management and maintenance responsibilities should be as follows and the parties to this Agreement confirm their own responsibility for these items and to each other:

<b>Responsibility</b>	<b>SPC</b>	<b>SMFC</b>	<b>SMFC CIC</b>	<b>GGAT</b>
Maintenance of main pitch and surrounds – as per point 12		X		
Maintenance of grass, hedges, trees, fences, gates and static goal posts	X			
Maintenance and repair of pavilion (incl. fire alarm, PAT testing)	X			
Maintenance and repair of pump - ~users of pump facility	Primary~			Secondary~
Maintenance and repair of car park, main gate, CCTV camera , container, mower	X			
Maintenance and repair of skatepark	X			
Maintenance and repair of football infrastructure - senior pitch fencing, stand(s), railings, dugouts, goal nets, floodlights, Ticket booth, Turnstile and Tannoy System		X		
Maintenance and repair of junior football infrastructure and equipment, including junior goals and nets			X	

SPC – Pitch and Pavilion Hire Agreement – Staplehurst Monarchs YFC

Insurance of premises incl. pavilion -	X			
Insurance of contents of pavilion	X			
Insurance of football infrastructure - fencing, stand(s), railings, dugouts, goal nets, floodlights Ticket booth, Turnstile and Tannoy System		X		
Public and Players Insurance via Affiliation to the Kent FA		x		
Static goal	X			
Insurance of junior football infrastructure and equipment including junior goals and nets			X	
Public and Players Insurance via Affiliation to the Kent FA			X	
Letting of pitches for matches, training etc. and receipt of income	X			
Payment of utility costs for building	X			
Payment of utility costs for floodlights – main pitch (at 25.99p per KWH monthly)	X	X Primary		
Payment of business rates	X			
Maintenance and repair of Kathie Lamb Centre				X
Payment of utility costs for Kathie Lamb Centre				X
Insurance of Kathie Lamb Centre				X

**Appendix D**

<b>SMFC CIC Youth pitch hire agreement proposed amendments</b>			
	1 <sup>st</sup> August 2024 – 31 <sup>st</sup> July 2025 agreement (October 2024)	Proposed changes 1 <sup>st</sup> August 2025 – 31 <sup>st</sup> July 2026 agreement	Rationale
Address	Room 5, Brook House, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5PP	1 <sup>st</sup> Formations, 71-75 Shelton Street, Covent Garden, United Kingdom, WC2H 9JQ	Changed address
Date	1 <sup>st</sup> August 2024 – 31 <sup>st</sup> July 2025	1 <sup>st</sup> August 2025 – 31 <sup>st</sup> July 2026	New year
Fees	£7,247.38	£7,443.06 per year or £620.26 per month for 12 months	Increase by 2.7% inflation agreed Council 27 <sup>th</sup> January 2025
4	SMFC CIC	SMFC CIC Youth	Emphasis Youth
4	Car park	All groups that hire the Jubilee Field site should promote and detail alternate suitable parking locations, sustainable travel/car sharing on their website / social media	Part of 3G transport addendum
22	The pitch must not be sub-let by the Club. Although the expectation is that Staplehurst Monarchs Youth FC under 16s and above will use the pitch. SMYFC can use all the facilities, if they are using the floodlights they would contribute to the cost of using the floodlights.	The pitch must not be sub-let by the Club. Although the expectation is that Staplehurst Monarchs Youth FC under 16s and above will use the pitch. SMYFC can use all the facilities, if they are using the floodlights they would be responsible for the cost of using the floodlights.	Emphasis which ever user uses floodlights covers the cost of the floodlights
43	28 <sup>th</sup> October 2024 no further amendments can be made to the agreement. If an issue is not in the agreement it cannot take	If an issue is not in the agreement it cannot take place	Removed date

# STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
<b>Council, Committee, Working Group</b>	Council
<b>Meeting Date, Time &amp; Venue</b>	31 <sup>st</sup> March 2025
<b>Report Author</b>	Clerk
<b>Item @ Title</b>	Theatre in the park
<b>Purpose</b>	To consider offer of theatre in Surrenden Field 20 <sup>th</sup> August 2025
<b>Resolution</b>	To consider offer of Parkwood Theatre in Surrenden Field 20 <sup>th</sup> August 2025
<b>Background</b>	
<p>Parkwood Theatre have brought their shows to Surrenden Field in the last 2 summers and have had positive responses from residents. Especially for those who can't often make the Theatre.</p>	
<b>Detail</b>	
<p>The 2025 Summer Tour is The Wind and the Willows and the proposed date is the 20th August starting at 4pm. The show is an hour long and for all the family, They recommend the audience to bring picnics and make an afternoon of it.</p> <p>The set up would be from lunch time and take down that evening.</p> <p>The Parish Council would support with local advertising on website, social media and Posters.</p>	
<b>Financial impact:</b> No further cost	
<b>Budget Code:</b> Surrenden Field	
<b>Additional information</b>	



# STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
<b>Council, Committee, Working Group</b>	Council
<b>Meeting Date, Time &amp; Venue</b>	31 <sup>st</sup> March 2025
<b>Report Author</b>	Clerk
<b>Item @ Title</b>	Advert for Cleaner
<b>Purpose</b>	To consider advert for a cleaner
<b>Resolution</b>	To consider advert for cleaner
<b>Background</b>	<p>The cleaner of the Youth club (1 x hour per week) and Jubilee Field pavilion (lounge / toilets ) also one per week has resigned. Therefore we need to advertise.</p>
<b>Detail</b>	<p>Please see the draft advert below, comments are welcome;</p> <p>" We are seeking a self-employed cleaner for the Jubilee Field Pavilion lobby area / toilets and Youth Club – 2 hours per week, flexible hours, £20 per hour. It will be advantageous if you are local and can provide references. Please contact the clerk on <a href="mailto:clerk@staplehurst-pc.uk">clerk@staplehurst-pc.uk</a>"</p> <p>The aim is to advertise immediately.</p>
<b>Financial impact:</b>	NA
<b>Budget Code:</b>	Administration
<b>Additional information</b>	

# STAPLEHURST PARISH COUNCIL

<b>Council, Committee, Working Group</b>	Council
<b>Meeting Date Time &amp; Venue</b>	31 <sup>st</sup> March 7:30pm South Hall, Staplehurst Community Centre
<b>Report Author</b>	Jean Terry
<b>Item &amp; Title</b>	Playscheme 2025 Report
<b>Resolution</b>	<p><b>Resolution:</b> to consider the dates and times as in report below Monday 28<sup>th</sup> July – Friday 15<sup>th</sup> August</p> <ul style="list-style-type: none"> <li>a) the fees – proposed £7 for pre-booked and £8 on the day</li> <li>b) the BioBlitz proposed 13<sup>h</sup> August 2024</li> <li>c) the use of the Infant Hall</li> <li>d) the appointment of Councillor Argar to oversee the play scheme, working with Jean Terry, and to make regular visits during the three weeks</li> </ul>
<p><b>Background:</b> The Playscheme is a long-established event in the Staplehurst calendar. Jean Terry has spoken with Play Place the organisers with regards to the price. They have been looking into the costings of playscheme and the good value that is offered, the cost of supplies has increased substantially over the last few months and feel an increase of £1.00 would help with balancing the cost.</p> <p>They have also researched that most families will be able to draw down childcare tax-free credits. This will ease the cost for families and continue to offer good value, tax free credits will pay 20% towards the playscheme fees whilst parents pay 80% of the fee. Play Place are enrolled to accept tax free vouchers, they can market this information for families on the flier and signpost where to apply online.</p> <p>Monday 28<sup>th</sup> July – staff organisation &amp; Open Morning</p> <p>Tuesday 29<sup>th</sup> July – Friday 1<sup>st</sup> August 9am – noon</p> <p>Monday 4<sup>th</sup> August – Friday 8<sup>th</sup> August 9am – noon followed by noon – 3pm</p> <p>Monday 11<sup>th</sup> – Friday 15<sup>th</sup> 9am – noon followed by noon – 3pm</p> <p>On the last day an extra hour will be paid for the staff to clean the venue.</p> <p>Council needs to decide on the following</p> <ul style="list-style-type: none"> <li>1. the fees</li> <li>2. the BioBlitz on August 13<sup>th</sup> 2024 date confirmed with Medway Valley Countryside Partnership</li> <li>3. the use of the Infant Hall provisionally booked</li> <li>4. the appointment of Councillor Argar to oversee the play scheme, working with Jean, and to make regular visits</li> </ul> <p>Play Place invoice the Council for the deficit in operating the scheme, we have set aside a budget of £2,315 in 2025/26</p>	
<b>Background papers are available on request</b>	

# STAPLEHURST PARISH COUNCIL

STANDARD REPORT	
<b>Council, Committee, Working Group</b>	Council
<b>Meeting Date, Time &amp; Venue</b>	31 <sup>st</sup> March 2025
<b>Report Author</b>	Cllr Perry
<b>Item @ Title</b>	School parking initiative
<b>Purpose</b>	To consider school parking initiative
<b>Resolution</b>	To consider school parking initiative
<b>Background</b>	
<p>The parking around Staplehurst Primary School has been an issue for a number of years, as is parking around most primary schools in Kent. We have met the School, Maidstone Borough Council and the Police to develop the initiative set out in this report.</p>	
<b>Detail</b>	
<p>For the week of the 19<sup>th</sup> May 2025 the aim is to work with the School, Police and Maidstone Borough Council to:</p>	
<p>Staplehurst Primary School -</p> <ul style="list-style-type: none"> <li>• working on posters / leaflets for parents</li> <li>• emphasising safety and sustainability - with school children discussing issues with their parents</li> <li>• restarting the 'walking bus'</li> <li>• continuing with a presence at the school gates</li> </ul>	
<p>Maidstone Borough Council -</p> <ul style="list-style-type: none"> <li>• undertaking a focussed campaign by the Parking Wardens in the area</li> </ul>	
<p>The Police -</p> <ul style="list-style-type: none"> <li>• are going to be present during the week to support the school and MBC parking wardens</li> </ul>	
<p>The Parish Council -</p> <ul style="list-style-type: none"> <li>• coordinating a publicity campaign in social media, posters, village magazines etc to emphasise the health benefits of walking to school and the need for safe considerate parking if parents drive to drop off / collect their children at school</li> <li>• Councillors will be present to listen to your comments so we can feed them into a review of the campaign</li> </ul>	

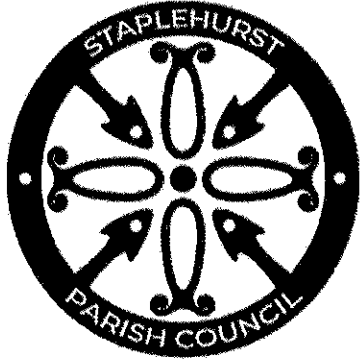
# STAPLEHURST PARISH COUNCIL

The letter to local residents has been drafted with the School and Police, it is attached in appendix A – comments are welcome. Also apart from Gybbon Rise, are there any other roads we should circulate the letter too?

**Financial impact:** NA

**Budget Code:** Administration

**Additional information**



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

Parish Clerk  
**Richard Griffiths**

Tel **01580 891761**

Email [clerk@staplehurst-pc.uk](mailto:clerk@staplehurst-pc.uk)

Website [www.staplehurst-pc.uk](http://www.staplehurst-pc.uk)

Dear Resident

**RE: Parking around Staplehurst Primary School at drop off and collection times**

We appreciate that at times it is challenging and frustrating for local residents, when parents are dropping off or collecting their children from Staplehurst Primary School and that parents sometimes park inconsiderately.

Staplehurst Parish Council, Staplehurst Primary School, Maidstone Borough Council and the Police are working together to try and address the issue.

During the week beginning the 19<sup>th</sup> May 2025, we are undertaking a joint campaign which includes the following actions:

**Staplehurst Primary School -**

- working on posters / leaflets for parents
- emphasising safety and sustainability - with school children discussing issues with their parents
- restarting the 'walking bus'
- continuing with a presence at the school gates

**Maidstone Borough Council -**

- undertaking a focussed campaign by the Parking Wardens in the area

**The Police -**

- are going to be present during the week to support the school and MBC parking wardens

**The Parish Council -**

- coordinating a publicity campaign in social media, posters, village magazines etc to emphasise the health benefits of walking to school and the need for safe considerate parking if parents drive to drop off / collect their children at school
- Councillors will be present to listen to your comments so we can feed them into a review of the campaign

The hope is that a concerted campaign will “start” to get parents to understand the importance of either walking if they can, or being considerate if they have to drive and drop off / collect their children.

Kind regards

*R. J Griffiths*

Richard Griffiths

Parish Clerk

Staplehurst Parish Council

# Staplehurst Community Centre



Staplehurst Community Centre,  
High Street,  
TN12 OBJ,

12<sup>th</sup> March 2025

Dear Councillors,

Following the permission granted of the community centre's planning application, the Trustees have been working with their architect on the next stages.

To begin work, we have been applying for grants to enable us to implement the vision agreed to improve the community centre's facilities.

As you are all aware, these improvements are supported in the Staplehurst Neighbourhood Plan and as such the trustees would like to apply for £40,000 of CIL funding towards the costs estimated to complete the redevelopment works agreed.

We hope SPC will continue to support the community centre and consider our application favourably, and look forward to hearing from you.

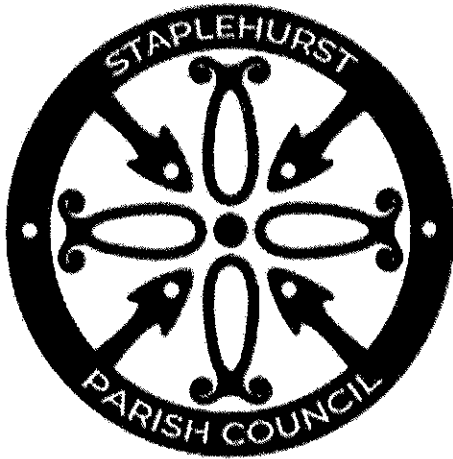
On behalf of the trustees

Rory Silkin

Chair of Staplehurst Community Centre CIO

Staplehurst Community Centre Charitable Incorporated Organisation, High Street, Staplehurst, Kent,  
TN12 OBJ. Charity No: 1177820

[bookings@staplehurstcommunitycentre.org](mailto:bookings@staplehurstcommunitycentre.org) [secretary@staplehurstcommunitycentre.org](mailto:secretary@staplehurstcommunitycentre.org)  
[treasurer@staplehurstcommunitycentre.org](mailto:treasurer@staplehurstcommunitycentre.org)



# STAPLEHURST PARISH COUNCIL PLANNING COMMITTEE MINUTES 17<sup>TH</sup> MARCH 2025

## **PUBLIC FORUM**

No residents spoke.

**Present:** Cllr Sharp, Ash, Farragher, Mclaughlin, Pett and Cllr Hotson acting as substitute for Cllr Arger plus the Clerk

**APOLOGIES:** Cllr Arger  
Absent Cllr Wakeford

**APPROVAL OF PLANNING COMMITTEE MINUTES:** Minute Pages **1794P-1796P** of 24<sup>th</sup> February 2025 available at: <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/planning-committee/>

Cllr Pett proposed and Cllr Farragher seconded to approve the minutes of the 24<sup>th</sup> February 2025. Agreed majority 5 for, 0 against, 1 abstained.

**COUNCILLOR DECLARATIONS** regarding items on the Agenda: -

1. Declarations of Lobbying – All Cllrs regarding application 25/500617
2. Declarations of Changes to the Register of Interests - NA
3. Declarations of Interest in Items on the Agenda – Cllr Farragher application 25/500709
4. Requests for Dispensation – It was agreed for Cllr Farragher to stay and be able to answer questions but not speak on behalf of or vote on application 25/500709

## **CLERK'S PLANNING REPORT:**

**24/502154/FULL** Section 73 Application for removal of condition 7 (occupation of the Dwelling be limited to a person solely or mainly working in agriculture) pursuant to application MA/05/1408 for Outline planning application for the erection of a cattle yard and a new agricultural dwelling, with means of access to be considered at this stage and all other matters reserved for future consideration as shown on A4 site location plan and A3 block plan received on 15/07/05.

Public Hearing 29<sup>th</sup> April 2025 – venue to be confirmed – Note Cllr Arger happy to attend and speak. Clerk will chase venue and time, other Cllrs welcome.

Chairman signed.....Dated.....



New Planning and Infrastructure Bill, introduced to parliament. Key measures include introducing a strategic planning system for England, a bill discount scheme for those closest to new electricity transmission infrastructure, guidance to developers on community funding, and reform to compulsory purchase powers.

Note proposed new scheme of delegation to modernise local planning committees, mandatory training for planning committee councillors, cost recovery of planning fees, and a more strategic approach to nature recovery, including enabling developers to fund restoration through a new Nature Restoration Fund.

KALC will be doing training late spring / summer 2025.

Cllr Sharp asked any update on the withdrawal of MBC emerging Design and Sustainability Development Plan, Clerk already chasing. (circulated information from MBC 18.3.25)

### **FULL PLANNING APPLICATIONS:**

24/502235 **Mathurst Farm, Land West of Goudhurst Road** – The construction and operation of an 18MW solar photovoltaic (PV) farm and widened access to Goudhurst Road with associated infrastructure, including inverters, transformers, substations, security cameras, fencing, access tracks and landscaping. Amendments & additional details. (SPC had recommended Refusal Min 1762P 1777P).

Following a debate, Cllr Sharp proposed and Cllr Pette seconded, agreed unanimously to comment as follows; "Council to stand by previous comments of the 23<sup>rd</sup> July 2024, 3<sup>rd</sup> September 2024, 16<sup>th</sup> October 2024 and 14<sup>th</sup> November 2024 plus support the comments of Balfour Winery, neighbours and Alexis Campbell KC"

25/500617 **17 Thatcher Road TN12 OND** Demolition of existing garage and side conservatory. Sub-division of existing dwelling with the erection of a two-storey side and rear extension to create a four-bedroom dwelling with 2no. parking spaces. Erection of a single-story rear extension to the existing dwelling.

Following a debate which highlighted that MBC had put the poster up outside 7 not 17 Thatcher Rd and that 2 existing parking spaces already exist Cllr Sharp proposed and Cllr Pett seconded to recommend to refuse the application due to the reasons outlined below – agreed unanimously

MBC Local Plan policies

- LPRHOU2 – Residential extensions, conversions, annexes, and redevelopment within built up area - Appears to be an extension on and an existing extension
- LPRHOU4 – Residential garden land – significant reduction
- LPRHOU9 – Custom and self-build (does this apply to an extension or new build only?)
- LPRSP15 – Design loss of light and overshadowing neighbouring property

Residential Extensions supplementary planning document

- 4.8 – size of rear extension must consider potential loss of light / privacy
- 4.9 - depth and height of rear extension
- 4.10 - should not be more than 3 metres from the rear of elevation
- 4.20 - corner extensions, extension to side will bring it in front of building line of neighbours
- 4.38 - should be fit unobtrusively into area
- 4.39 - should not dominate original building and be subservient to the original building

Do not refer to Planning Committee

Chairman signed.....Dated.....

**LAWFUL DEVELOPMENT CERTIFICATE:**

25/500542 **Woodside Wilden Park Road TN12 OHL** Erection of an outbuilding incidental to the enjoyment of the dwelling.  
Noted and commented that outbuilding should be tied to the main property and used for its designated use.

25/500744 **2 Marian Square TN12 OSQ** Proposed single storey rear extension.  
Noted

25/500802 **107 Great Threads TN12 OFJ** Proposed erection of a single storey rear flat roof extension with roof lantern.

Note this is actually retrospective not proposed.

25/500773 **12 Hurst Close TN12 OBX** Proposed garage conversion into a habitable room.  
Noted

**LISTED BUILDING CONSENT:**

25/500678 **Green Court High Street TN12 OAP** proposed works including repairs to the roof and front wall to the existing outhouse.

Cllr McLaughlin proposed and Cllr Ash seconded to recommend support of the application and refer to the Conservation Officer – agreed unanimously

**NON-MATERIAL AMENDMENT:**

25/500811 **Mathurst Farm Goudhurst Road TN12 OHQ** 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. (SPC had recommended Approval Min1651P 1664P)

Noted

**TREE PROTECTION ORDER**

25/500709 **Baywood Headcorn Road TN12 OBU** 1 x larger Oak tree - reduce by approximately 2 to 3 meters and 1 x smaller oak tree by approximately 1 to 3 meters.

Cllr Sharp proposed and Cllr McLaughlin seconded to refer to the Tree officer – agreed majority 5 for, 0 against and 1 abstained.

**DECISIONS: Noted**

24/505145 **2 Crown Cottages High Street TN12 OAU** Erection of a single storey garden building to be used as a home office ancillary to the main building. Erection of a 6ft (1.83m) fence built on 50cm concrete plinth at the rear of the garden. Removal of existing garage and greenhouse. MBC GRANTED with 9 conditions SPC Commented (Min 1793P)

Meeting closed 8:30pm

Chairman signed.....Dated.....

Committee, group or subgroup: <b>Road Safety Group</b>
Meeting Date & venue: Monday 17 <sup>th</sup> March 2025, 10.00am @ SPC Office
Report author: Cllr A Sharp - chairman
<p><u>Present:</u> A Sharp (AS), M. Alessi, B McLaughlin (BM), M Buller (MB) Speedwatch Rep. and SID data expert, Chris Rhodes.</p> <p><u>Apologies:</u> Mike Wakeford.</p> <p><u>Matters Arising:</u> - 10<sup>th</sup> February 2025 Minutes agreed</p> <p><u>1. Clerks feedback:</u></p> <p>a. A229 improvements - About a year ago there were positive conversations about work being carried out here but it all seems to have stalled (staff changes and work load pressures?). Clerk is sending an email every week to Amy Cartwright, (the lady now designing the scheme) asking for an update and a meeting – no reply. (cc L P-Reed and P Riordan in). Will let us know when get a meeting date. Amy seems to have intimated in an email she is currently swamped and will prioritize at the end of the financial year – April.</p> <p>b. Churchill – contractor parking. Clerk pops down every fortnight for a chat. Cornforth Close issue has reduced but now worse in Chestnut Avenue, Crowther close and Thatcher road. Last week there was an incident with a small truck which hit lots of parked cars &amp; wing mirrors. Churchill said it wasn't one of their workers as one of their vehicles parked there were also hit. Seems to have been due to a non-secured 'crane' on a vehicle sticking out. No 17 thatcher road is being refurbished and so some vehicles relate to that. Seems to be more parking on footpath . Parking space out the front of the Churchill development not on the approved plans – reported to MBC enforcement who, having spoken to them, are not going to do anything further. Agreed to do a letter of complaint to KH.</p> <p>c. Gybbon rise school meeting went well . Write to local residents to explain what doing. Walking bus resurrected, week during which we can all be there to emphasis park politely 19<sup>th</sup> May (week before half term) and another in September. MBC Parking enforcement will also come along.</p> <p>d. SID – back and on Headcorn road as of last week. Hopefully the readings will be accurate and not corrupted data i.e. saying its 1970 !</p> <p>e. Hedges letter agreed at full council – We are now in nesting season March to August. Dangerous / emergency work can still be done and anyone can report to KH if there is a dangerous hedge.</p> <p>2. Neighbourhood watch – Facebook page – as agreed this has been resurrected. AS Over to those that have been prepared to work on this. BM MA J Buller (res). The police had suggested using 'Your Community Voice' but it really does not do the same job as NW. (No longer an RSG item.)</p> <p>3. <u>Gybbon Rise / Surrenden Road Primary School Drop off / pick up</u></p> <p>Note - SPC have no powers regarding parking enforcement and neither does the school. It is legal to park on the public highway, as long as no dangerous driving or blocking of the road. Bower Walk letter – in response to concerns raised about this letter the group noted that this was raised by the clerk at a previous meeting for the group to look at his proposed letter due to complaints of parking and vehicle movements on Bower Walk. The group read, suggested some amendments and agreed with the suggestion it be sent to the whole street. RSG minutes were in full council agenda pack before letter sent. All agreed today they were content due process was followed.</p> <p><u>Action:</u> see clerks report above.</p>

4. Highways Improvement Plan HIP– Kent Highways – standing item

1. Highways Improvement Plan HIP– Kent Highways contact: Greg McNicholl.

**Please note MBC only allow us to have 2 'live' projects – our other projects / wish list are 'archived'.**

HIP 1 (was 2) The Quarter - Bus stop / crossing & 30mph

Action: Clerk will continue to chase. See above 1a – awaiting news

HIP 2 (was 3) Hawkenbury Bridge - The bridge with no accidents

Background – It's a grade 2 listed bridge so can't demolish and rebuild wider.

We would need to be gifted some land to enable the widening of the bridge.

There is no good, easy electrical provision. (we note there are houses next to it with electricity).

Need some way to indicate to traffic going over the railway bridge they could be about to encounter stationary traffic; could this be achieved by a higher traffic light indicator?

There is historical precedence - Wye bridge grade 2 listed bridge, close to a railway crossing, was widened to comply with EU regulations of width and weight needs. However a house was demolished providing the extra space needed. Looking at £100,000 to £150,00 to install power.

Action: It remains on HIP and we will continue to liaise with Headcorn PC and monitor crashes.

HIP 3 (was 1) Double yellow lines (DYL) on main road A229 and Chapel Lane extension, single lines (SYL) on Cornforth Close, Chestnut Avenue and Poyntell Road.

Kent Highways have said that they will not do this as there are no current road safety issues.

Discussed that even after Churchill development is built, this remains on the HIP as there is likely to be a lot of vehicle movement around the site and we believe that there will be safety issues.

Action: include in complaint to KH.

Headcorn Lay by – from the last meeting – check with clerk about :

Action: Suggested we produce a response for parishioners re this matter when we are asked =

Over the past 2 years the Parish council have been raising this issue with Kent highways. Its KH land, we have been told not to touch it and public should not be parking there. We have exhausted all avenue to try and improve this area. Please complain to Kent highways directly.

5. SID – permission at Headcorn Road, Marden Road, Bathurst Road sites.

**Note - the camera should not stay in the same location longer than 3 weeks.**

*Batteries last 5 – 11 days depending on traffic going past i.e. drain quicker on Headcorn Rd*

*Headcorn Road facing east for 2 weeks (some leeway allowing up to 3 weeks subject*

*Headcorn Road facing west for 2 weeks to availability to turn the camera.)*

*Bathurst Road for 1 week (this should ideally be 1 in term time / 1 in holidays)*

*Marden Road facing west for 1 week*

*Marden Road facing east for 2 weeks*

Action: See above no data yet since its return last week (Sept to Mar). We wait with baited breath!

6. Speedwatch Malcolm sent an email to 19 on the list. 7 replies 5 saying they no longer wish to be volunteers due to age - insurance stops at 80 years! (1 moved out of Staplehurst) 2 happy to continue. Need more volunteers. Suggested we advertise in the next update. Village cleanup – advertise. Stall at VE day Th 8<sup>th</sup> May?

Auto Speed watch – In its winter dormancy due to lack of sunlight.

7. Accidents/incidents reported – [staplehurstroadinfo@gmail.com](mailto:staplehurstroadinfo@gmail.com)

Verbal comment only, Sainsburys roundabout issue again. Some drivers just drive out without checking right, others on high street seem to regard it as a road without a roundabout.

8. Hedges – Hedges letter agreed at full council – Now in nesting season March to August. Are able to report to KH if there is a dangerous hedge Keep an eye out for any overgrown hedges and debris at the bottom. Suggested lowering the hedge a bit on the exit from Surrenden field onto Thatcher Rd /Bathhurst Rd/ Crowther Close, next time the hedges are cut

Action: – ask clerk to add to maintenance work.

9. AOB:

Crowther Close to Bathurst Road end of the field top of Thatcher is a designated public right of way – no sign there – should there be? Not convinced needs one. KM310 298 metres

KM293A (Dr Gildeh ) active vegetation fault – on to do list to cut back vegetation as has KM295 water works sewage works Km290 +KM269A need to check that they are still accessible.

Dates of forthcoming meetings: Next meeting 10am Monday, 28<sup>th</sup> April 2025

**Minutes of Jubilee Field Working Group**  
**Held Tuesday March 4, 2025, 1<sup>st</sup> Floor Village Community Centre**  
**At 7.30pm.**

1. **Present:** Cllr. Sharp (AS) Chairman, Cllr. Alesi (MA), Cllr. Arger (MAA), Chris Rhodes (CR), Cllr. Hotson (EH), Nicola Stonebridge SMFC, Paul Bowden-Brown (PB-B), Lee Seal (LS), Cllr. McLaughlin (BM)
2. **Apologies:** Cllr. Riordan.
3. **Minutes of previous meeting:** agreed.
4. **Matters Arising:**
  - Boiler - AS reported hot water now working. Dean looking at how long it takes for hot water to come on for the showers and adjust the timer accordingly. NS reported only one tank working. AS clarified, this was deliberate because elements fitted are not correct and to reduce the risk of fuse blowing and causing damage, only one tank working. This means hot water will take longer which is why Dean monitoring the situation. Once Ormandy return to rectify the matter at their expense then both tanks will be working. Waiting for them to give date for return. NS advised water taking as long to heat as previously. (4-5hrs) Please note ladder to roof area needs to be vertical for safe usage.
  - Ventilation/Extractor system – Funding agreed at full council January 27. Ventilation and electrician to assess work required £660 + vat. No further update available. AS to pursue.
  - Bollard – Funding agreed at full council January 27. Discussion as to whether a bollard would be sufficient to prevent excursion onto the pitches. NS reported the previous pitch damage had been a mother allowed child to use motorcycle on pitch. CR suggested a gate frame/allowing the hedge to grow and fill in more of the gap. Following discussion agreed to review in 6 months.
  - Cleaning machine – Funding agreed at full council January 27. AS will deliver to pavilion tomorrow. Code number for padlock at the agreed PC storage locker not known to AS.
  - Old Container – seek to remove as scrap when weather better and ground firmer. Current storage container will then be moved to the same site.
  - Cracked tile in Changing Room 1 bottom right of the shower. AS confirmed gap filled in and review tiling out of season.
3. **Budget:**
  - Boiler/ventilation and corrosion are still outstanding. AS to pursue Chris Price 07799419743 as says he has not been contacted by the office regarding corrosion. Budget underspend at present.
4. **Maintenance:**
  - Mower repaired. £1267.56 including vat. AS to have conversation with Dean regarding maintenance and general care to prevent incident reoccurring.
  - Spike, roll and reline to be done before this weekend and AS will liaise with Dean. LS reported junior pitches 9x9 and 11x11 needing to be done. 7x7 (mini) needs more work to be carried out as in greater need. There are 2 rollers, and one has spikes to aerate the ground.

- Drainage – NS reported north end of ground still an ongoing issue and area in middle of main pitch has dropped. P B-B advised club high up the league list, along with Tunbridge Wells, with games cancelled, due to the ground not being playable. Situation also not helping the club in attracting players when games cannot be guaranteed. P B-B advised drainage an ongoing issue. Work needs to be carried out to investigate the cause and resolve the issue. P B-B arranging a survey for the HoT and arranging for scan of the main pitch. Centre area is where drain has possibly collapsed, and work would need to be done within the closed season. NS confirmed there would be no games from May 12 to end of June/beginning of July, allowing for any works to be done and completed before the start of the new season. No friendlies played at home. AS reiterated the ditches creating issue at the north end are the responsibility of neighbours. P B-B raised question regarding the 3G and the effect it would have on the rest of the site in relation to drainage. EH advised a lot of work had been done to mitigate the problem. P B-B will pass on survey information to AS. EH advised 3 quotes would be required under PC rules and SPC would be responsible for the work to be carried out.

**5. Groundsman:** see above. AS to discuss with Dean.

**6. Bookings:**

- LS - Presentation Day May 18 will depend on state of 3G installation.
- NS – March 22 non-League Day. National Day. April 5 home game v Clapton Community FC. Event at GG Centre April 28, same time as semi-final play-off. Parking will be an issue. Play off final May 3 if club gets through.
- NS – Development Team (last years under 18 team) have reached the final of the Presidents Cup which will be played at the Gallager's Stadium, Maidstone.
- CR - GG have event February 22 for Thinking Day. Event Bank Holiday May 25/27.

**7. Girl Guides:**

- Deed of Variation of the Lease and Annual Licence Deed still awaited. EH has spoken with RG and letter of complaint has gone to PC solicitors. CR confirmed solicitors have finally contacted GG solicitors. All agreed the delay was unsatisfactory.
- CR raised with the 3G delay the soakaway in front of the KLC has silted up and needs clearing asap. Issue causing building damage. Agenda item for next meeting.

**8. SMYFC CIC:**

- LS – raised reimbursement of fees £1404 costs to play elsewhere because ground not playable. Have spent £1811.85. LS to do letter to SPC regarding refund. 15 teams using pitches and need for planned alternatives. EH raised how that number will be fitted onto the 3G and grass pitch. LS accepted there would always be a need to look elsewhere to meet their requirements. LS stated club always wanted to be welcoming as well as successful. Looking to 2 main teams plus girls' team. NS/LS advised FA bringing in 3 aside teams. Won't move to 11 aside football until under 14.
- LS reported a recent committee meeting to discuss the draft pitch and hire agreement the question was asked if SPC would consider “pay as you go” which is what happens with MBC. Facilities elsewhere are not always suitable. eg. no toilets. AS to discuss PAYO with LS and present refund request to SPC March 31. Ground Hire Agreement going forward.
- 3G – no news from MBC.

## 9. SMFC CIC:

- Ground Hire Agreement – NS has not received any feedback from the office to her letter though Cllrs. had received an email dated February 27.
  - Amendments:
    - Point 4 – change overarching title to Staplehurst Monarchs Football Club rather than itemise the teams especially as titles might vary season to season and would also include the Junior teams as all part of one organisation.
    - Point 22 – Pitches – add unless a game is taking place i.e. 2 hours before a match, during a match and 2 hours after a match. Already in place.
    - Point 25 – add – would be responsible for the cost of using the floodlights.
    - Point 40 – amend ‘selling of alcohol on match days for Staplehurst Monarchs Football Club.
- Main gates not to be locked open as they are now. Gates are left unlocked by the turnstile and east side. South side large main access gates – it is not recommended by Cllrs. to have these large gates visibly open as it could result in damage to the main pitch which could incur expense. Motor bike and pony and trap damage has occurred on the junior pitch and in front of the Guide centre.

P-B-B and NS raised whether there was any change in Annual Ground Hire Fee of £8302.50 per year. AS confirmed, none. NS believes the senior club are paying for the floodlights 3 times. NS quoted from E, F&S meeting December 2022 stating the club what the club were to pay x plus £50 per month for floodlights. NS said then an additional £50 was added towards the electricity bill plus paying the meter reading for the floodlights. AS stated, the original figure had included the extra but that was not the case now. NS viewed the minutes as clearly stating the variation in charges. P B-B accepted the explanation from RG that a single figure had been agreed without any extra sums added other than the refreshment table which would only be in place until the club house built. NS reiterated E, F&S minutes with the extra costs. Following discussion, the club would accept paying for the floodlights and the temporary bar. NS wants £600 taken of the £7500 and the fee would then be £6,900 plus 2.7% increase. AS said request could go into a report to full council March 31. P B-B raised that agreement must be signed by April 1. NS again reiterated loss of income and loss of reputation which was supported by P B-B. As previously discussed at full council and refund refused 5 Cllrs need to request this matter be returned to full council otherwise will have to wait 6 months. EH requested the need to see the accounts to highlight financial situation. P B-B advised finances are dire and CIC are not for profit organisations. If the club put the costs of pitch maintenance and shortfalls that loss would be over £10k. NS said they have played 2 games at home and spent over £2k in rent. Sponsorship an issue as games not being played at home and their main sponsor had quit. The delay in the 3G getting approval from MBC was affecting the clubs FF grant and support from brewery because signing HoT and giving the Club 10 years security has been put back.

NS/AS confirmed GHA pitch maintenance would come back to SPC for recreational standard and the club would pay as previously for any extra work as they required. AS to send email sent to Cllrs. to NS regarding HoT. NS also raised what fee would be expected if only 1 team was playing at JF. Answer not known but thought would stay the same as not charging per team per game.

AS felt discussion bringing all parties closed together. EH raised if the club was doing any fund raising and NS confirmed some had been done and the sum of £17k raised.



AS proposed another meeting Thursday March 20, 2025, to clarify/update before the March 31 full council meeting.

Football Foundation are requesting LUX certificate for the flood lights and NS asked if SPC would contribute to the cost involved. Following discussion everyone assumed this was a club matter only but to check with office.

**10. Pavilion Weekly Risk Assessment:**

- Parish caretaker carrying out weekly checks. AS to check if anything outstanding.

**11. Action Plan:**

- Noted.

**12. AOB:**

- AS advised power outage March 6 at JF from 1pm and back on between 3.30/4.30pm.
- VE Day May 8 – AS asked if CIC wanted a presence to raise their profile amongst the non-football members of the community.
- EH sort clarification on the previous monitoring officer matter. P B-B advised no action taken at this time.
- NS stated the wish to reach a good working relationship with SPC. EH clarified the amount of work being generated by JFWG and 3G in the office and by councillors. Club would love to play at the ground. The success of the club should be publicised.
- Agreed the seniors/juniors would provide a report for each meeting.

**Date of next meeting:** Thursday, March 20, 2025, at the Village Community Centre to purely discuss the GHA.

**Meeting closed 21.45.**

*Margaret Arger.*

**Report from Nicola Stonebridge:**

Despite a difficult winter, the Senior Section still has some notable successes. Our women's team will be taking part in a Kent FA invitational tournament for International Women's Day at Cobdown this weekend; and our Men's Sunday team have reached the final of the President's cup in their first season. Most of the players are former Monarchs Youth teamers, with a few 'experienced' Staplehurst boys. They will play the final at the Gallagher Stadium, home of Maidstone Utd, on April 11. They have a chance of a second trophy, with the Invitational Cup quarter final this Sunday.

We are incredibly proud of our club and what it is achieving.

NS – March 5, 2025.

**Minutes of Jubilee Field Working Group  
Held Thursday 20th March, Community Centre office  
At 7.30pm.**

1. **Present:** Cllr. Sharp (AS) Chairman, Cllr. Alesi (MA), Chris Rhodes (CR), Cllr. Hotson (EH), Nicola Stonebridge SMFC,
2. **Apologies:** Cllr. Arger (MAA), Paul Bowden-Brown (PB-B), Lee Seal (LS), Cllr. McLaughlin (BM), Cllr. Riordan.
3. **Minutes of previous meeting:** 4.3.25 agreed.
4. **Matters Arising:**
  - Boiler - AS reported Ormandy attended on Wednesday to carry out corrective repairs. Also agreed to cover our expenses for calling out an electrician to make temporary repairs.
  - Note - ladder to roof area needs to be vertical for safe usage. Message passed on.
3. **Bookings:**
  - LS - Presentation Day May 18 will depend on state of 3G installation.  
**Please note this is formal notification of the event for SPC approval if required.**
4. **Girl Guides:**
  - Bug hotels have been made by the girls. As part of encouraging wildlife these will be put up around the Jubilee Field.
5. **SMFC CIC:**
  - Note that the aim is to agree the hire agreement by 31<sup>st</sup> March 2025 in principle. It is understood that today's version will need to be discussed by the club's committee as well as be agreed at full council on 31.3.25.  
Also if the SMFC CIC Clubhouse is developed then the SMFC CIC ground hire agreement would be amended to reflect that and if the 3G pitch is built the SMFC CIC Youth pitch and pavilion hire agreements would be amended.
  - Ground Hire Agreement = hard copy with amendments as per previous meeting added:

Point 4 – change overarching title to Staplehurst Monarchs Football Club  
*As Youth FC have their own hire agreement AS explained it was not proper to include them on the Senior hire agreement.*

NS asked if it is necessary to delineate each team can we add the Sunday am development team called the 'Sunday Team' ?  
*AS not sure if they could just add another team and that it would be better to have teams itemised so SPC are aware of how many teams are playing.*

Please note that the Under 23 team is currently a Wednesday but may have to change to a Thursday. This is under discussion by the Senior FC who will advise SPC as soon as they know. Would this necessitate the 3G contract to be 'tweaked'?  
AS confirmed after meeting that the club could imply book Thursday instead.

Point 12 – Currently says ‘The club us responsible for the maintenance of the main pitch. NS said that needs to change to SPC. *Much debate about this. AS did not agree with this.*

Point 14 – Discussion confirmed that this has historically been part of the hire agreement in case there should be any damage to the pitch. *Keep*

Point 22 – Pitches – add unless a game is taking place i.e. 2 hours before a match, during a match and 2 hours after a match. *Already in place.*

As agreed in 2021, JFMC (mins 29.11.21 - 8.1) Jubilee field is a public recreation ground. This enables the public access to the main pitch unless a match is being played. The turnstile entrance gate and East side gate to main pitch has not been locked for over 2 years now. The large access gates to the South of the pitch – JFWG do not recommend these are left wide open. If there is damage to the main pitch SPC would have the expense of repairing it. We have had damage to the junior pitches and in front of the guide centre from Motor bike and pony and trap which would have been a bigger financial burden to SPC if on the main pitch.

Point 25 – add – would be responsible for the cost of using the floodlights. *Add*

Point 40 – amend ‘selling of alcohol on match days for Staplehurst Monarchs Football Club.

NS asked if due to teams changing season to season can the umbrella term “SMFC CIC senior matches (not training)” be used rather than itemising each team? Or Sunday Team needs adding as if anything changes the hire agreement would need amending again.

*As point 4 would need to add Sunday Team*

- Hire fee 1.8.25 – 31.7.26 £8,302.50 Annual / £691.88 mth x 12 + floodlights

2024 – 25 £6,500 + £600 refreshment table + floodlights

2025 – 26 £7,500 + inflation 2.7% + £600 refreshment table  
= £8,302.50 + floodlights

NS made a request for SPC to consider a reduction of £600 = £6,900

The refreshment table hire was issued with the thought they would have beer keg and be using power from the pavilion. It is just a table with an ice bucket with cans of beer and a gazebo over it. Could the £50 fee (£600 ann) for this be reconsidered?

Senior FC are paying more for their one pitch than Junior FC who have 3 pitches and their hire fee is £7,443.06.

Discussion noted that SPC mooted a hire fee of £9,519, then £8,679 which was reduced to £6,500 Jan 2024 after a plea from NS (EGM 22.1.24) for 1.8.24 – 31.7.25  
*JFWG Agreed that NS could submit a report t Full council requesting refund*

- 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 as a consequence of so much wet weather .

Whilst many games have been or will be replayed, the changes can make a huge difference to the income generated to enable the club to pay the hire fees.

For 3 months SMFC were unable to use the refreshments table and at catch up games, of which for the first team games, only one could be replayed on a Saturday. They have no one to run it on a Wednesday when most games were replayed. The attendance for a mid week game is 40 – 50% less than for a weekend game. Whilst they have managed to 'replay' many games there will be weeks where two games a week have had to be played. This also means there is less revenue with fewer in attendance.

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

As such they request 3 x £50 refreshment table and £50 to hire Benenden pitch = £200 refund and anything else SPC might consider.

*JFWG Agreed that NS could submit a report t Full council requesting refund*

**6. AOB:**

**Date of next meeting:** Tuesday 29<sup>th</sup> April 2025, Office

*Adele Sharp*

## SCENIC Meeting Notes – 19<sup>th</sup> March 2025

### 1. Present:

Cllrs. Sharp (Chair), (AHS) Pett (AP) and Martin (AM)

### 2. Apologies:

Cllrs. Riordan and Castro

### 3. Previous Minutes:

Agreed as a true reflection of the meeting on 6<sup>th</sup> February 2025

### 4. Display Boards

- AHS has researched various designs and possible sitings throughout the village. Cllr Rhodes will be asked for his input re airfield.
- All Saints PCC and Staplehurst Society reps to be asked to the Scenic meeting on 22<sup>nd</sup> May to discuss content and viability.
- AM suggested that further work on this project should be delayed until later in the year, as we have more pressing items/projects under consideration. This was agreed in principle, although research will be ongoing in the background.

### 5. Youth Club

Work on the disabled toilet has been completed and noticeboards have been relocated.

Cllrs Alesi and Melville have checked computer equipment and matched leads, cables and plugs and some are now in working order, despite being old. Other rubbish can be added to that being collected by MBC following the Litter Pick on 5<sup>th</sup> April.

PR is meeting with LPR and one other on Monday 24<sup>th</sup> March for Youth Club Leader pilot update.

Further discussion re possibility of directly employing a youth leader.

### 6. Bell Lane Toilets

Whilst latest repairs have been completed, it was reported this week that further ASB has occurred (excreta smearing), which has been reported to the police.

Suggestion that such ASB should be mentioned in the next Village Update, alerting residents to be vigilant, as this is costing SPC unnecessary expense and is unacceptable.

### 7. Christmas Lights

It was noted that the new lights have been put in the air raid shelter in such a way that they are at risk of being damaged.

**ACTION: AHS to ask the Clerk if the lights can be moved to a safer position in the shelter.**

### 8. Disabled Toilet in Parade

**ACTION: Surveyor to review settlement of ground outside of the services channel. AHS to chase. (See last minutes)**

At this point, a decision will need to be made about whether the non-disabled toilet should be opened for use, or be used for storage only.

**9. Surrenden Field Pavilion**

SCEG has now replied to email, following some confusion re email address of recipient. All future correspondence must go to Dee Fry.

SCEG have indicated acceptance that they need to vacate the current pavilion and that SPC will dispose of anything left.

Re planning application – **ACTION: AHS to liaise with Clerk to obtain pre-planning.**

Discussion re VAT and the fact that the new pavilion will be a community asset and not a business venture, AP explained how it might be worth considering limited company status. **ACTION: AP will speak to the Clerk in this regard.**

**10. Merit Awards Sponsorship.**

Cllr Hotson has secured £150 sponsorship from Homeleigh Timber.

Other local businesses were mooted and for possible sponsorship of the Xmas lights.

**11. Next Meeting Dates:**

**24<sup>th</sup> April and 22<sup>nd</sup> May 2025.**

**EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING**  
**Meeting Notes 20<sup>th</sup> March 2025**

- 1. Present:** Cllrs Martin, Hotson, Perry and Sharp
- 2. Apologies for Absence:** Cllrs Riordan, Wakeford and Arger  
(Cllr Perry Chaired the meeting in Cllr Riordan's Absence)
- 3. Dispensations - NA**
- 4. Minutes of previous meeting** – 20<sup>th</sup> February 2025, agreed by those present.
- 5. Action plan**
  - Kings Head - emailed on 13.3.25 - approved
  - Youth Club – emailed 13.3.25 – Meeting with LPR, KCC Cabinet Member for Children's Services Monday 24<sup>th</sup> March 2024.

Staff issues

Note need to advertise for cleaner – suggest on Council Facebook website – already approached by two people.

" We are seeking a self-employed cleaner for the Jubilee Field Pavilion lobby area / toilets and Youth Club – 2 hours per week, flexible hours, £20 per hour. It will be advantageous if you are local and can provide references. Please contact the clerk on [clerk@staplehurst-pc.uk](mailto:clerk@staplehurst-pc.uk)"

Staff Holidays - can carry over up to 5 days

- Clerk take 1 day before 31st March 2025 – carry forward 4.5 days
- RFO still to take 8 days – currently on return to work, HR Subgroup consider if 5 or 8 days can be carried forward
- Administration 3 days to take before 31<sup>st</sup> March 2025 – 5 days to carry over
- Caretaker – 0 days to carry over

**6. Organisation of Annual Parish Meeting / Staplehurst Awards and Social evening – Friday 16<sup>th</sup> May 2025 – discuss**

a) Promotion – social media, community groups, banner, posters etc  
 Advert in Parish Magazine, on social media, community groups, posters in village, Library, local shops etc.  
 Agreed outdoor banner £80 plus VAT which can be used every year

Note sponsors "Balfour Winery and Homeleigh Group"

- b) Organisation on the evening – draft room layout – agreed
- c) Clarify speeches / Merit Awards presentations

Group felt that content of the speeches should be in the rolling presentation and that any speeches should be focused - 3 minute rule for each speaker - followed by Public Questions

Then a break and the Merit Awards presentation about 30 minutes later.

6pm – 7:30pm set up

7:30pm - Open

7:30pm – Mingle / stalls

8:15pm – Formal APM Speeches / Questions and Answers

8.30pm – Mingle / stalls

8-45pm - Merit Awards presentation

9:00pm – Mingle / Stalls

9:30pm - close and clear up

AM actions attached; AM chase up rota for Cllrs

## **7. Parish Council AGM**

The group discussed the draft agenda

Noted RFO is:

- Reviewing updated Model Financial Regulations - 1 amendment
- Subscriptions, donations and grants 2024/25 summary
- Proposed 2025/26 Subscriptions, donations and available grants budget

Group felt that a number of Cllrs and residents have raised concerns regarding the acoustics in the Infant Hall at the school. Now the South Hall has WIFI – general view is should return Council / Planning meetings to South Hall.

Clerk to clarify cost / availability of south hall and that the WIFI works – then report to Council with option to move back to the South Hall from 12<sup>th</sup> May 2025.

## **8. 3G pitch funding options**

Planning information still not on MBC planning portal, Clerk to chase again.

Group discussed 3G pitch funding - we know increase due to additional car parking and delays but will not know the actual cost until planning permission obtained and Design and Build Consultants confirmed figure.

Once known organise a Cllr workshops to look at all options such as CIL, Reserves, External funding and clarify funding priorities before a decision is made.

This will need to done within about 3 months of the planning permission.

## **9. Devolution**

Group discussed devolution and what approach does the Council want to take?

- Preferred option is the West Kent option
- Some consideration being given to a Swale, Maidstone and Ashford area due to "shared services"
- Note the Police Commissioner will be cut.

What are the impacts on Staplehurst Parish Council?



Likely increase in powers so “assets and services” potentially transferred to SPC?  
Need to seek clarification in “devolution consultation period” after KCC elections in Spring / summer 2025.

### **Assets – potential transfer or purchase**

KCC assets in Staplehurst? – the youth club land, Library, disabled toilet in parade area, School, parcels of open space, roads, footpaths / PROW

MBC assets in Staplehurst? Bell Lane (toilets and car park), Surrenden Field, parcels of open space – Lime Trees Playground

Aim for transfer but potentially Parish Council may need to purchase? Public Works Loan? This process goes through KALC initially.

Potential “services transferred” to Parish Council.

- Youth?
- Library?
- Community Warden?

SPC has a number of options for Assets or Services

No – SPC decide do not want the asset or service  
SPC - partnership with neighbouring Parish Councils  
SPC – take on asset or service but contract out  
SPC - Direct management by the Council

Likely not enough funding allocated / donated to the Parish Council to cover assets or services, currently Parish Council’s precept not capped so we can increase if required.

### **10. Parish Office Health and Safety**

Group discussed Health and Safety check list – up to date and working well – above the legal requirement as we have less than 10 employees.  
Clerk noted Cllr Riordan has concerns about previous years.

### **11. Precept – discuss – see Council cover report**

Group discussed increased and public comments Cllr Perry noted SPC £166 compared to MBC £504

Noted that group discussed the emerging 2025/26 budget on the 19/9/24, 17/10/24, 7/11/24, 21/11/24 and with detailed figures / increases on the 19/12/24.

Council discussed in detail on the 9/12/24 and then approved on 27/1/25 with report highlighting increases.

Cllr Martin and Cllr Hotson noted that we discussed issues but on reflection more scrutiny may have been required.

Main increases due to;

- Did not increase during COVID years
- Housing numbers grew, so could cover inflationary costs without increasing precept
- Contract inflation

Main increases in 2025/26 when compared to 2024/25

- Churchyard maintenance increase by £3,290 – in Churchyard agreement
- Public toilets £6,025 – proposed extra disabled toilet
- Staff - £10,000 – mostly NI increase
- Youth Service £14,000 – for contribution to pilot scheme
- General running costs 7,627 – contract increases, rent increase, Cllr IT equipment etc
- Cllr Allowance - £7,150

Need to consider how we can manage budget during 2025/26 – such as Cllr IT equipment, or disabled toilet project

**12. Next Meeting 17<sup>th</sup> April 2025**

## COMMUNICATIONS GROUP NOTES – MONDAY 3<sup>RD</sup> MARCH 2025

1. Present: Cllrs Alesi, Arger, Sharp and Martin

2. Apologies for Absence: Cllrs Riordan and Castro

3. Agreement of last notes of 18<sup>th</sup> December 2024

Accepted as a true reflection of the meeting.

4. Matters Arising (items not already on the agenda)

None

5. Replacement Printing Company Update

In January, Paxman confirmed that the February Village Update print run will be their last. Tenders received were considered and Simply Print Partners was selected as the best quote: 3 x Village Updates + 1 x Annual Report totalling £3602.85 + VAT. SPC approved appointment. **ACTION: AS to check with office that quote has been accepted.**

6. Booklets update

MA still working on content. It was agreed that booklets should contain 4 – 8 pages and not include information about businesses. To be added to next agenda.

7. SPC Website Update

Next steps: Contact 2 of the providers researched to ask for ballpark figure to take on SPC website. Noted that Hugo Fox does not support Outlook 365.

**ACTION: AM to contact Heliocentrix (Marden) and Eyelid Productions (Hertfordshire)**

8. IT Provision for Recommendation to PC

The following tenders have been received and scrutinised:

Heliocentrix (based in Marden), Cloudy IT (based in Buckinghamshire) and Techworx (based in Tonbridge). Discussion re price, training costs and location and comparisons made re specification required.

We then scored all 3 companies using the template provided:

	Cloudy IT	Techworx	Heliocentrix
Manage access / permission / accounts	25	25	25
Manage emails	100	100	100
Security / antivirus	100	100	100
Change migration	25	25	25
Training	10	20	25

Customer support	60	45	150
Fees			
one off fee	100	160	200
Annual contract fee	125	225	225
IT equipment recommendation	15	15	15
<b>Total</b>	<b>560</b>	<b>715</b>	<b>865</b>

COMMUNICATIONS Group recommends Heliocentrix be given the new IT contract.

**ACTION: AM to prepare report to go to full council.**

#### **9. AOB**

Discussion re dates for Annual Report: copy due 30<sup>th</sup> April, to printers by 23<sup>rd</sup> May, publication by 7<sup>th</sup> June for distribution on 9<sup>th</sup> June 2025.

**ACTION: AM to remind SPC groups about reports + DJ for finance info + MAr re Neighbourhood Plan.**

**10. Next Meeting – Wednesday 9<sup>th</sup> April 2025 (date amended to allow for Annual Report work)**